

**Air Force Reserve Officer Training Corps
(AFROTC) Form 53 Guide**



POC: AFPC/DPSIP

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Table of Contents

Introduction.....	3
Figure 1. AFROTC Form 53 Timeline	3
HQ AFROTC Staff Accounts	4
Creating PAS and TEC Accounts	4
Figure 2. Form 53 Login Screen (AFPC/ROTC/TEC/PAS)	4
Figure 3. Form 53 Website Main Screen (AFPC/AFROTC)	5
Figure 4. Staff Account Administration.....	5
Creating Cadet Accounts	6
Figure 5. Form 53 Website Main Screen (TEC/PAS)	6
Figure 6. Cadet Account Administration	6
Figure 7. Cadet Account Information Screen	7
Figure 8. Cadet PIN Assignment Screen	7
Figure 9. Cadet PIN Assignment Screen (Populated).....	7
Form 53 Creation, Cadet Responsibilities	8
Figure 10. Form 53 Login Screen (Cadet)	9
Figure 11. Temporary Password Request Screen	9
Figure 12. Password Change Screen.....	10
Figure 13. Cadet Main Form 53 Screen.....	11
Figure 14. Cadet Form 53 Information Entry	11
TEC Form 53 Review Responsibilities.....	16
Figure 15. PAS Input Verification Screen	17
AFPC Classification Process	18
Assignment Preference Process, General Information	18
Assignment Preference Process, Cadet.....	19
Assignment Preference Process, TEC and PAS	19
Assignment Notification Process.....	19
AFPC Final Thoughts	19
Attachment 1. Line of Air the Force AFSC Requirements Listing	20

Introduction

The Form 53 process is used to gather personal and academic information on AFROTC cadets for classification purposes. The Form 53 data is also uploaded into the Officer Accession Tracking System (OATS) database to be used in the production of Extended Active Duty (EAD) orders when cadets are ordered to EAD. The Table below identifies the normal timeline for the Form 53 process.

Figure 1. AFROTC Form 53 Timeline

Timeframe	Event
Mid to Late March	AFPC will open Form 53 database and set staff accounts for HQ AFROTC. HQ AFROTC will reset and or create TEC and PAS accounts
Early April	Form 53 database open to cadets
*Mid-September	Form 53 database closed
*Late September/Early October	AFPC performs classification
*Mid-October	Form 53 database reopened for cadet Assignment Preference input
*Late October	Form 53 database closed and Assignment Preferences forwarded to Assignment Teams
*Late November	Assignment selections forwarded to HQ AFROTC for release

Note: * denotes estimated timeline. Changes to this timeline may occur.

Each detachment is responsible for establishing Form 53 accounts for their cadets. It is very important an account is established for each cadet that will commission within a particular classification cycle. **The classification cycle is established as 1 Jan to 31 Dec of the next calendar year. For example: As of the writing of this guide, the next classification cycle will cover any cadet who will commission between 1 Jan to 31 Dec 16.**

Due to security policy changes, users are no longer required to login to the Form 53 website using their Social Security Account Number (SSAN) as their login identifier. Cadet users are required to use their Employee ID maintained in the WINGS database for account login. The TEC and PAS users are assigned an Employee ID by the database when their account is created. The SSAN however is still required to create a user account and is maintained within the Form 53 database.

With the above changes being accomplished to the website the web address was changed. The new address is: <https://w20.afpc.randolph.af.mil/AFCAPSNET35/Pages/SecurityLogin.aspx>. Please use this link and delete any other link that you may have saved in your Internet browser.

HQ AFROTC Staff Accounts

HQ AFROTC will identify staff members who require accounts on the Form 53 website. These members will be responsible for setting up accounts for each detachment PAS and TEC. HQ AFROTC staff members will contact AFPC/DPSIP by phone and provide their SSAN, Last Name, First Name, Rank, Verification PIN (this will be 6 numbers and should be simple and familiar or easy to remember), and email address.

AFPC will provide a temporary password and an Employee ID to the staff member upon creation of the Form 53 account. Staff members must login to the Form 53 website within 1 hour and establish their password. Failure to login within the hour will result in the staff member contacting AFPC/DPSIP to reset the temporary password. Staff members must ensure they remember their Verification PIN, as it will may be required if it becomes necessary to reset their password in the future.

Creating PAS and TEC Accounts

HQ AFROTC staff members are responsible for creating PAS and TEC accounts. Staff members are also responsible for resetting PAS and TEC account holder passwords on an as needed basis. The following Figures provide information on establishing these accounts.

Figure 2. Form 53 Login Screen (AFPC/ROTC/TEC/PAS)

The screenshot shows the AFROTC Form 53 Website login interface. At the top, it says "AFROTC Form 53 Website" with a Privacy Act Statement. Below this, there is a section for users who already have a password, with fields for "Employee ID" and "Password", and a "Login" button. There are also links for users who need to request a password or forgot their PIN. At the bottom, there is a "Need Help?" section with links to a browser tutorial, contact information, and other helpful information. To the right of this, there are "Other Helpful Links" including AFPC homepage, AFPC Accession Homepage, and AFPC Privacy and Security Notice. The footer indicates the site version is 2.5.3 and was last reviewed on 11/20/2013 at 10:15:03 AM.

- Enter Employee ID and Password then select the “Login” Button

Figure 3. Form 53 Website Main Screen (AFPC/AFROTC)



- From the screen above, select the “Administration” link

Figure 4. Staff Account Administration

Staff Account Administration

Add Staff Account

Employee ID: --- Assigned after Save ---

SSAN:

Last Name:

First Name:

Rank/Title:

User Type:

Detachment:

Temporary Password: --- Assigned after Save ---

Verification PIN(6 digits):

Email:

Confirm Email:

Site Version 2.5.3

- Select the “Add Account” link below the heading “Staff Accounts” and the form to create the TEC and PAS accounts will appear
- Enter the appropriate information (SSAN, Last Name, First Name, Rank/Title, User Type, Detachment, Verification PIN & Email address) in the corresponding blocks
- When the form is saved, the Employee ID and Temporary Password will be assigned
 - You must ensure you give this information to the TEC or PAS. The Employee ID and Temporary Password are automatically generated by the database

Creating Cadet Accounts

It is very important that the Detachment Technician (TEC) create cadet accounts for all cadets that will commission within the designated classification cycle (refer to the Introduction for an explanation of the classification cycle). **Note:** You may want to use a copy of your Student Management Roster (SMR) to make sure all required cadet accounts are created.

Figure 5. Form 53 Website Main Screen (TEC/PAS)



- After completing the login (refer to Figure 2, Login Screen), select the “Administration” link

Figure 6. Cadet Account Administration



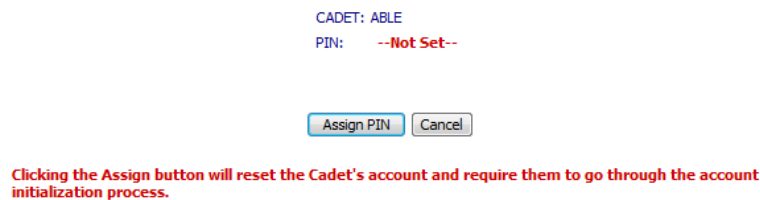
- Select the “Add Account” link below the heading “Cadet Accounts” and the form to create the cadet account will appear
- Enter the appropriate information (Employee ID, SSAN, Last Name, First Name, Rank/Title, User Type, Detachment, & Email address) in the corresponding blocks
 - The Employee ID is the same Employee ID assigned in the WINGS database and must be manually entered into the corresponding block
- After entering all data, select the “Save Changes” button and the Cadet information will appear on the following screen

Figure 7. Cadet Account Information Screen



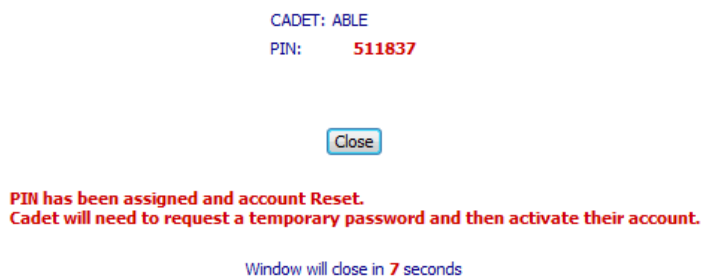
- Select the “Set PIN” button to reach the screen to assign a PIN to the cadet for their use in resetting their password
- The account “Status” will remain “Locked” until the TEC sets the PIN
- The account will remain “INACTIVE” until the cadet successfully enters the database

Figure 8. Cadet PIN Assignment Screen



- Select the “Assign PIN” button and the database will assign the cadet a PIN to be used in the initial login process and the password reset process

Figure 9. Cadet PIN Assignment Screen (Populated)



- You must make sure you write the PIN down in a timely manner
- Screen will close automatically at the end of 20 seconds
- Make sure you give a copy of the PIN to the Cadet along with their Employee ID

- (**Note:** This screen is an example, your screen will vary depending on how many cadet accounts have been created and the status of those accounts.)

Cadet Account Administration

View by Default/Account Action: SELECT ACTION: 

SUBJECT TO THE PRIVACY ACT OF 1997 AND AMENDS

NAME	Full Name	Nick	User Type	Status	Account
James	JAMES	JAMES	Sgt	Active	UNLOCKED Details

Form 53 Creation, Cadet Responsibilities

The Form 53 is your avenue to provide input into the AFPC Classification Model which will assign you your Air Force Specialty Code (AFSC) for those cadets who have yet to be classified or pre-designated for another job or AFSC after commissioning into the Air Force. It is very important that you complete the Form 53 accurately. A list of the Line of Air Force AFSCs for which AFPC will classify most cadets into is provided at [Attachment 1](#). This list provides you with information on the mandatory and desirable/permitted academic requirements for each AFSC.

It is in your best interest to only list AFSCs for which you are qualified for academically. The academic requirements for all AFSCs have been recently updated. Review these requirements to determine where your particular degree fits. For example, 13S1 – Space Operations allows less than or equal to 20% of accessions to have any Bachelor or Master of **Science** degree. If your degree is a Bachelor of Arts (BA) degree you would not be qualified academically for entry into 13S1 even though the system allowed you to list 13S1 as 1 of your choices. It is also in your best interest to use all your AFSC choices.

You are allowed to enter up to 6 AFSC choices. You should use them **ALL!** Do not pin your hopes and dreams on 1 or 2 AFSC choices. The Classification Model takes many factors into consideration when classifying cadets. It will do it's best to give you one of your top choices however; you must remember the ultimate goal is to fill valid Air Force needs with qualified cadets. Some AFSCs (92T0, 92T1, 92T2, 92T3, 13C, 13D, 13L, 71S & Medical AFSCs) are not available for selection on the Form 53 because these AFSCs require a separate selection process. Check with your Detachment support personnel for further details on how to apply for these AFSCs.

Even if you are already classified or projected to commission into the Medical Corps or JAG you need to complete the Form 53 as if you are going to be classified by the Classification Model. Although you may think you will be the best Pilot, Nurse, Doctor, Lawyer, etc..., things happen that will change your path in the Air Force. AFPC reclassifies cadets on a daily basis due to medical disqualifications, not accepted to a particular program, rated declination, and many other reasons. Once notified, AFPC will look at the Form 53 data completed by the cadet and attempt to match the cadet to one of their choices based on the AFSCs listed on the Form 53

and their academic information. However, as mentioned earlier, **Air Forces needs may dictate where a cadet is placed should reclassification become necessary.**

The below Figures are provided to assist you in completing the Form 53 process. If you have questions, make contact with your ROTC Detachment support personnel.

Figure 10. Form 53 Login Screen (Cadet)

The screenshot shows the AFROTC Form 53 Website login interface. At the top, it says "AFROTC Form 53 Website" and includes a Privacy Act Statement. Below this, there is a section titled "Do you have a password?" with instructions for users. A central white box contains the login fields: "Employee ID:" and "Password:", followed by a "Login" button. Below the login box, there are links for "Need Help?" and "Other Helpful Links". At the bottom, it displays "Site Version 2.5.3" and "Last Reviewed: 11/20/2013 10:15:03 AM".

- If you have been given your Employee ID and PIN by the Detachment support staff enter your Employee ID in the corresponding block and select the hyperlink below the Login button
 - Do Not attempt to Login without receiving your Employee ID and PIN from the Detachment support staff
- After selecting the hyperlink the below screen will appear

Figure 11. Temporary Password Request Screen

The screenshot shows the AFROTC Form 53 Website Temporary Password Request interface. It includes a "Temporary Password Request" section with instructions. Below this, there is a white box with fields for "Employee ID:" and "PIN:", followed by a "Request Temporary Password" button and a "Return to Login Screen" link. At the bottom, there are links for "Need Help?" and "Other Helpful Links".

- Enter your Employee ID and PIN in the corresponding blocks and select the "Request Temporary Password" Button
- If you have entered the correct Employee ID and PIN the following message will appear on the screen: "A message with your temporary password has been sent to the email"

address on file. You should receive it within 3 – 4 hours. You will need your PIN to verify your identity. The temporary password will expire in 24 hours.”

- Although the message above states 3 – 4 hours for the email to arrive, it could take longer depending on the email server availability on both ends of the transmission
- Once you receive your temporary password, return to the Form 53 login screen

Figure 12. Password Change Screen

Passwords Must Be:

- 1) 15 - 18 characters in length
- 2) Contain the following:
 - 1st Capital Letter(s)-2)
 - 1st Lowercase Letter(s)-3)
 - 1st Number(s)-4)
 - 1st Special Character(s) @ \$ % ^ * ~ -

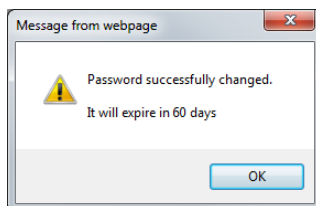
You are required to change your password

New Password

Confirm Password

Activation PIN

- When you login with the temporary password you received you will be required to change your password using the above screen
- Your password must follow the format provided on the screen to the upper left of the “New Password” block
 - Note on Special Characters: Use the special characters listed on the screen. Failure to use two or more of these characters may create problems when you attempt to login
- After entering and confirming your new password, enter your PIN and select the “Continue” button
- You will be presented with a Popup informing you that your password will expire in 60 days (See below)



- Select the “OK” button and you will be presented with the screen to begin the process of initiating your Form 53

Figure 13. Cadet Main Form 53 Screen



- You will be given the option to “Start,” “Change Password,” “Print,” or “End Session.”
- If you are ready to start the 53, select “Start” to begin completing the Form 53.

Figure 14. Cadet Form 53 Information Entry

Graduation Data

Degree: School:

Additional Degree Type: Additional Major:

Category: Gender:

Race: Ethnicity:

Contract Date: Date of Commission:

RFC or WFC Complete (RFC/WFC by DDC): ☐ Yes ☐ No One Year Program: ☐ Yes ☐ No

Have SAC Data: ☐ Yes ☐ No CSP Term Used: Quarters:

Common GPA (A=4.0):

AFROTC Scores:

- The first screen is the “Graduation Data”.
- In the far left upper corner there is the word “Degree” underlined. If you click on this area, it will display a drop down menu that will have a complete listing of AFIT recognized academic codes along with the 4 digit code associated with the degree. You can scroll through the list, find your degree and make note of the 4 digit code to be entered in the first block. This should make it easier for the TEC to verify the information.
- The next block is “School.” The TEC must ensure all cadets list the school in the same fashion. For example, if you are at Det 20, all cadets should enter University of Arizona. None should list Arizona University.
- Enter “Additional Degree Type”, if applicable.
- You can use the drop down menu for degree to find the 4 digit degree code required in “Additional Major,” and enter it in this block.
- Category is very important. If you have been selected for a rated position (Pilot, Combat Systems Officer (CSO) or Air Battle Manager (ABM)), or will enter Legal, Nurse Corps, or are pre-medical, then select the appropriate category. These individuals will not be classified during the classification process, but must complete the 53 in the event they are withdrawn from their program for any reason and must be classified at a later time. All other cadets will select “Officer” as their category. **Note:** Those cadets selected for RPA will use the category “P” for Pilot.
- Gender is self-explanatory but has a drop down menu for your convenience.

- Race and Ethnicity have drop down menus for you convenience.
- Contract Date will be the date the cadet signed the 1056 and entered into a contract with HQ AFROTC. If the cadet is unsure of the date, they will be able to verify the information with the TEC. The TEC should check this data for accuracy when reviewing the form. The system will not allow a future date to be entered. **If you have not yet entered into a contract, enter the current date you are completing the Form 53.**
- Date of Commission is the projected date the cadet will receive their commission. Again, the TEC at the Det should be able to provide this to the cadets and will be required to review it for accuracy.
- PPC or Will Complete IFT/NIFT by DOC is simply asking will the cadet have a Private Pilot Certification or will you complete IFT/NIFT. Simply select Yes or No.
- One Year Program - the cadet should indicate if they only received one year under contract with ROTC or not by selecting “Yes” or “No”
- “Have NAC Date” - cadet will indicate if a National Agency Check has been initiated/will be initiated by selecting “Yes” or “No”
- NAC Date - cadet will enter the date the National Agency Check was/will be initiated. This information will be verified by the TEC.
- Cumm GPA (A=4.0) - a drop down menu is available for the cadet’s use. The TEC must verify this information for accuracy.
- CSP Terms Used - there is a drop down menu for “Quarters” Semesters” or “Years” as well as for the number associated with this entry. The TEC must verify this information for accuracy.
- AFOQT Scores - The TEC will be able to provide this information to the cadet. A drop down menu is provided for each category for your convenience.
- At the bottom of the page, the cadet will have the option to “Save Data” but it is not necessary for the cadet to select this option, the system will automatically save the information when the cadet advances to the next page.
- Cadets may choose “Next Page” from the menu at the top of the page, or select the next page they wish to complete from the drop down menu.

Figure 14. Cadet Form 53 Information Entry (Continued)

SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

Close Window Print Form Previous Page Next Page Go To: Language Skills
Current Record: ADRSARA BAZ

Language Skills

PROFICIENCY AND SKILL IN LANGUAGES OTHER THAN ENGLISH

Do you have any background/experience in a foreign language (other than English) based on:

☐ Native Skills

☐ Learned at home from family/relatives

☐ Learned in country where language is spoken

☐ Self-taught

☐ College degree/concentration/minor

☒ None

Select Languages you are proficient in speaking, reading and writing. Under Semester Hours, if you are bi-lingual then select the option "No Formal Training". Rate Speaking/Reading/Writing levels with the value from the key at the bottom that most closely corresponds to your language ability.

Language List Semester Hours Scholarship Speak Read Write

- The second screen will be Language Skills.
- This page is self-explanatory. If the cadet has a language skill, it is important that we know what languages they speak, read and write and what their proficiency level is in each language.
- Cadets may choose “Next Page” from the menu at the top of the page, or select the next page they wish to complete from the drop down menu.

Figure 14. Cadet Form 53 Information Entry (Continued)

- The third screen is Prior Service Data.
- If the cadet has no prior military service, they still must complete this page and answer the two questions concerning prior civilian work experience at the bottom of the page. If the cadet had prior military service, they must complete all sections. Drop down menus and calendars have been provided for convenience.
- Cadets may choose “Next Page” from the menu at the top of the page, or select the next page they wish to complete from the drop down menu.

Figure 14. Cadet Form 53 Information Entry (Continued)

- The fourth screen is ‘AFSC Qualifications’.
- This screen lists 24 areas of study. The cadet is required to enter 0 to 30+ to indicate how many hours in each area they have or will have completed by their scheduled graduation date. The TEC and PAS should verify this information as it correlates directly to the cadets’ degree plan. An entry must be made for each of the 24 areas. Without an entry, the cadet will not be allowed to save the data and proceed to the next screen.
- Cadets may choose “Next Page” from the menu at the top of the page, or select the next page they wish to complete from the drop down menu.

Figure 14. Cadet Form 53 Information Entry (Continued)

- The fifth screen is “Join Spouse Data”.
- The screen is self-explanatory. Cadets should pay careful attention to this screen if they are married or intend to get married before entering active duty.
- TEC or PAS should remind cadets of compatibility of AFSCs to assignments. Some AFSCs are easier to make join spouse assignment from. If one of the cadets has been selected for rated training, the other should apply for a support AFSCs to have a better chance at being assigned together.
 - However; classification is based on Air Force requirements. Join spouse assignments are not guaranteed.
- Cadets may choose “Next Page” from the menu at the top of the page, or select the next page they wish to complete from the drop down menu.

Figure 14. Cadet Form 53 Information Entry (Continued)

- The Sixth screen is EAD information.
- Under “EAD Information” cadets will enter the information as it pertains to the place they will actually be traveling from to their first active duty location or training. For example, if the cadet is going to return to their hometown and stay with Mom and Dad until they enter active duty, they will want to list Mom and Dad’s address and phone number. This information will be extremely important in preparing EAD orders.
- On the same page it asks for Home of Record (HOR) Information. **HOR is defined as: “The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty”.** If the cadet’s HOR is the same as the EAD address, the cadet will simply check the box and the information for HOR will automatically be populated. If the HOR is different, the cadet will need to provide the requested information.

- Cadets may choose “Next Page” from the menu at the top of the page, or select the next page they wish to complete from the drop down menu.

Figure 14. Cadet Form 53 Information Entry (Continued)

AFSC/Location Preference

Some AFSCs are easier to make joint spouse assignments from. They include 21A, 33S, 38P, 31P, and 65F. Additionally, the more senior in grade, the more difficult it is to make a joint assignment for a couple who have the same AFSC.

Instructions for assigning Weighted Values: You must enter a weighted value for all six AFSC Preference Choices below, regardless if an AFSC is selected or not. By default, 100 is assigned to Choice 1 because this is the highest value and it is your number 1 choice. Assign a value that expresses your desire for AFSC Preference Choices 2 through 6; each value represents your desire for that choice of career field as it compares to your desire for your first choice. For example, if you assign a value of 50 to AFSC Preference Choice number 2 then you are saying that you desire it 50% as much as your first choice; if you gave it a value of 100, then you are saying you desire it 100% as much as your first choice (i.e. you like both equally). Each choice can have a value as high as 100, but the value cannot be higher than the choice above it and the minimum values are as follows: choice 1: 100, choice 2: 50, choice 3: 33, choice 4: 25, choice 5: 20, and choice 6: 17.

Note: AFSC choices available for selection are based upon entered degree code. Location choices are only available if you have been assigned to an AFSC.

Your assigned AFSC: NONE

Please make selections for at least the first 3 AFSC Preference Choices

AFSC PREFERENCES	WEIGHT	Valid Range	LOCATION PREFERENCES
CHOICE 1: NONE		100 -	CHOICE 1: NONE (CADET NOT CLASSIFIED)
CHOICE 2: NONE	NONE	50 - 100	CHOICE 2: NONE (CADET NOT CLASSIFIED)
CHOICE 3: NONE	NONE	33 - 100	CHOICE 3: NONE (CADET NOT CLASSIFIED)
CHOICE 4: NONE	NONE	25 - 100	CHOICE 4: NONE (CADET NOT CLASSIFIED)
CHOICE 5: NONE	NONE	20 - 100	CHOICE 5: NONE (CADET NOT CLASSIFIED)
CHOICE 6: NONE	NONE	17 - 100	CHOICE 6: NONE (CADET NOT CLASSIFIED)

Cadet Comments (750 Characters Left)

- The seventh screen is AFSC/Location Preferences.
- This page will actually be used twice, by AFPC in the classification process and later in the assignment process.
- The system will not allow cadets to enter an AFSC that has a specific degree requirement that the cadet does not have. For example, if a cadet has a degree in History, they will not be able to enter 62E1E (Electrical Engineer) as one of their AFSC choices since it requires an Electrical Engineering Degree. Nor will it allow them to enter any AFSC that requires a selection board (such as 71S1 (OSI)). On the other hand, it will allow cadets to enter AFSC that they may not qualify for because the AFSC does not have a specific degree requirement but has a certain amount of hours of specific course work, such as 64P1 (Contracting). This AFSC does not have a mandatory degree requirement, but does have a mandatory minimum number of academic hours in certain academic areas. This will be weeded out during the classification process using the “AFSC Qualification” page.
- Cadets are encouraged to list all six choices for AFSC classification. This will greatly improve their change to be classified into an AFSC they would like. The instructions say list at least 3 AFSC choices, however, more is better. **Listing only three choices automatically turns choices 4, 5, and 6 to “NONE” which equates to “Needs of the Air Force.” Additionally, listing AFSCs you are not academically qualified for also results in those AFSCs being considered as “Needs of the Air Force”.**
 - You must assign a weighted value to each of the 6 AFSC preferences. The weighted value you assign to each preference must be no greater than 100 nor less than 17. By default, the system automatically assigns a value of “100” to your first preference. You will see the following instructions on the screen:

“Instructions for assigning Weighted Values: You must assign a weighted value to each of your AFSC Choices below. By default, 100 is assigned to Choice 1 because this is the highest value and it is your number 1 choice. Assign a value that expresses your desire for Choices 2 through 6; each value represents your desire for that choice of career field as it compares to your desire for your first choice. For example, if you assign a value of 50 to Choice number 2 then you're saying that you desire it 50% as much as your first choice; if you gave it a value of 100, then you're saying you desire it 100% as much as your first choice (i.e. you like both equally). Each choice can have a value as high as 100, but the minimum values are as follows: choice 1: 100, choice 2: 50, choice 3: 33, choice 4: 25, choice 5: 20, and choice 6:17.”

- You cannot assign a higher value to a lower choice than the choice that precedes it. For example: If you assign a value of “50” to your 3rd choice, you cannot assign a value higher than 50 to choices 4 through 6.
- Location Preferences cannot be completed until the classification process is complete and the cadet has received an AFSC. At that time, the web page will be reopened to allow cadets to enter their assignment location preferences. The preferences have been given to us by AFPC Assignment Officers. Cadets will only be allowed to list locations that are available for the AFSC into which they have been classified.
- Cadet Comments provides the cadet an opportunity to stress information they think is important in the classification and assignment process. Cadets should enter any special skills they have or any special information that the assignment officers should be made aware of. They should also emphasize joint spouse desires in this section. The section has a maximum of 750 characters.
 - The Operational Experience (OPEX) program allows cadets who are classified into the 63A1 – Acquisitions Manager and 62E1G – Project Engineer AFSC the opportunity to volunteer to complete an operational tour in the 13S, 14N, 17D, 21A, and 64P career field. When the OPEX tour is complete, the officer is reassigned back to their original classification, 63A1 or 62E1G. If you are interested in volunteering for the OPEX program if selected for either 63A or 62E1G express your interest in the “Cadet Comments” box.
- When the cadet is sure they have completed the form, they will scroll to the bottom of the page and click “Forward to TEC.” The computer will notify the cadet if there are any errors or missing information that is required. If there are no errors found, the form will be sent to the TEC and the cadet will then be locked out from further updates.

TEC Form 53 Review Responsibilities

- The TEC is responsible for reviewing **all** pages of the cadet’s Form 53 for **accuracy**.
- Previous instructions have stressed some areas the TEC should pay close attention to.
- When the TEC review has been completed, they may
 - Return the Form 53 to cadet status if corrections need to be made
 - Forward the Form 53 to the PAS if all the information is correct.
- Forwarding the Form 53 to the PAS verifies the TEC has reviewed each page and certifies the information provided is accurate.

Figure 15. PAS Input Verification Screen

PAS Input/Verification

Some AFSCs are easier to make joint spouse assignments from. They include 21A, 33S, 38F, 31P, and 65F. Additionally, the more senior in grade, the more difficult it is to make a joint assignment for a couple who have the same AFSC.

Directions: You must check the box indicating you have compared the information supplied by the cadet on the graduation data and AFSC qualifications pages before you will be allowed to save your input. You will also be required to supply comments if you disagree with the AFSC selection of the cadet before you can save and forward the form to AFPC.

Instructions for assigning Weighted Values: You must enter a weighted value for all six AFSC Preference Choices below, regardless if an AFSC is selected or not. By default, 100 is assigned to AFSC Preference Choice 1 because this is the highest value and it is your number 1 choice for the cadet. Assign a value to AFSC Preference Choices 2 through 6; each value represents how you believe the cadet can be best utilized by the Air Force as it compares to the first choice. For example, if you assign a value of 50 to AFSC Preference Choice number 2 then you are saying the cadet can be utilized 50% as much as your first choice; if you gave it a value of 100, then you are saying the cadet can be utilized 100% as much as your first choice (i.e. you rank both equally). Each AFSC Preference Choice can have a value as high as 100, but the value cannot be higher than the choice above it and the minimum values are as follows: choice 1: 100, choice 2: 50, choice 3: 33, choice 4: 25, choice 5: 20, and choice 6: 17. You must also justify why your AFSC selections differ from the cadet's AFSC selections in the 'PAS Comments' box below.

Cadet Assigned AFSC: NONE

Do you agree with the Cadet's AFSC Preferences?

Class Rank: 1 of 11 ☐ Yes ☒ No (If not, please enter your choices below)

Cadet AFSC Preferences	Weight	PAS AFSC Preferences	Weight	Valid Range
CHOICE 1: 13MX - Airfield Operations	100	NONE	100	-
CHOICE 2: 13NX - Missile Operations	100	NONE	NONE	50 - 100
CHOICE 3: 13SX - Space Operations	100	NONE	NONE	33 - 100
CHOICE 4: 14NX - Intelligence	50	NONE	NONE	25 - 100
CHOICE 5: 15WX - Weather	50	NONE	NONE	20 - 100
CHOICE 6: 17DX - Cyberspace Operations	17	NONE	NONE	17 - 100

☒ I have reviewed the cadets degree plan(AFROTC IMT 48) and verified the information listed on the Graduation Data and the AFSC Qualification pages are accurate.

PAS Comments(850 Characters Left)

- The PAS is required to sign into the website and review each page of the Form 53.
- The PAS is **not required** to rank each cadet in their Detachment. The classification process uses the lineal ranking received from HQ ROTC as the Order of Merit (OM). This OM is used in the classification model to determine the rank order of all cadets.
- When asked if the PAS agrees with the Cadet's AFSC Preferences, the PAS will select "Yes" or "No". If they select "Yes" all PAS preferences will be faded out and indicate "None" in each of the 6 choices. If the PAS selects "No" indicating they do not agree with the Cadet's preferences, they must enter AFSC preferences, using the drop down menu for each choice. **Note:** The PAS must enter all 6 preferences not just the preferences they want changed.
- You must assign a weighted value to each of the 6 AFSC preferences. The weighted value you assign to each preference must be no greater than 100 nor less than 17. By default, the system automatically assigns a value of "100" to your first preference. You will see the following instructions on the screen:

"Instructions for assigning Weighted Values: You must assign a weighted value to each of your AFSC Choices below. By default, 100 is assigned to Choice 1 because this is the highest value and it is your number 1 choice for the cadet. Assign a value Choices 2 through 6; each value represents how you believe the cadet can be best utilized by the Air Force as it compares to the first choice. For example, if you assign a value of 50 to Choice number 2 then you're saying the cadet can be utilized 50% as much as your first choice; if you

gave it a value of 100, then you're saying the cadet can be utilized 100% as much as your first choice (i.e. you rank both equally). Each choice can have a value as high as 100, but the minimum values as follows: choice 1: 100, choice 2: 50, choice 3: 33, choice 4: 25, choice 5: 20, and choice 6:17. You must also justify why your AFSC selections differ from the cadet's AFSC selections in the PAS Comments box below.

- Additionally, you cannot assign a higher value to a lower choice than the choice that precedes it. For example: If you assign a value of “50” to your 3rd choice for the cadet, you cannot assign a value higher than 50 to choices 4 through 6.
 - Keep in mind these are the Cadet’s preferences. The PAS should not indicate they do not agree with the cadet’s choices if they don’t agree with the order the cadet has listed the AFSCs.
 - The PAS should only indicate they disagree with the cadet’s choices if they feel the cadet is not qualified for the AFSCs they have listed or if they would not be a good fit for their choices. The PAS will be required to justify why they disagree with the cadet’s choices in the PAS Comments section of this page.
- The PAS must check the box to indicate they have reviewed the cadets’ degree plan and has verified the information listed on the Graduation Data and AFSC Qualification pages as being accurate before the page will allow them to save the page and forward the Form 53 to AFPC.

AFPC Classification Process

- AFPC will close the Form 53 website to all ROTC personnel to perform the classification process
- All Form 53 data is downloaded for upload into the classification Model
- Do not call HQ AFPC requesting the status of the classification results.
 - AFPC will keep the Holm Center informed of the progress throughout the classification process.
 - Once results are released, all concerns about possible misclassification must be routed through the Holm Center for resolution with AFPC.

Assignment Preference Process, General Information

- The Form 53 website will be reopened for cadets to record their assignment preference information for the AFSC they have been assigned
- Cadets will only be able to select from a list of possible bases according to the AFSC for which they have been assigned
- Cadets who were previously identified as Nurses, Pre-Health, and JA will not complete the assignment process
 - Cadets will be contacted by the Corp (MSC, BSC, Nurse, JAG, etc...) responsible for their assignments when they are ready for entry onto EAD

Assignment Preference Process, Cadet

- Login to the Form 53 and complete your assignment preferences
 - Preferences are located under the “Location Preferences” area of the Form 53
 - You will only be given choices that correspond to your assigned AFSC
- **Please Note:** Some AFSCs, such as 17D and 14N, are AFSCs that will PCS to school and have only 1 option listed as a Location Preference
 - You must still select a preference and forward your Form 53 to the TEC

Assignment Preference Process, TEC and PAS

- Review the Form 53 to make sure the cadet has listed at least 1 preference then forward to the PAS
- The PAS will review cadet’s Form 53 and submit to AFPC

Assignment Notification Process

- Assignment preferences are downloaded from the Form 53 database and released to the AFPC Assignment Officers to make the selections
- AFPC will notify HQ AFROTC of the assignment selections
- HQ AFROTC will release the assignment information

AFPC Final Thoughts

- All Cadets must complete the Form 53
- HQ AFROTC is responsible for creating/resetting TEC and PAS accounts
- TECs are responsible for creating cadet accounts and reviewing the Form 53 for accuracy
- PAS is responsible for
 - Ensuring all eligible cadets in their detachment submit the Form 53
 - Ensuring the Form 53 is complete and accurate
 - Ensuring cadets are not considered for AFSCs they are not suited for
 - Ensuring all deadlines are met

Attachment 1. Line of Air the Force AFSC Requirements Listing

AFSC	MANDATORY DEGREE REQUIREMENTS	DESIRABLE/ PERMITTED DEGREE	MEDICAL	SECURITY CLEARANCE
OPERATIONS (See Notes at the end of Table)				
92T0 - Pilot	None	Any degree	Flying Class 1	SSBI
92T1 - CSO	None	Any degree	Flying Class 1A	SSBI
92T2 - ABM	None	Any degree	Flying Class III	SSBI
92T3 - RPA	None	Any degree	Flying Class 2U	SSBI
13C1 - Special Tactics Officer	None	Any degree	Qualification for marine diving, parachutist and ATC duty	TS/SSBI
13D1 - Combat Rescue Officer	None	Any degree	Qualification as a parachutist and scuba diver.	TS/SSBI
13L1 - Air Liaison Operations	None	Any degree	Ground Base Controller Duty Exam	TS/SSBI
13M1 - Airfield Operations	None	Greater than 50% of accessions: Air and Space Ops Technology or Air Transportation. Greater than 30% of accessions: Business/Commerce or Business Administration, Management and Operations or Business/Managerial Economics or Entrepreneurial and Small Business Operations or International Business or Management Info Systems and Services or Management Sciences and Quantitate Methods or Marketing or General Sales, Merchandising & Related Marketing Ops or Specialized Sales, Merchandising and Marketing Options or Construction Management. Less than 20% of accessions: Any Degree.	Qualification for ATC	NAC

Attachment 1. Line of Air the Force AFSC Requirements Listing (Continued)

AFSC	MANDATORY DEGREE REQUIREMENTS	DESIRABLE/ PERMITTED DEGREE	MEDICAL	SECURITY CLEARANCE
13N1 - Nuclear and Missile Operations	Equal to or greater than 10% of accessions: Animal, Food, Plant and Soil Sciences or Environmental Science or Forest Sciences and Biology or Architecture and Planning or Computer and Information Sciences or Computer Programing or Information Sciences/Studies or Computer Systems Analysis or Computer Science or Computer Software and Media Applications or Computer Systems Networking and Telecommunications or Engineering or Biological and Biomedical Sciences or Mathematics and Statistics or Signal/Geospatial Intelligence, Information/Cyber Operations/Warfare or Military Applied Sciences or Biological and Physical Sciences or Systems Science and Theory or Mathematics and Computer Science or Biopsychology or Accounting and Computer Science or Behavioral Sciences or Natural Sciences or Nutrition Sciences or Cognitive Science or Human Biology or Computational Science or Human Computer Interaction or Marine Sciences or Physical Sciences or Research and Experimental Psychology or Dentistry and Oral Science or Medicine and Medical Studies or Optometry or Osteopathic Medicine or Pharmacy and Pharmaceutical Sciences or Veterinary Medicine or and Management Sciences or Quantitative Methods.	Less than or equal to 90% of accessions: Any Degree.	Missile Operator Duty (MOD) physical. PRP - Prescreen	TS/SSBI

Attachment 1. Line of Air the Force AFSC Requirements Listing (Continued)

AFSC	MANDATORY DEGREE REQUIREMENTS	DESIRABLE/ PERMITTED DEGREE	MEDICAL	SECURITY CLEARANCE
13S1 - Space Operations	Greater than or equal to 40% of accessions: Aerospace, Aeronautical and Astronautical Engineering or Electrical, Electronics and Communications Engineering or Systems Engineering or Mathematics and Statistics or Space Systems Operations or Astronomy and Astrophysics. Greater than or equal to 40% of accessions: Computer and Information Sciences or Computer Programming or Information Sciences/Studies or Computer Systems Analysis or Computer Science or Computer Software and Media Applications or Computer Systems Networking and Telecommunications or Computer/Information Technology Administration and Management or Engineering; Ceramic Sciences and Engineering or Engineering Mechanics or Engineering Physics or Engineering Science or Operations Research or Engineering Chemistry or Signal/Geospatial Intelligence or Command & Control (C3, C4I) Systems and Operations or Information Operations/Joint Information Operations or Cyber/Electronic Operations and Warfare or Directed Energy Systems or Low-Observables and Stealth Technology or Systems Science and Theory or Mathematics and Computer Science or Computational Science or Physics.	Less than or equal to 20% of accessions: Any Bachelor or Master of <u>Science</u> Degree	Normal vision.	TS/SSBI

Attachment 1. Line of Air the Force AFSC Requirements Listing (Continued)

AFSC	MANDATORY DEGREE REQUIREMENTS	DESIRABLE/ PERMITTED DEGREE	MEDICAL	SECURITY CLEARANCE
14N1 - intelligence	30% of accessions: Computer and Information Sciences and Support Services; Engineering; Mathematics and Statistics; or Physical Sciences. 45% of accessions: Area, Ethnic, Cultural, Gender, and Group Studies or Foreign Languages, Literatures, and Linguistics or Liberal Arts and Sciences, General Studies, and Humanities or Social Sciences or History.	5% of accessions: Communication, Journalism, and Related Programs or Education or English Language and Literature/Letters or Military Science, Leadership, and Operational Art or Military Technologies and Applied Sciences or Multi/Interdisciplinary Studies or Interpersonal and Social Skills or Philosophy and Religious Studies or Psychology or Homeland Security, Law Enforcement, Firefighting, and Related Protective Services or Aeronautics/Aviation/Aerospace Science and Technology, General or Business, Management, Marketing, and Related Support Services. Less than 20% of accessions: Any Degree.		TS/SSBI
15W1 - Weather	Greater than 85% of accessions: Atmospheric Sciences and Meteorology. Less than 15% of accessions: Mathematics and Statistics or Physical Sciences.	None		TS/SSBI
17D1 - Cyberspace Operations	30% of accessions: Computer and Information Sciences and Support Services or Computer Engineering or Engineering Physics/Applied Physics or Industrial Engineering or Electromechanical Engineering or Electrical, Electronics and Communications or Electrical, Electronic and Communications Engineering Technology/Technician or Computer Technology/Computer Systems Technology or Cyber/Electronics Operations and Warfare or Mathematics and Computer Science or Accounting and Computer Science or Computational Science or Management Information Systems.	45% of accessions: Engineering or Engineering Technologies or Mathematics and Statistics or Physics or Chemistry. 5% of accessions: Any Degree.		TS/SSBI

Attachment 1. Line of Air the Force AFSC Requirements Listing (Continued)

AFSC	MANDATORY DEGREE REQUIREMENTS	DESIRABLE/ PERMITTED DEGREE	MEDICAL	SECURITY CLEARANCE
LOGISTICS (See Notes at the end of Table)				
21A1 - Aircraft Maintenance	None	Greater than 10% of accessions: Engineering. Greater than 10% of accessions: Physical Sciences. Greater than 65% of accessions: Engineering/Industrial Management or Business Administration, Management and Operations or Aeronautics/Aviation/Aerospace Science and Technology, General or Aviation/Airway Management and Operations or Parts, Warehousing, and Inventory Management Operations. Less than or equal to 15% of accessions: Any Degree.		NAC
21M1 - Munitions/ Missile Maintenance	None	Greater than 10% of accessions: Engineering, General or Aerospace, Aeronautical and Astronautical Engineering or Engineering or Materials Engineering or Mechanical Engineering or Metallurgical Engineering or Nuclear Engineering or Systems Engineering or Industrial Engineering or Manufacturing Engineering or Electromechanical Engineering. Greater than 35% of accessions: Computer and Information Sciences or Information Science/Studies or Computer Science or Computer/Information Technology Administration and Management or Mathematics and Statistics or Space Systems and Operations or Missile and Space Systems Technology or Munitions Systems/Ordnance Technology or Physical Sciences. Greater than 45% of accessions: Engineering/Industrial Management or Economics or Business Administration, Management and Operations or Parts, Warehousing, and Inventory Management Operations or Business/Managerial Economics or Management Sciences and Quantitative Methods. Less than 10% of accessions: Any Degree.	PRP -Prescreen	TS/SSBI

Attachment 1. Line of Air the Force AFSC Requirements Listing (Continued)

AFSC	MANDATORY DEGREE REQUIREMENTS	DESIRABLE/ PERMITTED DEGREE	MEDICAL	SECURITY CLEARANCE
21R1 - Logistics Readiness	None	Greater than 10% of accessions: Petroleum Engineering or Chemical Engineering. Greater than 70% of accessions: Computer and Information Sciences or Computer Programming or Data Processing or Information Science/Studies or Computer Science or Computer/Information Technology Administration and Management or Engineering/Industrial Management or Economics or Aeronautics/Aviation/Aerospace Science and Technology, General or Aviation/Airway Management and Operations or Business Administration, Management and Operations or Accounting and Related Services or Parts, Warehousing, and Inventory Management Operations or Business/Managerial Economics or Finance and Financial Management Services or Management Information Systems and Services. Less than 20% of accessions: Any Degree.		NAC

Attachment 1. Line of Air the Force AFSC Requirements Listing (Continued)

AFSC	MANDATORY DEGREE REQUIREMENTS	DESIRABLE/ PERMITTED DEGREE	MEDICAL	SECURITY CLEARANCE
SUPPORT (See Notes at the end of Table)				
31P1 - Security Forces	None	Greater than 80% of accessions: Criminal Justice/Law Enforcement Admin or Criminal Justice/Safety Studies or National Security Policy Studies or Criminal Justice/Police Science or Criminalistics and Criminal Science or Securities Services/Administration or Law Enforcement Investigation/ Interviewing or Law Enforcement Intelligence Analysis or Critical Incident Response/Special Police Ops or Protective Services Operations or Corrections or Corrections Administration or Corrections and Criminal Justice or Homeland Security or Crisis/Emergency/Disaster Management or Critical Infrastructure Protection or Terrorism and Counterterrorism Operations or Homeland Security/Law Enforcement/ Protective Services or Criminology or Sociology or Legal Studies or Pre-Law Studies or Legal Professions and Studies Other. Less than 20% of accessions: Any Degree.	PRP -Prescreen	NAC
32E1A - Architectural Engineer	100% of accessions: Architecture or Architectural Engineering	None		NAC
32E1C - Civil Engineer	100% of accessions: Civil Engineering	None		NAC
32E1E - Electrical Engineer	100% of accessions: Electrical, Electronics and Communications Engineering	None		NAC
32E1F - Mechanical Engineer	100% of accessions: Mechanical Engineering	None		NAC

Attachment 1. Line of Air the Force AFSC Requirements Listing

AFSC	MANDATORY DEGREE REQUIREMENTS	DESIRABLE/ PERMITTED DEGREE	MEDICAL	SECURITY CLEARANCE
32E1G - General Engineer	100% of accessions: Architectural Engineering or Civil Engineering or Electrical, Electronics and Communications Engineering or Environmental/ Environmental Health Engineering or Mechanical Engineering or Construction Engineering or Industrial Engineering	None		NAC
32E1J - Environmental Engineer	100% of accessions: Environmental/ Environmental Health Engineering.	None		NAC
35P1 - Public Affairs	Greater than or equal to 70% of accessions: Communication, Journalism, and Related Programs.	Greater than or equal to 20% of accessions: International Relations and National Security Studies or Political Science and Government or Marketing. Less than 10% of accessions: Any Degree.		NAC
38P1 -Personnel	20% of accessions: Mathematics and Statistics or Operations Research or Industrial Engineering or Management Sciences and Quantitative Methods.	Greater than 65% of accessions: Accounting and Computer Science or Behavioral Science or Industrial and Organizational Psychology or Public Administration or Public Policy Analysis or Economics or Business Administration, Management and Operations or Accounting and Related Services or Business/Managerial Economics or Finance and Financial Management Services or Human Resources Management and Services. Less than 15% of accessions: Any Degree.		NAC

Attachment 1. Line of Air the Force AFSC Requirements Listing

AFSC	MANDATORY DEGREE REQUIREMENTS	DESIRABLE/ PERMITTED DEGREE	MEDICAL	SECURITY CLEARANCE
ACQUISITIONS				
61A1 - Operations Research Analyst	Greater than 50% of accessions: Operations Research. Greater than 25% of accessions: Mathematics and Statistics or Industrial and Systems Engineering or Quantitative Economics.	Less than 15% of accessions: Engineering or Computer Science or Physics or Other Economics.		NAC
61B1 - Behavioral Scientist / Human Factors Scientist	Greater than 90% of accessions: Behavioral Science or Psychology or Anthropology or Sociology or Sociology and Anthropology or Rural Sciences.	Less than 10% of accessions: Social Sciences, General or Demography and Population Studies or Urban Studies/Affairs.		NAC
61C1 - Chemist / Nuclear Chemist	Greater than 60% of accessions: Chemistry or Chemical Engineering or Biochemistry or Molecular Biochemistry.	Less than 30% of accessions: Ceramic Sciences and Engineering, Material Engineering or Polymer/Plastics Engineering or, Biochemical Engineering or Engineering Chemistry or Biochemistry and Molecular Biology or Biochemistry, Biophysics and Molecular Biology (Other) or Material Sciences. Less than 10% of accessions: Bioengineering and Biomedical Engineering or Metallurgical Engineering or Petroleum Engineering or Biological/ Biosystems Engineering.		NAC
61D1 - Physicist / Nuclear Engineer	100% of accessions: Engineering Physics or Nuclear Engineering or Astronomy and Astrophysics or Physics.	None		NAC
62E1A - Aeronautical Engineer	100% of accessions: Aerospace, Aeronautical and Astronautical Engineering *Concentration in Aeronautical Engineering	None		NAC
62E1B - Astronautical Engineer	100% of accessions: Aerospace, Aeronautical and Astronautical Engineering *Concentration in Astronautical Engineering	None		NAC
62E1C - Computer Engineer	100% of accessions: Computer Engineering	None		NAC

Attachment 1. Line of Air the Force AFSC Requirements Listing

AFSC	MANDATORY DEGREE REQUIREMENTS	DESIRABLE/ PERMITTED DEGREE	MEDICAL	SECURITY CLEARANCE
62E1E - Electrical Engineer	100% of accessions: Electrical, Electronics and Communications Engineering	None		NAC
62E1G - Project Engineer	100% of accessions: Undergraduate academic specialization in engineering.	None		NAC
62E1H - Mechanical Engineer	100% of accessions: Mechanical Engineering	None		NAC
63A1 - Acquisition Manager	Greater than 20% of accessions: Engineering or Physical Science.	Equal to or Greater than 70% of accessions: Computer and Information Sciences and Support Services or Mathematics and Statistics or Economics or Business, Management, Marketing, and Related Support Services. Equal to or less than 10% of accessions: Any degree with 24 semester hours of business coursework.		NAC
64P1 - Contracting	100% of accessions: A minimum of 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing economics, industrial management, marketing, quantitative methods, or organization and management is mandatory.	Greater than or equal to 25% of accessions: Business, Management, Marketing, and Related Support Services or Economics. Greater than or equal to 20% of accessions: Engineering or Engineering Technologies and Engineering-Related Fields or Biological and Biomedical Sciences or Mathematics and Statistics or Military Technologies and Applied Sciences or Physical Sciences or Science Technologies/Technicians. Greater than or equal to 25% of accessions: Military Science, Leadership and Operational Art or Public Administration and Social Service Professions or Social Sciences or History or Foreign Languages or English or Area, Ethnic, Cultural Studies or General Legal Studies or Law or Legal Research and Advanced Professional Studies or Psychology. Less than or equal to 30% of accessions: Any Degree.		NAC

Attachment 1. Line of Air the Force AFSC Requirements Listing

AFSC	MANDATORY DEGREE REQUIREMENTS	DESIRABLE/ PERMITTED DEGREE	MEDICAL	SECURITY CLEARANCE
65F1 - Financial Management	None	Greater than 40% of accessions: Economics or Accounting and Related Services or Business/Managerial Economics or Management Sciences and Quantitative Methods or Finance and Financial Management Services. Greater than 30% of accessions: Mathematics and Statistics or Business, Management, Marketing, and Related Support Services or Engineering Less than 30% of accessions: Any Degree.		NAC
71S1 - Special Investigations	None	Greater than 20% of accessions: Criminal Justice and Corrections or Criminology. Greater than 30% of accessions: Behavioral Science or Social Psychology or Forensic Psychology or Political Science and Government or Computer Science. Greater than 15% of accessions: Public Administration or Business Administration and Management or Accounting and Related Services or Legal Research and Advanced Professional Studies or General Legal Studies. Less than 35% of accessions: Any Degree.		TS/SSBI

Mandatory: Any degree which the career field *must have* to ensure a capability is obtained to meet mission requirements.

Desired: Any degree a career field *would like to have*. A career field listing desired degrees will be in line behind any career field degree(s) listing the same degrees as mandatory. These degrees do not bring a required capability, rather capabilities a career field values in executing their specified mission.

Permitted: When all previous tiers have been met to the degree possible with available degrees, these permitted degrees are then acceptable for the career field. Setting a less than or equal percentage means a career field *will only take so many* of these degrees; i.e. if all previous tiers have been met to the extent possible with the available graduates, then the career field would rather go short than take any more than the permitted percentage.