



119th Fighter Squadron

UPT Application Package Guide



Introduction

Thank you for your interest in the 119th Fighter Squadron (177th Fighter Wing, New Jersey Air National Guard) Undergraduate Pilot Training (UPT) Program. This guide was developed to help answer your questions and assist in your application process.

1. Preparing Your Application Package

Many of you go to great expense to prepare a package using expensive bindings. Save your money! We don't need an expensive package to learn about you, we just need the facts.

- Arrange your application package in the order listed under 'Application Package Contents.'
- Do not include extra documentation; submit only the items requested.
- If submitting via email, make it a single PDF file.
- If submitting via paper, use standard, letter size paper and do not use staples; use paperclips only.

The importance of a complete package cannot be overstated, however, do not include additional extraneous information (such as pictures). The Board will only review the items listed in 'Application Package Contents' during the selection process. **PLAN AHEAD AND FOLLOW THE INSTRUCTIONS.** To receive consideration for an interview, your **COMPLETE** package must arrive no later than the close of business on the published deadline date. Every item listed, including test scores, must be included in the package. **NOTE: Incomplete packages will not be considered.**

2. Application Package Contents

Ensure all the following items are included with your package, in the order listed; incomplete information will affect consideration for an interview.

- Cover Letter (you may address to the 119 FS/CC or to the UPT Selection Board). *Note: use the cover letter as a chance for us to help get to know you – what sets you apart from the other candidates and why you want to be here. Do not include photos.*
- Resume – single page only.
- UPT Applicant Questionnaire (must be signed on page 7).
- College transcripts.
- Letters of Recommendation (3).
- AFOQT scores.
- PCSM / TBAS Scores.
- AF Form 24, *Application for Appointment*
- AF IMT 2030, *Drug and Alcohol Abuse Certificate*
- Photocopies of civilian pilot ratings, certificates, and last page of logbook

- Corrective Eye Surgery (PRK/LASIK/LASEK) Waiver Criteria Checklist, if applicable
- If a member of the military, include copies of last three performance appraisals, RIP (Air component only), current Point Summary (ANG/ARC only) and current Fitness Test Results.

3. Application Submission Instructions

Email a complete copy of your application to 119FS.Pilot-App.org@us.af.mil. If unable to email, mail a complete copy of your application to:

177 FSS/CC
400 Langley Road
Egg Harbor Township, NJ 08234-9500
Attn: 119 FS UPT Board

Do not send both an email and a physical copy – just one or the other. Ensure ALL the UPT Application Package Contents are included (in the order listed above). Again, please don't prepare a fancy 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.

If you do not meet the requirements and qualifications to be an officer candidate, or are several years from meeting them, please consider joining the New Jersey Air National Guard as an enlisted member. This career broadening experience will improve your chances of being selected for an officer billet in the future. Please call (609) 761-6216 and ask to speak to a recruiter.

4. Requirements and Qualifications (sections align with UPT Applicant Questionnaire)

➤ General

- Be physically and mentally fit.
- Be not more than 30 years old when you start pilot training and/or have no more than 5 years of commissioned services (normally you will start pilot training approximately one and a half years after the date of the board).
- Be a U.S. citizen.

➤ Section 2 - Education

A baccalaureate or higher degree from an educational institution listed in the current Accredited Institutions of Post-Secondary Education is required for all appointments unless waived. Exceptionally qualified initial appointment applicants may request a waiver of the degree requirement; however, they are only granted in very few circumstances. Additionally, the following GPAs must be met:

If the Applicant has completed	The minimum acceptable GPA is:
90 but less than 105 semester hours	2.30
105 but less than 120 semester hours	2.20
120 or more semester hours	2.10

The applicant must initiate the education waiver. The waiver request must outline a degree plan that will result in a four-year degree by the end of the fourth year of commissioned service. Failure to complete the degree requirement will render the member ineligible for promotion and will result in termination. The commander must provide a memorandum justifying the selection of a non-degree candidate.

➤ Section 4 – Air Force Testing

a. The Air Force Officer Qualifying Test (AFOQT)

The Air Force Officer Qualifying Test is like the ACT or SAT exam. Study guides are available at most bookstores and libraries. The scores of this test are a heavily weighed factor in the selection process. Therefore, it is strongly recommended that you prepare for this test. You may only take this test twice during your lifetime (i.e., if you are unhappy with your initial test scores, you are allowed to retest one time only). There must be at least 180 days between tests. The most recent test scores are the ones that are valid (i.e., if you test a second time and receive a lower score in an area, you may not use the test score from the first test). The testing takes approximately 3 – 4 hours.

This must be completed at least two weeks prior to taking the TBAS Test. Plan accordingly.

- Minimum Required Scores for College Graduates:
 - Pilot 25 Navigator 10 Quantitative 10 Verbal 15
 - Pilot and Navigator added together must be equal to or greater than 50
- Minimum Required Scores for Non-College Graduates:
 - Pilot 50 Navigator 25 Quantitative 25 Verbal 30
 - Pilot and Navigator added together must be equal to or greater than 90

b. The Test of Basic Aviation Skills (TBAS)

The TBAS consists of nine sub-tests that measure psychomotor skills and cognitive aptitude. Examinees are required to interact with the computer to provide their responses. The test takes approximately 1 hour and 15 minutes and is mentally challenging. It is recommended that you get a good night's sleep before the test. If you experience some condition that is genuinely stressful, or if you are too ill/tired to take the TBAS, you will need to reschedule for another time. There is no penalty for rescheduling. Complete the TBAS Candidate Worksheet (found on the website below) and bring it with you on the day of the test. You should also bring a valid form of ID, your Social Security card, your current college transcript, and your logbook if you have any flying experience. Candidates are allowed two attempts at the TBAS with a minimum of 180 days between attempts. Previous BAT tests do not apply toward this policy. However, you must wait 120 days between taking the BAT and TBAS tests. If you are a military member, you must report in uniform (OCPs or equivalent UoD), if civilian, in appropriate civilian attire (business casual).

For more information visit the following website: <https://access.afpc.af.mil/pcsmdmz/index.html>

Note: do not discuss the contents of these tests with anyone other than the test administrator. If you do discuss the test with anyone else you will be held responsible for violating a legal regulation, Air Force Instruction 36-2605, Air Force Military Personnel Testing System. You will also be disqualified from consideration for Air Force pilot training.

c. The Pilot Candidate Selection Method (PCSM)

The PCSM score provides a measure of a candidate's aptitude for the initial portion of pilot training. Components include TBAS scores, AFOQT scores, and flying hours. The score is on a scale of 1 – 99, with 99 being the best possible score. Private pilot licenses are not considered in the PCSM score.

➤ Section 5 – Medical

In general, applicants should meet the following medical standards (this list is not all inclusive). Failure to meet these criteria does not automatically disqualify you from becoming a pilot.

- Vision
 - Distance vision correctable to 20/20
 - Near vision correctable to 20/20
 - Normal color vision
 - Any meridian +2.00 to -3.00
 - Astigmatism >3.00
 - *Note: applicants who have had successful eye surgery more than one year prior to the interview date are eligible to apply. If you have had eye surgery, the Corrective Eye Surgery Waiver Criteria Checklist (attached) must be completed by an eye care professional and submitted with your application.*
- Standing height: between 64” to 77”
- Sitting height: between 33” to 40”, measured from the base of the spine
- Weight: between 103 and 240 pounds and in relation to height
- Blood Pressure: maximum 140/90, measured in sitting position

Additionally, you must be able to pass a Physical Fitness Assessment (PFA). This test will be conducted at Total Force Officer Training (TFOT). Requirements are IAW DAFMAN 36-2905 found at <https://www.e-publishing.af.mil>.

➤ Section 7 – Security Clearance

Applicants must be eligible to receive a Security Clearance. The following items are taken into consideration as part of granting security clearances. When answering question 7F, “*Are there any reasons why you wouldn’t be granted a security clearance,*” carefully review all 13 items below. If you believe one (or more) items are applicable, mark the answer to question 7F as YES and add comments. ***If you’re unsure if you meet any of the below criteria, please contact us and we’ll assist.***

It is important to note – answering YES most certainly does not disqualify you from receiving a clearance. There are many factors and mitigations beyond what is listed. When deciding, the whole-person concept is taken into consideration to determine if a person is an acceptable risk to national

security. However, any falsification, misrepresentation, omission, and/or misleading information, will result in immediate disqualification.

- Allegiance to the U.S. – involving any reason to suspect an individual’s allegiance to the U.S.
- Foreign influence – involving (but not limited to) contacts, business, financial and property interests which may result in a divided allegiance or may result in coercion by a foreign person, group, organization, or government inconsistent with U.S. interests.
- Foreign preference – involving preference to a foreign country over the U.S.
- Sexual behavior – involving criminal offenses or that which may subject you to exploitation, coercion, or duress.
- Personal conduct – involving questionable judgement, lack of candor, dishonesty and/or willingness to comply with rules and regulations
- Financial considerations – involving failure to live within ones means, satisfy debts, and meet financial obligations.
- Alcohol consumption – involving *excessive* consumption or alcohol-related incidents such as driving under the influence, fighting, child/spousal abuse, disturbing the peace and/or reporting to work intoxicated.
- Drug involvement / substance misuse – involving the illegal use of substances to include misuse or prescription and/or non-prescription drugs.
- Psychological conditions – involving emotional, mental, and/or personality conditions which would impair judgement, reliability, and/or trustworthiness (does not need to be a formal diagnosis).
- Criminal conduct – involving criminal activity to include a pattern of minor offense, evidence of criminal conduct (regardless if formally prosecuted, charged or convicted), currently on parole or probation, violation or revocation of parole or probation (or failure to complete court-mandated programs), and/or discharge from the armed forces for any reason less than “Honorable.”
- Handling protected information – involving failure to comply with rules governing protected information.
- Outside activities – involving certain types of employment or activities if posing a conflict with security responsibilities or create a risk of unauthorized disclosure.
- Use of information technology – involving failure to comply with rules, procedures, guidelines, and/or regulations pertaining to information technology systems.

➤ Section 10 - Comments

Please don’t add extraneous information. This is to provide fill-ins/additional data when requested.

7. Selection Board and Interviewing Process

The 119th FS selection board consists of approximately five current pilots and is chaired by the 119 FS commander (*note: do not reach out directly to the 119 FS commander*). The selection board attempts to

select those individuals who are most likely to succeed in pilot training and whose qualifications best fit the squadron's current needs. We typically receive over 200 application packages for one or two pilot slots. Therefore, it is very competitive, and many factors are considered when choosing candidates. Late packages (or any late components) as well as incomplete applications will not be considered. If you feel there are extenuating circumstances, work with the UPT coordinator in advance.

a. Following the application deadline, a panel of five 119th FS pilots will review the packages and select approximately 50 for video interviews. Video interview guidance and instructions will be provided upon notification of selection. Expect to answer 2-3 questions within a specified time limit. Selectees will have approximately two weeks to prepare their videos.

b. Following the video interviews, the selection panel will invite approximately 10 candidates to an in-person interview weekend. The board is held at the 119th Fighter Squadron, 177th Fighter Wing, Atlantic City International Airport, NJ. Candidates will be notified approximately one month in advance and will be contacted via e-mail and telephone. Travel, lodging, meals, and any other expenses are the responsibility of the candidate. Interviews typically occur during a drill weekend and consist of one or two social events, F-16 simulator time, and a formal interview with the 119 FS Selection Board. Please don't bring alcohol or other "gifts" to the squadron. Attire for the social events will be casual. Relax and be yourself – this is our chance to get to know you and for you to get to know us!

The formal interviews are scheduled/conducted alphabetically by last name. They will open with 119 FS Selection Board member introductions and an explanation of the application process. After that, the board members will each ask 2-3 questions. Prepare for this interview the same way you would for any job interview. The 119 FS Selection Board will have reviewed all the information in your application package. Remember, they are trying to get to know you and their selection is made on the "Total Person Concept". *Note: only under extenuating circumstances (such as military deployment) will the board conduct virtual interviews.*

After the interview, the most qualified candidates will be contacted by the 119 FS commander and offered a position with the NJANG. Non-selects will also be contacted and debriefed. Selection as an alternate does not guarantee future selection for a training slot. If you are selected as an alternate, you will have to compete with all other applicants again on future selection boards if a UPT slot is not obtained this fiscal year.

If selected as a UPT Candidate, you will be required to complete paperwork that will include documentation for a "Top Secret" security clearance investigation as well as an appointment physical. Once the physical is completed and approved by the State Air Surgeon, you will need to enlist in the unit. Prior service and current unit members will retain their current rank while non-prior service will join as an E-3 (Airman First Class). When the appointment packet is finished, it will be submitted to the National Guard Bureau (NGB) for approval. NGB's approval will clear the way for a Flying Class I Flight Physical and subsequently the Total Force Officer Training (TFOT). Prior service E-5's and above will maintain their current rank. Others will be promoted to E-5 (Staff Sergeant). Upon completion of TFOT, you will be appointed to the rank of 2nd Lieutenant.

8. Conclusion

Don't suffer in silence, let us know if you need clarification on any part of the application process. Best of luck!