



DEPARTMENT OF THE AIR FORCE
OFFICE OF SPECIAL INVESTIGATIONS
QUANTICO VIRGINIA

5 April 2023

MEMORANDUM FOR ROTC UNIT CADRE
ROTC CADETS APPLYING TO 71S

FROM: OSI 71S CFM

SUBJECT: 71S Direct Accession Board Application Guidance (*Calendar Year 2023*)

1. An Office of Special Investigations (OSI) officer is a federally credentialed special agent serving in a wide spectrum of roles conducting law enforcement and counterintelligence services in support of Air and Space Force commanders and Department of Defense senior leaders. OSI officers spend most of their career operating within the OSI Field Operating Agency but have out-of-command opportunities as well. OSI is a highly competitive, board-driven selection process for interested ROTC cadet applicants. **Refer to Paragraph 2 for application timeline and Attachment 1 for application format.** Please note, cadets already assigned an AFSC (Rated or Non-Rated) **may still compete** for OSI (71S) duty and will be re-classified to 71S if accepted.

2. Calendar Year 2023 (CY23) applicants should earn their degree and commission between **1 Oct 23 and 30 Sep 24**. Complete application packages must be submitted in electronic format no later than **1 Sep 23**. *Refer to Attachment 1 for format.*

3. **ROTC Detachment Commanders** must author one of the three required letters of recommendation and complete and sign the bottom section of the Applicant Information Sheet, including the cadet's Duty Title/Description. New this year, **ROTC Detachment Commanders should include key Wing Leadership positions held by the cadet (previous & projected) as well as the cadet rank within the graduating class, the overall Detachment, and Field Training performance** (i.e. cadet ranking within the ROTC Detachment [#X of XX cadets]). If ROTC Detachment Commanders would prefer to submit this information separately, they can provide the Duty Title/Description and cadet ranking info in a separate memo and e-mail it directly to the OSI selection board. If multiple cadets are applying from the same ROTC unit, the ROTC Detachment Commander should stratify the candidates against each other via their respective letters of recommendation (#X of XX applying for 71S / OSI). 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. We no longer require cadets to submit a Form 53. We have had formatting issues with the Form 53 in the past, so rather than requiring the form we simply added lines to the Applicant Info Sheet requesting the data we previously gleaned from the Form 53. We also no longer need to see the cadet's career field preferences—the presumption is that if they are applying for the OSI selection board, 71S is their number one choice.

4. **Interested cadets** should **proactively contact at least one OSI unit's leadership early in the application process** (refer to <http://www.osi.af.mil/> for unit listing.) Mission permitting, OSI unit

"EYES OF THE EAGLE"

leadership may allow the cadet to shadow their unit. This ongoing relationship between the cadet and the OSI unit affords an opportunity for cadets to better understand the realities of the OSI profession and gives units a broader perspective on cadet's suitability for OSI duty. OSI is an incredibly unique career field; cadets should commit themselves to making an informed decision about applying to OSI. Some portions of the formal application process must be conducted by the local OSI unit, so applicants are strongly encouraged to **initiate contact well before the 1 September deadline** to ensure that the OSI portions of the application are completed on time. Any documents filled out at the OSI unit will be submitted separately by the OSI agents themselves. **A formal interview will also be conducted as part of the OSI Detachment screening process and a Board Interview (virtual) will be conducted as well. Interested cadets must be willing to demonstrate their language capabilities, if cited in the application.**

5. Available quotas change annually in accordance with Department of Air Force (DAF) 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; well-rounded and diverse selects are the goal. DAF diversity includes but is not limited to: personal life experiences, geographic background, socioeconomic background, cultural knowledge, educational background, work background, language abilities, physical abilities, philosophical/spiritual perspectives, age, race, ethnicity and gender. Recently selected applicants generally maintained a strong grade point average; many were 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 data points above are not prerequisites. A whole person concept is at the forefront for selection consideration into our diverse command. While high GPAs and STEM degrees indicate successful academic accomplishments, the nature of OSI's duty responsibilities requires strong interpersonal and communication skills; we desire candidates who can talk, listen, write, and brief with confidence. Additionally, many OSI Detachments are small units. We desire candidates who are adept at working within small team dynamics and who have demonstrated the ability to lead in those environments.

6. Applicants must appreciate OSI is a federal law enforcement career. Demonstrated maturity and strong leadership qualities are necessary; all 71S officers are expected to serve as informal and formal leaders throughout the entirety of their career. Direct accessions often only have one or two assignments as field agents before they are challenged with formal leadership roles, to include command. Serving as an OSI 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 OSI duty. Successful applicants should exude discretion, comfortably manage constant changes, attention to detail, constructive conflict management, and employ emotional intelligence within their daily interactions. OSI supports, fosters, and values an inclusive and diverse force with equitable treatment of every member.

7. HQ OSI will disseminate a demographics memorandum to HQ ROTC after the selection board concludes 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 OSI Agent Suitability Investigation. Cadets who are ultimately not approved for OSI duty during the Suitably 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, email AFPC.DP2LS.71SAssignmentsTeam@us.af.mil. We look forward to reviewing your application submissions.

J. LANCE EHRIG, Col, DAF
OSI 71S Career Field Manager

2 Attachments:

1. 71S Application Format Requirements (CY23)
2. Privacy Act of 1974 Cover Sheet

Attachment 1
71S Application Format Requirements
(CY23)

Electronic submissions: Create one .pdf file titled:

*CY23 71S Application-LASTNAME, FirstName, Middle Initial_ROT C Det XXX,
University Name*

- Applicants will email 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**
- All documents must be consolidated, in order, with separate cover sheets titled based on below guidance

Cover Sheet: Privacy Act of 1974

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: Applicant Information Sheet

- A PDF document (Times New Roman, 12-pt font, 1" margins) which contains the below information split into two sections ("To Be Completed by the Applicant" and "To Be Completed by the ROTC Detachment Commander") along with the Applicant's and AFRTOC Det/CC's signatures at the bottom (wet signature or digital signature are acceptable):

To Be Completed by the Applicant:

1. Applicant Name:
2. Last 4 of Applicant's SSN:
3. Applicant Medical Gender, Date of Birth, Race, and Ethnicity:
4. Applicant Phone number:
5. Applicant Email Address:
6. Applicant Home of Record Mailing Address:
7. Applicant Residence Mailing Address:

8. ROTC Unit Number and School Name:
9. Undergraduate Academic Major:
10. Cumulative Gradepoint Average:
11. Commission Month/Year:
12. Current Classification/AFSC:
13. Prior Military Service:
 - a. Base:
 - b. AFSC/MOS:
 - c. # Years # Months:
 - d. Date of Separation
14. AFOQT Scores:
15. Foreign Language Skills:
 - a. DLAB Score:
 - b. DLPT Language(s)/Score(s):
 - c. Other Language Experience/Education/Training:

To Be Completed by the ROTC Detachment Commander:

1. ROTC Duty Title/Duty Description (include a description of how much authority/responsibility this job has compared to other Cadet jobs) Please annotate if a previous Cadet Wing Staff member:
2. Cadet Rank Within ROTC Detachment, graduating class, and Field Training:

Applicant Signature / Date

ROTC Det/CC Signature / Date



Privacy Act Data Cover Sheet

To be used on
all documents
containing personal
information

DOCUMENTS ENCLOSED ARE SUBJECT TO THE PRIVACY ACT OF 1974

Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of their official duties. Deliver this/these document(s) directly to the intended recipient. **DO NOT** drop off with a third-party.

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Privacy Act Data Cover Sheet