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Newly Commissioned Officer

Applicable to: Military

Welcome to the Active Duty Newly Commissioned Officer page. This page will provide senior Air Force Reserve Officer Training Corps, Air Force Academy cadets, and officer trainees important information and resources to make the transition onto Active Duty as seamless and smooth as possible .

Before you continue, we encourage you to view the [Cadet Video](#) which offers step-by-step instruction on navigating this article.

Prior to Commissioning

Selecting Your Job: Regardless of your source of commission (Air Force Reserve Officer Training Corps (AFROTC)/United States Air Force Academy (USAFA)/Officer Training School (OTS)), you will likely want to research and find out information about Air Force Specialty Codes (AFSCs) which you may be interested in. The [Air Force Classification Directory](#) contains the official specialty descriptions for all Air Force classification codes and identifiers which are used to identify each Air Force job (valid requirement) and describe the minimum mandatory qualifications for personnel to fill these jobs.

Initial Training: Newly commissioned officers are typically scheduled for Initial Skills Training (IST) by Air Force Personnel Center Line Officer Accessions Branch (AFPC/DPSIPS). They use an automated process to optimize IST attendance. Training information will be provided to your appropriate commissioning source personnel office prior to your commissioning date. Please stay in contact with your unit for instructions and questions. **IMPORTANT:** For Lieutenants commissioning through AFROTC, it is imperative to maintain contact with your detachment as any changes to your scheduled IST dates are normally provided/worked through your detachment before you enter active duty.

Receiving Orders: Every effort will be made to ensure you receive your Extended Active Duty (EAD) orders prior to your entry into active duty. Your EAD orders will contain information about the unit to which you will be assigned, your effective date of duty and your report not later than date. Once you receive your EAD orders, you'll want to look into scheduling your [Household Goods Shipment](#) - Move.Mil is a source of reference information for Department of Defense (DoD) service members/civilians who are moving, for Personal Property Shipping Offices, and for Transportation Service Providers.

Sponsor Program: The best approach towards a smooth transition involves taking advantage of the Sponsorship Program. This program is a continuous process of providing information and assistance to relocating personnel and their family members from the time they receive their new duty assignment until they are settled into their new community. The Sponsorship Program is part of the Individualized Newcomer Treatment and Orientation program which is designed to facilitate permanent change of station (PCS) moves by welcoming and assisting newly arrived Airmen and their families. Sponsors provide valuable service to inbound Airmen and help reduce the stress and anxiety that often accompanies a PCS move through positive, open and honest communication.

Obtaining a Sponsor: Your unit (AFROTC Detachment, OTS, USAFA) must ensure you receive a sponsor and have contact with the sponsor or gaining unit before you depart for your permanent duty station. The [AF Form 60](#), Request for Sponsor is your avenue to obtain assistance from your gaining unit for questions related to your relocation. You can get the form from AF Pubs, complete it and mail along with a copy of your EAD orders to your gaining unit commander, e.g. 392 TRAINING SQ/CC, VANDENBERG AFB, CA 93437. (For ROTC Cadets: You may contact your Det staff for assistance in completing/ mailing this form). Review the [Example of Completed AF Form 60](#). FOR AFROTC graduates: Keep in touch with your AFROTC detachment if you did not have EAD orders when you commissioned. Ensure you advise

your unit if any address information changes after you commission. In addition, you may also contact the gaining base's Force Support Squadron (FSS) "Customer Service" section or element for assistance in obtaining a sponsor. Our online [Key Personnel Listings](#) will provide you the commercial telephone number for your servicing FSS Military Personnel Section (broken down by major command, base, or state/country).

Traveling Abroad: All DoD and DoD sponsored travelers must comply with the [Foreign Clearance Guide \(FCG\)](#). Note: FCG link above requires login from a ".mil or .gov" workstation. This document provides necessary information for personnel travel (active duty and dependents) to foreign countries, as well as general information on foreign locations. Since the DoD FCG is directive in nature, travelers must ensure they comply with this Guide. Compliance with the FCG is extremely important, especially if you plan on having dependents join you at your overseas assignment.

Date of Commission and Extended Active Duty Dates (primarily applicable to AFROTC): Your [Date of Commission and Extended Active Duty Dates](#) is important to determine when you will enter Extended Active Duty. Read the linked article for more information to ease your transition onto Active Duty and ensure there are no mishaps with matters such as pay and training dates.

After Commissioning

Pay: You can easily find the latest Pay & Travel articles and updates through [Virtual Finance](#). This site provides 24/7 access from the AF Portal to any Finance related matter, providing online self-help resources. Users can complete many Pay & Travel transactions online using eFinance, PCS In-Processing System, Defense Travel System, myPay, and LeaveWeb. Customers will also find financial Instant Advice, Informational Answer frequently asked questions in the Financial Services Knowledge Base, interactive pay calculators for entitlement estimates, and links to Pay & Travel sites. In addition, you can look up your local Financial Services Office phone and e-mail contact information Note: vFinance link above requires login through DoD issued Common Access Card.

Training and Education: Once you enter active duty, you can access the [Education and Training Course Announcement \(ETCA\)](#). This site contains procedures, fund citations, reporting instructions, and listings for formal courses conducted/managed by major commands/field operating agencies. It also lists data for courses conducted/administered by AF and Reserve forces. Note: ETCA link above requires login through DoD issued Common Access Card.

Finding Housing: Before arriving at your first base, you may want to visit the [Automated Housing Referral Network \(AHRN\)](#). The AHRN program is sponsored by the Department of Defense and all Service Branches to assist military members and their families in locating available housing at their duty station. AHRN provides military members with access to information on available housing from anywhere in the world 24/7/365, allowing them to start the home finding process as soon as they receive their orders.

Military Life: [Military OneSource](#) is a free service provided by the DoD to active duty, Guard and Reserve service members, and their families with comprehensive information on every aspect of military life including deployment, reunion, relationships, grief, spouse employment and education, parenting and child care, and much more. Military OneSource has policy and programmatic information, helpful resources, products, and articles and tips on numerous topics related to military life. Services are available 24 hours a day by telephone and online.

[Statement of Service](#): This article provides guidance on the purpose and completion of the AF Form 1613 Statement of Service. This form summarizes/reflects any period of military service, breaks in active status and active duty, and establishes pay date and retirement eligibility. This form is normally prepared within four months after arrival to your first permanent duty station.

[Changing Initial Skills Training Dates](#): This article provides guidance on requesting a change of Initial Skills Training (IST) dates. If a scheduling conflict occurs, please refer to the linked information for help. AFPC ensures IST allocations are filled as scheduled in order to meet Air Force sustainment requirements, allowing funded training slots to be filled to capacity.