



UTAH NATIONAL GUARD
97TH AVIATION TROOP COMMAND
7602 S. AIRPORT ROAD
WEST JORDAN, UT 84084-7812

NGUT-AVZ

11 January 2024

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter 24-27, 97TH Aviation Troop Command (ATC) Aviator Accessions

1. Purpose. This policy is to establish the requirements and procedures for the 97TH ATC, 1-211TH, and 2-211TH Aviation Officer selection process. The intent is to provide a framework for those seeking an Aviation Officer/Warrant (15A/153A) or a Medical Service Officer (67J) position.
2. Applicability. This policy applies to all applicants; OCS/WOCS candidates, ROTC cadets, and officer transfers seeking a flight position within 97th ATC. This memorandum supersedes Policy Letter 23-03, dated 05 November 2022.
3. Policy. All applicants will submit a flight packet for consideration by a 97TH ATC selection board, held at least twice each year. The board will determine an Order of Merit List (OML), selecting future aviators to fill vacancies in the 97TH ATC.
 - a. Flight Packet. All applicants must complete a Flight Packet for the Boards consideration. The Officer Strength Manager (OSM) at the Recruiting and Retention Battalion will collect, process, and submit the packets to the 97TH ATC. The 97TH ATC will not accept incomplete packets. Packets must include the following:
 - (1) Letter of Introduction
 - (2) Resume
 - (3) Selection Board Officer/Enlisted Record Brief (prior service, as applicable)
 - (4) College Transcripts – most recent unofficial (ROTC & OCS candidates only)
 - (5) Last two NCOERs/OERs (prior service, as applicable)
 - (6) DD 214 or NGB 22 (prior service, as applicable)
 - (7) ACFT and HT/WT data sheet from DTMS (prior service)

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(8) Selection Instrument for Flight Training (SIFT) Test Scores (if not a previously rated Military Aviator)

(9) Civilian ratings and certificates (as applicable)

(10) Approved Flight Physical (within 12 months)

(11) 2-3 Letters of Recommendation

(12) Battalion and Brigade Command Endorsement (09S only)

(13) Approved DD 368 Conditional Release (Intercomponent Transfers Only)

(14) Applicants may include additional relevant information as they see fit.

b. Flight Packet timeline and guidelines.

(1) Last working day of the month prior to the board - Flight packets are due to the OSM.

(2) First working day of the month of the board - OSM provides compiled flight packets to the 97TH ATC S1.

(3) The OSM will notify the 97TH ATC S1 of any incomplete packets, notify the applicant that they missed the deadline, and to apply again for the next board.

(4) Applicants without a current Flight Physical (approved within 12 months) will not be considered.

(5) Applicants requiring an age waiver will only be considered on the board provided all requirements in paragraph 3c. are met.

c. Requirements for Age Waiver Endorsement.

(1) Minimum score of 60 on the SIFT.

(2) Minimum score of 540 on the ACFT, with a minimum of 80 in each event.

(3) Minimum GT score of 120.

d. Board Overview.

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(1) The purpose of the board is to review flight packets, interview potential Aviation Officers and create an OML for flight positions within the organization.

(2) 97TH ATC will conduct boards semiannually in March and September, to establish an OML and identify applicants for selection. Additional boards may be conducted at the direction of the MSC Commander.

(3) There is no limit on the number of boards an applicant may attend to improve their ranking on the OML.

(4) Applicants are removed from the OML upon the following:

(a) Selection as a future aviator.

(b) Expiration of flight physical.

(c) Denial of an age waiver.

(d) Adverse information/action that would otherwise disqualify the candidate from service as an Aviation Officer.

(5) Non-selected applicants will not be placed on the OML.

e. Board Composition. The following individuals may comprise each board:

(1) President of the Board – 97TH ATC Commander (or Command representative).

(2) Board Members – 1-211TH and 2-211TH Commanders (or Command representative), 97TH ATC Administrative Officer (AO), 1-211TH and 2-211TH AOs (or their representative, field grade Warrant Officer and above), and the 97TH ATC Senior Warrant Officer Advisor (or their representative).

(3) Recorder – 97TH ATC S1

(4) Other Board Members as assigned by Commander or Command designee.

(5) Boards will include Commissioned and Warrant Officers qualified in the AH-64 and UH-60 at a minimum to provide a wholistic review of the applicants and may include the 97TH ATC CSM if assigned by the Commander.

4. Civilian/09S Officer Candidates.


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a. Candidates not yet enlisted into the Armed Forces may attend the selection board as a civilian, but they must possess an approved physical for military service from the Military Entry Processing Station (MEPS) in lieu of the current flight physical listed in paragraph 3.a.

b. Prior to the board, candidates must interview with and receive a battalion command endorsement from 1-211TH or 2-211TH and endorsement from the Commander, 97TH ATC. It is strongly encouraged that candidates conduct three to four drills at the company level between both battalions.

5. The point of contact for this memorandum is CW2 Andrew Blunt at andrew.j.blunt.mil@mail.mil or (801) 816-3421.

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