

# WEST VIRGINIA AIR NATIONAL GUARD

## 167th Airlift Squadron



# UNDERGRADUATE PILOT TRAINING APPLICATION WORKBOOK

Fall 2022



**167<sup>th</sup> Airlift Squadron**  
**222 Sabre Jet Blvd**  
**Martinsburg, WV 25405**



**West Virginia Air National Guard**  
**167<sup>th</sup> Airlift Wing**  
**167<sup>th</sup> Operations Group**  
**Welcome Letter**

This application workbook contains information regarding your application for Undergraduate Pilot Training with the West Virginia Air National Guard in Martinsburg, WV. It contains the eligibility and application requirements. It also includes all important information that you will need to provide to be considered for an interview.

The 167th Airlift Squadron is located at the Eastern West Virginia Regional Airport, in Martinsburg, WV, located about 1.5 hours west of Baltimore and Washington, DC. Our mission is Strategic Airlift and the squadron flies the C-17A Globemaster III Aircraft.

We routinely fly several local sorties per week and multiple aircraft are employed stateside or overseas at any given time. In peacetime, the 167th Airlift Squadron is assigned to the State of West Virginia serving the Governor as our Commander in Chief. If the unit is federally activated for any reason, our Commander in Chief is the President of the United States.

If selected for a pilot position, your obligation to the Air National Guard will be a minimum of two years of full-time training and an additional ten years of part-time service upon completion of pilot training. You will be required to fly at least monthly, attend one drill weekend each month, and be available for an average of seven days per month to remain fully qualified.

Questions regarding the application process may be directed to the Chief Pilot at [167OPG.AS.ChiefPilotOrg@us.af.mil](mailto:167OPG.AS.ChiefPilotOrg@us.af.mil).

# WEST VIRGINIA AIR NATIONAL GUARD

## UNDERGRADUATE PILOT TRAINING APPLICATION WORKBOOK

This workbook describes the application process for individuals interested in becoming a pilot with the 167<sup>th</sup> Airlift Squadron. Individuals must meet the requirements established by the United States Air Force and those of the West Virginia Air National Guard.

### **ELIGIBILITY**

**AGE:** You should be no older than 30 at the time of application. The age regulation for a pilot states that a candidate must be under the age of 33 the day they begin pilot training. If selected you should anticipate attending pilot training approximately one year from the date of the interview.

**EDUCATION:** A bachelor's degree from an accredited four-year college or university is required. **If you are enrolled in your final semester at the time of the interview, your application will be considered.**

**AFOQT:** The Air Force Officers Qualification Test is mandatory prior to your application being considered. This test takes approximately four hours and may be scheduled through our base training office at (304) 616-5289. You may call any Air Force Recruiter or ROTC detachment to schedule this test. Minimum Scores required by ANG Instruction 36-2005 are:

**VERBAL:** 15

**QUANTITATIVE:** 10

**PILOT:** 25

**NAVIGATOR:** 10

**TOTAL:** 50 (the minimum required score when adding pilot and navigator totals)

These scores are minimum scores required to pass the AFOQT test. If you did not achieve these minimums, you can retake this test, but only one time. The second test results are final. The scores of this test are a factor in the interview process. It is strongly recommended that you prepare for this test. You will find study material online or at most bookstores and libraries that carry SAT preparatory material.

**TBAS Testing:** The Basic Attribute Test is an eye-hand coordination test usually done at an Active Duty Air Force Base or ROTC location. Schedule this at the same time you schedule the AFOQT.

**PHYSICAL:** All pilot applicants must be in excellent physical and psychological health. The minimum requirement is corrected 20/20 vision, with no exception. You must have full hearing in both ears and meet height and weight standards.

**MORAL STANDARD:** This section involves criminal history. A local application is included in this workbook. Any law violations, including juvenile offenses and traffic violations must be documented on this application. Law violations do not necessarily disqualify an individual **but non-disclosure of any offense is disqualifying**. If selected, a federal background check will be initiated as part of the security clearance requirement.

**APPLICATION PACKAGE:** This workbook includes the items that are mandatory in your application package. **A package will only be considered for an interview if it is complete.** For any required item that is not included, you must attach a letter of explanation.

# **PILOT APPLICATION PACKAGE REQUIREMENTS**

## **MANDATORY**

- 1. Cover Letter (Letter of Introduction describing why you'd like to be based in WV)**
- 2. Resume**
- 3. PCSM Results**
- 4. Un-official College Transcripts – Bring sealed official transcripts to the interview**
- 5. Local Application (See Webpage)**
- 6. Minimum of THREE Letters of Recommendation**
- 7. If you are prior Military Service you must include your discharge paperwork and/or two most recent evaluation reports and physical fitness tests**

**NOTE:** It is not mandatory, but it is desirable to have a civilian private pilot certificate. Please provide copies of any pertinent flying qualifications.

**The importance of a complete package cannot be overstated**, however, do not include additional extraneous information. The Selection Board will only review the items listed above during the selection process. The 167<sup>th</sup> does not accept paper application packages. Please email your credentials to: [167OPG.AS.ChiefPilotOrg@us.af.mil](mailto:167OPG.AS.ChiefPilotOrg@us.af.mil). If you have questions, email the chief pilot office at the above email address.

## **INTERVIEWS:**

Interviews will be conducted periodically as determined by the needs of the unit. **The deadline for applications for the board will be 45 days prior to the announced board date.** If selected, the interview process is as follows:

**Round 1:** A 30 minute virtual interview using Zoom application platform. This interview will be conducted from one of the pilot hiring board members. It will be recorded and shown only to the remaining hiring board members to make selections for Round 2.

**Round 2:** If selected from Round 1, you will be invited for a 2-day interview at Martinsburg Air National Guard base. All selected candidates will attend both days which will include briefings, a base tour, a social meet and greet with the squadron, and a traditional interview with the pilot training interview board members. The board will be charged to evaluate each applicant's suitability to be commissioned as an officer in the United States Air Force and Air National Guard.

## **SELECTION PROCESS:**

The board will submit the desired applicants through command channels for review and approval. Final approval rests with the US Air Force.

## **IF SELECTED AS A PILOT CANDIDATE:**

The applicants will be required to pass a full Flying Class I physical at Wright-Patterson AFB, OH.

Applicants will be required to submit a Top-Secret Security Clearance Survey.

Non-Prior Service candidates will be enlisted into the unit and expected to attend drill weekends until graduation from Total Force Officer Training (TFOT) as an officer.

Applicants will be notified as soon as class dates are provided to the unit. The unit may also be offered an additional class assignment on short notice due to cancellations by other units.

**Please note:** The amount of coordination and paperwork required for a candidate can be very demanding. You must be prepared for short notice trips to the 167th to sign paperwork, provide copies of documents, testing, etc. Generally, the approval process takes six months, possibly longer. The approval process will go through the chain of command starting with the 167th Airlift Squadron, Group, and Wing followed by WV State Headquarters, Air National Guard Headquarters, and United States Air Force Headquarters. Patience and flexibility are needed. All trips to the 167th AW to complete the application/selection process will be at the candidate's expense.

## **PILOT TRAINING PROGRAM**

If you are selected as a pilot candidate, you will be required to complete the mandatory initial training that will necessitate at least two years to complete. Acceptance of this commitment should not be taken lightly. Successful completion of this training program requires dedication, long hours, and strong support from your family. Your family should be fully aware of the demands and prepared for this challenging period. Feel free to make an appointment for your spouse (if applicable) and you to talk with someone at the unit about the pilot training program. The following is a breakdown of this training.

**Medical Flight Screening:** Physical evaluation given at Wright-Patterson AFB, Dayton, OH (3 days)

**IFS Initial Flight Screening:** Flying a DA-20. Required only if you do not have a private pilot certificate. Pueblo, CO (3-5 weeks)\*\*

**TFOT Total Force Officer Training:** Maxwell AFB, Montgomery, AL (8.5 weeks)

**UPT Undergraduate Pilot Training:** Initial flight school including academic preparation and training in the T-6 and T-1 aircraft. Columbus AFB, Columbus, MS; Laughlin AFB, Del Rio, TX; or Vance AFB, Enid, OK (52 weeks)\*\*

**CST Combat Survival Training:** This training includes combat and water survival scenarios conducted at Fairchild AFB, Spokane WA (2 weeks)

**PIQ Co-Pilot Initial Qualification Training, C-17 Initial Qualification:** Altus AFB, Altus, OK (15-26 weeks)\*\*

\*\*Weather dependent

### **NOTES**

All of your training will be paid training. Families will only be permitted to accompany you to UPT. All other trainings are TDY. You will be informed of your UPT training location should you be selected. **Completion of the above training program carries a 10-year obligation with the Air National Guard.** It is preferred that you reside or plan to live no more than 100 miles from base upon return from training.