

**BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE COMMAND**

AIR FORCE INSTRUCTION 11-402



**AIR FORCE GLOBAL STRIKE COMMAND
SUPPLEMENT**

1 FEBRUARY 2010

Flying Operations

**AVIATION AND PARACHUTIST SERVICE,
AERONAUTICAL RATINGS AND BADGES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Daniel A. Kosin)
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This supplement implements and extends the guidance of AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, incorporating Change 1, dated 10 Jul 09. This supplement applies to all Air Force Global Strike Command (AFGSC) commanders, operations supervisors, and aircrew members assigned or attached to AFGSC for flying. This supplement does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. Unless otherwise specified, the Director of Operations (HQ AFGSC/A3) is the overall waiver authority for this supplement. Waiver requests to this instruction will be channeled through HQ AFGSC/A3T for approval routing to HQ AFGSC/A3. Units may supplement this instruction. The operations group commander (OG/CC) is the waiver authority for unit generated supplements. Prior to publication, forward unit supplements to the appropriate NAF/A3 for review and staffing to HQ AFGSC/A3TA for staffing and approval. Once approved, units will post their supplements behind the basic AFI and the AFGSC supplement.

Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This document requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are in Title 10, United States Code (U.S.C.), Section 8013 and Title 37 U.S.C. 301a, Incentive pay: Public Law 92-204 (Appropriations Act for 1973), Section 715;

Public Law 93-570 (Appropriations Act for 1974); Public Law 93-294 (Aviation Career Incentive Act of 1974); DoD Directive 7730.57 (Aviation Career Incentive Act) and Executive Order 9397 (Numbering System For Federal Accounts Relating to Individual Persons). The Privacy Act System Number F011 AF XO A, Aviation Resource Management Systems (ARMS) covers required information. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Users of this instruction must notify AFGSC/A3T of conflicts between this instruction and other directives, instructions, or technical orders.

NOTES:

1. AFGSC aircrew temporarily assigned under the operational control of another major command (MAJCOM) will comply with the directives of that MAJCOM.
2. Numbered Air Force (NAF) refers to the appropriate organization with jurisdiction over the aircraft.

OVERVIEW

This document is a new supplement; it must therefore be completely and thoroughly reviewed. Significant changes include: establishment of new guidance and procedures applicable to all AFGSC assets, establishes AFGSC Aeronautical Rating Board (ARB) and Flying Evaluation Board (FEB) reporting and approval processes.

1.1. Who Must Comply. This supplement applies to Air Force Global Strike Command (AFGSC) assigned and attached aircrew and parachutists. It applies to all AFGSC units and units under AFGSC oversight. Host Aviation Resource Management (HARM) offices servicing tenant units will establish and review annually all host-tenant support agreements IAW AFI 11-421, *Aviation Resource Management*.

1.3. HQ AFGSC Training and Stan/Eval (HQ AFGSC/A3T) has overall responsibility for this supplement. The office of primary responsibility (OPR) is the Flight Management Branch (HQ AFGSC/A3TA). Wherever the basic instruction requires "MAJCOM approval" the approval level will be HQ AFGSC/A3, unless otherwise specified.

1.3.1. At a minimum, not later than the tenth of the month following a quarter (Jan – Mar, Apr – Jun, Jul – Sep, Oct – Dec), HQ AFGSC/A3TA will conduct a review of ARMS data pertaining to the categories of aviators listed in the parent AFI for all AFGSC units. Owing OG/CCs of affected flyers who have exceeded or will soon exceed their ASC status limits as appropriate will be required to provide justification and a plan of action for those members to resolve their status.

1.4.1. Commanders will ensure that the Host Aviation Resource Management (HARM) office is notified of individuals who are being processed for disqualification from aviation service.

1.4.1.1. Commanders will notify the appropriate NAF/A3T and HQ AFGSC/A3TA when members are separated from the military service before disqualification actions are completed. Electronic submissions are encouraged to **AFGSCA3TAworkflow@barksdale.af.mil**.

1.9.1.1. A full and complete copy of all disqualification packages must be scanned and downloaded onto electronic media (i.e. CD or DVD) then forwarded IAW existing Personally Identifiable Information (PII)/Privacy Act guidance in AFI 33-332, *Privacy Act Program*, to HQ

AGSC/A3TA, 245 Davis Ave East, Barksdale AFB, LA 71110 where the copy will be maintained.

1.10. Aviation/Parachutist Service Action Requalification, Revalidation, Disqualification Suspenses. Commanders will complete suspension and (or) disqualification actions within 180 days from suspension effective date. Commanders must ensure disqualification packages are staffed to HQ AFGSC/A3TA within 2 weeks of administrative actions being completed. If needed, process waiver request according to AFI 11-401, *Aviation Management*, and its AFGSC supplement. **Note:** Encrypt all for official use only (FOUO) documents sent via email before sending.

1.12.3.7.1. The HARM office will notify the commander by memorandum for record (MFR) of double billeting issues 10 days prior to the 30-day limit of rated, flight surgeon, or CEA staff positions. The commander will either reassign the individual to an empty active flying position within the unit or notify the HARM office in writing of which individuals will be assigned flying status code (FSC) "H" and flying activity code (FAC) 7.

1.12.3.7.2. The HARM office will notify the commander by MFR 10 days prior to the 90-day limit of the total number of nonrated or non-CEA aircrew on active aeronautical order (AO) that exceed the number of unit manpower document (UMD) authorizations. The commander will notify the HARM office in writing of which individuals will be removed from active flying.

1.12.3.7.3. The HARM office will notify the commander by MFR 10 days prior to the 90-day limit of the total number of parachutists that exceed the number of UMD authorizations. The commander will notify the HARM office in writing of individuals who will be removed from active jumping duties.

1.13. Disqualification/Requalification Aviation/Parachutist Packages. Prior to disqualification action completion, students in temporary duty (TDY) status may return to home station only after NAF/A3T approval. (Units requesting student's return to home station will process the request to NAF/A3T for approval.)

1.13.1. Commanders will coordinate disqualification actions and packages in electronic staff summary sheet (ESSS) format through the NAF/A3T to HQ AFGSC/A3TA.

1.13.2. Commanders will coordinate requalification packages in ESSS format through the NAF/A3T to HQ AFGSC/A3TA.

1.14. Recommendations for Change. Submit proposed changes to this supplement through NAF/A3 to HQ AFGSC/A3TA, 245 Davis Ave East, Barksdale AFB LA 71110, using AF Form 847 (electronic submissions to AFGSCA3TAworkflow@barksdale.af.mil are encouraged).

1.15. AF Waivers. Request waivers to this supplement through command channels to HQ AFGSC/A3. Units may publish an approved waiver to this supplement in local supplements.

2.11.1. The NAF/CC, wing/CC or their equivalents are delegated the authority to convene an ARB.

3.6.3. Commanders will not allow suspended rated officers or CEAs to remain in Aviation Service Code (ASC) 04 for more than 180 days without prior HQ AFGSC/A3T approval.

3.7.1.1.6. Do not allow members to return to the unit or go to the next unit of assignment until FEB/FEB waiver action is completed. The NAF/A3 is the releasing authority for units requesting members be returned to the unit.

3.7.1.2.2. HQ AFGSC/A3T is the approval authority for voluntary disqualification requests.

Note: HQ AFGSC/A3T may delay the publication of the disqualification AO based on the needs of the MAJCOM.

3.7.1.3.2.2. Forward all case files to HQ AFGSC/A3TA who will request AF/A3O-AT publish a Department of the Air Force (DAF) AO imposing permanent disqualification.

3.7.1.5. Temporarily assign the member to duties other than flying until the commander determines whether or not substance abuse is substantiated. If the officer is returned to flying duties, inform the NAF/A3 by memorandum providing full justification for the action. Upon initiation of an investigation for substance abuse, inform the NAF/A3 by message or email, citing the individual's name, grade, social security number (SSN). (**Note:** During MINIMIZE, inform by telephone and follow up by memorandum.)

3.7.1.5.2. If HQ AFGSC/A3T approves the disqualification action, he or she will request AF/A3O-AT publish a DAF AO assigning ASC 00 (disqualified—administrative reasons) effective the date of the original suspension AO (ASC 04).

3.7.1.6.2. The commander will forward the recommendation, substantiating documentation, a copy of the suspension AO (ASC 04) and initial AO through command channels to the HQ AFGSC/A3T for approval. The HQ AFGSC/A3TA will request AF/A3O-AT publish a DAF AO assigning ASC 00 effective the same date as the original suspension AO (ASC 04).

3.7.1.6.3. Commanders will not allow members in TDY status to return to their home unit or go to the next unit of assignment until disqualification action is resolved. Send requests for students to return to home station to NAF/A3 for approval.

Table 3.1. Permanent Disqualification (DQ) from Aviation Service.

NOTES:

2. If the AFGSC/CC approves the disqualification recommendation, the HQ AFGSC/A3TA will request AF/A3O-AT publish the DAF AO.

3.7.2.3.2. Place a copy of the training review board documentation that eliminated the member from survival school in the member's FRF/JRF.

3.7.2.5.3.2.2. If HQ AFGSC/A3T approves disqualification, HQ AFGSC/A3TA will forward all documentation to AF/A3O-AT.

Table 3.2. Non-Permanent Disqualification (DQ) from Aviation Service.

NOTES:

5. Notify NAF/A3 and HQ AFGSC/A3TA.

3.8.5.1. If approved, HQ AFGSC/A3TA will request AF/A3O-AT publish the requalifying DAF AO.

3.8.7. If approved, HQ AFGSC/A3TA will request AF/A3O-AT publish the requalifying DAF AO.

3.8.8. If approved, HQ AFGSC/A3TA will request AF/A3O-AT publish the requalifying DAF AO.

3.8.9. If approved, HQ AFGSC/A3TA will request AF/A3O-AT publish the requalifying DAF AO.

4.3. When to convene an FEB and order an Aircrew Member before a Board. Following the trigger event, the CA will either direct the respondent to meet an FEB, offer the respondent a waiver of FEB, or consider a waiver request submitted by the member. Make all requests for extensions or delays to the NAF/A3. See paragraph 4.4.5 and paragraph 4.4.7 for FEB/FEB waiver procedures.

4.3.3.2. Chronic airsickness may qualify an individual for an FEB waiver, similar to that of a lack of instructor adaptability, provided the member can return to an assignment in a previous aircrew role. HQ AFGSC/SG must review the case before a waiver request can be submitted.

6.5.3. HQ AFGSC/A3TA, in conjunction with the AFSC Functional Managers of the affected duty AFSC(s), will review and validate each man-month request.

6.5.3.1. HQ AFGSC/A3TA will supply recommendation to AF/A3O-AT with previous utilization statistics and specific AFSC justifications.

6.5.4.1.1. Once allocations have been received from AF/A3O-AT, HQ AFGSC/A3TA will validate, allocate, and distribute new, recurring, and supplemental requests to HARM offices and command units.

6.6.1. Units will submit supplemental requests through the HARM office to HQ AFGSC/A3TA.

8.3.1. Submit AF IMT 480, *Aircrew AFSC/Active Flying Justification*, or AF IMT 4322, *Active Parachutist Justification*, to HQ AFGSC/A3TA for coordination. HQ AFGSC/A3TA will coordinate request with the HQ Personnel Parachute Program Manager (PPPM) or the AFSC Functional Manager (FM). (AF IMT 480 is prescribed by AFI 38-201, *Determining Manpower Requirements*. AF IMT 4322 is prescribed by AFI 11-402. Refer to those publications for guidance on completing the forms.)

8.5. Staff Positions Changes and Additions. See paragraph 8.3.1 of this supplement for AF IMT 480 procedures. HQ AFGSC/A3TA is the OPR (with HQ AFGSC/A1 as OCR) for AFGSC staff position changes and will forward approved requests to AF/A3O-AT.

8.6.3. AF IMT 196, *Arms Request Data for Parachutist Badge*; AF IMT 475, *Education/Training Report*; AF Form 847, *Recommendation for Change of Publication*; and AF IMT 4322, *Active Parachutist Justification*.

TIMOTHY M. RAY
Brigadier General, USAF
Director of Operations

Attachment 1
GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DFAS-DEM 177-373, Volume 2, *Defense Finance Accounting System*

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 8 December 2006

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 December 2008

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, 25 September 2007

AFMAN 33-363, *Records Management Program*, 1 March 2008

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 15 April 2005

AFI 11-401_AFGSCSUP, *Aviation Management*, 1 February 2010

Abbreviations and Acronyms

CA—convening authority

DO—director of operations

ESSS—electronic staff summary sheet

FOUO—for official use only

HQ—headquarters

MFR—memorandum for record

NAF—numbered Air Force

OG—operations group

SSN—social security number

stan/eval—standardization and evaluation

WG—wing

Attachment 31 (Added)
CA RECOMMENDATION FOR FEB WAIVER

A31.1. (Added) Sample CA Recommendation for FEB Waiver. The CA will use Figure A31.1(Added) to prepare its recommendation for an FEB waiver.

Figure A31.1. (Added) Sample CA Recommendation for FEB Waiver.

Appropriate Header

(Date)

MEMORANDUM FOR *(RESPONDENT)*

FROM: Convening Authority

Address

XXXXXX Air Force Base, STATE ZIP CODE

SUBJECT: Offer of Waiver in Lieu of Flying Evaluation Board (FEB)

1. You have (failed to meet training standards in ***course title*** or (not progressed in ***course title*** as an instructor). Your training records during this course are evidence of the following:

a. *(Insert evidence of deficiency [sorties][failures])*

b. During sortie XXX, you....

2. Due to this course failure, your aviation service is suspended effective (***date***) and will remain suspended throughout this process. Your flight pay will be terminated the day prior to the effective date of your suspension.

3. After considering your rated service, training records, and personnel files, I am offering you an FEB waiver IAW AFI 11-402 and the AFGSC supplement. If you accept this waiver, you will waive your right to have an FEB consider your qualifications for continued aviation service. Throughout the process, any intermediate commander may disapprove this offer. If this offer of waiver is disapproved at any level, an FEB will be convened. Final approval authority for this waiver is (NAF/CC) (HQ AFGSC/A3). The approval authority may direct:

a. You be reinstated in training; or

b. You be removed from training, retain your aviation qualification, and be reassigned to your original aircraft or another aircraft as determined by the needs of the Air Force; or

c. An FEB be convened. If the approval authority believes you should be removed from training and disqualified from further aviation service an FEB will be initiated.

4. You have the option to not accept this offer. If you do not accept this offer, an FEB will be convened.

5. You must reply within two duty days. Additionally, you may consult counsel regarding your rights and the FEB process. The Area Defense Counsel is available at ***location, phone number.***

Signature

CONVENING AUTHORITY

Figure A31.1. (Added) Sample CA Recommendation for FEB Waiver (Continued).

1st Ind, *Captain XXXX XXXXX*

I acknowledge notification of convening authority's offer of waiver in lieu of flying evaluation board on *(date)*.

Signature
RESPONDENT

Date

I have/have not sought area defense counsel consultation in determining my decision to accept or not accept a waiver to an aircrew/flying evaluation board. I do/do not accept the recommendation for waiver for flying evaluation board. I understand that if I do accept the recommendation for waiver, this does not affect my rights to have a Flying Evaluation Board consider my aviation rating if recommendation is denied at any level throughout the process.

Signature
RESPONDENT

cc:
Servicing HARM office

2d Ind, Reviewing Authority

- DISAPPROVED. Trainee will meet an FEB.
- DISAPPROVED. Trainee will be returned to training. See remarks.
- RECOMMEND APPROVAL. Additional comments are/are not included.

Signature
REVIEWING AUTHORITY

3d Ind, Approving Authority

- DISAPPROVED. Trainee will meet an FEB.
- DISAPPROVED. Trainee will be returned to training. See remarks.
- APPROVED. The trainee will be disenrolled from training and reassigned consistent with the needs of the Air Force. Additional comments are/are not included.

Signature
APPROVING AUTHORITY