

FY25 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 and attached - NOTE: Tests prior to 1 Jul 04 must retest)
- ☐ **TAPAS*** **See note 4*** (Results loaded in AFRISS and attached)
- ☐ **Liability release form** (Signed in AFRISS and attached)
- ☐ **Qualifying Medical/Physical Documentation*** **See note 2&3** (AF422*, SWA/IFCIII Physical, PHA, 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 and MUST have SG stamp of approval.

Note 4. Right click the applicant, click print and then click Applicant Reports, only check-mark App data report, ASVAB scores and TAPAS Model then click print.

Updated: 5 Feb 2025

Job Assignment Request

Joint Spouse: Direct Duty or Retrain:

AFSC:

HIV/DAT Date: OPM Date:

DD Form 368 Expiration Date: Projected Grade:

Time in Service: PAST Date:

TAPAS Date: Branch of Service:

Assignment Preferences:

Joint Spouse: YES/NO

Direct Duty or Retrain: Retrain/Direct Duty

AFSC: 3E851

HIV/DAT Date: 20180627

OPM Date: 20180921

DD 368 Expiration Date: 20191018

Projected Grade: E-4

TIS: 5 years

PAST Date: 20181010

TAPAS Date: 20180626

Branch of Service: ANG

Assignment Preferences: CONUS Only (Needs of the Air Force, Arizona, Virginia, Florida)

Joint Spouse: _____

Direct Duty or Retrain: _____

AFSC: _____

HIV/DAT Date: _____

OPM Date: _____

DD 368 Expiration Date: _____

Projected Grade: _____

TIS: _____

PAST Date: _____

TAPAS Date: _____

Branch of Service: _____

Assignment Preferences:
