



**DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC**

**[USE APPROPRIATE LETTERHEAD FOR
YOUR ORGANIZATION]**

MEMORANDUM FOR SAF/IAPC
1080 Air Force Pentagon
Washington, DC 20330-1080

[DATE]

FROM: [Your Office Symbol]
[Address]
[City/Base, State Zip Code]

SUBJECT: Engineer and Scientist Exchange Program Application for [YOUR NAME]

1. I, [NAME, RANK/GRADE], apply for the Engineer and Scientist Exchange Program Class of 2022.
2. Biographical Data:
 - a. Date of Birth: DD/MMM/YYYY
 - b. Place of Birth (City, State/Province, Country):
 - c. Marital/Dependent Status (Single/Married/Number of Children):
 - d. Security clearance and date:
 - e. Social Security Number:
 - f. Tourist Passport Number:
 - g. Official Passport Number (if applicable):
 - h. Personal e-mail address:
3. Spouse Information (if applicable):
 - a. Spouse Name:
 - b. Spouse Place of Birth (City, State/Province, Country):
 - c. Spouse Personal e-mail address:
 - d. Spouse phone number:
4. Current Assignment:
 - a. AFSC (AD)/Job Series (Civ):
 - b. Organization:
 - c. Duty Title:
 - d. Phone number and email address:
 - e. Supervisor's name, address, phone number (commercial) and e-mail address:
 - f. Organization/Division DTS Point of Contact:
5. Educational background:
 - a. Undergraduate degree, major, school, GPA, graduation date
 - b. Graduate degree, major, school, GPA, graduation date
 - c. Doctorate degree, major, school, GPA, graduation date (if applicable)

6. Place all of the following countries in order of preference for an ESEP assignment:
 1. Australia
 2. Canada
 3. Chile
 4. Czech Republic
 5. France
 6. Germany
 7. Israel
 8. Italy
 9. Japan
 10. Korea
 11. Netherlands
 12. Norway
 13. Poland
 14. Spain
 15. Singapore
 16. United Kingdom

7. Foreign language: Provide DLAB and/or DLPT scores. Official documentation to be attached.

8. Current/past cooperative work with foreign partners (if applicable):
 - a. Organization name, location, POC and contact information

9. Earliest date of availability for assignment in 2022:

10. I have applied for other assignments (this will not have an impact on selection).

[YOUR SIGNATURE BLOCK]

Required ESEP Application Attachments:

1. SURF or Civilian Career Brief
2. Resume (*use Template 1 attached*)
3. Three (3) letters recommendation, one (1) must be at the GO/SES level
4. Copies of last five (5) OPRs or Civilian Performance Appraisals
5. Official DLAB and DLPT (if applicable) scores
 - a. **Note: DLAB scores are a requirement for all applicants, regardless of foreign language ability**
6. Medical certification for applicant and dependents (*use Template 2 attached*)
 - a. **Note: Military members must receive certification from local base clinic physician**
7. Career broadening objectives (*use Template 3 attached*)
8. Undergraduate and Graduate degree transcripts
9. Military applicants only: Release from AFPC assignment team; must be digitally signed e-mail traffic
10. Letter from Commander, or equivalent, stating your position will remain on the Unit Manning Document (UMD) for duration of exchange (*use Template 4 attached*)

TEMPLATE 1
RÉSUMÉ FOR USAF ESEP APPLICANTS

1. Personal Data

- a. Name:
- b. Rank and/or Title:
- c. Scientific and/or Technical Specialty:
- d. Organization/Directorate/Division:
- e. Telephone (commercial) and e-mail address:
- f. Marital Status:

2. Education

- a. **Undergraduate College/University**
 - i. Dates attended:
 - ii. Degree Received, Subject and Date:
 - iii. Honor societies and special awards:
- b. **Graduate College/University**
 - i. Dates attended:
 - ii. Degree Received, Subject and Date:
 - iii. Honor societies and special awards:
- c. **Doctorate College/University** (*if applicable*)
 - i. Dates attended:
 - ii. Degree Received, Subject and Date:
 - iii. Honor societies and special awards:

3. Professional Experience

- a. All military and civilian employment (in reverse chronological order). Provide a summary of responsibilities and achievements for civilian employment and the nature of military assignments. Please include whether technical or administrative, type of research or engineering, nature of project(s), results, etc.
- b. Publications and/or Patents:
- c. Membership in professional organizations:
- d. Awards:

4. Additional Information

- a. International experience (*travel, work, or study abroad*)
- b. Cultural knowledge and/or interest of proposed host nation
- c. Accompanying family members (*if applicable*)
 - i. Spouse name, age, gender, language proficiency (*if applicable*)
 - ii. Child(ren) name, age, gender, language proficiency (*if applicable*)

TEMPLATE 2

MEDICAL CERTIFICATE

(Appropriate Medical Facility Letterhead)

FROM: [FUNCTIONAL ADDRESS SYMBOL]

[DATE]

SUBJECT: Medical Certification for [APPLICANT NAME]

TO: Whom it May Concern

I certify that I have examined the persons named below and find them to be free from recurrent or chronic diseases requiring surgical or specialized medical care or extended routine medical treatment. In addition, I have reviewed their medical records and find no history of psychiatric problems, including alcoholism, or other potentially disqualifying ailments.

a. *(Applicant Name)*

b. *(Dependent(s))*

(Signature)

(Typed name, grade, and title of physician making evaluation)

[DATE]

TO: SAF/IAPC

I certify that to the best of my knowledge and belief the above medical statement is a true reflection of the health of myself (and my dependents, if any).

(Signature)

(Typed name, rank/grade, SSN)

TEMPLATE 3

CAREER BROADENING OBJECTIVES FOR [APPLICANT NAME]

1. Personal Data

- a. Name:
- b. Rank and/or Title:
- c. Duty Title:
- d. Scientific and/or Technical Specialty:

2. Present Employment

- a. Agency/Organization:
- b. Directorate/division:
- c. Dates of employment:

3. Career Goals and Assignment Desired

- a. Please provide details of your knowledge/understanding of current research, development, test, and evaluation (RDT&E) activities in your countries of interest (minimum: address your top three countries of interest). Be as specific as possible.
 - i. How do the specific research/RDT&E activities uniquely benefit the USAF? Here is your opportunity to define why the host nations in which you are requesting placement (top three) would strengthen the USAF's ability to better support and protect the warfighter. What is the USAF's return on investment?
 - ii. How do the specific research/RDT&E activities align with your areas of professional interest. Here is your opportunity to define why the host nations in which you are requesting placement (top three) would grow your career skillsets, contributing to your ability to enhance USAF RDT&E programs.
- b. Following your ESEP assignment, what are your short- (5 year) and long-range (5-10 years) career goals/aspirations within the USAF?
 - i. How would an ESEP assignment in the host nations in which you are requesting placement (top three) help you meet your short- and long-range career goals.
 - ii. How would meeting your career goals benefit the USAF and enhance USAF RDT&E programs?

4. Suggested Assignment (if applicable)

- a. Name of the Agency and directorate/division
- b. Agency POC, phone number, and e-mail address

TEMPLATE 4

COMMANDER/EQUIVALENT ACCEPTANCE LETTER

[USE APPROPRIATE LETTERHEAD FOR YOUR ORGANIZATION]

MEMORANDUM FOR SAF/IAPC

FROM: _____/CC

SUBJECT: Engineer and Scientist Exchange Program (ESEP) Class of 2022

1. [ORGANIZATION NAME] supports the application of [APPLICANT NAME] for the ESEP Class of 2022 for a two year ESEP assignment overseas. This opportunity allows one of our best people to gain international experience and further the goals of international cooperation for the USAF.
2. I understand that [APPLICANT'S NAME]'s position will remain on our organization's Unit Manning Document (UMD) for the duration of their two year ESEP assignment overseas, and the location of their position will become an Operating Location (OL) for the duration of the overseas assignment. This position will not be subjected to downsizing cuts during the two year ESEP assignment.
3. I understand that [APPLICANT'S NAME]'s position is ineligible to be backfilled or replaced during their two year ESEP assignment overseas.
4. My point of contact for this matter is _____.

LAB SITE COMMANDER SIGNATURE
(or highest level authority over the billet/position)
(Typed name, duty title, organization)

ORGANIZATION HUMAN
RESOURCE/PERSONNEL MANAGEMENT
OFFICER SIGNATURE
(Typed name, duty title, organization)