

# **FY23 Prior Service Determination Checklist**

## **330th RCS**

Packages must be scanned in the order listed below. Documents must be legible and rotated to be read from left to right. Applications missing information/documents will be returned for correction and must be resubmitted.

**Applicant Name:** \_\_\_\_\_ **RE Code:** \_\_\_\_\_

**SSAN:** \_\_\_\_\_ **Flight:** \_\_\_\_\_ **RIC:** \_\_\_\_\_

**PS CAT:** \_\_\_\_\_ **Current AFSC:** \_\_\_\_\_ **Requested Retraining AFSC:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **SWR Initials or N/A required for each item**

- ☐ **Prior Service Assignment Request** (Second page of this checklist)
- ☐ **Applicant statement** (Used to explain why they should be selected...2 Pages Max)
- ☐ **IFT** (Current IFT worksheet, conducted by T3i, must be job qualified)
- ☐ **T3i Recommendation** (Must have a "GO" from their field developer in Navigator)
- ☐ **Resume** (Must include applicant contact information)
- ☐ **Recommendation letters** (2-5 letters from current/previous supervisor/CC, pillars of community, etc.)
- ☐ **Training certificates** (Any applicable training certificates)
- ☐ **Last 5 EPR(s)** (Required for previous active duty Air Force applicants)
- ☐ **DD214** (Provide all) **\*Verified Re-entry Code Meets Entrance Standards\*** ☐
- ☐ **DMDC/REDD Report** (Required for all)
- ☐ **DD Form 368** **\*See note 1 – Approved Conditional Release that expires after anticipated EAD date** (If applicable)
- ☐ **AF Form 526 or MILPDS Point Summary** (Guard/Reserve applicants) **(Need his PCARS)**
- ☐ **NGB Form 22** (Guard applicants)
- ☐ **Discharge Orders** (Applicants separated from the AF Reserve)
- ☐ **Statement of Service or Point Summary** (Sister Service applicants)
- ☐ **Is applicant qualified for AFSC applying for?** (Applicant Data Q/C and TTMS-JM prequalification report)
- ☐ **Supporting documents for ALL Waivers/ED/ETP** (Excluding Medical SG Waiver/ETPs)
- ☐ **ASVAB Scores** (Results loaded in AFRISS - NOTE: Test date prior to 1 Jul 04 must retest before submission)
- ☐ **TAPAS** (Results loaded in AFRISS)
- ☐ **Qualifying Medical/Physical Documentation\*** **See note 2&3** (AF422\*, SWA/IFCIII Physical, PHA, Sis-Service PT Test History, etc.)
- ☐ **Driver's License** (Picture uploaded)

Note 1. The applicant's DD Form 368 (with expiration date) or AF Form 1288 that does not expire for at least 180 days. The applicant must have their MPF or sister-service equivalent verify that "no adverse personnel or disciplinary actions pending on the applicant." The name, grade, title, signature, and telephone number of the individual validating this information will be placed on section IV on the backside of the DD Form 368 along with the expiration date.

Note 2. AF Form 422 processing is authorized for individuals currently in an Air Force Reserve or Air National Guard component (only applicable if not processing through a MEPS or PEPP)

Note 3. PEPP (Physical Examination Processing Program) is only authorized for Active AFRC or ANG Direct-Duty.

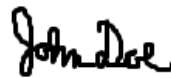
XX Month XXXX

MEMORANDUM FOR PRIOR SERVICE BOARD

FROM: 1SOMXG/MXMG

SUBJECT: Personal Narrative

1. This document is provided to give the selection board an overall understanding of your character and personality. It should be clear, concise, and free of extra “fluff” statements. It should include your personal background, such as where you grew up, significant jobs/positions held, an explanation of your experiences and involvements before and during military service, an explanation of your perceived strengths and weaknesses, a discussion on what attracts you to become a Special Tactics Officer or Combat Rescue Officer, and why this is the right career for you.
2. The narrative will be formatted with 1 inch margins on the bottom, left, and right sides. The top margin will be between 1 inch and 1.5 inches depending on the heading you establish.
3. The heading format you see above should be followed with your own information entered in the FROM portion. The document may not exceed more than one page in length. Use Times New Roman with font size 12. Include a crest in the upper left hand corner of your header similar to an official memorandum for record. See AFH 33-337 *The Tongue and Quill* or sister service equivalent for examples of an Official Memorandum for Record.



JOHN A. DOE, RANK, BRANCH  
Duty Position

## PERSONAL RESUME (*Example*)

John Doe  
1st Lt, USAF

SSAN: XXX-XX-XXXX  
DOB: XX DEC  
XX AGE: XX

### SERVICE HISTORY

#### Sept 14 – Present

*Logistics Training Flight Commander*, 33LSS, Eglin AFB, FL. Leads 15 personnel in five function elements. Manages all logistics training programs. Ensures dissemination of higher headquarters training directives throughout the wing. Develops monthly training plans and schedules training events for 2,200 wing personnel. Monitors and directs the on- the-job training program for over 1,600 enlisted personnel. Provides monthly status of training briefing for all commanders. Maintains and controls over \$50M in training assets. Advisor to Wing Commander on issues.

#### Jan 14 – May 14

*Cadet Squadron Commander*, US Air Force Academy, supervised discipline, training, and safety of 104 cadets...

**Cadets from USAFA and AFROTC should highlight any applicable leadership experiences or participation in any preparation programs in this section as well. Use Times New Roman and font size 10.**

### EDUCATION

B.S. Professional Aeronautics	Embry Riddle Aeronautical University	2010
A.A.S. Industrial Management	Northwest Florida State College	2010
A.A.S. Airway Science	Community College of the Air Force	2008

### PROFESSIONAL MILITARY EDUCATION (If applicable)

Non Commissioned Officer Academy	2010
Airman Leadership School	2007

### CERTIFICATION/AWARDS

USAFA Distinguished Graduate  
Army Air Airborne  
EMT Basic Certification  
PADI Open Water Diver Certification  
USAFA Superintendents List (Fall 08, Spring 09, Fall 10, Spring 10)

### PERSONAL INTERESTS

Fly Fishing, fitness, reading, skiing, rock climbing