

# 19ZXA - SPECIAL TACTICS OFFICER APPLICATION 1Z CANDIDATES—FY 23/24



Submit applications to: [24SOWSTTS.Assessments.RAS@us.af.mil](mailto:24SOWSTTS.Assessments.RAS@us.af.mil)  
For general questions: [STO.Recruiter@us.af.mil](mailto:STO.Recruiter@us.af.mil)

**Application Suspense:**  
2 Nov 2023

**Screener Dates:**  
4-8 Dec 23

*“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 – [STO.Recruiter@us.af.mil](mailto:STO.Recruiter@us.af.mil)

## 2. **CAREER FIELD ELIGIBILITY.**

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

- Must hold a Top Secret Security Clearance or have no disqualifying marks impeding the eligibility to attain a TS Security Clearance
- Candidate signed memorandum acknowledging the incurred six-year service commitment upon completion of STO training
- No derogatory information and no ratings below meeting expectations in all areas on all Enlisted Performance Reports
- Must hold current Special Warfare Physical (SWA), according to AFI 48-123
- Must have current and satisfactory completion of the Tier 2 Operator Fitness Test (OFT)

## 3. **APPLICATION PROCEDURES.**

Assessments will be conducted a minimum of once each calendar year. Candidates interested must complete an application and are able to apply when all requirements are met. Applications will be reviewed and those approved will be scheduled to attend a career field assessment (Phase II) at Hurlburt Field, Florida. Candidates must attend this assessment screener in TDY status; funding is provided.

### **1Z1 - Pararescue:**

- Active Duty, Air Force Reserve, and Air National Guard
- Meet physical requirements for OCONUS assignments and deployments
- Minimum 5-skill level proficiency
- Meet minimum requirements to attend OTS - refer to Annex B
- Completion of Bachelors Degree from accredited institution

### **1Z2 – Combat Control:**

- Active Duty, Air Force Reserve, and Air National Guard
- Meet physical requirements for OCONUS assignments and deployments
- Minimum 5-skill level proficiency
- Meet minimum requirements to attend OTS - refer to Annex B
- Completion of Bachelors Degree from accredited institution

### **1Z4 – Special Reconnaissance:**

- Active Duty, Air Force Reserve, and Air National Guard
- Meet physical requirements for OCONUS assignments and deployments
- Minimum 5-skill level proficiency
- Combat Dive qualified
- Meet minimum requirements to attend OTS - refer to Annex B
- Completion of Bachelors Degree from accredited institution

**Officer Training School:** Enlisted members who desire to attend OTS should first ensure they are eligible. The OTS Checklist and AF Form 56 attached to this application can be used to ensure eligibility.

Candidates will be required to clear AFRS/RSOC before being invited to attend Phase II. 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.

#### 4. **PHASE I**

Applications can be submitted at any time, but all requirements must be met. The ST Assessment Director conducts an initial review of the applications to ensure required information is included. They will convene a review board chaired by the AFSOC ST FAM and selected board members from within the MAJCOM. The board ranks the applications, identifying the candidates most likely to succeed. The AFSOC ST FAM has final authority to invite applicants to Phase II assessment screener. The names of those selected will be scheduled to attend Phase II on the scheduled date.

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

#### 5. **PHASE II**

Candidates should prepare for the following:

- Successfully complete the OFT
- Critical thinking in written/verbal evaluations
- Moral and ethical decision making
- Problem solving events
- Leadership ability evaluations
- Extensive psychological testing and interviews
- Communication skills in written/verbal evaluations

There are four ways to be dismissed during Phase II:

- 1) **Medical disqualification** results from a medical assessment determining your inability to continue safely through Phase II.
- 2) **Self-Initiated Elimination (SIE)** means that you no longer wish to continue in the assessment.
- 3) **Quitting by Action (QBA)** is a Phase II policy that allows the Phase II cadre to give you three consecutive warnings during an assessment event, for demonstrating lack of motivation to continue or perform at the required level of effort. If a fourth warning is issued, you are subject to removal from the assessment.
- 4) **Integrity Violation** is grounds for immediate removal from the assessment, no warning will be issued.

# 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 the information and impressions made through your application. Incomplete or poorly crafted applications are a reflection of the applicant's professionalism. As a rule, successful Phase I applications are concise, easy to understand, and are not filled with extra "fluff." *All supporting documentation should be dated within 60 days of the selection you are attending.* Your success in the Special Tactics Officer community begins with this application.

#### **The application will include the following in this order:**

1. Application checklist
2. Cover page.
3. Personal Narrative – One page in length (See example for format and specifics).
4. One page résumé – emphasize leadership experience (See example for format).
5. One signed memorandum formatted according to AFH 33-337 The Tongue and Quill from your Career Field Manager (CFM) acknowledging the possibility of candidates transfer from enlisted to a commission.
6. Signed memorandum acknowledging the incurred six-year service commitment upon completion of STO training per AFH 33-337 The Tongue and Quill (or sister service equivalent).
7. Copy of SURF or Career Data Brief (CDB).
8. Copies of the three most recent performance or training reports. If your time in service is too short to have three reports, include what is available.
9. Copy of most recent OFT Score Report.
10. Copy of current SPECWAR Physical with any applicable waivers.  
**\*\*\*The following are not to be included in the application package but emailed direct to [24sowstts.assessments.ras@us.af.mil](mailto:24sowstts.assessments.ras@us.af.mil) by the individual who signed the memo.**
11. One signed recommendation letter formatted according to AFH 33-337 The Tongue and Quill (or sister service equivalent) from your commander or residency director, no more than one- page in length. The letter should comment on your leadership abilities including relevant examples.
12. One signed recommendation letter formatted according to AFH 33-337 The Tongue and Quill (or sister service equivalent) from squadron senior enlisted leader, no more than one- page in length. The letter should comment on your leadership abilities and career field proficiency.

When complete, your application should be scanned into a PDF file as ONE DOCUMENT, and sent via signed official email (.gov or .mil) to [24sowstts.assessments.ras@us.af.mil](mailto:24sowstts.assessments.ras@us.af.mil). Put your last name and "STO Application" separated by a hyphen in the subject line of the email and as the PDF file name, such as "Johnson-STO Application."

**Additional Considerations:**

- When submitting your application, insert the appropriate CUI statement at the beginning portion of the e-mail traffic. Example: "Controlled Unclassified Information (CUI) - Privacy Sensitive - any misuse or unauthorized disclosure can result in both civil and criminal penalties. This transmission should be viewed only by personnel having an official "need-to-know." If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the content of this information is prohibited. If you have received this communication in error, please notify me immediately by email and delete the original message."
- The format on the next pages is required. Follow the example. However, if the header or section does not apply to your situation, simply use N/A. Page numbers are not needed.
- Be sure that all signature blocks are signed digitally or with wet ink.
- If you have additional questions, contact: [STO.Recruiter@us.af.mil](mailto:STO.Recruiter@us.af.mil)

## APPLICATION CHECKLIST

- Cover page.
- Personal Narrative – One page in length (See example for format and specifics).
- One page résumé – emphasize leadership experience (See example for format).
- One signed memorandum formatted according to AFH 33-337 The Tongue and Quill from your Career Field Manager acknowledging the possibility of candidates transfer from enlisted to a commission.
- Signed memorandum acknowledging the incurred six-year service commitment upon completion of STO training per AFH 33-337 The Tongue and Quill (or sister service equivalent).
- Copy of SURF or Career Data Brief (CDB).
- Copies of the three most recent performance reports. If your time in service is too short to have three reports, include what is available.
- Copy of most recent OFT Score Report.
- Copy of current SPECWAR Physical with any applicable waivers.
- If you have a waiver, are taking long term medication, and/or are receiving ongoing treatment for any medical condition, notify the Phase 1 Board for further instructions.  
**\*\*\* The following are not to be included in the application package but emailed direct to 24sowstts.assessments.ras@us.af.mil by the individual who signed the memo.**
- One signed recommendation letter formatted according to AFH 33-337 The Tongue and Quill (or sister service equivalent) from your commander or residency director, no more than one- page in length. The letter should comment on your leadership abilities including relevant examples.
- One signed recommendation letter formatted according to AFH 33-337 The Tongue and Quill (or sister service equivalent) from squadron senior enlisted leader, no more than one- page in length. The letter should comment on your leadership abilities and career field proficiency.

**COVER PAGE - STO APPLICATION PACKAGE**

**DATE:**

**Name (Last, First, MI):**

**Rank:**

**SSN:**

**Email:**

**Duty Title:**

**Branch of Service:**

**Duty Status:**

**Applying For:**

**Phone:**

**Highest Level of Education:**

**Degree Program:**

**School attended:**

**Have you previously attended a selection:**

**If yes, when did you attend:**

**Selection Attended:**

INSERT YOUR PHOTO HERE.

Insert a forward facing portrait against a solid colored background. Be in service dress and crop the photo 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. If deployed, wear the appropriate uniform of the day. Civilians wear appropriate professional attire.

**Squadron Commander Rank/Name:**

**Email:**

**Phone:**

**Career Field Manager Rank/Name:**

**Email:**

**Phone:**



**Health**

Are you currently on a medical profile or do you have/require a waiver to carry out your normal AFSC duties?

If yes, please explain:

Do you currently have a condition/injury, acute or chronic, which may preclude you from participating in STO assessment physical activities?

If yes, please explain:

I consent to a review of my medical/psychological records for STO assessment purposes:

**Candidate Statement of Acknowledgement**

“I hereby apply to become a Special Tactics Officer and volunteer to perform the duties inherent to Special Operations. 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. To the best of my knowledge, the information contained in this application is true.”

**Candidate Signature:**

**Date:**

MEMORANDUM FOR SPECIAL TACTICS ASSESSMENT BOARD

FROM: 23 STS

SUBJECT: Personal Narrative

1. This document is provided to give the assessment 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, 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 applying for a commission as a Special Tactics Officer is right for you and the career fields. Also, if you have attended any prior assessments you need to outline your experiences, the reason you were not selected and what you have done to improve.
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, TSgt, USAF  
NCOIC, Weapons and Tactics

## PERSONAL RESUME

John Doe  
SSgt, USAF  
AGE: XX

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

## SERVICE HISTORY

### Sept 19 – Present

Combat Control Journeyman 3Flt, Precision Strike Team, 21st STS, Pope Airfield NC. Supervises 3 combat controllers. Responsible for planning training missions and ensuring JTAC currencies. Directs the on- the-job training. Advisor to Flight Chief and Team Leader. Deploys as a JTAC to support ODA's.

### Jan 17 – Aug 19

Combat Control Student, 342nd Training Squadron/CCS/STTS. Routinely executed TL and ATL duties.

## EDUCATION

B.S. Professional Aeronautics	Embry Riddle Aeronautical University	2019
A.A.S. Airway Science	Community College of the Air Force	2018

## PROFESSIONAL MILITARY EDUCATION (If applicable)

Non-Commissioned Officer Academy	2021
Airman Leadership School	2017
Airborne	2015

## CERTIFICATION/AWARDS

NCOA Distinguished Graduate Army	2021
EMT Basic Certification	2016

## PERSONAL INTERESTS

Fly Fishing, fitness, reading, skiing, rock climbing



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON DC

MEMORANDUM FOR AFPC/DP2OAA

FROM: (1ZX) CFM, HAF/A3S  
1480 Air Force Pentagon, Suite 5E794  
Washington, DC 20330-1480

SUBJECT: CFM Conditional Release to 19ZxA

1. \_\_\_\_\_ is conditionally released from the 1ZX specialty to the Special Tactics Officer (19ZxA) pipeline.
2. In accordance with the AF/A1PT memo (Atch 1), The conditions of this release are successful commissioning and completion of the 19ZxA pipeline. Otherwise, the member will return to the 1Z2 specialty without prejudice for any remaining service commitment.
3. Please direct questions to (1Z2X CFM at [AF.A3S.Workflow@us.af.mil](mailto:AF.A3S.Workflow@us.af.mil)).

SIGNATURE BLOCK

Attachment:  
AF/A1PT AFSPECWAR Crossflow/Retraining Policy



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE**

MEMORANDUM FOR AFPC/DP3 and AF Career Field Managers (CFMs)

FROM: AF/A1PT

SUBJECT: Clarification of Crossflow/Retraining Policy for Air Force Special Warfare (AFSPECWAR)

Crossflow/Retraining is a force management program used to balance officer and enlisted career field inventories across all Department of the Air Force AFSCs, ensuring sustainability of career fields in support of Department of the Air Force mission priorities. Members can volunteer to crossflow/retrain into vacancies identified by AF/A1P provided they meet career-field entry criteria. The process includes a standards review and recommendation by the losing career field manager before AF/A1PT renders the final decision (IAW AFMAN 36-2100, paras 2.1.3.1.16 and 6.3.1).

With concurrence of their losing CFM any Airman who meets initial qualifications may be released from their current career field to pursue crossflow/retraining into the below listed AFSCs regardless of current manning levels or retraining OUT quotas within their current career field. First Term Airmen may apply for retraining under this policy no earlier than the first duty day of the month during which they complete 24 months of their current enlistment. If an Airman does not pass initial qualifications such as the Phase 2 one week pre-assessment course or Assessment and Selection, or the Airman does not pass their approved Special Warfare training pipeline, the Airman will be reinstated into their prior career field without prejudice. Members serving in overseas assignments will be considered on a case-by-case basis, depending upon their DEROS. All Airmen who are eliminated due to performance, self-initiate elimination (SIE) or are a non-select from their Phase 2 courses are required to wait 24 months after the date of their elimination, SIE or their non-selection to reapply. Final approval of all exceptions to policy will be retained at AF/A1PT.

The AFSPECWAR and Combat Support AFSCs covered under this policy are Special Tactics Officer (19ZXA), Tactical Air Control Party Officer (19ZXB), Combat Rescue Officer (19ZXC), Pararescue (1Z1X1), Combat Control (1Z2X1), Tactical Air Control Party (1Z3X1), Special Reconnaissance (1Z4X1), Survival, Evasion, Resistance and Escape (1T0X1).

There are many competing priorities and understand the risk and impact this may have on other critically manned career fields. History has shown challenges in finding individuals who qualify for, and demonstrate the desire to serve in AFSPECWAR AFSCs, leading to extremely high training pipeline attrition. Therefore, the need to maximize Airmen's opportunities to serve in these critically manned career fields continues. This policy remains in effect until 30 Sep 23, unless rescinded earlier.

My POC on this matter is Mr. John Batdorf, AF/A1PT, and can be reached via email at [john.batdorf.1@us.af.mil](mailto:john.batdorf.1@us.af.mil).

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Lloyd (Jeff) Bell, GS-15, DAF  
Chief, Accessions and Training Division  
(AF/A1PT)  
Directorate of Military Force Management Policy

## ANNEX B

LO Accessions OTS Program Guide (Active Duty AF) 1 Aug 2019 \*\*\*Reference Only - Will need to be completed if selected during assessment.

### Attachment, 10 - **STO/CRO/TACP OTS Application Checklist**

The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.

**Applicant Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Unit:** \_\_\_\_\_ **Unit Phone #:** \_\_\_\_\_

**Commander's Name and number:** \_\_\_\_\_

**Contact AFRS/RSOCL by emailing [AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil) once you received your selection notification to get access to sharepoint to upload your application for and receipt of the active duty Selection Instructions.**

**All references are to the Line Officer Accessions OTS Program Guide located on the AFRS AF Portal Website at:**

	<b>STO/CRO/TACPO Commission eligible Review Checklist (Review BOT Guide and STO website. for eligibility criteria minimums i.e. AFOQT, GPA, Age etc. and information on listed items)</b>	<b>Check mark to ensure all items are included</b>
1.	Copy of STO/CRO phase I application	
2.	AF FM 56	
3.	Waiver Memorandum, if required, Chapter 4	
4.	Waiver Supporting Documents (i.e. court documents, AF Form 785, AF FM 3070A, etc.	
5.	Copy of EPRS – Five most current EPRS with most Current on Top (front and back pages)	
6.	Copy of selection notification/announcement to attend phase I and results of phase II or TOPT.	
7.	Original transcripts of qualifying degree and transcripts of all degrees listed on Profile, copies of professional certificates with AF FM 1413 if degree is not complete.	
8.	AFOQT Web Printout (copy and paste in web browser) <a href="https://w45.afpc.randolph.af.mil/afoqtsnet40/DODBanner.aspx">https://w45.afpc.randolph.af.mil/afoqtsnet40/DODBanner.aspx</a> and ABM score printout from PCSM website <a href="http://access.afpc.af.mil/pcsm/mz/faq.html">http://access.afpc.af.mil/pcsm/mz/faq.html</a> attachment 4	
9.	VMPF Record Review Update, and Career Data Brief for AF active duty/ANG/AF Reserve only ( <b>Copy/ Pages stapled</b> )	
10	Commander's MasterPIF and Local PIF review memo– with AFPC/DPSIR response	

11.	<b>AF FM 422 with mandatory statement for STO duty –</b> “Based on full record review the member is medically qualified for continued enlistment, commissioning, and cleared for worldwide duty for the Special Tactics Officer specialty and does not have an ALC or in the process of a medical evaluation board (MEB). Also member does not have an AF Form 469 with Duty Limiting Condition Report describing duty limitations or exemption from any component for Fitness Testing. Member has not had PRK or Lasik surgery. Surgery date was on _____).” See Chapter 5.	
10.	VMPF Record Review Update, and Career Data Brief for AF active duty/ANG/AF Reserve only ( <b>Copy/ Pages stapled</b> )	
11.	Commander’s MasterPIF and Local PIF review memo– with AFPC/DPSIR response	
<b>Items below this line are only needed if there was a break in service</b>		
12.	<b>DD Form 4(s) (Enlistment/Reenlistment documents) (Copy/ Pages stapled) (Only if member has had a break in service)</b>	
13.	Undeleted DD 214 & 215’s (if applicable)	
14.	Discharge Certificates Copy (if applicable)	
15.	Discharge Orders Copy (if applicable)	