

ALO APPLICATION CHECKLIST

Date: _____ Region #/Area: _____
Name/Rank: _____ Commissioning Source _____
E-mail address: _____
Requested Effective Date: _____

ACCESSION INTO ALO PROGRAM

- IAW AFI 36-2115, Para 4.3.2., "Non-line members may be accepted in similar centrally managed points only programs." Therefore, non-line officers are ineligible for assignment as Primary Duty ALOs. AFI 36-2115 does not restrict Additional Duty ALOs.
- **Any incorrect/incomplete packages will not be processed and returned to the LOD.**

Application for (check one):

- Primary Duty
- Primary Duty (Transition from Additional Duty) LOID# _____
- Additional Duty (Active Duty or AF Reserve/ANG member)
- Additional Duty (Retired Military)
- Additional Duty (Civilian-non-military affiliated)

Primary Duty ALO (check applicable blocks):

- Letter of justification from LOD focusing on the applicant's skills and qualifications.
- Exemption to HQ USAFA/RR Accessions Policy Letter from LOD (if required).
- ALO Agreement of Understanding.
- Letter from applicant explaining why the applicant wants to be an ALO. **Not applicable to current Additional Duty ALOs.**
- Date of Last OPR – _____. **If the applicant's last OPR is over 120 days, a minimum of an AF Form 77, Letter of Evaluation, must be submitted.**
- Last 3 OPRs.
- Number of times passed over – _____.
- USAFA Form 0-317, *USAF Admissions Liaison Officer Data*.
- AF Form 2096, *Classification/On-The-Job Training Action*. **Complete Section I and have the applicant sign/date Block III.**
- AF Form 1288, *Application For Ready Reserve Assignment*. If the applicant is in S7 (IRR) or Active Duty status, 1st endorsement must be processed through an AF recruiter (1-800-257-1212). If the applicant is AF Reserve/Guard, 1st endorsement must be processed through the losing Squadron Commander.
- Printout of latest Fitness Test (Active Duty), ARCNet/ReserveNet readiness status report (Medical, Dental, Security, Fitness) (AF Reserve), or readiness status (official proof of current Medical, Dental, Security, Fitness) (ANG).**
- Personnel coming from 11XX, 12XX, 13B, AND 48XX**, please provide an Individual Data Summary (IDS) and Flying History Report (FHR), that can be obtained from your HARM Office or from the member if they have their FRF.
Note: All rated members selected for ALO hire, will have to forward Flight Record Folder to RMG/DPF, 233 N. Houston Rd., Suite 131A, Warner Robins, GA 31093. HARM code: NTMU. Rated members without access to their FRF (IDS, Flight Summaries) will have to contact RMG/DPF regarding re-creation of the FRF prior to any assignment action being completed.

Additional Duty ALO (check applicable blocks):

- Letter of justification from LOD focusing on the applicant's skills and qualifications.
- ALO Agreement of Understanding.
- Letter from applicant explaining why the applicant wants to be an ALO.
- Letter of approval from Squadron Commander or staff equivalent stating the applicant is permitted to perform ALO duties.
- Letter of reference (**Civilians only**) addressing applicant's attitude, character, performance, and motivation from their employer.
- Last 3 OPRs. (**Exception: Retired Military/Civilians**)
- USAFA Form 0-317, *USAF Admissions Liaison Officer Data*.