

OCS Aviation Branching Prerequisites Information Guide

1. Documents:

1. 4187 Requesting Aviation
2. Letter of intent
3. Letter(s) of Recommendation
4. Transcripts – must include degree and grade point average
5. Flight Physical (Class 1A/W) stamped qualified by the Army Aeromedical Center, Fort Rucker, AL or Memorandum for Record from the Aeromedical Examiner
6. Resume
7. Selection Instrument for Flight Training (SIFT) score sheet
8. DA Form 705 (current APFT score and HT/WT)
9. Last 3 NCOERs or service equivalent
10. All AERs (1059) – if applicable
11. FAA pilot certificates – if applicable

2. Packet: Memorandum with branch packet requirements from proponent at Ft. Rucker, does not include local requirements from 3-11 IN. When in doubt follow AR 25-50 for all memoranda.

1. Build the packet **in order**, only additional document not covered on memorandum is your letter of intent expressing interest in aviation (why should Aviation pick you/what do you bring to the Aviation branch). Do not add additional documents.
2. Ensure the top page of the STAMPED 1A QUALIFIED Flight Physical is included. Do not send other medical docs.
3. Letters of Recommendation:
 - i. advice on source of LOR precedence (*opinion*): Senior Army Aviation Officer/Warrant Officer, Other Service Aviator, Civilian Aviator, Army or other Service Officer, Person with personal knowledge to highlight your talents, OCS LOR.
 - ii. Independent leadership, initiative, decision-making, judgement, maturity, discipline and fitness are very important – any examples in LORs helps.

3. SIFT:

1. Pass with 40 or above (currently 55 is about average for accepted candidates).
2. You may take the SIFT a total of two times in your career, but you may only take it a second time if you failed the first attempt. You cannot take it again just to increase your score.
3. Ft. Benning process to schedule SIFT is below, DA 4187 example available.
4. Study guides are available online: <https://www.triviumtestprep.com/sift-practice-test>

4. Flight Physical: 2 Parts completed before sent by PCM to Fort Rucker for approval (Ft. Benning process below)

1. Must have completed physical from Rucker stamped “1A Qualified” for packet.
2. OC with physical submitted by home station can check status locally with full SSN.
3. Any issue requiring review for a waiver will extend timeline at Rucker.

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Selection Instrument for Flight Training (SIFT):

1. Administered at the Testing cell at the Education center. Flexible in scheduling and usually offer a large group day dedicated monthly for SIFT for ROTC and others (ASVAB 110). Do not have to wait for monthly dedicated day. Can test individually or in groups
2. Testing Center
Fort Benning Education Center
Bldg. 9230 (Suite 1392), 8150 Marne Road
Fort Benning, GA. 31905-5593
Kristi Fatuesi
Phone: 706-545-3708 or 8306
kristi.l.fatuesi.ctr@mail.mil
3. A 4187 is required, example provided. Fill in the highlighted sections. In the remarks fill in the requested test date and cadre act as the POC. Submit to the testing cell NLT 48 hrs hard copy or digital (exceptions may be allowed if contacted). Takes about 2hrs 20 minutes to take.

Flight Physical:

1. Part 1 are Mon, Tues and Thurs (expect Thurs due to optometry but groups may be adjusted by the clinic)
2. Group appointment POC at CTMC, 706-544-1730, Ms. Torres.
 - a. Send name, date of birth, and SSN so they can sync and schedule.
 - b. They will respond with the timeline and forms to pre-fill.
3. Preparation: candidates must bring any records from their off-post provider for any procedures they have had, especially PRK.

Check Flight Physicals – CAC login for individual

<https://vfso.rucker.amedd.army.mil/pls/airportal/airportal.main.welcome>

****Reference for medical unfitness is AR 40-501 CH4. Never make a determination on their own, but if they have known conditions (hearing and/or vision are usually the most common known conditions) then they may be able to determine any disqualifying condition up front.**

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[Attachments Menu](#)

PERSONNEL ACTION			
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) ATTN: IMSE-BEN-HRE (TCO) BLDG 9230, 8150 MARNE ROAD FORT BENNING, GA 31905-5593	3. FROM (Include ZIP Code)	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting In Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) SIFT	
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
1. Soldier's signature			
2. Soldier requests to take the SELECTION INSTRUMENT FLIGHT TEST (SIFT).			
3. Soldier has a GT score of at least 110. Verified by commander. _____			
4. Soldier has never been administered the SIFT (or) Soldier was administered the SIFT on (date) _____ and received a score of _____			
5. Date requested for test _____			
6. Current address and birth date for test registration			
7. SM contact PHONE number _____ @mail.mil EMAIL _____			
8. COMMANDER'S APPROVAL AND SIGNATURE.			
Please encrypt your 4187s when you return them!			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)	

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DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AVIATION CENTER OF EXCELLENCE
2218 6TH AVENUE
FORT RUCKER ALABAMA 36362-5105

ATZQ-CDF-P

21 February 2017

MEMORANDUM FOR United States Army Human Resources Command, Officer Professional Management Division, Officer Accessions Branch, Attn: AHRC-OPD-A (Mr. Clifford M Preetorius, OCS Program Manager), Dept. 240, 1600 spearhead Division Avenue, Fort Knox, Kentucky 40122-5204

SUBJECT: Required Documentation to be Included with Aviation Branching Requests from OCS Applicants --- UPDATE

1. Effective 21 February 2017, the following documentation is required for OCS applicants requesting Aviation Branch:
 - a. 4187 requesting Aviation with recommendation from Battalion Commander
 - b. Resume
 - c. Letter(s) of Recommendation
 - d. Transcripts -- must include Degree and Grade Point Average (GPA)
 - e. Selection Instrument for Flight Training (SIFT) Score Sheet -- 40 minimum
 - f. Flight Physical (Class 1A/W) stamped qualified, by the Army Aeromedical Center, Fort Rucker, AL
 - g. DA Form 705 (current APFT score and HT/WT)
 - h. ERB -- if applicable
 - i. All NCOERs and AERs (1059) -- if applicable
 - j. FAA pilot certificates -- if applicable
2. Requests received by the Organization and Personnel Force Development Directorate (OPFD) without the required documentation will be returned without action.
3. USAACE point of contact is the Organization and Personnel Force Development Directorate (OPFD, ATZQ-CDF-P), CPT Tyler Eikenberry, DSN 558-1423, Commercial (334) 255-1423 or email: tyler.d.eikenberry.mil@mail.mil

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Doerer", is positioned above the name and title of the signatory.

ROBERT C. DOERER
Director, Organization and Personnel
Force Development Directorate