

**From:** Gutierrez, Barbara L CIV USAF USAFA USAFA/CMA  
**Sent:** Monday, September 14, 2009 7:24 AM  
**Subject:** Commissioning

The “who can commission” question is arising again. Below is the information. (Note: I’m sending this to all clubs so that you’ll all have the current list of email addresses. I haven’t had time to update the list yet (from our conference) but after I do I will send this again so you can copy the email addresses.)

#### WHO CAN CONDUCT THE SWEARING IN CEREMONY?

“Persons being appointed or commissioned in the Air Force may take the oath before a: civil official authorized by law to administer oaths; commissioned officer of any component of any Armed Force of the United States (includes Reserve components), whether on active duty or retired (including commissioned warrant officers of the Army, Navy, Marine Corps, and Coast Guard); warrant officer serving on active duty as an adjutant, assistant adjutant, acting adjutant, or personnel adjutant of a command.” A notary public can administer the oath of office; however, the notary has to be authorized to administer an oath in the place it is taken....i.e., a Colorado Notary can administer an oath in CO, but a NJ notary cannot. A retired officer conducting the ceremony does NOT have to be in uniform. Regulation available at:

<http://usmilitary.about.com/gi/dynamic/offsite.htm?site=http://www.e%2Dpublishing.af.mil/pubfiles/af/36/afi36%2D2006/afi36%2D2006.pdf>

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