



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

7 April 2024

MEMORANDUM FOR ROTC UNIT CADRE  
ROTC CADETS APPLYING TO 71S

FROM: HQ AFOSI 71S CFM

SUBJECT: 71S Direct Accession Board Application Guidance (*Calendar Year 2024*)

1. An Air Force Office of Special Investigations (AFOSI) 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. AFOSI officers spend most of their career operating within the AFOSI Field Operating Agency but have out-of-command opportunities as well. AFOSI 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. 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 2024 (CY24) applicants should earn their degree and commission between 1 Oct 24 and 30 Sep 25. **Complete application packages must be submitted in electronic format no later than 13 Sep 24.** Refer to Attachment 1 for format.

3. **ROTC Detachment Commanders** must author one of the three required letters of recommendation and complete (including the cadet's Duty Title/Description) and sign the bottom section of the Applicant Information Sheet. ROTC Detachment Commanders should include key Wing Leadership positions held by the cadet (previous & projected) as well as the cadet rank (#X of XX cadets) within the graduating class, the overall Detachment, and Field Training. ROTC Detachment Commanders may submit the Duty Title/Description and cadet ranking in a separate memo and e-mail it directly to the AFOSI 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 / AFOSI). Other recommended content for the ROTC Detachment Commander letter is a brief explanation on any ROTC Awards (including scholarships) received to give the Selection Board more rounded knowledge on the award's significance. (Note: There are a few changes to the application format this year. (1) The Form 53 is no longer required. The Applicant Information Sheet has been updated to collect the information previously collected from the Form 53. (2) Cadet career field preferences are also no longer required—the presumption is that if they are applying for the AFOSI selection board, 71S is their number one choice.)

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. This ongoing relationship

between the cadet and the AFOSI unit affords an opportunity for cadets to better understand the realities of the AFOSI profession and gives AFOSI a broader perspective on cadets' suitability for AFOSI duty. AFOSI is an incredibly unique career field; cadets should commit themselves to making an informed decision about applying to AFOSI. Some portions of the formal application process must be conducted by the local AFOSI unit, so applicants are strongly encouraged to initiate contact well before the 1 September deadline to ensure that the AFOSI portions of the application are completed on time. Any documents filled out at the AFOSI unit will be submitted separately by the AFOSI unit. Applicants will conduct two interviews as part of the AFOSI screening process: a formal interview by the AFOSI unit and a virtual board interview. Interested cadets must be willing to demonstrate their language capabilities, if cited in the application.

5. The number of cadets selected for AFOSI duty changes annually in accordance with Department of Air Force (DAF) manpower needs. Historically, the number of applicants far exceed selection limitations. The selection board, comprised of senior Special Agents, reviews 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. While not prerequisites, 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. A whole person concept is at the forefront for selection consideration. While high GPAs and STEM degrees indicate successful academic accomplishments, the nature of AFOSI's duty responsibilities requires strong interpersonal and communication skills, making candidates who can talk, listen, write, and brief with confidence desirable. Additionally, because many AFOSI units are small, AFOSI seeks candidates who are adept at working within small team dynamics and who have demonstrated the ability to lead in those environments.

6. Serving as an AFOSI Special Agent warrants a great deal of responsibility and autonomy. Demonstrated maturity and strong leadership qualities are necessary, and all 71S officers are expected to serve as informal and formal leaders throughout their career. Direct accession officers often only have one or two assignments as field agents before they are challenged with formal leadership roles, to include command. Before recommending a cadet, ROTC Detachment Commanders should consider if they would want the applicant handling an investigation involving their own unit or personal family; hesitation should translate into constructive feedback with the cadet and a non-recommendation for AFOSI duty. Successful applicants are detailed-oriented, exude discretion, employ emotional intelligence within their daily interactions, and comfortably manage constant changes as well as constructive conflict management. AFOSI supports, fosters, and values an inclusive and diverse force with equitable treatment of every member.

7. HQ AFOSI 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 AFOSI 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, email [AFPC.DP2LS.71SAssignmentsTeam@us.af.mil](mailto:AFPC.DP2LS.71SAssignmentsTeam@us.af.mil).

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AFOSI 71S Career Field Manager

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**Attachments:**

1. 71S Application Format Requirements (CY24)
2. Privacy Act of 1974 Cover Sheet

**Attachment 1**  
**71S Application Format Requirements (CY24)**

**Electronic submissions: Create one .pdf file titled:**

*CY24 71S Application-LASTNAME, FirstName, Middle Initial\_ROT C Det XXX, University Name*

1. Applicants will email submissions to [AFPC.DP2LS.71SAssignmentsTeam@us.af.mil](mailto:AFPC.DP2LS.71SAssignmentsTeam@us.af.mil)
2. Applicants must include their ROTC Commander in the CC block of email submission
3. A receipt confirmation will be sent; **follow-up within 48-hours if no response received**
4. All documents must be consolidated, in order, and have separate cover sheets 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 AFROTC 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. \*\*\*OSI Interview Date, Interviewing Agent, and Unit\*\*\*
14. Prior Military Service:
  - a. Base:
  - b. AFSC/MOS:
  - c. # Years # Months:
  - d. Date of Separation
15. AFOQT Scores:
16. 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

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containing personal  
information

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# Privacy Act Data Cover Sheet