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SECRETARY OF THE AIR FORCE**



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**APPLYING FOR FLYING TRAINING,
AIR BATTLE MANAGER, AND
ASTRONAUT PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction sets eligibility guidelines, application requirements, and responsibilities for undergraduate flying training, air battle manager, and astronaut programs for Air Force officers and enlisted members on Extended Active Duty (EAD). This Air Force Instruction (AFI) serves as an application guide for pilot and navigator training for officers and enlisted members of the Air National Guard (ANG) and Air Force Reserve Command (AFRC). Members of the ANG and AFRC are ineligible to apply to the active duty programs under the provisions of this instruction, regardless of length of active duty tour or EAD status. This instruction implements Air Force Policy Directive (AFPD) 36-22, *Military Training*. This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), and Section 8013, *Secretary of the Air Force*. System of Records Notice F036 AFPC M, *Officer Utilization Records System*, applies. Refer to **Attachment 1** for glossary. Process all supplements that affect any military personnel function as shown in AFI 33-360, volume 1, *Publications Management Program*. Maintain and dispose of all records created as a result of prescribed processes in this instruction in accordance with AFMAN 37-139, *Records Disposition Schedule*. The Paperwork Reduction Act of 1995 affects this instruction. The Forms Management Program per AFI 33-360, volume 2, *Forms Management Program* affects this instruction. Send comments and suggested improvements of this AFI on AF Form 847, **Recommendation for Change of Publication**, to (HQ AFPC/DPAOT3), 550 C Street West Suite 31, Randolph AFB TX 78150-4733.

SUMMARY OF REVISIONS

This change adds IC 2004-1 (**Attachment 9**). This change distinguishes between a waiver and an exception to policy and clarifies the process for an Undergraduate Flying Training applicant to request a waiver or exception to policy to the age and Total Federal Commissioned Service limits. See the last attachment of the publication, IC 2004-1, for the complete IC. A bar (|) indicates revision from the previous edition.

Chapter 1— APPLICATIONS FOR UNDERGRADUATE FLYING TRAINING (UFT) AND AIR BATTLE MANAGER (ABM) 4

1.1. Application Requirements. 4

1.2. How to Apply: 5

1.3. The Military Personnel Flight (MPF): 6

1.4. Preparing for the UFT Boards: 7

1.5. What To Do After the Board Meets: 7

1.6. The Selectee's Commander: 8

1.7. HQ ANG/DP Application Processing: 8

Figure 1.1. Undergraduate Flying Training (UFT) and Air Battle Manager (ABM) Eligibility/Ineligibility Criteria. 9

Chapter 2— USAF ASTRONAUT NOMINATION PROGRAM 11

2.1. Application Requirements. 11

2.2. How To Apply: 11

2.3. Preparing for the Board: 12

2.4. What To Do After the Board: 13

2.5. Assigning Candidates to NASA: 13

2.6. Information Collections, Records, and Forms/Information Management Tools (IMTs). 14

Figure 2.1. Astronaut Eligibility/Ineligibility Criteria. 14

Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 16

Attachment 2— AGE OR COMMISSIONED SERVICE WAIVER REQUEST 19

Attachment 3— SAMPLE, ADSC STATEMENT OF AGREEMENT 21

Attachment 4— QUALIFYING DEGREE FIELDS FOR THE ASTRONAUT NOMINATION PROGRAM 22

Attachment 5— SYNOPSIS OF MEDICAL STANDARDS 24

Attachment 6— SAMPLE ASTRONAUT NOMINATION 25

Attachment 7— RECOMMENDATION FOR SPACE SHUTTLE DUTY 27

Attachment 8— IC 2003-1 TO AFI 36-2205, APPLYING FOR FLYING TRAINING, AIR BATTLE MANAGER, AND ASTRONAUT PROGRAMS 28

**Attachment 2— IC 2004-1 TO AFI 36-2205, APPLYING FOR FLYING TRAINING,
AIR BATTLE MANAGER, AND ASTRONAUT PROGRAMS**

Chapter 1

APPLICATIONS FOR UNDERGRADUATE FLYING TRAINING (UFT) AND AIR BATTLE MANAGER (ABM)

1.1. Application Requirements. Refer to [Figure 1.1](#) for eligibility criteria. The applicant must:

1.1.1. Meet all medical standards for pilot, navigator, or air battle manager training as specified in AFI 48-123, *Medical Examination and Medical Standards*.

1.1.2. A flying training eliminee (FTE) recommended for Specialized Undergraduate Navigator Training (SUNT) by the eliminating or approving authority may exceed the 30 year age limit and 5 years of total active federal commissioned service (TAFCS) at the time of entry into SUNT. The FTE must be selected for SUNT while in eliminee status and SUNT must be the initial training following elimination from pilot training. The FTE must meet the minimum Air Force Officer Qualification Test (AFOQT) requirements outlined in paragraph [1.1.3](#) and academic requirements established by HQ AETC. Active duty officers lose their eliminee status if they depart permanent change of station (PCS) from the UFT training location, or are awarded a new Air Force Specialty Code (AFSC). ANG and AFRES FTEs may return to their home station to await next available training class start date without loss of FTE status.

1.1.3. Officers attending UFT who are eliminated due to short-term (less than 1 year) medical reasons (as determined by the eliminating authority) will be re-entered into the same UFT program following medical requalification. Those officers who are eliminated due to long-term (1 year or more) medical reasons may reapply for consideration on the first UFT selection board following medical requalification as long as they remain otherwise eligible.

1.1.4. Requirements:

1.1.4.1. Attain minimum required AFOQT scores. Items 1, 2, and 3 below apply to pilot and navigator applicants, only items 2 and 3 apply to ABM applicants. **NOTE:** See AFI 36-2605, *Air Force Military Personnel Testing Systems*, for AFOQT procedures. For the purpose of this application, AFOQT scores do not expire.

1.1.4.2. Score in the 25th percentile or higher in the respective category (pilot or navigator-technical) composite for which they are applying.

1.1.4.3. The combined total score of the pilot and the navigator composites must be at least 50th percentile.

1.1.4.4. At no time shall the pilot or navigator composite be less than the 10th percentile.

1.1.5. Pilot applicants must complete the Basic Attributes Test (BAT). Schedule BAT testing through your Military Personnel Flight (MPF) Customer Service Section. The Pilot Candidate Selection Method (PCSM) combines the BAT score with the pilot AFOQT score and private flying time. A PCSM score is a requirement for all individuals applying for pilot training through any of the Air Force pilot training accession sources (see AFI 36-2605, attachment 3). AFI 36-2605, attachment 1, clarifies the procedure for applicants to follow when updating flying hours used in the PCSM calculation. All updates to flying hours must be processed 45 days prior to selection board date to allow updates to the PCSM. Any updates processed after the cut-off may not be processed in sufficient time

for review by the selection board. Enter the PCSM score in the block provided on AF Form 215, **Aircrew Training Candidate Data Summary**.

1.1.6. Active Duty applicants must not exceed their 30th birthday or 5 years beyond their Total Federal Commissioned Service Date (TFCSD) by the start date of the board's first available UFT class as specified in the UFT Selection Board Announcement message. See [Attachment 2](#) for age or commissioned service waiver request procedures. Air National Guard and Air Force Reserve applicants must not exceed their 30th birthday or 5 years beyond their TFCSD by their assigned UFT class start date (i.e., the UFT class start date may not be later than the date of the applicant's 30th birthday).

1.2. How to Apply:

1.2.1. Submit AF Form 215 (original and two copies). See reverse side of AF Form 215 for additional instructions. A new AF Form 215 is required to compete on each selection board. Update letters will no longer be accepted. Applicants must include: total civilian flying time, date last flown, a copy of the updated log book entries certified by the squadron commander. Applicants may use the remarks section of the AF Form 215 to pass on their desires, motivation, flying skills, and personal achievements or qualifications to the selection board members. Remarks are restricted to the space provided and will be in bullet format, typed in 10 pitch. The immediate commander or equivalent must indorse the application. The indorsement and recommendation must be confined to the spaces provided on the AF Form 215. Separate letters of recommendation or additional indorsements to the AF Form 215 are not required, but will be accepted if within the applicant's chain of command.

1.2.2. Mark the appropriate block of the AF Form 215 for Pilot Training, Navigator Training, or Air Battle Manager Training. For those applicants applying for Navigator training, include a separate sheet of bond paper with full name, grade, SSAN, and desired navigator track preferences (Electronic Warfare Officer [EWO], Fighter, Bomber, or Airlift/Tanker). If selected for navigator training, this information will be provided to Headquarters Air Force Officer Accession and Training School (AFOATS), Maxwell AFB AL, for a consolidated navigator training track selection. Once track selection is determined by AFOATS, selects will be entered into the respective navigator training track by HQ AFPC/DPPAOS. ANG navigator applicants are not required to specify desired navigator track preferences.

1.2.3. Include original and two copies of a complete Class I flying physical (for pilot) or a Class IA flying physical (for navigator) and flying Class III for (Air Battle Manager). Initial flying Class I/IA physical evaluations are valid for 3 years from date of the physical, initial flying class III physicals are valid for 2 years from date of physical. The physical will include the Standard Form (SF) 88, **Report of Medical Examination**, SF 93, **Medical Record - Report of Medical History**, the original Electrocardiogram (EKG) tracing and panoramic dental x-ray, any other medical documents pertinent to the physical examination. Schedule your physical so you can include this documentation with the UFT application prior to the application cut-off date. For ANG applicants, include only two copies of an approved AETC/SG Class I/IA flying physical.

1.2.4. Sign and submit a statement of agreement (see [Attachment 3](#)) to serve the minimum Active Duty Service Commitment (ADSC) according to AFI 36-2107, *Active Duty Service Commitments*.

1.2.5. Document your civilian flying experience. Include a photocopy of your Federal Aviation Administration (FAA) license and last page of your pilot's logbook with your hours totaled, certified

by the Squadron Commander or a certified letter from a flying club or flying service stating the type of instruction you have received and the total number of hours you have flown.

1.2.6. Officers of the Biomedical Sciences Corps (BSC), Medical Service Corps (MSC), or Nurse Corps (NC) must submit a written request for transfer to the Line of the Air Force and indicate they understand and accept the possibility of appointment to a lower grade and a date of rank adjustment. Sign and date it the transfer request and submit it with the application. Transfers become effective on the date flying training is entered. Individuals eliminated from flying training may or may not be returned to the previous AFSC, depending on the needs of the Air Force.

1.2.7. Hand-carry the completed AF Form 215 and attached documents to the MPF.

1.2.8. Notify the servicing MPF immediately if your medical status changes.

1.2.9. Contact HQ AFPC/DPPBR to ensure all required documentation is in your Central Selection Folder.

1.3. The Military Personnel Flight (MPF):

1.3.1. Verifies the applicant's AFOQT scores qualify (paragraph 1.1.3.) and are correctly entered on AF Form 215. Returns applications with disqualifying AFOQT scores. Refer to [Figure 1.1.](#) eligibility criteria.

1.3.2. Disapproves applications failing to meet the minimum application standards of this instruction. Refer to [Figure 1.1.](#) eligibility criteria.

1.3.3. Sends HQ AFPC/DPAOT3 a memorandum (see AFI 36-2605) showing all AFOQT retakes after the applicant's UFT submission.

1.3.4. Ensures the applicant completes all ADSC requirements for the current AFSC (refer to [Figure 1.1.](#)).

1.3.5. Ensures the applicant documented any applicable civilian flying experience.

1.3.6. Ensures the applicant includes a complete medical examination report in original and two copies. See AFI 48-123.

1.3.7. Advises applicant on medical waiver procedures:

1.3.7.1. HQ AETC, DCS/Medical Services and Training, Directorate of Professional Services, Aerospace Medicine and Physical Standards Division (HQ AETC/SGPS), is the certification and waiver authority for UFT medical examinations as delegated by Office of the Surgeon General, Air Force Medical Operations Agency, Aerospace Medicine Consultants Division (HQ AFMOA/SGZA).

1.3.7.2. The medical waiver review will be on an individual basis by HQ AETC/SGPS. HQ AFMOA/SGZA has final waiver authority. The Air Force Chief of Staff retains exception-to-policy authority for vision and refractive limits for all UFT applicants, AFI 48-123.

1.3.7.3. The medical waiver requests must contain the same forms as for all qualified applicants plus an evaluation of the medical problem from an appropriate specialist.

1.3.8. Advises HQ AFPC/DPAOT3 and disposes of the applicant's AF Form 215 as directed by.

1.3.9. Screens applications. Attaches the original and two copies of SF 88, the original and two copies of SF 93, EKG tracings and panoral x-rays, copies of other required medical forms, required signed statements, documentation of applicable civilian flying experience, and request for transfer to the Line of the Air Force (if applicable).

1.3.10. Active Duty applicants forward application materials (with original and two copies of AF Form 215) to HQ AFPC/DPAOT3, 550 C Street West Suite 31, Randolph AFB TX 78150-4733. ANG MPFs forward their application materials to HQ ANG/DP, 1411 Jefferson Davis Highway, Arlington VA 22202-3231.

1.3.11. Notifies HQ AFPC/DPAOT3 immediately if the applicant withdraws or becomes disqualified before starting training.

1.4. Preparing for the UFT Boards:

1.4.1. HQ AFPC/DPAOT3:

1.4.1.1. Announces UFT boards by AIG 8106 message between 90 and 120 days before the board date.

1.4.1.2. Ensures the board receives all required application materials.

1.4.1.3. Processes applications and includes them with the officer's Central Selection Folder for board consideration.

1.4.1.4. Convenes a four-member board including:

1.4.1.4.1. Board president a (non-voting), rated colonel (06).

1.4.1.4.2. A rated colonel from AFPC as the board chairman.

1.4.1.4.3. Two lieutenant colonels who are current or previous flying squadron commanders. HQ AFPC will provide the Air Battle Manager board member.

1.4.1.4.4. Board members are nominated by MAJCOMs with flying missions on a rotational basis as specified by HQ AFPC/DPAOT3.

1.4.1.5. Ensures the applicants are not reassigned or involuntarily extended without prior coordination with HQ AFPC/DPAOT3.

1.5. What To Do After the Board Meets:

1.5.1. HQ AFPC/DPAOT3:

1.5.1.1. Sends the list of selectees to MPF customer service units by ML 8106 message. The message explains how to notify successful candidates and release the information publicly (includes MINIMIZE).

1.5.1.2. Sends the selection list to HQ AFPC/DPPAOS.

1.5.1.3. Selection board information may be exempt from disclosure under the Freedom of Information Act (FOIA). Other information is destroyed in accordance with AFMAN 37-139 immediately after the board proceedings are completed. After the results have been publically released, information on the number of officers considered/selected, board organization, and the names/grades of the board members, may be released.

1.5.2. HQ AFPC/DPPAOS:

1.5.2.1. Informs the servicing MPF of the class date, base of assignment, and reporting instructions through the Military Personnel Data System (MilPDS).

1.5.2.2. Processes assignments as directed in AFI 36-2110, *Assignments*.

1.5.3. Servicing MPFs:

1.5.3.1. Notify the immediate commander of each selected candidate in the commander's service area and document date commander was notified and date commander notified selected candidate.

1.5.3.2. Give each selected candidate 7 days from official notification through MilPDS to accept or decline UFT. Counsel candidates who decline UFT that they are ineligible to reapply for UFT. Prepare and have the member sign a memorandum letter indicating their understanding. Notify HQ AFPC/DPPAOS, 550 C Street West Suite 10, Randolph AFB TX 78150-4712, of candidates who decline their UFT selection.

1.5.4. Maximum Allowed Age. Selected candidates who are close to the maximum allowed age for UFT may return to Continental United States (CONUS) before the normal Date Eligible for Return from Overseas (DEROS), according to AFI 36-2110.

1.6. The Selectee's Commander:

1.6.1. Monitors selectee's performance from selection until they depart for flight training.

1.6.2. Notifies HQ AFPC/DPAOT3 if an officer's performance or conduct becomes questionable or if the commander believes the selectee should be removed from the select list for cause.

1.7. HQ ANG/DP Application Processing:

1.7.1. ANG applicants do not meet a central UFT selection board. Each ANG unit holds their own selection board for that unit's assigned quota allocations.

1.7.2. HQ ANG/DP schedules ANG applicants for all mandatory UFT prerequisites after applicants complete and submit all required officer commissioning and UFT application paperwork as described in paragraph [1.2](#).

Figure 1.1. Undergraduate Flying Training (UFT) and Air Battle Manager (ABM) Eligibility/Ineligibility Criteria.

Officers must be on Extended Active Duty (EAD) for 1 year by first available class start date for a given selection board to apply for UFT.

Nonrated officers may apply to any selection board provided they complete any incurred ADSC for training prior to their selected UFT class start date.

Officers selected for or currently enrolled in a course of training as Air Battle Managers (ABM) and those officers performing duty as a ABM are ineligible to apply for pilot or navigator training until completing ABM training and serving a minimum of 2 ½ years as an AFB prior to the class start date for a given selection board.

Officers selected for or attending Air Force Institute of Technology (AFIT)-funded education programs (e.g., AECF, AFIT School of Engineering, or AFIT civilian institution regardless of scholarship or non-scholarship status) are ineligible to apply, until completion of that education program. Officers may apply to meet any board that, if selected, will result in serving the entire education ADSC by their selected class start date for a given selection board.

Officers selected for or currently enrolled in SUNT are ineligible to apply for pilot training until completion of SUNT and award of aeronautical rating of navigator. Navigators may apply to any board that, if selected, will result in serving the full 2 ½ years of rated duty (as a navigator) by their selected class start date for a given selection board.

United States Air Force Academy (USAFA) Cadets, Air Force Reserve Officer Training Cadets (AFROTC), and Officer Training School (OTS) Cadets not on Extended Active Duty (EAD) are ineligible to apply UFT.

Officers of the medical and dental corps, chaplains, and judge advocates are ineligible to apply.

Persons permanently disqualified for aviation service at any time are ineligible to apply.

Officers with a pending or established Date of Separation (DOS) by request are ineligible to apply.

Officers who have any quality control assignment restrictions (AFI 36-2110) are ineligible to apply.

Individuals who have illegally, wrongfully, or improperly experimented with, used, possessed, sold, or transferred any narcotic substance, dangerous drug, intoxicating inhaled substance, or controlled substance as established by Title 21, U.S.C., Section 812 when supported by evidence, are ineligible to apply.

Any officer, regardless of branch of service, who declines or has declined UFT including SUPT, SUNT, or UABMT, after being selected, are ineligible to apply.

Individuals eliminated from a flying training course--to include the USAF Enhanced Flight Screening Program (EFSP), the Pilot Indoctrination Program (PIP), Flight Instruction Program (FIP) and Introductory Flying Training (IFT)--conducted by or for the Armed Forces of the United States, are ineligible to apply with the following provisions:

1. Those eliminated for military deficiency or self-initiated elimination (SIE) reasons before, during or after actual course completion, or who decline UFT attendance, are ineligible for further flying training.

 2. Individuals eliminated for reasons other than those mentioned above, unless specifically recommended for further pilot or navigator training by the eliminating (or approving) authority, are ineligible to apply.
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Individuals eliminated (for reasons over which they had control) from a commissioning program which forms a part of the sequence in which an aeronautical rating may be obtained from any of the United States Armed Forces are ineligible to apply.

Officers who self-initiated-elimination (SIE) or are eliminated from any Formal Training Course for academic deficiency are ineligible to apply.

Officers eliminated from SUPT, SUNT, or UABMT, unless specifically recommended by the eliminating (or approving) authority, or those officers or cadets who have, at any time, voluntarily declined to attend SUPT, SUNT, or UABMT are ineligible to apply

Chapter 2

USAF ASTRONAUT NOMINATION PROGRAM

2.1. Application Requirements. Refer to [Figure 2.1](#) for eligibility criteria:

2.1.1. Pilot applicants must:

2.1.1.1. Hold at least a bachelor's degree from an accredited institution in engineering, biological science, physical science, or mathematics. An advanced degree is desirable. The quality of the academic preparation is important. See [Attachment 4](#) for qualifying degrees.

2.1.1.2. Complete at least 1,000 hours of pilot-in-command time (aircraft commander qualification or higher) in jet aircraft. Flight test experience is highly desirable.

2.1.1.3. Pass a National Aeronautics and Space Administration (NASA) Class I space physical (USAF Flying Class II, long physical). If your most recent flight physical (not periodic) is not current within 1 year from the date of the selection board, immediately schedule the required flight physical. There are no provisions for waiver of NASA's medical standards. See [Attachment 5](#) for a synopsis of medical standards for pilot astronaut candidates. It should be noted that vision, hearing, and height standards for Flying Class II and NASA are different.

2.1.2. Mission Specialist candidates must:

2.1.2.1. Hold at least a bachelor's degree from an accredited institution in engineering, biological science, physical science, or mathematics. The quality of the academic record is important. See [Attachment 5](#) for qualifying degrees.

2.1.2.2. Have at least 3 years of related, progressively responsible, professional experience after completing a bachelor's degree. An advanced degree is desirable. For example, a master's degree equals 1 year of experience. A doctorate equals 3 years of experience. The quality of academic preparation is important. **NOTE:** Rated personnel (pilots and navigators only) may substitute flying experience for part or all of the 3-year experience requirement.

2.1.2.3. Pass a NASA Class II (USAF Flying Class II, long physical). If your flying physical is not current within 1 year of the selection board date, immediately schedule the appropriate physical. There are no provisions for waiver of NASA's medical standards. See [Attachment 5](#) for a synopsis of mission specialist astronaut candidate medical standards.

2.2. How To Apply:

2.2.1. Write to HQ AFPC/DPAOT3 or phone DSN 665-2306 to request an application package. The forms listed below in paragraphs [2.2.2.4](#) through [2.2.2.11](#) are included in the application package. Include your name, rank, SSN, military mailing address with zip code, and the position for which you are applying (pilot, mission specialist, or both; enlisted applicants are restricted to the mission specialist category).

2.2.2. Include the original and one copy of each of these documents with your application:

2.2.2.1. Application for Space Shuttle Duty ([Attachment 5](#) and [Attachment 6](#)).

2.2.2.2. A memorandum of recommendation (in triplicate) ([Attachment 7](#)).

2.2.2.3. One complete copy (no originals) of all medical records. Sort your records in chronological order with most recent documents on top. Send them in an AF Form 2100A, **Health Record - Outpatient**. AF Form 2100A may be obtained from your medical provider facility.

2.2.2.4. SF 93, **Medical Record - Report of Medical History**.

2.2.2.5. OF 612, **Optional Application for Federal Employment**. NASA reviews OF 612 in lieu of the applicant's selection folder.

2.2.2.6. Johnson Space Center (JSC) Form 465, **Supplemental Medical History**. Provided in application package.

2.2.2.7. JSC Form 490, **Supplemental Information**. Provided in application.

2.2.2.8. Complete college transcripts from all schools (undergraduate and graduate).

2.2.2.9. Graduate Record Examination (GRE) results, if available.

2.2.2.10. JSC Form 603, **Supplemental Record of Aeronautical Experience** (for pilot applicants).

2.2.2.11. (Optional and voluntary) SF Form 181, **Race and National Origin Identification**.

2.3. Preparing for the Board:

2.3.1. HQ AFPC/DPAOT3:

2.3.1.1. Announces the next astronaut selection board by ML 8106 message as soon as NASA announces its intent to hire astronauts.

2.3.1.2. Sends an ML 8106 message to all MPFs to inform applicants, the base Information Management (IM) office, and the Public Affairs (PA) office.

2.3.1.3. Verifies candidates' eligibility and sends application packages to qualified applicants.

2.3.1.4. Processes applications according to governing directives.

2.3.1.5. Convenes a NASA selection board approximately 2 months before the date when NASA requires nominees. Chairmanship rotates between the AFPC board member (rated colonel) and the senior Air Force NASA astronaut board member.

2.3.1.6. Ensures candidates receive permissive TDY for an interview with NASA.

2.3.2. HQ AF/DPL:

2.3.2.1. Provides liaison with NASA officials.

2.3.2.2. Notifies AFPC when NASA publishes the call for astronauts.

2.3.3. Appointing Board Members to the Air Force Astronaut Nomination Board:

2.3.3.1. AFSLMO appoints one brigadier general as board president.

2.3.3.2. AFCMO appoints two colonels.

2.3.3.3. HQ AFSPC/DPO appoints two Air Force Astronauts (Colonel or Lieutenant Colonel).

2.3.3.4. MAJCOMs, on a rotational basis, appoint one Command Chief Master Sergeant to assist the board in reviewing enlisted applicants. This requirement is not filled if there are no enlisted applicants for a selection board.

2.3.4. Appointing the Board Medical Screening Panel: The panel reviews applicants' medical records to confirm that they meet NASA's medical standards for shuttle duty:

2.3.4.1. HQ AFSPC/SG heads the medical screening panel.

2.3.4.2. HQ AETC/SGPS appoints two aeromedical technicians.

2.3.4.3. Armstrong Laboratory/CC provides a flight surgeon.

2.3.5. HQ AFPC/CC:

2.3.5.1. Approves the Nomination Board results.

2.3.5.2. Approves waivers for nominees with fewer than 5 years of TAFCS.

2.4. What To Do After the Board:

2.4.1. HQ AFPC/DPAOT3 must:

2.4.1.1. Notify medically unqualified applicants after medical screening.

2.4.1.2. Send the list of Air Force nominees to MAJCOM/FOA/DRU commanders. The nominees' wing/subordinate commanders receive official notification of selects directly from NASA.

2.4.1.3. Forward each nominee's NASA application package to NASA.

2.4.2. NASA:

2.4.2.1. Determines which applicants meet basic requirements.

2.4.2.2. Interviews qualified candidates.

2.4.2.3. Selects candidates for astronaut duty. Assignment to NASA shall in no way affect the selectee status, office, rank or grade which they may occupy or hold, or any emolument, prerequisite, right, privilege, or benefit incident to or rising out of any such status, office, rank, or grade. Officers and enlisted members assigned to NASA will remain subject to the Uniform Code of Military Justice and to Air Force policies and directives regarding military discipline, leave, flying requirements, and other policies and directives which do not affect responsibilities exercised in NASA.

2.4.2.4. Notifies selected candidates.

2.4.2.5. Prepares each military member's performance report in accordance with Air Force directives.

2.5. Assigning Candidates to NASA:

2.5.1. HQ AFPC/DPAOT3:

2.5.1.1. Releases the list of selected candidates to all MPFs after NASA completes the selection process and notifies selects.

2.5.1.2. Sends the list to HQ AFPC/DPAOO1.

2.5.2. HQ AFPC/DPAOO1:

2.5.2.1. Provides the servicing MPF reporting instructions for candidates selected for astronaut duty.

2.5.2.2. Processes assignments in accordance with AFI 36-2110.

2.5.3. Servicing MPFs:

2.5.3.1. Notify the immediate commander of each selected candidate on public release date and document date commander was notified and date commander notified selected candidate.

2.5.3.2. Give each selected candidate 7 days from official notification through MilPDS to accept or decline the assignment in accordance with AFI 36-2110.

2.6. Information Collections, Records, and Forms/Information Management Tools(IMTs).

2.6.1. Information Collections. No information collections are created by this publication.

2.6.2. Records. No records are created by this publication.

Figure 2.1. Astronaut Eligibility/Ineligibility Criteria.

Officer applicants for pilot and mission specialist and enlisted applicants for mission specialist duty must have a minimum of 5 years Extended Active Duty (EAD) and a minimum of; 5 years TAFCS (officers), or 5 years Total Active Federal Military Service (TAFMS) (enlisted) by the board month. All applicants must be citizens of the United States.

Both officer and enlisted applicants for the astronaut candidate nomination program must meet the same basic education and medical standard requirements for NASA engineering and scientific positions. There are no waivers to these requirements.

The following degree fields, while related to engineering and the sciences, are not considered qualifying:

Degrees in technology (engineering technology, aviation technology, or medical technology).

Degrees in psychology (except for clinical psychology, physiological psychology, or experimental psychology).

Degrees in nursing.

Degrees in social sciences (geography, anthropology, or archaeology).

Degrees in aviation management, or a similar field.

2.6.3. Forms Prescribed.

2.6.3.1. Adopted Forms/IMTs. AF Form 2100A, **Health Record – Outpatient**, AF Information Management Tool (IMT) 847, **Recommendation for Change of Publication**, Johnson Space Center (JSC) Form 465, **Supplemental Medical History**, JSC Form 490, **Supplemental Information**, JSC Form 603, **Supplemental Record of Aeronautical Experience**, Optional Form

(OF) 612, **Optional Application for Federal Employment**, Standard Form (SF) 88, **Report of Medical Examination**, SF 93, **Medical Record – Report of Medical History**, and SF 181, **Race and National Origin Identification**.

2.6.3.2. Prescribed Forms/IMTs. AF Form 215, **Aircrew Training Candidate Data Summary**.

ROGER A. BRADY, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

System of Records Notice F036 MPC M, *Officer Utilization Records Systems*

Title 10, U.S.C., Section 8013, *Secretary of the Air Force*

Title 21, U.S.C., Section 812, *Schedules of Controlled Substances*

AFI 33-360V1, *Publications Management Program*

AFI 33-360V2, *Forms Management Program*

AFI 36-2107, *Active Duty Service Commitments (ADSC)*

AFI 36-2110, *Assignments*

AFI 36-2605, *Air Force Military Personnel Testing Systems*

AFI 48-123, *Medical Examinations and Standards*

AFPD 36-22, *Military Training*

AFMAN 33-326, *Preparing Official Communications*

AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

ABM—Air Battle Manager

ADSC—Active Duty Service Commitment

AECP—Airman Education and Commissioning Program

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFMAN—Air Force Manual

AFMOA—Air Force Medical Operations Agency

AFOATS—Air Force Officer Accession and Training School

AFOQT—Air Force Officer Qualifying Test

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRES—Air Force Reserve

AFROTC—Air Force Reserve Officers' Training Corps

AFSC—Air Force Specialty Code

AFSPC—Air Force Space Command
AIG—Address Indicating Group
ANG—Air National Guard
BAT—Basic Attributes Test
BSC—Biomedical Sciences Corps
CONUS—Contiguous United States
CSAF—Chief of Staff, Air Force
DEROS—Date Eligible for Return from Overseas
DOS—Date of Separation
DRU—Direct Reporting Unit
DTG—Date Time Group
EAD—Extended Active Duty
EFSP—Enhanced Flight Screening Program
EKG—Electrocardiogram
ENJJPT—Euro-NATO Joint Jet Pilot Training
EWO—Electronic Warfare Officer
FAA—Federal Aviation Administration
FIP—Flight Instruction Program
FOA—Field Operating Agency
FOIA—Freedom of Information Act
FTE—Flying Training Eliminee
GRE—Graduate Record Examination
IFT—Introduction to Flying Training
JPATS—Joint Primary Aircraft Training System
JSC—Johnson Space Center
JSUNT—Joint Specialized Undergraduate Navigator Training
JSUPT—Joint Specialized Undergraduate Pilot Training
LOE—Letter of Evaluation
MAJCOM—Major Command
MI—Middle Initial
MilPDS—Military Personnel Data System
MPF—Military Personnel Flight

MSC—Medical Service Corps

NASA—National Aeronautics and Space Administration

NC—Nurse Corps

NGB—National Guard Bureau

OER—Officer Effectiveness Report

OPM—Office of Personnel Management

OPR—Officer Performance Report

OTS—Officer Training School

PCS—Permanent Change of Station

PCSM—Pilot Candidate Selection Method

PIP—Pilot Instruction Program

PME—Professional Military Education

PRP—Personnel Reliability Program

SIE—Self-Initiated Elimination

SLFE—System Level Formative Evaluation

SPTC—Specified Period of Time Contract

SSN—Social Security Number

SUNT—Specialized Undergraduate Navigator Training

SUPT—Specialized Undergraduate Pilot Training

SUPT-H—Specialized Undergraduate Pilot Training-Helicopter

TAFCS—Total Active Federal Commissioned Service

TAFCSD—Total Active Federal Commissioned Service Date

TAFMS—Total Active Federal Military Service

TAFMSD—Total Active Federal Military Service Date

TFCS—Total Federal Commissioned Service Date

TOS—Time on Station

UABMT—Undergraduate Air Battle Manager Training

UFT—Undergraduate Flying Training (includes all variants of SUPT, SUNT and UABMT)

USAFA—United States Air Force Academy

USAFRS—United States Air Force Recruiting Service

USAFSAM—USAF School of Aerospace Medicine

USC—United States Code

Attachment 2**AGE OR COMMISSIONED SERVICE WAIVER REQUEST**

A2.1. Applying for an Age or Commissioned Service Waiver. Submit a request for a waiver in memo form with the appropriate letterhead and current address. (See AFMAN 33-326, *Preparing Official Communications*)

For Active-duty Age Waiver Requests:HQ USAF/DPPPR
(Recommend sending by overnight mail)1040 Air Force Pentagon
Washington DC 20330-1040

For ANG waiver requests, route through:State Adjutant General
to: HQ ANG/DPFO

Jefferson Plaza #1, 10th Floor
1411 Jefferson Davis Highway
Arlington VA 22202-3231

If an ANG request is disapproved, it will be returned through HQ ANG/DPDF to the applicant's state headquarters, which will forward to the applicant's unit.

For AFRC waiver requests, send to:HQ AFRC/DPMB
155 Richard Ray Blvd
Robins AFB GA 31098-1635

Waivers.

A2.1.1. For waiver requests to be considered, applicants who exceed the age and/or TFCSD criteria must document that an administrative, counseling, or medical error occurred within the last two years and prevented the applicant from applying for UFT when otherwise fully eligible. Further, commanders must explicitly justify why supporting a waiver for an individual over fully qualified candidates is in the best interest of the Air Force, Air National Guard, or Air Force Reserve. Applicants who have already had at least one opportunity to compete for UFT are generally not approved for a waiver.

A2.1.2. Administrative error: Committed by an Air Force, Air National Guard, or Air Force Reserve agency or otherwise beyond the applicant's control. Examples of administrative errors include:

A2.1.2.1. An application package was forwarded to the MPF to process, but the MPF failed to forward it, sent it to the wrong address, or did not properly screen the application package for the required forms resulting in the package not meeting the UFT selection board.

A2.1.2.2. An incomplete or incorrect medical form.

A2.1.3. Counseling error: An Air Force, Air National Guard, or Air Force Reserve agency gave incorrect information that the applicant could not verify. For example, a member was told that he could not apply for UFT when he actually met all the eligibility criteria.

A2.1.4. Medical error: An incorrect diagnosis of a medical condition prevented the applicant from applying when otherwise eligible. For example, a member was diagnosed as having a disqualifying

condition, but a review of the *original* diagnosis showed he was medically qualified. Attach the original medical form and the medical authority's supporting comments.

A2.2. Submit the request for an age and/or TFCSD waiver indorsed by the applicant's immediate Squadron/CC, Group/CC, Wing/CC, NAF/CC, and MAJCOM/CC (or appropriate chain-of-command leading to The Adjutant General (TAG) for ANG applicants), and forward to HQ USAF/DPPPR or HQ ANG/DPFO for staffing to the CSAF for final action. Include names, dates, and other details to clearly document the administrative, counseling, or medical error. Attach a complete copy of the UFT application and include a completed flying class I/IA physical with any approved medical waivers, certified by HQ AETC/SGPS.

A2.2.1. All waiver requests are reviewed on an individual basis and, if approved, allow the applicant a one-time opportunity to compete for UFT. For active duty, if the requested age and/or TFCSD waiver is not received in time for CSAF action before the UFT board convenes, the waiver package will be returned to the MAJCOM POC. If the waiver request is approved, HQ USAF/DPPPR will forward the package to HQ AFPC/DPAOT3 for inclusion on the board and notify the MAJCOM POC. However, if the application is disapproved, it will be returned to the MAJCOM POC. In either case, the MAJCOM POC will notify the applicant of the CSAF action through the chain of command. For ANG applications, USAF/DPPPR will forward approved and disapproved applications to ANG/DPDF for class scheduling or further disposition. In all cases, the individual applicant will be notified of the waiver decision via the chain-of-command.

A2.2.2. The CSAF may delegate the approval authority for age and commissioned service waiver requests.

A2.2.3. The disapproval authority for an age or TFCSD waiver is vested in the Wing/CC (or equivalent). If the application is disapproved, it will be returned to the applicant. The disapproval authority within the ANG chain-of-command for an age or TFCSD waiver is The Adjutant General. Any application disapproved by The Adjutant General will be returned to the applicant.

Exceptions to Policy.

A2.3. If a member exceeds the age and/or TFCSD limits and does not meet the above criteria to be considered for a waiver, he or she may request an exception to policy (ETP) through their MAJCOM or ANG chain of command as directed in **A2.3**. Age and TFCSD limits exist to protect the interests of the total rated force and should not be taken lightly. Exceptions to policy will normally be granted only in rare circumstances when a commander can document sustained, exceptional performance and the deviation from policy is minor. Further, commanders must specifically and explicitly justify why supporting an ETP for an individual, considering a large pool of fully qualified applicants, is in the best interests of the Air Force, Air National Guard, or Air Force Reserve. Each ETP imposes potential increased risk to operational safety and effectiveness. Only the rare, truly exceptional individual should be endorsed and forwarded through the chain of command for ETP consideration.

A2.3.1. ETP requests judged by the Wing/CC (or equivalent) or TAG for Air National Guard, to have insufficient support or merit should be denied and returned to the applicant.

Attachment 3

SAMPLE, ADSC STATEMENT OF AGREEMENT

If selected for UFT or ABM duties, I accept the appropriate ADSC as specified in AFI 36-2107, *Active Duty Service Commitments (ADSC)*, dated 1 June 2000.

(signature and date)

(printed or typed: first name, middle initial (MI), last name, SSN)

Witnessed by MPF official:

Attachment 4

QUALIFYING DEGREE FIELDS FOR THE ASTRONAUT NOMINATION PROGRAM

This list is not intended to be a complete listing of qualifying degree fields for the Astronaut Nomination Program. Rather, it is a useful but non-restrictive guide.

ENGINEERING	BIOLOGICAL SCIENCE	PHYSICAL SCIENCE
Aeronautical Engineering	Anatomy	Analytical Chemistry
Aerospace Engineering	Bacteriology	Astronomy
Agricultural Engineering	Biochemistry	Astrophysics
Architectural Engineering	Biology, General	Atmospheric Science
Astronautical Engineering	Biophysics	Chemistry, General
Bioengineering	Biostatistics	Earth Science, General
Biomedical Engineering	Botany	Geochemistry
Ceramic Engineering	Cell Biology	Geology
Chemical Engineering	Ecology	Geophysics
Civil Engineering	Embryology	Inorganic Chemistry
Construction Engineering	Entomology	Metallurgy
Electrical Engineering	Genetics	Meteorology
Electronics Engineering	Histology	Molecular Physics
Engineering	Marine Biology	Nuclear Physics
Engineering, General	Microbiology	Oceanography
Engineering Mechanics	Molecular Biology	Organic Chemistry
Engineering Physics	Neurosciences	Pharmaceutical Chemistry
Environmental Engineering	Nutrition, Scientific	Physical Chemistry
Geological Engineering	Pathology	Physical Science, General
Geophysical Engineering	Pharmacology	
Industrial Engineering	Physiology	MATHEMATICS
Marine Engineering	Plant Pathology	Applied Mathematics
Materials Engineering	Plant Pharmacology	Mathematics, General
Mechanical Engineering	Plant Physiology	Statistics, Mathematical
Metallurgical Engineering	Radiobiology	Statistics, Theoretical
Mineral Engineering	Toxicology	
Mining Engineering	Wildlife Biology	
Nuclear Engineering	Zoology	COMPUTER SCIENCE
Ocean Engineering		(Scientific Engineering, or Mathematical Applications application
Transportation Engineering		

HEALTH PROFESSIONS

Dentistry

Medicine

Osteopathic Medicine

Pharmacist

Veterinary Medicine

Attachment 5

SYNOPSIS OF MEDICAL STANDARDS

Pilot Astronaut Candidate:

Distant visual acuity:	20/100 or better uncorrected, correctable to 20/20, each eye
Blood pressure:	Maximum of 140/90 measured in a sitting position.
Height:	Between 64 and 76 inches.
Auditory acuity:	Hearing loss not to exceed:
Frequency (Hz)	500 1000 2000 4000
Both Ears	30db 25db 25db 50db

Mission Specialist Astronaut Candidate:

Distant visual acuity:	20/200 or better uncorrected, correctable to 20/20, each eye.
Blood pressure:	Maximum of 140/90 measured in a sitting position.
Height	Between 58 1/2 and 76 inches.
Auditory Acuity:	Hearing loss not to exceed:
Frequency (Hz)	500 1000 2000 4000
Both Ears	30db 25db 25db 50db

Attachment 6

SAMPLE ASTRONAUT NOMINATION

MEMORANDUM FOR HQ AFPC/DPAOT3

THRU: Wing Commander or Equivalent

FROM: Current Address

SUBJECT: Application for Space Shuttle Duty

1. I request that I be considered for duty as a space shuttle pilot, mission specialist, or both (specify) with the National Aeronautics and Space Administration beginning in (appropriate year).

Name: (last), (first) (middle)

SSN: Grade:

Current military address and DSN phone number:

TAFCSA: (Enlisted applicants should include the TAFMSA).

2. Flying experience (if applicable):

a. Total hours:

b. Total hours within last twelve months:

c. Types of military aircraft flown and hours in each: (most recent first including month and year last flown)

d. Test pilot school attended and graduation date:

e. Flight test experience:

f. Operational experience:

g. Combat experience: (number of missions and hours)

3. Educational background:

a. Service schools, method of completion, and date:

b. Academic achievements:

(1) Colleges and years attended:

(2) Degrees: include majors, minors, honors, and year(s) you graduated:

- c. Grade point average (on the 4.0 scale) undergraduate:
 - d. Grade point average (on the 4.0 scale) graduate:
 - e. Graduate Record Examination (GRE) score and percentile:
4. Experience/technical competence (optional for pilot candidates, mandatory for mission specialist candidates):
- a. Postgraduate job experience (degree related) (in years): Brief description of duties: (Comments should be specific, factual, and brief)
 - b. Experience in space-related field (in years): Brief description of duties:
 - c. Flight experience (nonrated applicants only) in hours:
5. Any additional experience or expertise pertinent to pilot or mission specialist astronaut duties:

Signature

Name, Grade

Service Duty Title (if applicable)

Attachments:

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, U.S.C., section 8013, authorizes the Secretary of the Air Force to prescribe publications to carry out his or her functions, powers, and duties; implementation of AFI 36-2205, *Applying for Flying Training Air Battle Manager and Astronaut Programs*; and Executive Order 9397.

PURPOSE: SSN is used as positive identification. **ROUTINE USES:** None. All information you provide is voluntary; however, you must provide this information to be eligible.

Attachment 7

RECOMMENDATION FOR SPACE SHUTTLE DUTY

MEMORANDUM FOR HQ AFPC/DPAOT3

FROM: CC

SUBJECT: Recommendation for Space Shuttle Duty

Include a memorandum of recommendation with the application package. Include only one memorandum of recommendation. The reviewers will not consider any additional memorandums, although they will be kept in the applicant's file. The memorandum of recommendation should assess and recommend the applicant as a prospective astronaut.

Signature, Grade

Title (cannot exceed applicant's performance reviewer)

Attachment 8

IC 2003-1 TO AFI 36-2205, APPLYING FOR FLYING TRAINING, AIR BATTLE MANAGER, AND ASTRONAUT PROGRAMS

23 DECEMBER 2003

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2003-1 ([Attachment 8](#)). Announces that those candidates awaiting training in all flying training disciplines, to include SUPT, SUNT, or UABMT are ineligible to apply ([Figure 1.1](#)). See the last attachment of the publication, IC 2003-1, for the complete IC. A bar (|) indicates revision from the previous addition.

OPR: HQ AFPC/DPAOT3 (Mr. Howard M. Peterson)

Supersedes: AFI 36-2205, 19 August 2002.

Certified by: HQ AFPC/DPA (Col Christopher D. Miller)

Figure 1.1. Undergraduate Flying Training (UFT) and Air Battle Manager (ABM) Eligibility/Ineligibility Criteria

Officers must be on Extended Active Duty (EAD) for 1 year by first available class start date for a given selection board to apply for UFT.

Nonrated officers may apply to any selection board provided they complete any incurred ADSC for training prior to their selected UFT class start date.

Officers selected for or currently enrolled in a course of training as Air Battle Managers (ABM) and those officers performing duty as a ABM are ineligible to apply for pilot or navigator training until completing ABM training and serving a minimum of 2 ½ years as an AFB prior to the class start date for a given selection board.

Officers selected for or attending Air Force Institute of Technology (AFIT)-funded education programs (e.g., AECF, AFIT School of Engineering, or AFIT civilian institution regardless of scholarship or non-scholarship status) are ineligible to apply, until completion of that education program. Officers may apply to meet any board that, if selected, will result in serving the entire education ADSC by their selected class start date for a given selection board.

Officers selected for or currently enrolled in SUNT are ineligible to apply for pilot training until completion of SUNT and award of aeronautical rating of navigator. Navigators may apply to any board that, if selected, will result in serving the full 2 ½ years of rated duty (as a navigator) by their selected class start date for a given selection board.

United States Air Force Academy (USAFA) Cadets, Air Force Reserve Officer Training Cadets (AFROTC), and Officer Training School (OTS) Cadets not on Extended Active Duty (EAD) are ineligible to apply UFT.

Officers of the medical and dental corps, chaplains, and judge advocates are ineligible to apply.

Persons permanently disqualified for aviation service at any time are ineligible to apply.
Officers with a pending or established Date of Separation (DOS) by request are ineligible to apply.

Officers who have any quality control assignment restrictions (AFI 36-2110) are ineligible to apply.

Individuals who have illegally, wrongfully, or improperly experimented with, used, possessed, sold, or transferred any narcotic substance, dangerous drug, intoxicating inhaled substance, or controlled substance as established by Title 21, U.S.C., Section 812 when supported by evidence, are ineligible to apply.

Any officer, regardless of branch of service, who declines or has declined UFT including SUPT, SUNT, or UABMT, after being selected, are ineligible to apply.

Individuals eliminated from a flying training course--to include the USAF Enhanced Flight Screening Program (EFSP), the Pilot Indoctrination Program (PIP), Flight Instruction Program (FIP) and Introductory Flying Training (IFT)--conducted by or for the Armed Forces of the United States, are ineligible to apply with the following provisions:

1. Those eliminated for military deficiency or self-initiated elimination (SIE) reasons before, during or after actual course completion, or who decline UFT attendance, are ineligible for further flying training.

2. Individuals eliminated for reasons other than those mentioned above, unless specifically recommended for further pilot or navigator training by the eliminating (or approving) authority, are ineligible to apply.

Individuals eliminated (for reasons over which they had control) from a commissioning program which forms a part of the sequence in which an aeronautical rating may be obtained from any of the United States Armed Forces are ineligible to apply.

Officers who self-initiated-elimination (SIE) or are eliminated from any Formal Training Course for academic deficiency are ineligible to apply.

Officers eliminated from SUPT, SUNT, or UABMT, unless specifically recommended by the eliminating (or approving) authority, or those officers or cadets who have, at any time, voluntarily declined to attend SUPT, SUNT, or UABMT are ineligible to apply

2.6. Information Collections, Records, and Forms/Information Management Tools(IMTs).

2.6.1. Information Collections. No information collections are created by this publication.

2.6.2. Records. No records are created by this publication.

2.6.3. Forms Prescribed.

2.6.3.1. Adopted Forms/IMTs. AF Form 2100A, **Health Record – Outpatient**, AF Information Management Tool (IMT) 847, **Recommendation for Change of Publication**, Johnson Space Center (JSC) Form 465, **Supplemental Medical History**, JSC Form 490, **Supplemental Information**, JSC Form 603, **Supplemental Record of Aeronautical Experience**, Optional Form (OF) 612, **Optional Application for Federal Employment**, Standard Form (SF) 88, **Report of Medical Examination**, SF 93, **Medical Record – Report of Medical History**, and SF 181, **Race and National Origin Identification**.

2.6.3.2. Prescribed Forms/IMTs. AF Form 215, **Aircrew Training Candidate Data Summary**.

Attachment 9**IC 2004-1 TO AFI 36-2205, APPLYING FOR FLYING TRAINING, AIR BATTLE MANAGER,
AND ASTRONAUT PROGRAMS****29 OCTOBER 2004****SUMMARY OF REVISIONS**

This change adds IC 2004-1 ([Attachment 9](#)). This change distinguishes between a waiver and an exception to policy and clarifies the process for an Undergraduate Flying Training applicant to request a waiver or exception to policy to the age and Total Federal Commissioned Service limits. See the last attachment of the publication, IC 2004-1, for the complete IC. A bar (/) indicates revision from the previous edition.

OPR: HQ AFPC/DPAOT3 (Mr. Howard M. Peterson)

Supersedes: AFI 36-2205, 23 December 2003

Certified by: HQ AFPC/DPA (Col D. Lee Hall Jr.)

1.1.6. Active Duty applicants must not exceed their 30th birthday or 5 years beyond their Total Federal Commissioned Service Date (TFCSD) by the start date of the board's first available UFT class as specified in the UFT Selection Board Announcement message. See [Attachment 2](#) for age or commissioned service waiver request procedures. Air National Guard and Air Force Reserve applicants must not exceed their 30th birthday or 5 years beyond their TFCSD by their assigned UFT class start date (i.e., the UFT class start date may not be later than the date of the applicant's 30th birthday).

Attachment 2**AGE OR COMMISSIONED SERVICE WAIVER REQUEST**

A2.1. Applying for an Age or Commissioned Service Waiver. Submit a request for a waiver in memo form with the appropriate letterhead and current address. (See AFMAN 33-326, *Preparing Official Communications*)

For Active-duty Age Waiver Requests:HQ USAF/DPPPR

(Recommend sending by overnight mail)1040 Air Force Pentagon

Washington DC 20330-1040

For ANG waiver requests, route through:State Adjutant General

to: HQ ANG/DPFO

Jefferson Plaza #1, 10th Floor

1411 Jefferson Davis Highway

Arlington VA 22202-3231

If an ANG request is disapproved, it will be returned through HQ ANG/DPDF to the applicant's state headquarters, which will forward to the applicant's unit.

For AFRC waiver requests, send to:HQ AFRC/DPMB

155 Richard Ray Blvd

Robins AFB GA 31098-1635

Waivers.

A2.2.. For waiver requests to be considered, applicants who exceed the age and/or TFCSD criteria must document that an administrative, counseling, or medical error occurred within the last two years and prevented the applicant from applying for UFT when otherwise fully eligible. Further, commanders must explicitly justify why supporting a waiver for an individual over fully qualified candidates is in the best interest of the Air Force, Air National Guard, or Air Force Reserve. Applicants who have already had at least one opportunity to compete for UFT are generally not approved for a waiver.

A2.2.1. Administrative error: Committed by an Air Force, Air National Guard, or Air Force Reserve agency or otherwise beyond the applicant's control. Examples of administrative errors include:

A2.2.1.1. An application package was forwarded to the MPF to process, but the MPF failed to forward it, sent it to the wrong address, or did not properly screen the application package for the required forms resulting in the package not meeting the UFT selection board.

A2.2.1.2.. An incomplete or incorrect medical form.

A2.2.2. Counseling error: An Air Force, Air National Guard, or Air Force Reserve agency gave incorrect information that the applicant could not verify. For example, a member was told that he could not apply for UFT when he actually met all the eligibility criteria.

A2.2.3. Medical error: An incorrect diagnosis of a medical condition prevented the applicant from applying when otherwise eligible. For example, a member was diagnosed as having a disqualifying condition, but a review of the *original* diagnosis showed he was medically qualified. Attach the original medical form and the medical authority's supporting comments.

A2.3. Submit the request for an age and/or TFCSD waiver indorsed by the applicant's immediate Squadron/CC, Group/CC, Wing/CC, NAF/CC, and MAJCOM/CC (or appropriate chain-of-command leading to The Adjutant General (TAG) for ANG applicants), and forward to HQ USAF/DPPPR or HQ ANG/DPFO for staffing to the CSAF for final action. Include names, dates, and other details to clearly document the administrative, counseling, or medical error. Attach a complete copy of the UFT application and include a completed flying class I/IA physical with any approved medical waivers, certified by HQ AETC/SGPS.

A2.3.1. All waiver requests are reviewed on an individual basis and, if approved, allow the applicant a one-time opportunity to compete for UFT. For active duty, if the requested age and/or TFCSD waiver is not received in time for CSAF action before the UFT board convenes, the waiver package will be returned to the MAJCOM POC. If the waiver request is approved, HQ USAF/DPPPR will forward the package to HQ AFPC/DPAOT3 for inclusion on the board and notify the MAJCOM POC. However, if the application is disapproved, it will be returned to the MAJCOM POC. In either case, the MAJCOM POC will notify the applicant of the CSAF action through the chain of command. For ANG applications, USAF/DPPPR will forward approved and disapproved applications to ANG/DPDF for class scheduling or further disposition. In all cases, the individual applicant will be notified of the waiver decision via the chain-of-command.

A2.3.2. The CSAF may delegate the approval authority for age and commissioned service waiver requests.

A2.3.3. The disapproval authority for an age or TFCSD waiver is vested in the Wing/CC (or equivalent). If the application is disapproved, it will be returned to the applicant. The disapproval authority within the

ANG chain-of-command for an age or TFCSD waiver is The Adjutant General. Any application disapproved by The Adjutant General will be returned to the applicant.

Exceptions to Policy.

A2.4. If a member exceeds the age and/or TFCSD limits and does not meet the above criteria to be considered for a waiver, he or she may request an exception to policy (ETP) through their MAJCOM or ANG chain of command as directed in [A2.3](#). Age and TFCSD limits exist to protect the interests of the total rated force and should not be taken lightly. Exceptions to policy will normally be granted only in rare circumstances when a commander can document sustained, exceptional performance and the deviation from policy is minor. Further, commanders must specifically and explicitly justify why supporting an ETP for an individual, considering a large pool of fully qualified applicants, is in the best interests of the Air Force, Air National Guard, or Air Force Reserve. Each ETP imposes potential increased risk to operational safety and effectiveness. Only the rare, truly exceptional individual should be endorsed and forwarded through the chain of command for ETP consideration.