

14 October 2009

MEMORANDUM FOR APPLICANT

FROM: 177 FSS/CC

SUBJECT: Undergraduate Pilot Training

1. Thank you for expressing an interest in becoming an aviator at the 177th Fighter Wing. Enclosed in this package you will find a sample pilot applicant package. Please don't prepare a package using expensive folders and bindings. Save your money...I just need the facts. The pilot screening board wants to know what will make you a great officer first...and a great aviator second. Your resume should arrive in exactly the format you see in this package. There is also a form titled **Pilot Applicant Questionnaire** that you will need to complete.

2. For your convenience, e-mail your completed package to me at:

james.garcia.1@ang.af.mil

3. Simply change the name and pertinent data you see in the sample package to represent you, and e-mail it back. That is the easiest way to submit the application and the method I prefer. When finished updating the information, change the file name from **upt package Sample.doc** to **your last name.doc** prior to e-mailing it back. You can mail photocopies of letters of recommendation and college transcripts to us at:

177 FSS/CC
400 Langley Road
Egg Harbor Township, NJ 08234-9500
Attn: Lt Col James Garcia

6. In closing, your pilot application should simply consist of a cover letter, detailed resume of your military and civilian experience, the pilot applicant questionnaire completely filled in (e-mailed to me), and photocopies of your college transcripts and any letters of recommendation you may have (mailed to me), in that order.

7. Best wishes in your endeavor to become an Air National Guard fighter pilot!

(Signed)

**JAMES GARCIA, Lt Col, NJANG
Commander, 177th Force Support Squadron
609-645-6213**

14 Oct 2009

MEMORANDUM FOR SELECTING OFFICIALS

FROM: *(Your Name)* Senior Airman John Smith

SUBJECT: UPT Selection Board

1. I am writing you this letter to express my desire to be considered in your upcoming UPT selection board. I am interested in becoming an officer and an aviator in your unit. I understand that this means attending training at the convenience of the government. *(Tell us how you heard about us, be factual)* I heard about your unit and your upcoming selection board via an announcement on your website.

2. *(Anything you desire that will set you apart from the rest of the people meeting the board.)* I am currently 23 years old and possess a Bachelor of Sciences Degree in Business Management with a minor in Aeronautics. I have logged a total of 1,000 flight hours (800 single engine and 200 multi-engine) and think that this has greatly prepared me for Air Force pilot training. I have been a member of the 108th Air Refueling Wing at McGuire Air Force Base for the past six years as a crew chief on the KC-135. I used the tuition assistance and benefits of the Air National Guard to get my degree and look forward to becoming a fighter pilot in your squadron.

3. *(How can I reach you easily?)* I can be reached at 609-645-6213 Monday through Friday or 609-645-6045 evenings and weekends. My e-mail address is: jsmith@aol.com. I look forward to hearing from you soon.

(Signed)
JOHN SMITH, SRA, NJANG
Pilot Applicant

JOHN SMITH
123 Street Road
Anytown, NJ 08123
609-645-6213 (Work)
609-645-6045 (Home)
jsmith@aol.com

OBJECTIVE: To become a commissioned officer and pilot at the 177th Fighter Wing

WORK HISTORY:

- January 2003 - Present **108th ARW NJ Air National Guard-KC 135 Crewchief**
- Responsible for the maintenance, launch, and recovery of the KC-135 Stratotanker
 - Maintain the technical orders publication library
- April 2004 - Present **Computer Sciences Corporation - FAA Software Design**
- Develop and tested Air Traffic Control Software
 - Fly Boeing 737 Simulator for real time testing
 - Involved in FAA contract negotiations
- March 2000 - March 2004 **NYMA Corporation - Software Design**
- Developed the Traffic Management System Software
 - Test the software interface with ATC Towers
 - Produced user manual for use with software
- November 1998-February 2000 **Paulsboro Flying Club-Flight Instructor**
- Served as resident flight instructor giving primary flight instruction
 - Managed flight training and ground school

EDUCATION:

Bachelor of Science in Business Management
Minor in Aeronautics
Trenton State College, 2007. GPA 3.8

PILOT CERTIFICATES:

- | | |
|------------------------------|--|
| Commercial Privileges: | <ul style="list-style-type: none">▪ Airplane Single-engine Land▪ Airplane Multi-engine Land▪ Instrument Airplane |
| Certified Flight Instructor: | <ul style="list-style-type: none">▪ Airplane Single-engine Land▪ Instrument Ground |

FLIGHT EXPERIENCE:

- | | | |
|---------------|-------|--|
| Total Time | -1000 | |
| Single-Engine | -800 | <ul style="list-style-type: none">▪ Beach Bonanza, Grumman Trainer |
| Multi-Engine | -200 | <ul style="list-style-type: none">▪ 1900D, Navajo, limited Beechjet King Air |

Pilot Applicant Questionnaire

Use the space provided below to clarify any questions from pages one and two of this questionnaire.

4. Flying Data			
(If you have no previous flying experience, go to block 6)			
Single Engine Hours	Multi-Engine Hours	Jet Hours	Total Hours
5. Pilot Certificates			
(If none, put NONE)			

4. Test Scores				
AFOQT				
Date taken			Where	
Pilot	Nav	Academic	Verbal	Quantitative
TBAS Score:		Date Taken:		

7. Could you leave for training on short notice?:

Yes No

If no, how much notification do you require?

8. Have you ever been arrested and/or convicted of any offense, including drugs?

YES NO

If yes, explain in detail on page 5. Include the charge and disposition.

9. Do you plan to reside in the Atlantic City area upon completion of training?

Pilot Applicant Questionnaire

Use the space provided below to clarify any questions from pages one and two of this questionnaire.

YES

NO

10. Have you ever been eliminated from any flying or other training leading to a commission from any branch of the Armed Forces?

YES

NO

If yes, explain in detail on page 5.

Copies of College Transcripts

Copies of Letters of Recommendation