

**BY ORDER OF THE COMMANDER  
AIR FORCE OFFICER ACCESSION AND  
TRAINING SCHOOLS (AFOATS)**

**AFOATS INSTRUCTION 36-2801**

**15 OCTOBER 2007**



**Personnel**

**AIR FORCE OFFICER ACCESSION AND TRAINING  
SCHOOLS DISTINGUISHED ALUMNI PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSABILITY:** Publications and forms are available on the Maxwell Publications and Forms Management Office AF Portal Web page for downloading.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: AFOATS/CCX

Certified by: AFOATS/CV (Col Jonathan Klaaren)

Pages: 7

---

This instruction implements AFPD 36-28, *Awards and Decorations Programs*. It is specific to operations of the Air Force Officer Accession and Training Schools (AFOATS) Distinguished Alumni Program. It establishes guidance and directs procedures for selection, recognition, and induction of qualified applicants into the Officer Training School (OTS) and Air Force Reserve Officer Training Corps (AFROTC) Distinguished Alumni displays. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>. This publication applies to HQ AFOATS, AFROTC, and OTS.

**1. OTS Applicant Qualifications:**

1.1. To be eligible for the OTS Distinguished Alumni award, the applicant must have graduated from OTS, Basic Officer Training (BOT), the School of Military Sciences – Officer (SMSO), Officer Commissioning School (OCS) the Aviation Cadets, Military Indoctrination for Medical Service Officers (MIMSO), Health Professions Officer Indoctrination Course (HPOIC), Air Force Officer Orientation Course (AFOOC), Commissioned Officer Training (COT), or Reserve Commissioned Officer Training.

1.2. If military (active duty, Reserve, Guard, or retired), applicant must have achieved one of the following:

1.2.1. For Line of the Air Force officers, attained the rank of Lieutenant General or above. For non-line officers, attained the rank of Major General or above.

1.2.2. Awarded the Silver Star or higher precedence medal.

1.2.3. Attained a high level of honorable recognition or distinction for an accomplishment with Air Force-wide or national/international significance (e.g. certain authors, astronauts, test pilots, etc.) or for historically notable service or combat achievements (e.g. "Ace" status, most air-to-air victories during a campaign, first officer of x type to reach a certain rank, etc.).

1.3. If civilian, applicant must have achieved all of the following:

1.3.1. Completed a minimum of four years of active duty, Air Force Reserve, or Air National Guard, or a combination thereof that equals four or more years of service.

1.3.2. Attained a high level of honorable recognition (Pulitzer Prize winner, public figure such as a U.S. Congressman, Governor, etc.) or distinction for an accomplishment of national/international significance (significant medical discovery, etc).

1.3.3. Maintained an honorable example in military and civilian life.

1.4. Nominations and selections may be posthumous.

## 2. OTS Application Procedures:

2.1. To submit an applicant for consideration for induction into the OTS Distinguished Alumni display, the applicant or his/her representative must:

2.1.1. Produce official Air Force documents that prove officer honorable service or discharge—copies accepted. Recommend DD Form 214, *Certificate of Release or Discharge from Active Duty*, or equivalent.

2.1.2. Provide as many documents as possible to build a background of accomplishments on the applicant for commanders and directors to consider—copies accepted. Examples include distinguished awards won, highest decorations achieved, combat tours, etc.

2.1.3. Provide a photograph (color if possible) of the applicant.

2.1.4. Provide an AF Form 1206, *Nomination for Award*; maximum of 25 lines, describing the accomplishments and contributions of the applicant.

2.1.5. Provide a suggested citation for the plaque, if selected.

2.2. Submit all required information with a cover letter requesting induction no later than 30 Sep of each calendar year to:

AFOATS/CCX  
551 E. Maxwell Blvd, Bldg 500  
Maxwell AFB, AL 36112

### 3. OTS Selection Process:

3.1. All submitted applicants will first be reviewed by the OTS Commander or designated representative for accuracy and distinction. A selection board will then be convened to select the inductee(s). Board members will include, but are not limited to: AFOATS/CC, OTS/CC, AFROTC/CC, and AFOATS/JR. The AFOATS Commander has final authority on all induction decisions.

3.1.1. All photos and documenting information become property of AFOATS.

3.1.2. Applicants, or individuals nominating applicants, will be notified of the decision.

3.1.3. A maximum of two individuals may be inducted each year.

### 4. Responsibilities:

4.1. HQ AFOATS will:

4.1.1. Advertise qualification, application, and selection procedures on the AFOATS, OTS, and Air Force Association (AFA) websites. Advertisement will take place from Jan – Sep. Applications will be accepted between 1 Aug and 30 Sep--applicants will not be accepted after 30 Sep.

4.1.2. Fund all gift plaques and wall plaques, invitational orders for selectees, and other associated costs (Air University Foundation will fund gift to selectee).

4.1.3. Assign a Project Officer for the awards ceremony who will work in tandem with AFOATS/CCP to ensure professional execution of the award ceremony.

4.2. HQ AFOATS/CCP will:

4.2.1. Coordinate and execute logistics of all travel and lodging for award recipients and their spouse/immediate family members (if applicable).

4.2.2. Write, coordinate, and ensure execution of the award ceremony script.

4.3. Sample Program timeline, calendar year 2008: (**Note:** This sample timeline will be used for every subsequent year following 2008):

4.3.1. Jan 2008 – Sep 2008: Award is publicized on the AFOATS, OTS, and AFA websites. AFOATS/SDP will send out a message to all major commands (MAJCOM) on 1 Aug of each year soliciting nominations. Applicant packages must be submitted by 30 Sep 2008 to be considered.

4.3.2. Oct – Nov 2008: Selection committee reviews applicant package(s).

4.3.3. Dec 2008: Selection committee recommends award recipient to AFOATS/CC.

4.3.4. Jan 2009: Recipient is notified and, if available, will accept award at the OTS Complex.

4.3.5. Mar 2009: Award presentation ceremony at OTS Complex.

## **5. AFROTC Applicant Qualifications:**

5.1. To be eligible for the AFROTC Distinguished Alumni award, the applicant must have graduated from AFROTC.

5.2. If military (active duty, Reserve, Guard, or retired), applicant must have achieved one of the following:

5.2.1. Attained the rank of Lieutenant General or above.

5.2.2. Been awarded the Silver Star or higher precedence medal.

5.2.3. Attained a high level of honorable recognition or distinction for an accomplishment with AF-wide or national/international significance (e.g. certain authors, astronauts, test pilots, etc.), or for historically notable service or combat achievements (e.g. "Ace" status, most air-to-air victories during a campaign, first officer of x type to reach a certain rank, etc.).

5.3. If civilian, applicant must have achieved all of the following:

5.3.1. Completed a minimum of four years of active duty, Air Force Reserve, or Air National Guard, or a combination thereof that equals four or more years of service.

5.3.2. Attained a high level of honorable recognition (Pulitzer Prize winner, public figure such as a U.S. Congressman, Governor, etc.) or distinction for an accomplishment of national/international significance (significant medical discovery, etc.).

5.3.3. Maintained an honorable example in military and civilian life.

5.4. Nominations and selections may be posthumous.

## **6. AFROTC Application Procedures:**

6.1. To submit an applicant for consideration for induction into the AFROTC Distinguished Alumni display, the applicant or his/her representative must:

6.1.1. Produce official Air Force documents that prove officer honorable service or discharge—copies accepted. Recommend DD Form 214 or equivalent.

6.1.2. Provide as many documents as possible to build a background of accomplishments on the applicant for commanders and directors to consider—copies accepted. Examples include distinguished awards won, highest decorations achieved, combat tours, etc.

6.1.3. Provide a photograph (color if possible) of the applicant.

6.1.4. Provide an AF Form 1206; maximum of 25 lines, describing the accomplishments and contributions of the applicant.

6.1.5. Provide a suggested citation for the plaque, if selected.

6.2. Submit all required information with a cover letter requesting induction no later than 30 Sep of each calendar year to:

AFOATS/CCX  
551 E. Maxwell Blvd, Bldg 500  
Maxwell AFB, AL 36112

## **7. AFROTC Selection Process:**

7.1. All submitted applicants will first be reviewed by the AFROTC Commander or designated representative for accuracy and distinction. A selection board will then be convened to select the inductees. Board members will include, but are not limited to: AFOATS/CC, OTS/CC, AFROTC/CC, and AFOATS/JR. The AFOATS Commander has final authority on all induction decisions.

7.1.1. All photos and documenting information become property of AFOATS.

7.1.2. Applicants, or individuals nominating applicants, will be notified of the decision.

7.1.3. A maximum of two individuals may be inducted each year.

## **8. Responsibilities:**

8.1. HQ AFOATS will:

8.1.1. Advertise qualification, application and selection procedures on the AFOATS, ROTC, and AFA websites. Advertisement will take place from Jan – Sep. Applications will be accepted between 1 Aug and 30 Sep—applicants will not be accepted after 30 Sep.

8.1.2. Fund all gift plaques and wall plaques, invitational orders for selectees, and other associated costs (Air University Foundation will fund gift to selectee).

8.1.3. Assign a Project Officer for the awards ceremony who will work in tandem with AFOATS/CCP to ensure professional execution of the award ceremony.

8.2. HQ AFOATS/CCP will:

8.2.1. Coordinate and execute logistics of all travel and lodging for award recipients and their spouse/immediate family members (if applicable).

8.2.2. Coordinate and ensure execution of the award ceremony script.

8.3. Sample Program timeline, calendar year 2008: (**Note:** This sample timeline will be used for every subsequent year following 2008):

8.3.1. Jan 2008 – Sep 2008: Award is publicized on the AFOATS, AFROTC, and AFA websites. AFOATS/SDP will send out a message to all MAJCOMs on 1 Aug of each year soliciting nominations. Applicants must be submitted by 30 Sep 2008 to be considered.

8.3.2. Oct – Nov 2008: Selection committee reviews applicant packages.

8.3.3. Dec 2008: Selection committee recommends award recipient to AFOATS/CC.

8.3.4. Jan 2009: Recipient is notified and, if available, will accept award at HQ AFROTC.

8.3.5. Mar 2009: Award presentation ceremony at HQ AFROTC in the Leadership Hall.

## 9. Forms:

9.1. Adopted: DD Form 214, *Certificate of Release or Discharge from Active Duty*; AF Form 847, *Recommendation for Change of Publication*; AF Form 1206, *Nomination for Award*.

ALFRED K. FLOWERS  
Brig Gen, USAF  
Commander, AFOATS

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFD 36-28, *Awards and Decorations Programs*

*Abbreviations and Acronyms*

**AFA** – Air Force Association

**AFOATS** – Air Force Officer Accession and Training Schools

**AFOOC** – Air Force Officer Orientation Course

**AFROTC** – Air Force Reserve Officer Training Corps

**BOT** – Basic Officer Training

**COT** – Commissioned Officer Training

**HPOIC** – Health Professions Officer Indoctrination Course

**MAJCOM** – Major Command

**MIMSO** – Military Indoctrination for Medical Service Officers

**OCS** – Officer Commissioning School

**OTS** – Officer Training School

**SMSO** – School of Military Sciences – Officer