13 June 2015

MEMORANDUM FOR UPT APPLICANT

FROM: 177 FSS/DP

SUBJECT: Undergraduate Pilot Training

1. Thank you for expressing an interest in becoming an aviator at the 177th Fighter Wing. Below you will find a sample pilot applicant package. Please don't prepare a package using expensive folders and bindings. Save your money – we just need the facts. The pilot screening board wants to know what will make you a great officer…and a great aviator. Your resume should arrive in exactly the format you see in this package:

- Cover Letter
- Resume
- Pilot Applicant Questionnaire
- College transcripts
- Letters of Recommendation (3)
- AFOQT scores
- Form 24 (Application for appointment as reserve of the Air Force or USAF without component)
-Form 215 (Aircrew training candidate data summary)
-Form 2030 (Drug and alcohol abuse certificate)
-Photocopies of civilian pilot ratings, certificates, and last page of logbooks

2. When complete, mail your package to the address below:

177 FSS/CC
400 Langley Road
Egg Harbor Township, NJ 08234-9500
Attn: UPT Board

3. If you have any questions, please contact me at john.dwyer.mil@mail.mil, or 609-761-6213 (DSN 455-6213). Best wishes in your endeavor to become an Air National Guard fighter pilot!

// SIGNED //
JOHN DWYER III, Captain, NJANG
Director of Personnel, 177th Force Support Squadron

Sample Cover Letter

(Date)

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 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 we reach you easily?)*** I can be reached at 123-456-7899 Monday through Friday or 123-456-7891 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

Sample resume

JOHN SMITH
123 Street Road
Anytown, NJ 08123
123-456-7899 (Work)
123-456-7891 (Home)
jsmith@aol.com

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

WORK HISTORY:

January 2003 - Present ***108tth 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:	▪ Airplane **Sin**gle-engine Land
	▪ Instrument Airplane
Certified Flight Instructor:	▪ Airplane Single-engine Land
	▪ Instrument Ground

FLIGHT EXPERIENCE:

Total Time	-1000	
Single-Engine	-800	▪ Beach Bonanza, Grumman Trainer
Multi-Engine	-200	▪ 1900D, Navajo, limited Beechjet King Air

PERSONAL:

Date of Birth:	▪ 12 October 1985
Physical Condition	▪ Excellent, non-smoker
Hobbies	▪ Skiing, weightlifting, tennis

1. Personal Data			
Last Name	First Name	Middle Name	SSAN
Address		City	
State	Zip Code	Date of Birth	
E-mail address			
Phone Numbers			
home	cell	work	

2. Military Affiliation
Current Military Affiliation (if none, type N/A)
Prior Military Affiliation (If none type N/A)

3. Education Level	
Name of College	Location (City & State)
Major	Minor
Year Completed:	GPA:

4. Flying Data (If no previous flying experience, go to block 6)			
Single Engine Hours	Multi-Engine Hours	Jet Hours	Total Hours

5. Pilot Certificates

6. Test Scores AFOQT				
Date taken			Test Location	
Pilot	Nav	Academic	Verbal	Quantitative
Test of Basic Aviation Skills (T-BAS) Score:				
Date Taken:				
Pilot Candidate Selection Method (PCSM) Score:				

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 below. Include the charge and disposition.

9. Do you plan to reside in the Atlantic City area? ☐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.

College Transcripts

3 Letters of Recommendation

AFOQT Score Results

Air Force Forms

AF form 24 Adobe Acrobat Document

AF Form 215 Adobe Acrobat Document

AF Form 2030 Adobe Acrobat Document