

15 April 2019

MEMORANDUM FOR UPT APPLICANT

FROM: 177 FSS/CC

SUBJECT: Undergraduate Pilot Training

1. Thank you for expressing an interest in becoming an aviator at the 177<sup>th</sup> 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 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

Email to: [usaf.nj.177-fw.mbx.177-fw-upt@mail.mil](mailto:usaf.nj.177-fw.mbx.177-fw-upt@mail.mil)

3. If you have any questions, please email [usaf.nj.177-fw.mbx.177-fw-upt@mail.mil](mailto:usaf.nj.177-fw.mbx.177-fw-upt@mail.mil). Best wishes in your endeavor to become an Air National Guard fighter pilot!

// SIGNED //

AGNETA E. MURNAN, Major, NJANG  
Commander, 177<sup>th</sup> Force Support Squadron

(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 108<sup>th</sup> 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 177<sup>th</sup> 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:       | ▪ Airplane <b>Single-engine</b> 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

AF Form 2030