

19ZXA - SPECIAL TACTICS OFFICER APPLICATION—FY 2022



Current as of 9 Sept 2021, all previous version are obsolete

Submit applications and application process questions to: AETC.afspecwar.officer_accessions@us.af.mil

For general career field questions: STO.Recruiter@us.af.mil

Assessment Cycle	Phase I Deadline	Phase II TDY Dates
22-02	3 Dec 21	10 Jan 22 – 4 Feb 22
22-03	28 Jan 22	7 Mar 22 - 1 Apr 22
22-04	18 Mar 22	25 Apr 22 – 20 May 22
22-05	13 May 22	21 Jun 22 – 16 Jul 22
22-06	15 Jul 22	22 Aug 22 – 16 Sep 22

**Dates subject to changed*

“First There... That Others May Live”

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1. INTRODUCTION.

Thank you for your interest in the Special Tactics Officer (STO) career field. This document outlines the application and assessment procedures for becoming a STO. For additional information, please e-mail the following:

STO careerfield questions – STO.Recruiter@us.af.mil

Application and application process questions - AETC.afspecwar.officer_accessions@us.af.mil

2. CAREER FIELD ELIGIBILITY.

STOs require high levels of physical fitness, mental agility, professionalism, leadership, interpersonal skills, initiative, psychological stability, motivation, and technical competency. Additional eligibility criteria are listed below:

- Male or females may apply
- Security clearance: Secret (minimum), Top Secret-attainable
- **Retention: Six years (STO trainees will incur six year active duty service commitment, upon completion of training pipeline)**
- Volunteer for Hazardous Duty: Parachute (Static-line and Freefall), Combat Diver (SCUBA) Open and Closed Circuit
- Background: Outstanding resume and no negative personal history
- Medical/Physical: Special Warfare Airman (SWA) Physical, according to AFI 48-123. Civilian candidates will submit their DodMERB or MEPS documentation.
- Physical Fitness: At a minimum, candidates must satisfactorily complete the minimum scores on the fitness assessment.

3. APPLICATION PROCEDURES.

Candidates interested must complete an application and are able to apply when all requirements are met (*see below for medical clearance requirements). Applications will be reviewed and those approved will be scheduled for a Special Warfare Assessment and Selection (SW A&S) based on class quotas and candidate availability. The SW A&S consists of an evaluation conducted at Chapman Annex, Texas. Candidates must attend this assessment in TDY status and funding is provided.

Receiving an invitation to the SW A&S means the Phase I selection board would like to take a closer look at your potential to become a STO. Your decision to attend is voluntary and non-binding. Being selected at the SW A&S means the board president has approved your entry into the career field and pipeline training. It is ultimately up to you to accept the challenge.

AFROTC/USAF Academy Cadets: ROTC/USAF cadets may attend A&S no earlier than the summer before their junior year. The optimal time to apply is the summer before the final year of school. Due to the length of A&S it is expected most Cadets will only be able to attend A&S during the summer, however exceptions will be considered for those who have flexibility with their classes. *Currently, Cadets will be allowed to attend A&S after they graduate, the details of this process are pending.

Inter-service Transfers: Officers in other services seeking to apply should reference AFI 36-2005, Officer Accessions, Chapter 7 and AFPC Interservice Transfer website <https://www.afpc.af.mil/Career-Management/IST/>. You should submit your application to the selection board before a service transfer is approved. However, you must include in your application a letter from your commander supporting this transfer. Selection at A&S does not guarantee an approved inter-service transfer; the processes are independent of each other. It is highly recommended that this process be started at least six months in advance of A&S due to the time required to complete a transfer. For additional information, contact the STO Pipeline Manager.

Officer Training School: Enlisted members who desire to attend OTS should first ensure they are eligible for OTS. Candidates must have a completed degree prior to applying. Candidates will be required to clear AFRS/RSOC before being invited to attend A&S. Upon selection, you will submit an OTS package. Selection doesn't guarantee acceptance into OTS- you must still meet the requirements outlined by AF Recruiting Service (AFRS) to enter OTS and earn a commission.

Active Duty USAF: Applicant must notify their appropriate career field/functional manager of their intent to become a STO if selected from A&S. The candidate must receive an endorsement letter from their commander. If the applicant is invited to A&S, but was not selected, the applicant will return to their previous assignment and career field.

Civilians: It is Air Force policy that civilian college graduates and civilian college seniors within 12

months of graduation from an accredited school will be eligible to be placed on active duty under the Special Warfare Airman Program (SWAP) for the purpose of completing SW A&S process if the civilian completes Phase I of the STO selection process. After successful completion of SW A&S, the SWAP participant will remain contracted in SWAP and will attend Officer Training School (OTS) prior to beginning initial skills training. Individuals interested begin the process by contacting an active duty Air Force Special Warfare Recruiter (SWR) in their local area. Civilian recruits must meet the following criteria to be eligible:

- Be between 18 and 39 years of age at the time of commissioning.
- Possess a minimum 2.5 GPA on a 4.0 scale for all college-level studies, as well as their academic major, and be in good academic standing (i.e. not be on probation at time of enlistment)
- Attain a minimum score of 15 on the verbal and 10 on the quantitative sections of the AFOQT. No exceptions to policy will be entertained for scores that do not meet the minimum requirements.
- Provide, through his/her school, official transcripts of his/her completed course work. College seniors must provide an official letter from the school, certified by the university/college registrar, indicating courses taken by academic term, which verifies degree to be awarded and graduation to coincide with the SWAP. College graduates must provide a copy of his/her college graduation degree and certified copy of official transcripts from the university/college registrar.
- Those selected at SW A&S will have to complete Officer Training School (OTS) prior to beginning STO training. SW A&S selection does not guarantee acceptance into OTS. The OTS application process is separate from Phase I and SW A&S. The SWR and/or SWAP Program Manager will provide the application, information and OTS requirements needed at the conclusion of SW A&S.
- Interested civilians should contact the SWAP Program Manager @ 330RCS.OL-E.BASP@us.af.mil for further details.

4. **PHASE I**

Applications can be submitted at any time after all requirements must be met. NOTE: A completed/verified SWA Physical is not required when applying but a valid SWA physical must be obtained prior to candidates being allowed to attend A&S. The Phase I manager conducts an initial review of the applications to ensure required information is included. The Phase I manager convenes a review board. The board ranks the applications, identifying the candidates most likely to succeed. The Division Chief, HQ AETC/A3S has final authority to invite applicants. The names of those selected will coordinate with HQ AETC/A3S for A&S scheduling.

Read through ANNEX A for complete instructions and guidance on constructing your Phase I package.

5. **Special Warfare Assessment and Selection (SW A&S)**

SW A&S uses the whole-person concept to identify Airmen with the potential for success in SW career fields. The SW A&S program evaluates each Airmen's suitability, trainability, and durability by gathering evidence on key attributes during a variety of physical and mental challenges.

Those candidates who successfully complete A&S and are selected can expect PCS orders to Lackland AFB, TX. PCS timeframe will be coordinated with the losing command via AFPC.

ANNEX A

Phase I Application Instructions & Example

PHASE I APPLICATION INSTRUCTIONS

Proof read your application for accuracy, format, grammar, and spelling. In Phase I, the selection board relies on information and impressions made through your application. Incomplete or poorly crafted applications are a reflection of the applicant's professionalism. As a general rule, successful Phase I applications are concise, easy to understand, and are not filled with extra "fluff." Your success in the STO community begins with this application.

The application will include the following in this order:

1. Cover page – Typed, using Times New Roman, black text, and Font size 10. Candidate signature must be hand signed.
2. Fitness Test Scoresheet (OFT or PAST), see attachment 2 or 3
3. Personal Narrative – One page in length (See example for format and specifics)
Note: Candidates who have previously attended Phase II or SW A&S, but were not selected, must provide a statement on their identified problem areas and what have been done to improve their readiness.
4. One page résumé, emphasize leadership experience. (See example for format)
Note: USAF military members must also include their SURF.
5. One signed recommendation letter from your commander, no more than one-page in length. The letter should comment on your leadership abilities including relevant examples. Use integrity and DO NOT COPY AND PASTE information from recommendations of other people.
6. Copies of the three most recent performance or training reports, cadet evaluations, etc. If your time in service is too short to have three reports, include what is available. All cadets must include applicable training reports, field training performance reports, AFROTC POC In Charge Evaluations, or other forms pertaining to their position and responsibilities in ROTC or service academy.
7. Documentation showing a completed/signed SWA exam or a memorandum with details of where you are in the process. Civilian candidates will submit their DodMERB or MEPs documentation. HQ ROTC approves use of the medical LOA to send Cadets TDY to a MTF in order to accomplish the SWA if no resources are available in the local area. ***Every effort*** should be made to accomplish a Special Warfare Airmen Physical (SWA) prior to applying to Phase I as this is usually the component that takes the longest. Although you may apply to Phase I with an incomplete physical, you must have a completed/verified SWA Physical to attend SW A&S. AETC/SG will review your records electronically, if possible.

When complete, your application should be scanned into a PDF file as ONE DOCUMENT, and sent via signed official email (.gov or .mil) to AETC.afspecwar.officer_accessions@us.af.mil. Put your last name and "STO Application" in the subject line of the email, such as "Johnson-STO Application". For cadets that do not have access to official email, have an active duty leader send it in for you.

Additional Notes:

- The format on the next pages is not an option. Follow the example. Do not include the footer you see below that says: "Current as of DATE". Page numbers are not needed.
- If the header or section does not apply to your situation, delete that section.
- CaC enabled digital signatures or hand signed signatures are acceptable
- The top of the first page of the application should read "STO APPLICATION PACKAGE".

STO APPLICATION PACKAGE

DATE: _____

Rank/Name: 1Lt John B. Doe

SSN: 123-45-6789

Work Address: 123 Main Street, Hurlburt Field, FL 32544

Email: john.doe@us.af.mil

Phone: 850-555-1234

Duty Title: Logistics Training Flight Commander

Branch of Service: USAF **AFSC/MOS:** 21A1

Commissioning Source: USAF Academy

Commissioning Date (Month / Year): May 2017

Cumulative GPA: 3.2 **Major:** B.S. Humanities

Attended Phase II/SW A&S/SOCOM Training: Yes / No **If yes, when:** (Month, Year) CRO, STO, TACP-O, STOC, CROSHOW, etc:

INSERT YOUR PHOTO HERE.

The photo should be an official forward facing portrait against a white background. You should be in service dress and the photo should extend from the bottom of your name tag/bottom of your ribbon rack to the top of your head.

If an official photo lab is not available, use a digital camera and stand against a white wall with nothing in the background.

Commander Name/Rank: Major John Smith

Email/Phone: john.smith@us.af.mil / 850-678-1234

Fitness Assessment Score (PAST/OFT): _____ **Fitness Assessment Test Date:** _____

Administrator Name/Rank:

Contact (Email/Phone):

Candidate acknowledgment statement: "I, (Insert Name Here), hereby apply to become a Special Tactics Officer and volunteer to perform the hazardous duties inherent to Special Tactics. I acknowledge that I can be removed from further assessment for any of the following reasons: 1) quitting through words or actions, 2) becoming a medical or safety risk, 3) committing an integrity violation such as lying, cheating, or stealing, or 4) failing to meet specified fitness standards. I further acknowledge that upon graduation of training, I will incur a six-year active duty service commitment in accordance with AFI36-2107 *Active Duty Service Commitments*, Rule 25, Note 16. To the best of my knowledge, the information contained in this application is true."

Candidate Signature: _____ **Date:** _____

MEMORANDUM FOR SPECIAL TACTICS ASSESSMENT 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 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, 1st Lieutenant,
USAF Logistics Training Flight
Commander

PERSONAL RESUME

John Doe
1st Lt, USAF

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

Additional Parts of Application:

- Letter of Recommendation will be formatted according to AFH 33-337 *The Tongue and Quill* or sister service equivalent.
- Training reports for active duty members are already formatted using an Air Force form.
- Cadet training reports do not have a required format, but should be three separate documentations of available Field Training reports for AFROTC or CPR-II items for USAFA Cadets.
- A signed statement documenting the medical facility and date of your most recent physical examination

ANNEX B

FITNESS ASSESSMENT STANDARDS

General. The AFSPECWAR community is moving away from the PAST to the OFT. Either the PAST or the OFT will be accepted until **31 March 22**. After that only the OFT will be accepted. Applicants shall complete the physical training test in accordance with the attached worksheets, scoresheets, and guidance. Note that regardless of which test you submit with your application, the OFT will be administered at the beginning of A&S.

Standards. You must complete the minimum number of exercises. Selection is extremely competitive; you should give your very best effort, which should be well beyond the minimums. When you submit your application, your fitness assessment should have been accomplished within 1 month of the application submission to reflect your current level of fitness. The primary reason that candidates are removed for Fitness Assessment failure is due to training without proper form on calisthenics. Anything less than a perfect repetition will not be counted at SW A&S and therefore should not be counted by your evaluator during Phase I fitness assessment.

Administration. If you are unable to meet any of the minimums, you have failed the test. The PT test should be administered by your supervisor, such as an ROTC instructor or USAFA AOC. Other test administrators will be considered on a case-by-case basis, following coordination with the ST Assessment Director. If you fail to execute the proper form, the test administrator will correct you, and the incorrect repetition will not be counted. The test administrator will document the results on the appropriate worksheet and sign in the appropriate space. Each candidate taking the PAST and administrator should watch the instructional video posted at: <http://www.youtube.com/watch?v=0zdKD0VMKWg&feature=plcp&context=C3f31946UDOEgsToPDskJY7F3h01Zie0ZF9II5EP11>. The video should be used a guide for exercise form ONLY, the repetition and time standards referenced do not apply to officer candidates.

Procedures. Review the instructions on the applicable fitness assessment worksheet before taking the test. AFROTC Commanders may contact the Phase I manager at AETC.afspecwar.officer_accessions@us.af.mil with concerns about the implementation of the OFT.