

**BY ORDER OF THE COMMANDER
AIR FORCE ROTC (AETC)**



AFROTC INSTRUCTION 36-2013

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Personnel

**AFROTC POC ALLOCATION AND
CATEGORIZATION MANAGEMENT**

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This instruction implements AFPD 36-20, *Accession of Air Force Military Personnel*. It provides guidance to Air Force Reserve Officer Training Corps (AFROTC) unit personnel for administering the senior AFROTC Professional Officer Course (POC) Selection and Categorization processes. It defines responsibilities and tasks associated with applicant submission for selection into the POC, pilot, Combat Systems Operator (CSO), Air Battle Mangement (ABM), and selected non-line categorization to meet production goals established by HQ US Air Force. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 33 and 10 U.S.C 103. System of records notice F036 AETC I, *Cadet Records*, applies. Submit an AF Form 847, *Recommendation for Change of Publication* (prescribed by AFI 11-215, *USAF Flight Manual Program (FMP)*) to the OPR to recommend changes to this publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/> . This instruction applies to AFROTC headquarters, regions, and detachments.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision incorporates the following changes: changed AFROTC IMTs to AFROTC Forms; added guidance on notification to detachments (paragraph 1.5.); re-defined the out-of-cycle enrollment allocation (EA) programs (paragraph 2.5); updated procedures for cadets receiving marginal/unsatisfactory ratings (paragraphs 2.8.1., 2.8.2. and 2.8.3.); changed the pilot/CSO order-of-merit (OM) by incorporating the FT results in the calculation (Table 3.2.); updates requirements for TBAS for pilot selection (paragraph 3.2.3); modified procedures to change cadet's category (paragraph 3.5.); added counseling requirements for cadets categorized as pilot, CSO and formats for category preference volunteer memorandums (Attachments 2 – 5).

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Chapter 1

Eligibility and Schedule of Events

1.1. General Information. This section explains the purpose of enrollment allocation (EA) and categorization management. It explains basic eligibility requirements common to EA, categorization management, and provides an event schedule.

1.2. Purpose. To award Professional Officer Corps (POC) EAs to cadets and to categorize cadets into pilot, Combat Systems Operator (CSO), Air Battle Manager (ABM) or selected non-line career fields.

1.2.1. In awarding EAs, AFROTC senior officers appointed by HQs select applicants to enter the POC. Selection normally occurs in the applicant’s AS200 year. A cadet cannot be contracted in the POC or enroll in AS300/400 classes without an EA (unless Special Student with **no** intent to commission).

1.2.2. In categorization, AFROTC senior officers appointed by HQs place cadets in categories to meet Air Force officer production objectives. All cadets are categorized as officer candidates after competing successfully through the POC Selection Process (PSP). For officer candidates competing for a pilot/CSO/ABM slot, categorization occurs in the fiscal year (FY) prior to commissioning (normally during the AS300 year). For officer candidates competing for a non-line (medical, dental, nursing, or law) slot, selection occurs two fiscal years prior to commissioning (normally during the AS200 year as part of PSP).

1.3. Eligibility Requirements. Applicants must meet the all eligibility requirements in AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*, Chapter 1.

1.3.1. Cadets competing through the PSP or Rated categorization process must have a cumulative grade point average (CGPA) of at least 2.0 on a 4.0 scale. Applicants competing for Pre-health or Dental must have a CGPA of at least 3.5 on a 4.0 scale. All other non-line applicants must be in good standing within their university program. Term GPA is not a factor for eligibility. Use the official CGPA as calculated by the university.

1.3.1.1. If AFROTC course grades are not included, recompute the GPAs to include them. Detachments must also include any transfer courses accepted by the degree-granting institution towards degree requirements that are not already included in the CGPA. Applicants in graduate school must factor in their undergraduate CGPA as shown on their transcript at graduation.

1.3.2. Graduate Law Program. Reference AFOATSI 36-2018, *AFROTC Special Actions Program*, for eligibility and application procedures.

1.4. Schedule of Events.

1.4.1. 1 June (or earlier): Begin working physical examinations for applicants. Review and ensure physical examinations for cadets requesting pilot/CSO/ABM categories meet appropriate Air Force Medical Support Agency (AFMSA) standards by updating the pilot/nav screen exam information into the Web Intensive New Gain System (WINGS).

1.4.2. First duty day in January: Start of nomination period.

1.4.3. Second week in February: Detachment deadline for PSP/categorization inputs.

1.4.4. First week of March: PSP/categorization boards held.

1.4.5. Third week of March: PSP/categorization board results released via Automated Response Message System (ARMS).

1.4.6. Last week in August: Deadline for all field training result inputs for the categorization continuation process.

1.4.7. Last week of September: Categorization continuation process and Euro-NATO Joint Jet Pilot Training (ENJJPT) and Joint Strike Under-graduate CSO Training (JSUNT) selection process completed.

1.4.8. First week in October: Categorization continuation process and ENJJPT/JSUNT results released.

1.5. Notification to Detachments. Detachments will be notified of selection for an EA, Pilot/CSO/ABM categorization, and non-line categories through WINGS in the Category Selection (CAT-SEL) field. The field will state “officer -T” if the cadet is given an EA in a technical major, “officer-N” if the cadet is given an EA in a non-technical major and will remain blank if not selected. If categorized as a pilot/CSO/ABM or into a non-line slot, the field will reflect “pilot”, “CSO”, “ABM”, or a non-line category as appropriate.

Chapter 2

POC Enrollment Allocations (EA)

2.1. General Information. This section establishes selection procedures for POC applicants. Before implementing these procedures, ensure actions required by AFROTCI 36-2011 are complete. Nominate the applicant for an EA through WINGS; reference the WINGS checklists located at <https://hq.afoats.af.mil>, for applicable instructions.

NOTE: An advanced enrollment allocation (AEA) is awarded to an applicant whose date of commissioning (DOC) normally falls three years after the current Fiscal Year (FY), normally for those in 5-year majors or with 3 years remaining to degree completion. Applicants competing for an AEA follow the same guidance as applicants competing for an EA.

2.2. Selection Requirements. Each applicant for an EA must meet these minimum standards:

2.2.1. Pass the physical fitness test (PFT) and meet standards according to AFOATSI 36-2007, *AFOATS Fitness Program*. Enter the most recent PFT score into WINGS.

2.2.2. Standardized testing requirements:

2.2.2.1. All applicants must take the Air Force Officer Qualifying Test (AFOQT) and achieve a verbal score of at least 15 and a quantitative score of at least 10. Applicants must take all sections of the AFOQT. Verify the applicant's most recent scores as they appear in WINGS and on the Student Management Roster (SMR). Contact AFROTC/RRFP if there is a discrepancy. AFROTCI 36-2006, *AFROTC Cadets and Applicants Testing*, outlines procedures for requesting a waiver if a cadet fails to achieve the minimum passing scores.

2.2.2.2. If the applicant has taken the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT), enter the scores in to WINGS.

2.2.3. Ensure any waiver requests (civil involvements, age, etc.) are approved prior to submitting applicants for EAs. Use the eligibility requirements outlined in AFROTCI 36-2011, Chapter 1, and on the AFROTC Form 63, *AFROTC Membership Action Checklist* (prescribed by AFROTCI 36-2011), when considering applicants for EA.

2.2.4. An enlistment physical must be scheduled for all applicants prior to nomination for selection. The physical must be qualified/certified prior to field training attendance.

2.2.5. Commanders must counsel, via AFROTC Form 16, *Officer Candidate Counseling Record* (prescribed by AFROTCI 36-2011), all scholarship cadets competing for an EA that if they do not receive an EA, a disenrollment investigation will be initiated. Meeting minimum scholarship retention standards alone does not guarantee selection.

2.2.6. Cadets with scholarship applications pending and cadets who have received scholarships and are pending activation must be counseled, via AFROTC Form 16, that failure to receive an EA will result in withdrawal of scholarship offer.

2.3. Detachment Selection Process. Screen applicants to determine their motivation toward pursuing an Air Force commission. Do not nominate unqualified and or unmotivated applicants. This screening will include, but is not limited to, drug use and alcohol abuse, civil involvements, and academic goals. As a minimum, applicants must meet the requirements outlined in AFROTCI 36-2011, Chapter 1.

2.4. POC Selection Process.

2.4.1. Unit Commander Ranking (UCR) and Order of Merit (OM).

2.4.1.1. The UCR is an evaluation of officership potential based on performance as a cadet. Rank all eligible cadets competing for an EA. Evaluate each applicant based upon the “whole person” concept. Since CGPA, PFT score, and standardized test scores are included in calculating the OM; they should only indirectly affect the ranking as they relate to demonstrated ability to balance numerous responsibilities at once. WINGS will compute the Relative Standing Score (RSS) based on the UCR and the class size (see Table 2.1).

2.4.1.2. Do not award an undeserved ranking in an effort to overcome lower objective factors such as a poor GPA, PFT or standardized test score.

2.4.1.3. The OM is calculated by multiplying the RSS, CGPA, PFT and SAT-R by their weighting factors then adding them together (Example: $(RSS*5) + (Cum\ GPA*5) + (PFT*0.15) + (SAT-R*0.009375)$). Applicants will be selected based on their OM. Applicants not selected will either be released from the program (non-contract) or investigated for disenrollment (contracted).

Table 2.1. PSP Order of Merit (OM) Factors

FACTORS	RANGE	MULTIPLIED BY	WEIGHT
RSS (Note 1)	5-10	5	50%
Cumulative GPA	2.0-4.0	5	20%
PFT	75-100	.15	15%
SAT-R (Note 2)	650-1600	0.009375	15%

NOTES:

- 1. The formula for calculating the RSS is $(5*((1-R/C)+0.5/C))+5$ where $R=UCR$ and $C=Class\ Size$.**
- 2. The SAT-R is used only for selection processing (see conversion chart Table 2.2)**

2.4.2. Nomination Period.

2.4.2.1. The nomination period normally begins the first duty day of January through the second week of February. Detachment commanders may submit nominees anytime during this period. Detachment Commanders are strongly encouraged to submit nominations as early as possible.

2.4.2.2. For any cadet who previously completed Field Training (FT) successfully, submit an AFROTC Form 22, *Cadet Personnel Action Request* (prescribed by AFROTCI 36-2011), to HQ AFROTC/RRFP requesting an EA and accreditation of FT. For applicants who have previously attended FT but not completed (returned with prejudice), forward the AFROTC Form 22 to HQ AFROTC/RRFP requesting authorization to repeat FT and continue in program.

2.4.3. Selection Boards and Notification to Detachments.

2.4.3.1. PSP and categorization selection boards convene at HQ AFROTC. Board rosters will be aligned by OM. To meet the needs of the Air Force, separate boards (e.g., academic major, foreign language ability) may be considered. For an applicant to meet the board, all selection data, **especially date of graduation/date of commission (DOG/DOC) and academic major**, must be correct, input, received, and verified by HQ AFROTC/RRFP prior to the established cut-off dates.

2.4.3.2. WINGS must include all applicants considered for selection. Check each entry to ensure all information is correct, **especially DOG/DOC and academic major**. Update WINGS to correct errors.

2.4.3.3. When a cadet is selected for an EA, CAT-SEL appears on the SMR. A cadet must have an EA prior to enlisting into the POC or enrolling in AS300 class. Applicants should not be scheduled for FT or POC entry/AS300 enrollment without an EA unless the applicant falls under the provisions of AFROTCI 36-2011, Chapter 1. The detachment commander is responsible for ensuring no cadet is allowed to attend FT, enter the POC or enroll in AS300 classes without an EA.

2.4.3.4. At the HQ AFROTC Commander's discretion, an alternate PSP may be used to expedite selection when a central selection board is not required.

2.4.4. Options for Non-Selects. Non-selects may extend their DOC to the next FY, continue as a completed General Military Course (GMC) AS500 and compete on the next PSP board. Contracted cadets will have to be an AS500 while being investigated for disenrollment. (see Table 2.3)

2.5. Out-Of-Cycle EA Process.

2.5.1. Out-of-Cycle EAs are given out after the PSP board has convened. Since the PSP is the main method of awarding EA, Out-of-Cycle EAs are only awarded if there were not enough selected through PSP, especially in critical majors. **NOTE: Applicants must be fully qualified to be eligible for out-of-cycle EA consideration and submitted to HQ AFROTC/RRFP via AFROTC Form 22 package. Package must include UCR and class size.**

2.5.2. Out-of-Cycle EAs are usually awarded to students who were unable to compete in the PSP board process. These individuals did not meet eligibility requirements, e.g. pending grades, physical fitness, etc., prior to board nomination or recent walk-ins who can graduate and commission in 1½ or 2 years as determined by the AFROTC Form 48, *Planned Academic Program* (or equivalent) (prescribed by AFROTCI 36-2011).

2.5.3. One-Year Commissioning Program (OYCP). AFROTC established the OYCP to allow flexibility in meeting short-term Air Force officer production goals in certain critical shortfall categories. The program is designed to complement and expand existing options available to prospective students. The OYCP targets students who can graduate and commission in one year. AFROTC will provide further guidance via official memorandum on specific program objectives. When this program is active, only applicants at AFROTC affiliated 4-year colleges and cross-town institutions are eligible. For scholarship information reference AFROTCI 36-2019, *AFROTC Scholarship Programs*.

2.5.3.1. OYCP cadets who dual enroll in the AS300 and 400 classes will attend an extended Field Training Unit (FTU). Those who do not dual enroll in the AS300 and 400 classes will attend an extended FTU and complete the AS300 curriculum

2.5.3.2. The detachment commander is authorized to approve dual enrollment only for the OYCP when the program is active. Any other dual enrollment request must be approved by HQ AFROTC/RRFP.

2.5.4. Submit an AFROTC Form 22, to HQ AFROTC/RRFP to obtain the OYCP EA and include the applicant's UCR. The applicant must meet all enlistment eligibility requirements in accordance with AFROTCI 36-2011. Since the enlistment physical is valid longer than the one year for OYCP, it will also function as the commissioning physical. Upon obtaining the EA, coordinate with HQ AFROTC/DOT to obtain an FT assignment. Every effort will be made to schedule FT prior to POC entry; however, FT attendance may depend on available space. **NOTE: HQ AFROTC/RRFP, in conjunction with HQ AFROTC/DOT, must approve FT deferrals and enlistment authorization—THIS IS NOT AUTOMATIC.**

2.6. Withdrawal/Discontinuation of EA.

2.6.1. HQ AFROTC/RRFP may withdraw the EA of any cadet who fails to maintain retention standards after selection.

2.6.2. Notify HQ AFROTC/RRFP immediately when a selectee with an EA discontinues or when an applicant no longer wants to be considered. This is critical so additional selections can be made to fill vacancies. The preferred means of notification is via e-mail.

2.6.3. When an applicant with an FT assignment leaves the program or cannot attend FT due to medical reasons, notify HQ AFROTC/DOT and HQ AFROTC/RRFP immediately. The preferred means of notification is via e-mail.

2.7. Processing for Other Detachments. When applicants cannot appear at the school they plan to attend, another detachment must process the applications. The processing detachment commander may interview the applicant and must assign a ranking. If the applicant is awarded an EA, the processing detachment is responsible for completing the cadet's membership processing. See AFROTCI 36-2011, Chapter 2, and AFROTCI 36-2019, Chapter 4 for specific instructions on transferring cadets.

2.8. Counseling Requirements on FT Marginal and Unsatisfactory Ratings. Counsel all cadets competing for an EA that the AFROTC Commander may hold a post FT retention board for cadets who receive an overall "Marginal" rating. Cadets who receive a "Marginal" rating at FT will not be permitted to enter the POC or enroll in AS300 class (see table 2.3). Ensure all cadets understand the impact a "Marginal" or "Unsatisfactory" FT rating may have on their future in AFROTC. (Refer to AF Form 1056, paragraph 10, section F [prescribed by AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*].) Award a conditional event to all contract cadets who receive a marginal or unsatisfactory rating, place them in AS500 status (which has no academic portion) and ensure they continue to attend LLAB until the disenrollment is resolved. Temporarily inactivate scholarship until receipt of a HQ AFROTC/RR decision. If the board elects to retain cadets with a less than satisfactory rating, or if no board is held, the following apply:

2.8.1. Marginal Ratings: Contract cadets returning from FT with a "Marginal" rating will receive a conditional event, be made AS500 and be investigated for disenrollment unless a waiver is received from HQ AFROTC/RRFP. Non-contract cadets will be discontinued. (detachment commanders may request, via AFROTC Form 22, a waiver to place the cadet in completed GMC status, AS500).

2.8.2. Unsatisfactory Ratings: Cadets returning from an FT with an "Unsatisfactory" rating will be made AS500 and will be investigated for disenrollment (contract cadets) or discontinued (non-contract cadets).

2.8.3. Temporarily inactivate scholarship until receipt of a HQ AFROTC/RR decision. If the cadet was scheduled to be commissioned upon completion of FT, take necessary action to extend the DOC immediately and notify AFPC.

Table 2.2. SAT-R Equivalency Chart

AFOQT AA	ACT COMP	SAT-O TOTAL	SAT-R TOTAL
		Test Date Before 1 Apr 95	Test Date On/After 1 Apr 95
10		710	840
11		720	850
12, 13		730, 740	860
14	18	750	870
		760	880
15		770	890
16		780	900
17	19	790	910
18		800	920
19		810	930
20		820	940
21, 22	20	830	950
23		840	960
24, 25		850, 860	970
26		870	980
27	21	880	990
28, 29		890	1000
30		900	1010
31		910	1020
32, 33	22	920	1030
34		930	1040
35, 36, 37		940, 950	1050
38, 39		960	1060
40	23	970	1070
41, 42		980	1080
43		990	1090
44, 45		1000	1100
46, 47	24	1010	1110
48, 49, 50		1020, 1030	1120
51, 52		1040	1130
53	25	1050	1140
54, 55		1060	1150
56, 57		1070	1160
58		1080	1170
59, 60, 61, 62	26	1090, 1100	1180

63		1110	1190
64, 65		1120	1200
66, 67		1130	1210
68	27	1140	1220
69, 70		1150	1230
71, 72		1160, 1170	1240
73, 74		1180	1250
75	28	1190	1260
76, 77		1200	1270
78		1210	1280
79		1220	1290
80	29	1230	1300
81, 82, 83		1240,1250	1310
84		1260	1320
85		1270	1330
86	30	1280	1340
87		1290	1350
88		1300	1360
89		1310	1370
90	31	1320	1380
91		1330	1390
92		1340	1400
		1350	1410
93	32	1360	1420
94		1370	1430
95		1380	1440
96		1390	1460
	33	1400	1470
97		1410	1480
98		1420	1490
		1430	1510
99	34	1440	1520
		1450	1530
	35	1460	1550
		1470	1560
		1480	1580
	36	1490-1600	1600

NOTE: Use Table 2.2 only to convert test scores from AFOQT Academic Aptitude, ACT or SAT-O ONLY to the SAT-R. Do not use this table to compare or convert scores between AFOQT-AA, ACT, or SAT-O.

Chapter 3

Pilot/CSO/ABM Categorization

3.1. General Information. This section establishes procedures by which AFROTC assigns officer candidates to pilot/CSO/ABM categories. The procedures apply to candidates scheduled for commissioning during the next FY. Cadets who are unable to meet the pilot/CSO/ABM categorization board may be allowed the opportunity to categorize following the boards. The decision to allow categorization after the board has convened will be based on the needs of the Air Force.

3.2. Pilot/CSO/ABM Categorization Requirements.

3.2.1. Candidates must meet the Air Force Officer Qualifying Test (AFOQT) minimum scores shown in Table 3.1. These scores are not waivable, even for candidates who previously received an AFOQT waiver for enlistment.

Table 3.1. Minimum AFOQT Scores

	Pilot	Nav	Pilot +Nav	Verbal	Quant
Pilot	25	10	50	15	10
CSO	10	25	50	15	10
ABM				15	10

3.2.2. All eligible cadets may compete for a pilot/CSO/ABM category slot. Cadet physicals for pilot/CSO must meet the most restrictive Air Force Medical support Agency (AFMSA) standard in the pilot/nav screen exam in WINGS for their desired category prior to submission. If a cadet does not meet AFMSA standards for the requested category in time to meet the submission deadline, consider the cadet unqualified for the category and do not nominate. If the cadet later meets AFMSA standards and wants to request pilot/CSO categorization, submit an AFROTC Form 22 package to HQ AFROTC/RRFP. Cadets who undergo Corneal Refractive Surgery (CRS), will need to supplement their current physical with a new eye examination provided by their ophthalmologist. The eye examination cannot be given earlier than 3 months after the operation and results **must** be evaluated/certified by HQ AETC/SG prior to submission. Update the physical (including the supplemental eye examination) information in the pilot/nav screen exam in WINGS to determine if the cadet is qualified for their desired category. Counsel each cadet who meets the rated categorization board that they will be required to pass a Flying Class I (FCI) flight physical/medical Flight Screen (MFS) at Brooks (if selected as a pilot), a Flying Class IA (FCIA) flight physical (if selected as a CSO), or a Flying Class III (if selected as an ABM) **after** pilot/CSO/ABM selection; but prior to commissioning. Meeting the medical pre-screening eligibility criteria prior to the board does not guarantee the cadet will not be disqualified on the FCI, MFS or IA flight physical, this process only establishes “potential” qualification.

3.2.3. Pilot candidates must complete the Test of Basic Aviation Skills (TBAS) so a Pilot Candidate Selection Model (PCSM) score can be computed prior to categorization. Only two test administrations are authorized per individual. Do not administer a retest (second

testing) until at least 180 days have passed from the date of initial testing. The detachment TBAS monitor must inform cadets that only one TBAS retest is authorized. The PCSM office will automatically invalidate third and subsequent TBAS data. Similar to the administration of the AFOQT, TBAS data from the most recent test will be used as the scores of record for those individuals with more than one set of scores. This is not waivable. The TBAS must be taken by the HQ AFROTC-established cut-off date to ensure a valid PCSM score is available. PCSM scores may be obtained from the HQ AETC/SAS homepage: https://pcsm.aetc.af.mil/pilot_score/pcsmtbas_ssan.htm. Flying hours must be accrued before 15 January and forwarded to HQ AETC/SAS prior to the established cut-off date. Procedures for updating PCSM scores are located on the PCSM homepage. Flying hours obtained after 15 January will not be used to update the PCSM score.

3.2.4. Pilot, CSO, and ABM candidates **must** meet age requirements for rated duty IAW AFROTCI 36-2011, Chapter 1, this requirement is **NOT** waivable by HQ AFROTC.

3.3. Detachment Pilot/CSO/ABM Categorization Processing.

3.3.1. The detachment commander will assign each individual a UCR based on the **entire** Fiscal Year (FY) commissioning class, regardless if the individual is competing for a pilot/CSO/ABM slot. As with PSP selection, consider the cadet's potential based on performance as a cadet before assigning the UCR. WINGS will compute the RSS based upon the UCR and class size based on formula in Table 3.2.

Table 3.2 Pilot/CSO/ABM Order of Merit Factors

FACTOR	RANGE	MULTIPLIED BY	WEIGHT
RSS (Note 1)	5-10	5	50%
Cumulative GPA	2.0-4.0	3.75	15%
PFT	75-100	0.15	10%
FT	5-10	1	10%
AFOQT-N (Note 2)	1-99	0.1516	15%
PCSM (Note 2)	1-99	0.1516	15%
AFOQT-AA	1-99	0.1516	15%

Notes:

1. The formula for calculating the RSS is $(5*((1-R/C)+0.5/C))+5$ where R=UCR and C=Class Size

2. The PCSM is used for categorization processing if applying for pilot slot. The AFOQT-N is used for categorization processing if applying for CSO slot. The AFOQT-AA is used for categorization processing if applying for ABM slot.

3.3.2. Submit pilot/CSO/ABM candidates to HQ AFROTC/RRFP by entering categorization data into WINGS prior to nomination cut-off. Wings will compute each candidate's OM score using the most current information available. Once the OM is calculated and the applicant has met the categorization process, the OM will not be adjusted. **Exception:** Cadets not completing FT prior to the March board will automatically receive FT score of

“0”. Once FT is complete, upward adjustment to the OM is authorized based on FT results **only** and happens automatically.

3.3.3. Cadets competing for pilot must indicate their Undergraduate Pilot Training (UPT) preference (Attachments 3). Preferences must be updated in WINGS prior to nomination cut-off. **NOTE: Cadet’s volunteering for ENJJPT must understand that ENJJPT is a fighter-oriented program and if successfully completed, will likely result in a fighter or bomber assignment based on Air Force needs; and if eliminated from ENJJPT, they will not be eligible for any other UPT.**

3.3.4. All cadets competing for CSO must provide their track preference: Heavy or Strike/Strike Fighter track (Attachment 3). Track preferences must be updated in WINGS prior to nomination cut-off.

3.4. Pilot/CSO/ABM Categorization Board and Detachment Notification.

3.4.1. Line Cadets: HQ AFROTC/RRFP will only categorize cadets with EA into pilot, CSO, and ABM categories. Senior year cadets who are unqualified for or do not desire these categories will retain “Officer” in CAT- SEL field on the SMR and be assigned an Air Force Specialty Code (AFSC) by the Air Force Personnel Center (AFPC) via the AFROTC Form 53, *Academic Information* (see AFOATSI 36-2018, *AFROTC Special Actions Program*).

3.4.2. The pilot categorization board will convene prior to the CSO board, and the CSO board will convene prior to the ABM board. Cadets selected for one board will not meet the subsequent board(s).

3.4.3. The SMR will reflect categorization decisions. When HQ AFROTC/RRFP awards a pilot/CSO/ABM allocation, the CAT- SEL field will change from “Officer” to the new category (“Pilot”, “CSO”, or ABM”).

3.4.4. Upon receipt of the new production category from HQ AFROTC/RRFP, complete a change page to the AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract* (reference AFROTCI 36-2011, chapter 4), to reflect the new category within 10 workdays/school days of cadet’s notification. If the cadet does not complete the change page to the contract, contact HQ AFROTC/RRFP to pull the allocation. In addition, security clearance upgrade documentation must be forwarded to OPM within 14 days of the cadet’s notification.

3.5. Recategorization. Cadets who desire to categorize into pilot, CSO, or ABM after the board cut-off, must meet appropriate AFMSA standards for the desired category. Submit an AFROTC Form 22 package to HQ AFROTC/RRFP with appropriate track preferences (Attachment 3). **NOTE: Cadets who require a change of DOC into a new FY lose their pilot/CSO/ABM categorization and are subject to reclassification based on the needs of the Air Force. Individuals, who previously competed for pilot/CSO/ABM allocations and were not selected, are not eligible for recategorization to pilot/CSO in subsequent years without HQ AFROTC/RRFP approval.**

3.5.1. All AFROTC Form 22 packages requesting categorization into pilot/CSO/ABM must include the requested category, UCR, PCSM score (if requesting pilot categorization), and ENJJPT/JSUNT track preferences (Attachment 3).

3.5.2. Turn in the pilot/CSO/ABM slot for cadets no longer desiring a pilot, CSO, or ABM category or becoming medically disqualified or requesting disenrollment by notifying HQ AFROTC/RRFP immediately (preferred method of notification is via email).

3.6. Continuation Process. Because the OM includes FT performance and some cadets have not yet attended FT, a portion of the March pilot/CSO/ABM allocations will not be allocated pending post-FT evaluation.

3.6.1. Only cadets who met the March board (but were not selected) will compete during the continuation process.

3.6.2. Applicants must attend FT the summer immediately following the March board in order to have their FT standing adjusted.

3.7. Counseling Requirements. Counsel, via AFROTC Form 16, all pilot/CSO/ABM categorized cadets that they will lose this categorization if they require a change of DOC to a new FY or are medically disqualified by HQ AETC/SG. Also, cadets who do not receive a certified FCI/FCIA/FCIII physical within one year after selection or 30 days prior to commissioning, whichever is earlier, will lose their pilot/CSO/ABM category.

3.8. Alternate List. Once all of the rated (pilot, CSO, or ABM) slots are awarded, an alternate list will be maintained for each category to backfill slots vacated by previously selected cadets. Throughout the year, slots are returned for issues such as cadets deciding not to fly, being medically disqualified, or not being able to commission in the applicable FY.

3.8.1. The alternate list will be created by placing all of the categorization board non-selects and any post-board nominees on a list. The list will be sorted by OM calculated from the approved formula for rated categorizations.

3.8.1.1. The OM will not be changed from the original “snapshot” from Big Week or post-Big Week nomination. The only exception will be to update the OM for cadets who attended FT after the board and therefore need a new, valid FT score.

3.8.2. As rated slots become available, the top alternate on the applicable list will be offered the slot. The top alternate is defined as the cadet with the highest OM on the alternate list.

3.8.2.1. If the top alternate refuses the slot, the cadet will be removed from the alternates list. The new top alternate is then offered the available slot. This process continues until a cadet accepts the available slot or until the alternate list is exhausted.

3.8.2.2. If the top alternate being offered a slot from the alternate list already has a rated slot, the cadet will have the option of remaining in the current category or accepting the

new slot. For example, if a cadet has a CSO slot and is subsequently offered a pilot slot, the cadet may decline the pilot slot and retain the CSO slot.

3.8.3. The AFROTC rated slots can only be offered to cadets prior to commissioning and not to newly commissioned lieutenants. Thus, when an AFROTC cadet on the alternate list is commissioned, they are removed from alternate list consideration

3.8.4. An alternate list will be maintained for each of the categories: pilot, CSO, ABM, ENJJPT, and Strike/Strike Fighter until the end of the FY.

Chapter 4

Select Non-line Categorization

4.1. General Information. This section establishes procedures by which HQ AFROTC/RRFP assigns officer candidates to non-line categories in pre-health, dental and nursing. Candidates will apply two years prior to commissioning (normally during the AS200 year). Cadets who are unable to meet the non-line categorization board may request via AFROTC Form 22 the opportunity to recategorize following the boards. The decision to allow recategorization will be based on the needs of the Air Force.

4.2. Non-line Categorization Requirements.

4.2.1. Cadets must be awarded an EA prior to consideration for non-line.

4.2.2. Pre-health and dental candidates must have a CGPA of 3.50 or higher based on a 4.0 scale in any major to be eligible. Nursing applicants must be in an accredited nursing major, have a minimum CGPA of 2.0 or higher based on a 4.0 scale, and be in good standing with the university. Nursing candidates do not need to be accepted into the Nursing program prior to submission for PSP. **NOTE: Cadets requesting out-of-cycle nurse EAs must be accepted into an accredited nursing program to be eligible.**

4.3. Detachment Non-line (Pre-Health, Dental and Nursing) Categorization Processing.

4.3.1. The detachment commander will assign each individual a UCR based on the entire FY class, regardless of when the individual is competing for a non-line category. WINGS will compute the RSS based on the UCR and class size.

4.3.2. Nominate pre-health, dental and nursing candidates by entering data into WINGS. WINGS will compute each candidate's OM score using the most current information available.

4.3.3. Pre-health, dental and nursing candidates should submit a memorandum to the detachment commander requesting nomination for non-line (Attachment 4). Upon receipt of the memorandum, the detachment will verify the applicant's eligibility for the requested category, update WINGS and file the memorandum in the applicant's UPRG/personnel file.

Table 4.1. Non-line Order of Merit (OM) Factors

FACTOR	RANGE	MULTIPLIED BY	WEIGHT
RSS (Note)	5-10	2.5	25%
Cumulative GPA	2.0-4.0	15	60%
PFT	75-100	0.15	15%

NOTE: The formula for calculating the RSS is $(5*((1-R/C)+0.5/C))+5$ where R=UCR and C=Class Size.

4.4. Non-line Categorization Board and Detachment Notification.

4.4.1. The non-line selection board will convene following the PSP board. Applicants not selected for an EA are ineligible for non-line consideration.

4.4.2. Cadets who are unqualified for, or do not desire, a non-line category will retain "Officer" in "category selection" and remain "line" officers.

4.4.3. The SMR will reflect the selection results. When HQ AFROTC/RRFP awards a non-line category, the CAT-SEL will change from officer candidate "Officer" to the new category ("Pre-health", "Dental" or "Nurse"). Upon receipt of the new production category from HQ AFROTC/RRFP, complete a change page to the AF Form 1056 within 10 workdays/school days of cadet's notification. If the cadet does not complete the change page to the contract, contact HQ AFROTC/RRFP to pull the allocation.

4.5. Category Changes. Cadets who want to compete for a non-line category after the board cut-off must meet all eligibility requirements for the desired category. Submit an AFROTC Form 22 package to HQ AFROTC/RRFP. Include the cadet's preference, and UCR. **NOTE: Cadets who require a change of DOC to a new FY will lose their slot and are subject to reclassification based on the needs of the Air Force.**

4.5.1. Cadets no longer desiring a non-line category or failing to maintain applicable retention standards outlined in AFROTCI 36-2011, Chapter 2, must turn in the non-line EA and request a new EA (line) via AFROTC Form 22 to HQ AFROTC/RRFP.

4.6. Graduate Law Program (GLP). Applicants are selected through HQ USAF/JAX in Washington DC. HQ AFROTC/RRFP is the point of contact (see AFOATSI 36-2018). Once notified by HQ USAF/JAX, HQ AFROTC/RRFP updates the CAT-Sel to reflect "legal" in WINGS.

Chapter 5

Forms

5.1. Adopted forms: AF Form 847, *Recommendation for Change of Publication*; AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*; AFROTC Form 16, *Officer Candidate Counseling Record*; AFROTC Form 22, *Cadet Personnel Action Request*; AFROTC Form 48, *Planned Academic Program*; AFROTC Form 53, *Academic Information*; AFROTC Form 63, *AFROTC Membership Action Checklist*.

WILLIAM R. KUNZWEILER, Col, USAF
Commander, Air Force ROTC

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Privacy Act of 1974

Title 10 U.S.C., Chapter 33

System of Records F036 AETC I, *Cadet Records*

AFPD 36-20, *Accession of Air Force Military Personnel*

AFI 36-2006, *Oath of Office (Military Personnel) and Certificate of Commission*

AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*

AFI 36-2605, *Air Force Military Personnel Testing System*

AFROTCI 36-2006, *AFROTC Cadets and Applicants Testing*

AFOATSI 36-2007, *AFOATS Fitness Program*

AFROTCI 36-2010, *AFROTC Field Training Program*

AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*

AFOATSI 36-2018, *AFROTC Special Actions Program*

AFROTCI 36-2019, *AFROTC Scholarship Programs*

Abbreviations and Acronyms

ABM – Air Battle Management or Air Battle Manager

ACT – American College Test (Assessment)

AEA – Advanced Enrollment Allocation

AFMSA – Air Force Medical Support Agency

AFOATS – Air Force Officer Accession and Training Schools

AFOQT – Air Force Officer Qualifying Test

AFROTC – Air Force Reserve Officer Training Corps

AFPC – Air Force Personnel Center

AFSC – Air Force Specialty Code

ARMS – Automated ROTC Mail System

CAT-SEL – Category Selection

CGPA – Cumulative Grade Point Average

CRS – Corneal Refractive Surgery

CSO – Combat Systems Operator

CSP – College Scholarship Program

DOC – Date of Commissioning

DOG – Date of Graduation

EA – Enrollment Allocation

ENJJPT – Euro-NATO Joint Jet Pilot Training

FCI – Flying Class 1

FCIA – Flying Class 1A

FCIII – Flying Class 3

FT – Field Training

FTU – Field Training Unit

FY – Fiscal Year

GLP – Graduate Law Program

GMC – General Military Course

GPA – Grade Point Average

HSSP – High School Scholarship Program

JSUNT – Joint Strike Under-graduate CSO Training

MFS – Military Flight Screening

OM – Order of Merit

OYCP – One-Year Commissioning Program

PCSM – Pilot Candidate Selection Model

PFT – Physical Fitness Test

PNQ – Potential CSO Qualified

POC – Professional Officer Course

PPQ – Potential Pilot Qualified

PRK – Photorefractive Keratectomy

PSP – POC Selection Program

ROTC – Reserve Officer Training Corps

RSS – Relative Standing Score

SAT – Scholastic Aptitude Test

SMR – Student Management Roster

TBAS – Test of Basic Aviation Skills

UCR – Unit Commander Ranking

UPT – Undergraduate Pilot Training

WINGS – Web Intensive New Gain System

Terms

Advanced Enrollment Allocation (AEA). AEA's are awarded to an applicant whose date of commission (DOC) normally falls three years after the current FY (normally applicants enrolled in five-year majors). Individuals are awarded an Officer Candidate category (or Nurse candidate if applicable).

Applicant. An individual who makes written application for membership in the General Military Course (GMC), Professional Officer Course (POC), or High School Scholarship Program (HSSP).

Cadet. A student who meets all applicable eligibility requirements and is admitted to membership in the GMC or POC. To remain a cadet, the individual must maintain prescribed retention standards.

Category. Classification used to identify applicants and cadets with a potential career area utilization for accession orders. The contract categories used in AFROTC are: O-T/N (officer candidate, technical/non-technical), P (pilot), N (CSO), A (ABM), Q (nurse), R (prehealth), D (dental), J (physical therapy), U (pharmacy), H (physician assistant), T (occupational therapy), and L (lawyer).

Contract Cadet. An AFROTC cadet who has executed an AF Form 1056, *Air Force Reserve Officer Training Corps Contract*, enlisted in the United States Air Force Reserve [Obligated Reserve Section (ORS)] under the provisions of 10 U.S.C. 2104 or 2107, and is a member of the POC or on scholarship.

Euro-NATO Joint Jet Pilot Training (ENJJPT). A joint pilot training program with NATO allied nations held at Sheppard AFB TX. After completion of ENJJPT, most pilots will normally receive a fighter or bomber assignment.

Enrollment. Admission of students into Aerospace Studies (AS) courses which entitles them to neither AFROTC membership nor subsistence allowance.

Enrollment Allocation (EA). Provides authorization to enter the POC. Individuals are awarded an Officer Candidate category.

Heavy. A pipeline for CSO training held at Randolph AFB TX for Airlift/Tanker/Maritime (ATM) track and Electronic Warfare Officer (EWO) track.

Joint Specialized Undergraduate CSO Training (JSUNT). A joint Air Force and Navy Undergraduate CSO/Naval Flight Officer Training Program, also referred to as the Strike/Strike Fighter (S/SF) option.

Line. The category used to identify all applicants except Q (nurse); R (pre-health); D (dental); J (physical therapy); U (pharmacy); H (physician assistant); T (occupational therapy).

Member. A student who meets all applicable eligibility requirements and is admitted to membership in the GMC, POC, or on scholarship. To remain a member, the individual must maintain prescribed retention standards.

Non-line. A category used to identify applicants competing for a career in Pre-health, Dentistry and nursing. For example: R (pre-health); D (dental); Q (nurse). Others categories include; but

are not selected by HQ AFROTC are: J (physical therapy); U (pharmacy); H (physician assistant); T (occupational therapy); and L (lawyer).

Officer Candidate. The line category awarded during the PSP process.

Order of Merit (OM). The national ranking by which applicants compete for an enrollment allocation, and pilot/CSO/ABM categorization.

Out-of-Cycle EA (OCEA). An enrollment allocation that is awarded at other than the scheduled PSP Board.

Pilot Candidate Selection Model (PCSM). The PCSM is used for categorization processing for a pilot slot. The PCSM score is comprised of three factors: the Test of Basic Aviation Skills (TBAS), the AFOQT-P, and flying hours.

Professional Officer Course (POC). Normally, the third and fourth years of the 4-year program or the first and second years of the 2-year program consisting of AS300 and AS400 courses as prescribed under 10 U.S.C. 2104.

POC Selection Process (PSP). A process to authorize entry into the Professional Officer Course.

Relative Standing Score (RSS). A value calculated by comparing the UCR to the class size.

Special Student Status. An individual, without an enrollment allocation, who wishes to enroll in AS courses as a non-member, or who is ineligible for AFROTC membership and may participate in AS classes and LLAB.

Strike/Strike Fighter. A pipeline for CSO training held at NAS Pensacola, Florida for Strike (Bomber) track, B-1B WSOs/B-52H and Strike/Fighter track for F-15E WSOs.

Test of Basic Aviation Skills. A test to measure a pilot applicant's eye-hand coordination.

Unit Commander's Ranking (UCR). For PSP, the UCR is the numerical ranking given by the unit commander reflecting an applicant's standing among all cadets in their peer group from the same unit. For pilot/CSO/ABM categorization, it is the applicant's standing among all cadets in their commissioning fiscal year group from the same detachment.

Attachment 2

RATED POSITION PREFERENCE REQUEST FORMAT

(Air Force Letterhead)

DATE

MEMORANDUM FOR CADET TERRY L. HARRIS

FROM: AFROTC Detachment 123

SUBJECT: Consideration for Rated Position

1. The rated categorization board is rapidly approaching. The board will convene early next spring. If pilot is your first choice, listing Combat Systems Operator (CSO) or Air Battle Manager (ABM) has **NO** affect on the pilot selection process. However, if you do not list CSO or ABM and you are not selected for pilot, you may not be given a second opportunity to apply in those categories.
2. If you want to be considered for a rated position, please provide your preferences in a memorandum in accordance with AFROTCI 36-2013, Attachment 3, NLT [suspense date].

[signature]

JOHN SMITH, MSgt, USAF
NCOIC, Detachment 123

Attachment 3

CADET RATED POSITION CONSIDERATION MEMORANDUM FORMAT

[Air Force Letterhead]

[DATE]

MEMORANDUM FOR AFROTC DETACHMENT 123

FROM: Cadet Terry L. Harris

SUBJECT: Rated Position Consideration

1. I [DO or DO NOT] want to compete for a rated position. [Use “DO” or “DO NOT”, not both] [If you **do not** want to apply, skip items 2 – 4 and enter signature element below this statement.]
2. I want to compete for the following rated positions: [list all that apply]
 - a. PILOT [must include item 3]
 - b. CSO [must include item 4]
 - c. ABM
3. The following Pilot Applicant information applies:
 - a. I [DO or DO NOT] have a private pilot’s license. [Use “DO” or “DO NOT”, not both]
 - b. I [AM or AM NOT] a volunteer for Euro-NATO Joint Jet Pilot Training (ENJJPT). [Use “AM” or “AM NOT”, not both.] [If volunteering for ENJJPT, include and sign the Statement of Understanding below.]

Statement of Understanding (ENJJPT)

I would like to be considered for ENJJPT. I understand that this is a fighter-based orientation program and if I successfully complete the course, I will be assigned to a fighter or bomber unit based on United States Air Force needs. If I am eliminated from ENJJPT, I will not be eligible for any other undergraduate pilot training.

_____ [signature] _____
Terry L. Harris

4. I [AM or AM NOT] a volunteer for the Strike/Strike Fighter track. [Use “AM” or “AM NOT”, not both] [Enter this statement **only** if interested in CSO.]

_____ [signature] _____
Terry L. Harris

Attachment 4

NON-LINE POSITION PREFERENCE REQUEST FORMAT

(Air Force Letterhead)

DATE

MEMORANDUM FOR CADET TERRY L. HARRIS

FROM: AFROTC Detachment 123

SUBJECT: Consideration for Non-line Position

1. The non-line board is approaching and will be held in early spring to select individuals for Pre-Health, Dental, and Nursing positions. Pre-Health/Dental candidates must have a CGPA of 3.50 or higher in any major and maintain a CGPA of 3.3 or higher once selected. Nursing applicants must be in a nursing major, have a CGPA of 2.0 or higher and be in good standing with the university.
2. If you want to be considered for a non-line position, please provide your preferences in a memorandum in accordance with AFROTCI 36-2013, Attachment 5, NLT [suspense date].

[signature]

JOHN SMITH, MSgt, USAF
NCOIC, Detachment 123

Attachment 5

CADET NON-LINE POSITION CONSIDERATION MEMORANDUM FORMAT

[Air Force Letterhead]

[DATE]

MEMORANDUM FOR AFROTC DETACHMENT 123

FROM: Cadet Terry L. Harris

SUBJECT: Non-line Position Consideration

I wish to compete for non-line in the [type] category. [Enter Nurse, Pre-Health, or Dental; **enter only one category**] [Use this statement if you want to apply for a non-line position]

-----OR-----

I do not wish to compete for a non-line category. [Use this statement if you **do not** want to apply for a non-line position]

_____[signature]_____
Terry L. Harris