

720th SPECIAL TACTICS GROUP TACP APPLICATION



Application Deadline (*Will be conducted for 720th STG assigned units only*)

24-01 Assessment: 14-18 April 2024 // Packages due by COB 1 Mar 24

24-02 Assessment: 22-26 September 2024 // Packages due by COB 2 Aug 24

Submit applications to: 24SOWSTTS.ASSESSMENTS.RAS@US.AF.MIL

For Application and general questions contact: 850-884-8094

Table of Contents

1. Introduction
 2. Career Field Eligibility
 3. Application Procedures
 4. Phase I
 5. Phase II
- Annex A TACP Phase I Application Instructions & Example
- Annex B TACP PT Evaluation Standards

Special Operations TACP Assessment

1. INTRODUCTION.

Thank you for your interest in becoming a Special Operations TACP. This document outlines the application procedures to become a Special Operations TACP. The Special Tactics forces that a Special Operations TACP teams with are organized under the 720th Special Tactics Group (STG) of Air Force Special Operations Command (AFSOC) and assigned to the 21st, 22nd, 23rd, 26th Special Tactics Squadron (STS). Applicants familiar with earlier versions of this package should review this document thoroughly, as it has undergone significant revision.

2. SPECIAL OPERATIONS TACP ELIGIBILITY.

Special Operations TACPs 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:

- ┆ Security clearance: Secret (minimum), Top Secret(attainable)
- ┆ Volunteer for Hazardous Duty: Static-line Parachute
- ┆ Background: Outstanding resume and no negative personal or professional history
- ┆ Medical/Physical: IFC III Flying Physical authorizing ground based controller, static-line training, and static-line duties documented on a DD Form 2808
- ┆ Physical Fitness: At a minimum, candidates must satisfactorily complete the minimum scores on the PT Evaluation.
- ┆ Must have SEI 914
- ┆ Must be financially stable
- ┆ Guard Applicants must meet eligibility requirements to join Active duty

3. SPECIAL OPERATIONS TACP APPLICATION PROCEDURES.

Special Operations TACP assessments are conducted no less than twice each year usually in the spring and fall. Each cycle has two phases: Phase I and Phase II. In Phase I, a panel reviews and stratifies applications submitted by the deadline. Selected applicants are invited to attend Phase II to take a closer look at the potential of becoming an AFSOC TACP. Phase II assessments consist of a one-week evaluation conducted at Hurlburt Field, FL, approximately 30 days after Phase I. Candidates must attend Phase II in TDY status and AFSOC will fund their attendance. Your decision to attend is voluntary and non-binding. Selection at Phase II means the selection board president, the 24 SOW/CCC has approved your entry into the career field and pipeline training. It is ultimately up to you to accept the challenge.

Active Duty USAF: The Special Operations TACP position is open to the grades of E-4 through E-7. CONUS candidates must have at least 2 years of Time on Station (TOS) and OCONUS candidates must be within 1 year of their DEROS prior to attending assessment and selection.

It is recommended candidates are:

- 1) JTAC experts (this includes all means of fire support, not just CAS.)
- 2) Physically fit
- 3) Expert Marksmen (combat, not AFQC)

- 4) At least, combat lifesavers (candidates should be familiar with performing IVs)
- 5) Proficient in combatives (with and without kit)
- 6) Ranger qualified (highly desired)
- 7) Proficient in Land Navigation

4. PHASE I

Phase I applications are due by the date posted on the message accompanying the application package. The Recruiting Assessment and Selection (RAS) staff does an initial review of the applications for completeness and convenes a review board. Invitations are sent to selected individuals with Phase II reporting instructions.

The RAS staff designates the candidate team leader. The team is encouraged to begin team building via email and other means. The more cohesive the team is prior to arrival, the better the team interaction will be during Phase II and enhancing everyone's chances to be selected. The team leader is the primary means of contacting the RAS staff for assessment-related matters. The RAS staff is your definitive resource for all policy, continuity and information on Phase II.

All non-invited applicants will receive feedback on their applications from the RAS staff. If you do not hear from a member of the RAS staff within 45 days of submitting your application, contact them for details.

Note: Guard applicants must annotate on the cover page of their Phase I application that they meet eligibility requirements. This includes identifying and securing eligibility for all waivers necessary to transition to active duty. Annotation on the Phase I package indicates to the reviewing authority that you have met all requirements.

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

5. PHASE II

Phase II Selection is conducted at Hurlburt Field, FL. The purpose of Phase II is to assess each candidate in attributes for the purpose of determining if you have the raw skills to operate in the Special Operations environment. Your performance will be evaluated as a team member and as an individual. The schedule is designed to stress you. The Special Operations TACP cadre will observe and take notes on everything you do. These observations will be the basis for a hiring recommendation made to the 24 SOW/CCC. The data will also be used to provide critical feedback to enhance your personal and professional growth.

Candidates must be prepared for a physically and mentally demanding week. You cannot trust your judgment of your physical and mental preparedness prior to coming to Phase II. Feedback from most candidates indicates that the assessment is more demanding than anything they anticipated. The cadre will push you physically and mentally to assess those critical attributes in adverse situations. You will be expected to perform to the best of your ability in all events.

Lodging will be coordinated for all candidates. Candidates will be lodged together for the duration of Phase II. The candidate team leader is responsible for passing travel and contact information for all candidates. When the candidate team leader arrives, he must check in with the Assessment Director for further instructions.

There are five ways to be dismissed during Phase II. Failure to meet and maintain PT standards

for the duration of Phase II is grounds for immediate dismissal. Medical disqualification results from a medical assessment to determine your ability to safely continue Phase II. Self- Initiated Elimination (SIE) means that you no longer wish to continue in the assessment. Quitting by Action (QBA) is a Phase II policy that allows the Phase II cadre to give you consecutive warnings during an assessment event, for demonstrating lack of motivation to continue to perform at the required level of effort. If a candidate SIE's or QBA's, he will not be considered again for assessment. Finally, the Phase II cadre retains the ability to remove a candidate for any actions violating the UCMJ.

Candidates should be prepared for the following:

- ┆ Psychological testing and interviews
- ┆ Briefing and writing skills evaluations
- ┆ Problem solving events
- ┆ Leadership ability evaluations
- ┆ Ruck march with 50-70 lbs of weight at distances up to 12 miles
- ┆ Running for distances up to 5 miles at a time
- ┆ AFSOC TACP PT Test
- ┆ Calisthenics sessions of various exercises

Those candidates who successfully complete Phase II and are selected can expect to receive an assignment at Joint Base Lewis-McChord, WA, Pope AFB, NC, Hurlburt Field, FL, or Cannon AFB, NM. The location will be dictated by the 720th STG/CEM and AFSOC TACP FAM based upon operational necessity. Applicants should be prepared to receive an assignment to any of the above locations and your order of assignment preference is not a consideration for the board.

Guard selectees must contact an active-duty recruiter and begin the process to transition through guard accessions onto active duty. Once the TACP CFM has provided a slot for the guard selectee, AFPC will generate a "place holder" assignment until the AFSOC FAM designates a Special Tactics Squadron for the individual to be assigned to based on the needs of the force. Guard selectees can expect to lose rank when they transition to active duty. Guard applicants must be between the rank of SrA and MSgt when they submit their application to attend the AFSOC TACP selection. There is no age restriction on guard applicants.

ANNEX A

Phase I Application Instructions & Example

PHASE I APPLICATION INSTRUCTIONS

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

The application will include the following in this order:

1. Cover page – Use Times New Roman and Font size 10
2. Personal Narrative – One page in length (See example for format and specifics)
3. Copy of your personal SURF (Single Unit Retrieval Format) accessible via the AMS (Assignment Management System) webpage. ANG members will submit a copy of their Personal Data Brief
4. One signed recommendation letter from your commander, and squadron superintendent no more than one-page in length. The letter should comment on demonstrated leadership ability, job performance and teamwork including relevant examples.
5. Copies of your three most recent performance reports.
6. Copy of your last three Form 8s
7. Copy of a DD Form 2808 (obtained at base medical unit) dated within 60-days of application submission authorizing ground-based controller, static-line training, and static-line duties.

Access formal application process by clicking the AFSOC TACP Application link under the AFSOC TACP Opportunities banner at <http://www.24sow.af.mil/Units/TacticalAirControlParty.aspx> When complete, your application should be scanned into a PDF file as ONE DOCUMENT and emailed to 24SOWSTTS.ASSESSMENTS.RAS@US.AF.MIL. Put your last name and "TACP Application" in the subject line of the email, such as "Johnson-TACP Application".

Additional Notes:

- The format on the next few pages is not an option. Follow the example. Do not include the footer you see below that says: "Current as of DATE".
- If the header or section does not apply to your situation, simply delete that section.
- Be sure that all signature blocks are hand signed with wet ink.

Name/Rank: SSgt John B. Doe

SSN: 123-45-6789

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

Work Email: john.doe@hurlburt.af.mil

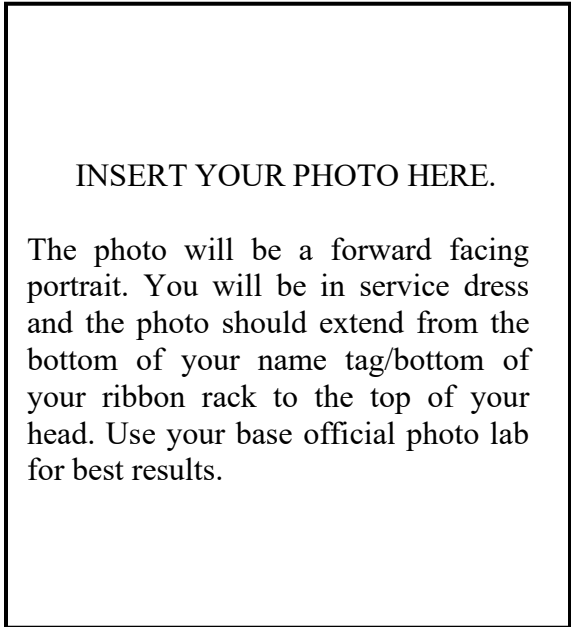
Work Phone: 850-555-1234

Current Duty Station: Hurlburt Field, FL

Current Unit: 1st Special Operations Squadron

AFSC/Current Position: Battalion JTAC

Marital Status: Married



Attended an AFSOC Assessment: Yes/ No

If yes, when/what: (Month, Year, 24 SOW, 6 SOS, etc.):

Commander Name/Rank: Major John Smith

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

Functional Manager Name/Rank: SMSgt Mike Johnson

Email/Phone: michael.johnson@hurlburt.af.mil/ 850-789-3456

PT Test Results

PT Test Date:

Pull-ups _____ Sit-ups _____ Push-ups _____

3 Mile run _____ mins _____ secs

*1 min for Pull-ups, 2 mins for Sit-ups and Push-ups

12 Mile Ruck March _____ hours _____ mins _____ secs

Administrator Name/Rank:

Email/Phone:

Administrator Signature: _____

Candidate acknowledgment statement: "I, (Insert Name Here), hereby apply to become a Special Operations TACP 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 standards.

Candidate Signature: _____ Date: _____

24 April, 2024

MEMORANDUM FOR SPECIAL OPERATIONS TACP SELECTION BOARD

FROM: 14 ASOS

SUBJECT: Personal Narrative

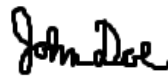
1. This document is provided to give the selection board an overall understanding of your character and personality. It should be clear, concise, and free of extra “fluff” statements.

It should include:

1. Your personal background, such as where you grew up, significant jobs/positions held, and/or an explanation of your experiences and involvements before and during military service
2. An identification and explanation of your perceived strengths and weaknesses
3. A discussion on what attracts you to become a Special Operations TACP
4. Why Special Operations TACP is the right career for you

2. The narrative will be formatted with 1 inch margins on the left and right sides. The top margin will be between 1 inch and 1.5 inches depending on the heading you establish. The bottom will be 1 inch.

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, SSgt, USAF Logistics
2-27 Bn JTAC

LETTER OF RECOMMENDATION

DATE

MEMORANDUM FOR SPECIAL TACTICS TACP SELECTION BOARD

FROM: X ASOS/CC

XXX. Whatever St

Ft Xxxxx AIN, ST XXXXX

SUBJECT: Special Operations TACP Recommendation Letter (EXAMPLE)

1. SSgt John A. Doe is my number one recommendation for a Special Operations TACP position. SSgt Doe possesses an exceptionally strong duty concept, as evidenced by the motivated and professional way he addresses his daily work, as evidenced by his recent selection as PACAF NCO of the Year. His service conducting JTAC duties for one of our Army battalions has been - and continues to be - impeccable. I've personally called upon him to instruct me on various TACP skills and physical training concepts. His decision making ability and clear judgment underscore his unselfish sense of duty. SSgt Doe is highly dedicated to his work as a Joint Terminal Attack Controller and he exercises every opportunity to better himself and expand his knowledge both on and off duty.
2. SSgt Doe's physical and personal skills, his adaptability and willingness to learn all attribute to his superb ability as a team player. He will be a valued asset to the Special Tactics community. I am confident in my decision for his recommendation. If you have any questions you may contact me at DSN: XXX-XXXX or by email at:
3. To be blunt, SSgt Doe succeeds magnificently at everything he undertakes. He is a sincere, articulate young NCO who is made of just the right decisive "stuff" we're looking for in our leaders. I am confident he would make an excellent Special Operations TACP and recommend his selection on your next board.

JOHN B. HANCOCK, Lt Col, USAF
Commander

NOTE: Letter of Recommendation will be formatted according to AFH 33-337 *The Tongue and Quill*

Annex B

Selection PT Test Standards

General: Special Operations TACP applicants shall complete the physical training test in accordance with these procedures as part of the Special Operations TACP application.

Standards: General. Special Operations TACP applicants shall complete the physical training test in accordance with these procedures as part of the Special Operations TACP application. You must complete the minimum number of exercises, run, and swim within the times specified below. Special Operations TACP selection is extremely competitive; you should give your very best effort, which should be well beyond the minimums. Your PT Evaluation should have been accomplished within three months of the Phase I due date and as close to Phase I as possible to reflect your current level of fitness.

CALISTHENICS: pull-ups, sit-ups, and push-ups -- exercise to time limit or until muscle failure

- Minimums:

8 pull-ups in 1 minute

60 sit-ups in 2 minutes

48 push-ups in 2 minutes

RUN: 3 miles non-stop

- Minimums:

3 miles completed within 24 minutes (24:00)

RUCK: 12 miles non-stop (50lb Ruck)

- Minimums:

12 miles completed within 3 hours