

926C Separated but still Actively Serving in Air Force

***This checklist applies to individuals who have completed the 10 years of aggregated service in the SF Career Field and have cross trained into another AFSC or special duty**

1. Visit www.leosaonline.com and create an account
2. Download/print the 926C (Separated) application
3. Complete the application and have it notarized
4. Upload photo to leosaonline account (passport style photo)
5. Complete payment online via paypal or include cashier's check or money order with application
6. Request CC Endorsement Letter (example on SmartNet)
 - This will be provided in lieu of NCIC Background Check
7. Provide documentation of 10 years aggregate service in the SF Career Field
 - (i.e. EPR's, SURF, DD Form 214, Orders, Decorations etc...)
8. Provide a copy of driver's license (Do not send a copy of CAC)
9. Mail completed application to **Defense Consulting Services (DCS)**
8000 IH-10 W Suite 600
San Antonio, TX 78230

• Items that should be included with application

- Notarized Application (Signed and Dated)
- Copy of Driver's License
- CC Endorsement Letter
- Proof of Service Documentation
- Passport Photo and Payment if not provided online