



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

29 October 2019

MEMORANDUM FOR ROTC UNIT CADRE
ROTC CADETS APPLYING TO 71S

FROM: DEPARTMENT OF THE AIR FORCE HQ AFPC/DP2L
550 C STREET WEST, SUITE 50
ATTN: AFOSI (71S) ASSIGNMENT OFFICER
JBSA RANDOLPH, TX 78150

SUBJECT: 71S Direct Accession Board Application Guidance (*Calendar Year 2020*)

1. Air Force Office of Special Investigations (AFOSI) is a highly competitive, board-driven selection process for interested ROTC cadet applicants. Applications should be submitted on the below timeline based on commissioning month. **Refer to Attachment 1 for format.** *Please note, cadets already assigned an AFSC (Rated or Non-Rated) may still compete for AFOSI (71S) duty and will be re-classified to 71S if accepted.*
2. Calendar Year 2020 (CY20) applicants should earn their degree and commission **between 1 Oct 20 and 30 Sep 21.** Complete application packages must be submitted in electronic format no later than **19 August 2020.** *Refer to Attachment 1 for format.*
3. ROTC Detachment Commanders must pen one of the three required letters of recommendation for the applicant and submit a signed Form 53 generated with the cadet's #1 AFSC choice as AFOSI (71S) and cadet's ranking within the ROTC unit along with Commander's comments (#X of XX cadets). If multiple cadets are applying from the same ROTC unit, the applicants from the same ROTC unit need to be stratified against each other via their respective letters of recommendation (#X of XX applying for 71S / AFOSI). Other recommended content for the ROTC Detachment Commander letter is a brief explanation on any ROTC Awards (including scholarships) the applicant has been awarded to give the Selection Board more rounded knowledge on the award's significance. ROTC Commanders may electronically submit the Form 53 and letter of recommendation separately if desired.
4. Interested cadets should proactively contact at least one AFOSI unit's leadership *early* in the application process (refer to <http://www.osi.af.mil/> for unit listing.) Mission permitting, AFOSI unit leadership may allow the cadet to shadow their unit and provide the cadet realities of the profession. 71S is a unique duty; cadets should commit themselves to making an informed decision about applying to AFOSI. *Cadets may maintain relationships with AFOSI units throughout their ROTC careers, but must specifically express their intention of applying to AFOSI and request an AFOSI Detachment Commander or Special Agent in Charge conduct a formal applicant interview along with a complete applicant questionnaire and writing sample.* An AFOSI unit leader's non-recommendation of a cadet for 71S duty may potentially remove the cadet's package from board consideration. AFOSI unit leaders are also bound to the 19 Aug 20 timeline; cadet applicants must follow up with them to ensure package completion. A complete package will consist of: AFOSI Unit Leadership Recommendation (AFOSI Form 151); Writing Sample (AFOSI Form 65); and Applicant Questionnaire (AFOSI Form 61). Those documents will be compiled and sent electronically by the AFOSI Unit and NOT by the cadet applicant.

5. Available quotas change annually in accordance with Department of Air Force manpower needs, but historically, applicants far exceed quotas. Each year's applicant board is comprised of senior Special Agents who review each applicant's package via a "whole person" concept as its foundation; well-rounded selects are the goal. Recently selected applicants generally maintained a strong grade point average, many are science, technology, engineering, and mathematics (STEM) majors, were proficient in at least one foreign language, were ranked "top 3" within their ROTC unit, and held Wing or Group level (or equivalent) leadership roles within their ROTC units. The provided data points are not prerequisites; a whole person concept is at the forefront for selection consideration into our diverse command.
6. Applicants must appreciate AFOSI is a federal law enforcement career. Demonstrated maturity and strong leadership qualities are necessary; all 71S officers are expected to be informal and formal leaders during their AFOSI career. Direct accessions often only have one or two assignments as field agents before they are privileged with formal leadership roles. Serving as an AFOSI Special Agent warrants a great deal of responsibility and autonomy. Before recommending a cadet, ROTC Detachment Commanders should consider if they would want the applicant handling an investigation involving their own work unit or personal family; hesitation should translate into constructive feedback with the cadet and a non-recommendation for AFOSI duty. Successful applicants should exude discretion, comfortably manage constant change, attention to detail, constructive conflict management, and employ emotional intelligence within their daily interactions.
7. HQ AFROTC will disseminate a demographics memorandum to all ROTC Detachments after the selection board concludes in an effort to provide board transparency and outline tangible measures for cadets outside of application eligibility windows. Individual feedback on cadets (selected or not) will not be provided outside of the disseminated demographics memorandum.
8. Selected cadets will undergo an AFOSI-run Agent Suitability Investigation. Cadets who are ultimately not approved for AFOSI duty during the Suitability Investigation are referred to HQ AFPC Military Accessions Branch for re-classification into an alternate career field, activating a 71S board-designated alternate in their stead.
9. For additional information or questions about the ROTC application process for 71S duty, visit <https://www.osi.af.mil/VACANCY/Officers>, email AFPC.DP2LS.71SAssignmentsTeam@us.af.mil or call 210-565-4457 (DSN 665). We look forward to reviewing your application submissions.

CARL W. HANAUER, Maj, USAF
Chief, AFOSI (71S) Officer Assignments

2 Attachments:

1. 71S Application Format Requirements (CY20)
2. Privacy Act of 1974 Cover Sheet

Attachment 1
71S Application Format Requirements (CY20)

Physical submissions

- NO physical package submission is required

Electronic submissions Create one .pdf file titled:

CY20 71S Application-LASTNAME, FirstName, MiddleInitial_ROT C Det XXX, University Name

- Applicants will email electronic submissions to AFPC.DP2LS.71SAssignmentsTeam@us.af.mil
- Applicants must include their ROTC Commander in the CC block of email submission
- A receipt confirmation will be sent; **ensure you follow-up within 48-hours if no response received**
- ROTC Commanders may electronically submit the signed Form 53 and letter of recommendation separately if desired
- All other documents must be consolidated, in order, with separate cover sheets titled based on below guidance

Cover Sheet: Privacy Act of 1974 (print and enclose)

Item 1: Cover letter

- Applicant describes why they want 71S and why they are the best candidate for selection

Item 2: Combination Resume Refer to the Tongue and Quill

Item 3: Letters of Recommendation

- Three (3) total letters of recommendation from anyone the Applicant chooses (*Caveat: Applicant's ROTC Commander must provide one of the three letters*)

Item 4: Form 53

- ROTC Commander should generate the form so it includes applicant's ranking within the ROTC unit, ROTC Commander's comments, and an acknowledgement of applicant applying to 71S
- If including full Social Security Number, please send using encryption

Item 5: Applicant Information Sheet

- Microsoft Word style document (Times New Roman, 12-pt font, 1" margins) outlined as below:
 - **Name & Last Four of Social Security Number:** Last, First, Middle Initial (XXXX)
 - **AFOSI Interview Date, Interviewing Agent & Unit:** (e.g. 7 Apr 18, SA First Last, Commander (or Special Agent in Charge), AFOSI Detachment XX, XXX AFB, State)
 - **Commission Month/Year:**
 - **Current Classification/AFSC:** (if applicable)
 - **Prior Service:** (AFSC and number of years, if applicable)
 - **Foreign language:** (Describe fluency level (native or formal education) with regard to reading, writing, and speaking):
 - **Medical Gender, Date of Birth, Race, and Ethnicity:**
 - **Applicant Phone Number:** (cell preferred)
 - **Applicant Email Address:** (school & personal)
 - **Applicant Home of Record Mailing Address:**
 - **Applicant Residence Mailing Address:** (while in school, include County)
 - **ROTC Unit & Commander:** (ROTC Det XXX, XXX University, State Abbreviation, Col First Last, Email, Preferred contact phone number)
 - **ROTC Duty Title** (Include brief, 1 to 2-line, scope of responsibility; e.g. Leads 130 cadets in daily Corps activities)



Privacy Act Data Cover Sheet

To be used on
all documents
containing personal
information

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