



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS
QUANTICO, VIRGINIA

28 Nov 16

MEMORANDUM FOR AFROTC CADETS INTERESTED IN AFOSI CAREER FIELD

FROM: AFOSI HQ/OL-E

SUBJECT: AFOSI Direct Accession Board for AFROTC Applicants

1. AFOSI selection boards for AFROTC cadets are held each year in September. AFROTC cadets who wish to compete for a coveted position in the Air Force Office of Special Investigations (AFOSI/71S) career field must apply to meet the board in the September before they commission. Although you might have been previously selected for another career field, you are potentially eligible to compete for AFOSI duty. AFROTC Detachment Commanders must first act on their subordinates' behalves—by obtaining approval from the Air Force Personnel Center's Accession office (HQ AFPC/DP2LT)—before a cadet can apply. To request approval to apply for AFOSI duty, the AFROTC Detachment Commander must submit an email to afpc.DP2LT.workflow@us.af.mil. Include the cadet's last name, first name, and AFROTC Detachment number. Do *not* include the cadet's SSAN. AFPC/DP2LT will respond to the aforementioned email with an approval/disapproval release for the cadet to formally submit his/her package. AFROTC Detachment Commanders are highly encouraged to seek this permission as soon as a cadet expresses interest in AFOSI duty due to the length of time it takes to meet all of the application requirements.

2. If you are interested in applying for AFOSI duty, reach out to your local AFOSI unit leadership as soon as possible to introduce yourself. A list of AFOSI units can be found on the website: <http://www.osi.af.mil>. The AFOSI unit leadership may be able to allow you to shadow their detachment and provide you with information needed to make an informed decision about applying for the career field. It is very important you understand the realities of the agent profession and do thorough research about the AFOSI career field before applying. If you receive approval to apply for AFOSI duty, there are required items the AFOSI unit leadership must submit directly to AFPC, including a face to face interview with the applicant. As AFOSI units are very busy, waiting until right before the selection board to work with your local AFOSI unit could hinder your ability to have a complete package submitted to the board.

3. While there is no set criterion of favorable applicant attributes, AFOSI takes note of those applicants with unique skills and strong leadership qualities. A strong grade point average, law enforcement experience, fluency in a foreign language and cyber knowledge are by no means mandatory, but they will certainly help you stand apart from your peers.

“EYES OF THE EAGLE”

4. Applicants who wish to apply for AFOSI duty and will earn their degrees and commission between 1 Oct 17 and 30 Sep 18 must mail hardcopy application packages to HQ AFPC/DP2LSS, Attn: 71S (AFOSI) Officer Assignments, 550 C Street West, A-Wing, Randolph AFB, TX 78150. These packages must be postmarked by 31 Aug 17 and received NLT 1 Sep 17. **All documents must be neatly placed in the right pocket of a standard blue two-part folder and tabbed with five tabs consisting of the following items in the following order:**

- A. Item 1: Cover letter from the applicant that describes the applicant's personal thoughts on why he/she desires accession into AFOSI and what they believe sets them apart from other applicants.
- B. Item 2: "Combination Style" resume consistent with instructions outlined in the Tongue and Quill (include email and phone number)
- C. Item 3: Three (3) letters of recommendation (LORs). At least one LOR must be written by the cadet's AFROTC Detachment Commander.
- D. Item 4: One copy of the AFROTC Form 53 **completed and printed by the AFROTC Detachment Commander**. If the AFROTC Detachment Commander prefers, they can email the Form 53 directly to AFOSI.Accession.applications@us.af.mil and title it LAST NAME, First Name, Middle Initial, AFROTC Det XX, Form 53 (e.g. DOE, John L. AFROTC Det 00, Form 53). AFROTC Detachment Commanders may also submit the Form 53 with the Cadets package in a separate sealed envelope that will be opened upon its arrival to AFPC. It should be annotated in the remarks section (only) of the Form 53 whether or not AFOSI is the applicants #1 choice. The Form 53 must also contain the Commanders comments and ranking of cadet. If the AFROTC Detachment Commander chooses to submit the Form 53 directly to AFOSI.Accession.applications@us.af.mil, put a tab in the application folder for the Form 53 and it will be inserted into the application at AFPC.
- E. Item 5: A "Microsoft Word" style document listing the following information in the specified format (i.e., 12 pt font, Times New Roman):
 - a. **Name:** Last Name, First Name, Middle Initial
 - b. **Current Classification/AFSC:** (if Applicable)
 - c. **Social Security Number:**
 - d. **AFROTC Detachment and contact information:** (AFROTC Det XXX, XXX University, State Initials, Phone number: xxxx)
 - e. **Corps Duty Title:**
 - f. **Commission Month/Year:**
 - g. **Prior Service:** (AFSC and number of years, if applicable)
 - h. **Foreign language** (if fluent and/or at least 4 completed semesters):
 - i. **Physical Mailing Address:**
 - j. **Home of Record Mailing Address:**
 - k. **Cadet's School Email Address:**

- l. Cadet's Personal Email Address:**
- m. Phone Number** (Cell phone preferred):
- n. Race/Ethnicity:**
- o. AFOSI Interviewing Official and Unit:** (e.g. SA Doe, AFOSI Detachment XX, XXX AFB, State)

5. Applicants are also highly recommended to send electronic copies of their application packages (as one single PDF file) to AFOSI.Accession.applications@us.af.mil by 1 Sep 17. Incomplete packages and/or multiple PDF files will not be processed. The subject lines of the aforementioned emails should read as follows: "LAST NAME (ALL CAPS), First Name, Middle initial – AFROTC Det XXX, University Name, Abbreviated State, AFOSI Application (e.g. DOE, John E. – AFROTC Det 000, State University, Quantico, VA, AFOSI Application). All packages must be formatted in accordance with directions outlined in paragraph 4 above. There will be three additional items submitted for the applicant by the AFOSI units directly to the AFOSI POC at AFPC.

6. After the board results are approved by AFPC/DP2LT, HQ AFROTC will disseminate the results to applicable AFROTC Det/CCs. Each cadet selected by the board will be further evaluated by a thorough Agent Suitability Investigation, which will be initiated and conducted by AFOSI. If approved for AFOSI duty, applicants will attend training at the U.S. Air Force Special Investigations Academy (USAFSIA) in Glynnco, GA, which is co-located with the Federal Law Enforcement Training Center (FLETC). If not approved for AFOSI duty, non-selectees will immediately be referred back to HQ AFPC/DP2LT for final classification into a different career field.

7. If you have additional information or questions about the AFROTC cadet application process, you can email or call the AFOSI Chief of Officer Assignments at DSN 665-4457 or comm: 210-565-4457. You can also send any questions to AFOSI.Accession.applications@us.af.mil.

SHANNON L. BANCROFT, Maj, USAF
Chief, AFOSI Officer Assignments