

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer Col Gary Kirk				Office Symbol RSOC		Series Number 110		Signature of Action Officer			Effective Date 20 Feb 03	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date	
1	RSOC/ CCU	Coord	RSOC	5				9				
2	RSO/ CCU	Coord	RSO	6				10				
3	JA	Coord	JA	7				11				
4	RSOP A	X- MIT	_____	8				12				

FROM: HQ AFRS/CC

SUBJECT: OA Pre-Appointment/Commissioning and Pre-EAD Checklist

TO: AFRS Group and Squadron Commanders

1. This policy will ensure mandatory use of the OA Pre-Appointment/ Commissioning and Pre-EAD checklists for all officers entering active duty. The checklist will ensure officers continue to be within Air Force standards for active duty as outlined in AETCI 36-2002.
2. Recruiters will complete the OA Pre-EAD checklist no sooner than 15 and no later than 5 duty days prior to EAD of the officer.
3. Recruiters will immediately send copies of the checklist to their Flight Commander and Flight Chief. The Flight Commander or Flight Chief will forward to Squadron Operations, Squadron Commander, Group OA, and HQ AFRS/RSOCM informing them of any changes noted. Originals are to be kept in the applicant's residual file and data entered into AFRISS regarding date of completion of the checklist and findings.
4. An applicant **will not** be commissioned or enter active duty unless these checklists are completed and applicant remains qualified IAW accession standards.
5. If a question should arise whether an applicant is qualified or not, address them through your chain-of-command.
6. Squadron commanders are responsible and accountable for compliance and completeness of the OA Pre-Commissioning and Pre-EAD checklist. The Squadron Commander will complete a face-to-face EAD briefing with all applicants within 5 - 15 days of EAD and document in AFRISS. Telephonic interviews are acceptable when there are extenuating circumstances, but the reasons for this will be documented in AFRISS. If the squadron commander is unavailable to conduct the interview, the interview will be conducted by the Group Commander, Group Deputy Commander, or Group OA officer.
7. Pre-Appointment/ Commissioning and Pre-EAD checklist are attached below and located in public folders and <http://www.afrecruiting.com/> under program announcement in chapter 13.
8. POC is RSOCM and can be reached at: DSN 487-4702, COMM (210) 652-4702.

FOR THE COMMANDER

//Signed//

Bob East, Colonel, USAF
Vice Commander, AFRS

2 Attachments

1. O/A Pre-Appointment/Commissioning Checklist
2. O/A Pre-EAD Checklist