

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer Lt Col David Chiesa				Office Symbol RSOCM		Series Number 304		Signature of Action Officer			Implementation Date: 12 Sept 2003	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date	
1	RSOC/ CCU	Coord	RSOC _____ CCU _____	5	RSOPA	X-MIT	_____	9				
2	JA	Coord	JA _____	6				10				
3	RSO/ CCU	APPR	RSO _____ CCU _____	7				11				
4				8				12				

FROM: HQ AFRS/RSO

SUBJECT: Technical Degree Sponsorship Program (TDSP) Change #1

TO: All Recruiting Personnel

- Part 1 of this PGM (# 2-7)** contains information from eligibility to boarding the applicant. **Part 2 of this PGM (# 8-17)** contains information from board results to active duty. **Part 3 of this PGM (# 18-24)** contains information for military and academic monitoring of TDSP participant to graduation of their program and entering BOT. Information for elimination of TDSP participant from the program is contained in this section. #25 is a summary of the program. #26 is the action officer.

PART 1: Eligibility and boarding a TDSP applicant

- The TDSP is a tool developed to assist with recruiting engineers for the Air Force. The policy letter to use this tool is at attachment 2 and effective immediately. The guidelines and contract for the TDSP is at attachment 1. It is important to read and understand the contract. Contact your leadership for questions and assure full understanding of the program for recruiting.
- 25 1-year and 25 2-year TDSP quotas are available. The 25 2-year quotas can be used as 1-year quotas. Quotas may change each FY as directed. The 50 quotas are broken down by engineer degree as a percentage of the requirement. The quotas are as follows:
 - 23 Electrical engineer
 - 8 Aeronautical engineer
 - 6 Meteorology
 - 4 Astronautical engineer
 - 4 Computer engineer
 - 5 Mechanical engineer
- TDSP will place junior and senior college students on active duty prior to college degree completion. Once accepted into the program, the TDSP select will enlist into the Regular active duty Air Force as an E-3, be issued an identification card, and be entitled to full benefits (to include dependents), except tuition assistance, in accordance with existing laws. Following their graduation, TDSP trainees will attend OTS. Those who complete OTS will be commissioned Air Force second lieutenants. TDSP quotas can also be used for graduate students no more than 24 months from graduation.
- Should a TDSP participant fail to meet graduation requirements by their scheduled graduation date due to circumstances within their control, the individual will be held to the contractual service agreement.
- Eligibility Requirements:** TDSP is offered to students earning engineering degrees from schools accredited by the Accreditation Board for Engineering and Technology (ABET) and other technical degrees from regionally accredited schools. Students must apply for the program in time to meet the next selection board

and enlist NLT 100 days from graduation. TDSP candidates must meet standard commissioning requirements as prescribed in AETCI 36-2002 and those specified by AFRS/RSO. Waiver requests will be processed IAW AFI 36-2013, paragraph 1.2. Final determination of eligibility remains with AFRS/RSO.

Applicants must also meet the following additional requirements upon entering the TDSP:

- a. Be within 12 months of graduation for a 1-year sponsorship and within 24 months for a 2-year sponsorship. TDSP applicants may enlist any time during the 24 months from graduation.
- b. Be between 18 and 34 years of age at the time of commissioning.
- c. Possess a minimum 3.0 GPA on a 4-point scale for all college-level studies, as well as their academic major, and be in good academic standing (i.e. not be on probation at time of enlistment).
- d. Score a minimum of 25 on the verbal and 25 on the quantitative section of the AFOQT.
- e. Applicant must provide, through their schools, official transcripts of their completed course work. Each applicant must provide an official letter from the school, certified by the university/college registrar, indicating the courses being taken, by academic term, which verifies graduation to coincide with the TDSP enlistment plan. The official letter must also state degree to be awarded.
- f. For those with prior or current military service: Enlisted- Not currently be on active duty; May not have served on active duty or in any component, in any service as an enlisted member in any grade above E-3.
- g. For those with prior or current military service: Officer. Not be a commissioned officer on active duty. May not have served on active duty as a commissioned officer of any service or component for any length of time.
- h. HQ AFRS/RSO is the waiver authority regarding eligibility criteria.

7. Board date is concurrent with 0308 OTS board with application suspense of 23 July and board date of 5-8 August. Each OTS board will have a TDSP panel until scholarships are used. Supplemental boards can be accomplished depending on circumstances.

Part 2: From board results to active duty

8. TDSP selects will enlist into the Regular active duty Air Force as an E-3 according to AFI 36-2002, Regular Air Force and Special Category Accessions, at the nearest MEPS, within 30 days of notification.
9. TDSP non-selects may have their application meet the next board with the TDSP panel. If twice non-select, cannot meet a board for 6 months.
10. During enlistment processing, the MEPS Liaison Noncommissioned Officer (LNCO) again briefs the applicants on all details of TDSP and has the applicant execute the TDSP contract agreement at attachment 2 within the TDSP guidance and contract document at attachment 1 below. Applicants may not enlist earlier than 24 months and no fewer than 100 days before graduation.
11. Enlistment orders are prepared by MEPS. TDSP enlistees are placed on active duty as officer trainees with a special duty identifier of 9T100, Officer Trainee, and assigned to AFRS, with permanent duty location at the enlistee's school.
12. Squadron commander (or other designated officer) will complete mandatory briefings per checklist at attachment 1 within the TDSP guidance and contract document at attachment 1 below.
13. Flight commander (or other designated individual) will contact the servicing MPF superintendent in advance for appointment scheduling for initial processing. The TDSP participant needs to bring a copy of their orders, SSN card, birth certificate, photo ID, bank account numbers, signed contracts for the TDSP, SSN and birth certificates of spouse and all children, and marriage license. Spouse and any child 10 years or older will need an ID card.
14. Within 10 days of enlistment or receipt of orders, the recruiter escorts the enlistee to the base Finance Management office with orders and a letter signed by the Recruiting Squadron commander authorizing basic allowance for subsistence at the "when rations-in-kind are not available" rate. Clothing issue and clothing maintenance allowance is deferred until OTS.

15. The recruiter escorts the enlistee on the first duty day following enlistment to the servicing MPF for initial in-processing. Enlistees must be within AFI 36-2903, Dress and Personal and Appearance of Air Force Personnel, grooming standards for their initial and all subsequent appointments (no uniform). Enlistees will be issued an identification card, and be entitled to full benefits (to include dependants), except for tuition assistance.
16. The TDSP enlistee field personnel record will be maintained at the local MPF and a copy kept with the recruiting squadron command and TDSP program manager.

Part 3: From monitoring of TDSP participant to graduation and entrance to BOT

17. Each academic quarter, the TDSP enlistee is responsible for visiting in person a local recruiting office to ensure compliance with Air Force standards, and having a signed letter from registrar office of their academic standing sent to the recruiting squadron command. Failure to maintain Air Force standards or good academic standing may be cause for removal from the TDSP program as stated in the contract.
18. Squadron commander (or other designated officer) will advise the group command and TDSP program manager at HQ AFRS of any TDSP enlistee placed on probation or removed from the TDSP program.
19. TDSP program manager at HQ AFRS will advise AFPC/DPPAE of any academic or other problems that may or will result in the change of the anticipated graduation date of a TDSP enlistee.
20. HQ AFPC will authorize promotion (pay grade E-5) of the TDSP enlistee to be effective 4 days prior to BOT class reporting date.
21. The recruiting squadron is responsible for publishing orders, assigning them to their new duty station with TDY en route to BOT.
22. The recruiting squadron is responsible to brief the TDSP participant on BOT information. If TDSP participant is eliminated from the program, appropriate BMT or BOT information should be provided.
23. Guidance for elimination of TDSP participant is located in attachment 3 within the TDSP guidance and contract document at attachment 1 below.
24. This is a review of the program. The TDSP is conducted in four phases:
 - a. Phase I -- Selection/Classification Phase. The TDSP applicant is first recruited from an appropriately accredited school. After basic eligibility is determined, the application package is submitted to HQ AFRS for review and initiation of the selection process. HQ AFRS will establish board dates and conduct board in conjunction with OTS selection boards--technical panel--using procedure supplicated to OTS selection boards. AFRS notifies field of selection board results. HQ AFPC classified selectees based on academic background and AF needs.
 - b. Phase II -- Enlistment Phase. Once individuals are notified and accept the terms, they are enlisted according to AFI 36-2002, Regular Air Force and Special Category Accessions, at the nearest MEPS. During enlistment processing, the MEPS Liaison Noncommissioned Officer (LNCO) again briefs the applicants on all details of TDSP and has the applicant execute the TDSP contract agreement (Attachment 2), which becomes annex to the DD Form 4, Enlistment/Reenlistment Document. Enlistees are placed on active duty as officer trainees with a special duty identifier of 9T100, Officer Trainee, and assigned to AFRS, with permanent duty location at the enlistee's school.
 - c. Phase III--Academic Phase. During this phase, the TDSP participant is under the administrative control of AFRS. Degree requirements must be met within a specific time period. Students failing to complete their approved degree programs within the period of time prescribed by the TDSP contract may receive one academic term extension. The extended academic term is limited to the next scheduled term after the last contract month of the program. AFRS is the extension approval authority for students who fail to graduate on time. Evaluations are on a case-by-case basis and are approved only in instances where circumstances clearly indicate the best interests of the Air Force will be served. An extension will not be granted where student neglect is the cause. Extensions are

not routine and usually are approved only when a student can make up the course in a summer session. Students who fail a core course, sequential course, or courses offered once a year, or where summer sessions are not available, usually will not receive a waiver. They will be called to active duty in their enlisted grade. The TDSP enlistee must ensure a current official transcript will be provided to AFRS/RSO at the end of each academic term.

- d. Phase IV--Military Phase. During this phase, individuals who have completed the academic phase and received their degree are assigned to OTS for pre-commissioning training. AFRS is responsible for processing individuals into OTS.
- e. TDSP participants completing degree requirements are assigned PCS to their new duty station with TDY en route as officer trainees at OTS. Selectee's records and orders are sent to arrive at Maxwell AFB, AL, NLT 10 calendar days before class reporting date.

25. Action officer is TSgt James Mayotte, Line Officer Accessions, james.mayotte@rs.af.mil DSN 487-4854 or COMM (210) 652-4854.

FOR THE COMMANDER

//SIGNED//

DANIEL WOOLEVER, Lt Col, USAF
Deputy Chief, Operations Division

Attachments:

1. TDSP Guidance and Contract
2. TDSP Policy Memo, 16 Mar 03