**OTS APPLICANT CHECKLIST**

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|  | Review Questionnaires 1 & 2 | 4-6 months out |
|  | Consult with leadership for waivers/eligibility concerns | 4-6 months out |
|  | Research AFSCs and figure top 3-5 choices | 4-6 months out |
|  | Meet with leadership/CC to express intent | 4-6 months out |
|  | Request AF 1413 (Verification of Scheduled Graduation) from school signed/stamped by registrar - if applicable | 4-6 months out |
|  | Schedule AFOQT (will need signed AF 1413 if applicable) | 4-6 months out |
|  | Take AFOQT | 3-6 months out |
|  | Route memorandums to CC (422 request, QFR request) |  |
|  | Submit 422 request via My IMR / ASIMS | 3-6 months out |
|  | Order official transcripts | 3-6 months out |
|  | Write personal statement (page 4 on the Form 56) | 3-6 months out |
|  | Get personal statement reviewed by leadership, mentors, other applicants, or OTS selectees | 3-6 months out |
|  | Fill out CC interview (page 6 on the Form 56) and 19 bullets | 3-6 months out |
|  | Get CC interview approved by leadership (ratings & bullets) | 3-6 months out |
|  | Write Letter of Recommendation (LOR) | 3-6 months out |
|  | Route LOR through leadership for review/corrections | 2-3 months out |
|  | Print all EPRs | 2-3 months out |
|  | Complete applicant profile | 2-3 months out |
|  | Route complete package (as complete as possible) to Group/Wing CC for LOR signature | 1-2 months out |
|  | Route AAC 05 request to CC | 1 month out |
|  | Turn in AAC 05 request to MPF | 2 weeks out |
|  | Print VMPF CDB / Record review all pages | 2 weeks out |
|  | Put together all PDF packets and submit package to SharePoint | 1-2 weeks out |

**References**

**AFRS portal page:**

<https://www.my.af.mil/gcss-af/USAF/ep/browse.do?categoryId=p88B4F00B408E088F01413B866BF21274&channelPageId=s6925EC134BF10FB5E044080020E329A9> or search for “AFRS” on AF Portal

**TFOT Guide:**

\*\*\*Review all attachments in the TFOT guide and regularly check for updates on AFRS page

<https://www.my.af.mil/gcss-afbvpcp/USAF/AFP40/d/s6925EC134BF10FB5E044080020E329A9/Files/TFOT/AD%20TFOT%20GUIDE06Feb2017.pdf>

**OTS Application SharePoint:**

<https://cs2.eis.af.mil/sites/11470/sitepages/line%20officer%20accessions/active%20duty%20basic%20officer%20training%20program%20site.aspx>

**OTS Home Page:**

<http://www.airuniversity.af.mil/Holm-Center/OTS/>

**OTS Forums**

<https://www.airforceots.com/>

**AirForceOTSGuy Blog**

<https://airforcejourney.com/>

**AFI 36-2005** *Officer Accessions* (substantial changes as of 2 August 17)

**AFI 36-2013** *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS)*

**AFSC Guide from CGO Perspective (2012)**

<http://www.afrotcdet755.com/CadetsDocuments/other/AFSC%20Guide%20-%20CGO%20Perspectives.pdf>

**Classification of Instructional Programs (CIP)**

<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>