

## MONTANA AIR NATIONAL GUARD OFFICER SCREENING BOARD CHECKLIST

NAME (Last, First) \_\_\_\_\_

\*DOCUMENTS REQUIRED FOR BOARD REVIEW (see attached for examples):

TAB A \_\_\_ Letter of Intent\*

TAB B \_\_\_ Resume\*

TAB C \_\_\_ AFOQT Results\*

TAB D \_\_\_ College Transcripts\*

TAB E \_\_\_ List of top 3 desired AFSC job preferences (may use last page of AF Form 24)\*

TAB F \_\_\_ AF Form 2030, USAF Drug & Alcohol Abuse Certificate\*

TAB G \_\_\_ AF Form 24\*

**In addition to the above documents, the following is required For Current Enlisted Members**

TAB H \_\_\_ Current Report on Individual Personnel (RIP) sheet from vMPF\*

TAB I \_\_\_ AF Fitness Test Results (must be current & passing)\*

TAB J \_\_\_ Letter of Recommendation from Squadron or Flight Commander

\*\*\*Packages will be arranged and consolidated into a single PDF format IAW with this guide

\*\*PDF File name should be: OSBXX-X\_LAST NAME\_FIRST INITIAL (Example: OSB21-1\_DOE\_J)

\*\*Email packages to the following address: [aaron.hoppe@us.af.mil](mailto:aaron.hoppe@us.af.mil)

[megan.olson.6@us.af.mil](mailto:megan.olson.6@us.af.mil) and [tirso.pena@us.af.mil](mailto:tirso.pena@us.af.mil)

\*\*Email Subject Line should be: OSBXX-X (Example: OSB21-1)

\*\*NOTE: Failure to submit a complete package may result in disqualification to meet the board