

# ALO APPLICATION CHECKLIST

Submittal Date: \_\_\_\_\_ Region #/Area: \_\_\_\_\_  
Name/Rank: \_\_\_\_\_ Commissioning Source \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
AFR applicant's Date of Rank: \_\_\_\_\_ Highest PME Completed: \_\_\_\_\_ Year eligible for promotion: \_\_\_\_\_  
Requested Effective Date of Hire: \_\_\_\_\_  
LOD & LOD E-MAIL: \_\_\_\_\_

## 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. LODs will be notified to re-send complete package.**

## 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). (ref ALOWeb/Toolboxes/Policy Ltrs)
- ALO Agreement of Understanding with **signatures from both applicant and LOD.**
- Letter from applicant explaining why the applicant wants to be an ALO.
- 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.
- USAFA Form 0-317, *USAF Admissions Liaison Officer Data*. **FILLABLE FORM FROM ALOWEB MUST BE TYPED.**
- 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), Active Duty, or Guard - AF Form 1288 must be processed through an AF recruiter (1-800-257-1212) and submitted in AFRISS-R (recruiter responsibility). If the applicant is IMA and AF Reserve, 1st endorsement must be processed through the losing Squadron Commander. Regardless of status, submit 1<sup>st</sup> page of 1288 with package.**
- Printout of latest Fitness Test (NOT NEEDED FOR IRR MEMBERS)**
- ARCNet readiness status report (Medical, Dental, Security, Fitness - AF Reserve), or official documentation**
- 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 with **signatures from both applicant and LOD.**
- 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. **(AD/GUARD/RESERVE MBRs ONLY)**
- 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*. **FILLABLE FORM FROM ALOWEB MUST BE TYPED.**