

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer TSGT STACY NELSON				Office Symbol RSOPB		Series Number 626		Signature of Action Officer			Implementation Date: 04 Mar 04	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date	
1	RSOP/ CCU	Coord	RSOP _____ CCU _____	5				9				
2	JA	Coord	JA _____	6				10				
3	RSO/ CCU	APPR	RSO _____ CCU _____	7				11				
4	RSOPA	X-MIT	_____	8				12				

FROM: HQ AFRS/RSO

SUBJECT: Reservation Manual Quality Controls – Change #1

TO: All Operations/MEPS Personnel

1. This PGM supersedes PGM 619.

2. Use this PGM along with the prerequisite report for each AFSC, the applicant’s physical, and the AFRISS personnel record to ensure your applicants are qualified for AFSCs. You must manually verify qualifications through quality control procedures. AFSC requirements are built in MILPDS in accordance with AFMAN 36-2108. The prerequisite report in MILPDS has the mandatory requirements needed for each AFSC. There are some special qualifications that must be done through a manual process. The following prerequisite report shows explanations of requirements.

3. General Requirements:
 - A. Applicants with a HQ AETC/SGPS waiver for epilepsy or seizures are to be enlisted in the Admin Aptitude Area or General Aptitude Area only. These applicants are not to be booked GTEPS.
 - B. AFSC requiring verification of academic course completion must be verified by the MLS prior to EAD, include the original copy of the source document in the enlistment package
 - C. Applicants applying for jobs requiring a driver’s license must have a valid state driver’s license in their possession. District of Columbia, US Territorial possessions, and DOD licenses are also acceptable. Learner’s permits, international driver’s licenses, suspended/revoked licenses, and conditional/restricted/provisional licenses are unacceptable for enlistment (DEP or EAD).
Exception: Applicants who hold a conditional/restricted/provisional license due to age at time of initial processing but will have a fully valid license on EAD may be reserved a job requiring a driver’s license.

4. The following AFSCs require a Class III physical and Surgeon General Certification
 1A031, 1A131, 1A231, 1A331, 1A431, 1A531, 1A631, 1A731, 1A831, 1C131, 1C231, 1C631, 1T231, 4M031. The following 1AXXX AFSCs require normal Depth Perception: 1A031, 1A131, 1A231, 1A331, 1A731.

5. AFSC Requirements:

1A831 - Applicants reserved to EAD after 31 Mar 04 MUST have a DLAB Score of 100 or higher
Applicants WILL NOT be grandfathered

1N330 - Applicants reserved to EAD after 31 Mar 04 MUST have a DLAB Score of 100 or higher
Applicants WILL NOT be grandfathered

1T031 - No fear of insects or snakes. No history of drug or alcohol abuse. No history of suicide gestures or attempts. No history of behavior disorders.

2E132 - Will perform fear of heights test at BMT.

2E632 - Normal gait and balance. Will perform fear of heights test at BMT.

2E633 - Will perform fear of heights test at BMT.

3E331 - Will perform fear of heights test at BMT.

3E433 - No hypersensitivity to chemicals or venoms

3E731 - "Soft Contact Wearer – no minimum vision requirements if they've worn soft contacts for 6 months with no problems. Hard contact wearer – uncorrected cannot be lower than 20/100."

3E831 - Must sign and date EOD Fact Sheet and view EOD film *prior* to signing the enlistment contracts. Original copy of fact sheet must be included in BMT package.

3P031 - Refer to PGM 603, must view Security Forces film prior to signing enlistment contract.

3M031 - No conviction by Court martial, never convicted and sentenced to confinement by a civilian court.

3N031, 3N032 - Proof of Typing class required prior to entry to BMT. Test will also be administered at BMT (20 wpm).

6C031 - No speech Impediment. No conviction by Court Martial or never have received non-judicial punishment for dereliction in the performance of duties involving contracting activities, larceny, or misappropriation of government funds or property.

6F031 - No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary. Never received non-judicial punishment under the UCMJ or been convicted by military court martial for offenses involving acts of larceny, wrongful appropriation, robbery or burglary.

All Intel AFSCs (any 1NXXX AFSC including 1A831) can not have been a member of Peace Corps

All 1AXXX AFSCs require a minimum height of 64 inches. No rounding up is authorized

6. Remember, the pre-requisite report you run in MILPDS is "live" and needs to be reviewed upon each reservation/initial QC, 15 day QC, and EAD day QC and/or at any other time you are verifying qualifications. Also, ensure on each QC that you bring the record up in MILPDS Seat Match. Applicants entering BMT not qualified for their guaranteed AFSC/AI can result in erroneous enlistments, job changes, and discharge from the Air Force. If you are unsure of any qualifications, please refer questions through your chain of command to AFRS/RSOPB at 210-652-4565 or DSN 487-4565 or Standards section at 210-652-6188.

FOR THE COMMANDER

//SIGNED//

GARY W. KIRK, Colonel, USAF
Chief, Operations Division