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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 11-4, *Aviation Service*. The reporting requirement in this AFI is exempt from licensing (except for reports in **paragraph 6.5.3.1**) according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. It sets the procedures for initiating aviation/parachutist service, awarding Air Force aeronautical ratings and aviation badges, and gives guidance that applies to administering initiation and termination of aviation/parachutist service and award of ratings/badges. It applies to all US Air Force flight managers, commanders of flying units, and aircrew personnel. This publication applies to Air Force Reserve Command and the Air National Guard. Send comments and suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through channels to AF/A3O-AT, 1480 Air Force Pentagon, Washington DC 20330-1480. Major commands (MAJCOMs), field

operating agencies (FOAs), AF direct reporting units (DRUs), and subordinate organizations may supplement this instruction. Supplements cannot be less restrictive than the basic publication. MAJCOMs, FOAs, and DRUs will coordinate their supplements to this instruction with AF/A3O-AT before publication and will forward one copy to AF/A3O-AT after publication; subordinate organizations will coordinate their supplements with parent organizations and will furnish one copy of their supplement to the next higher headquarters. 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. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force *Records Disposition Schedule (RDS)*, located at **https://afrims.amc.af.mil**.

**(AFSOC)** This supplement implements and extends the guidance of AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, 13 December 2010, as follows: It applies to commanders, operations supervisors, and aircrew and parachutist members assigned to Air Force Special Operations Command (AFSOC) and AFSOC gained flying units and special tactics units. This supplement applies to the Air Force Reserve Command (AFRC). This supplement does not apply to the Air National Guard (ANG). AFSOC wings or groups may further restrict the provisions of this supplement. Supplements cannot be less restrictive than the basic publication or the AFSOC supplement. Wings or groups will coordinate their supplement to this instruction with HQ AFSOC/A3TR before publication and will forward one copy to HQ AFSOC/A3TR after publication. Subordinated organizations will coordinate their supplements with parent organizations and will furnish one copy of their supplement to the next higher headquarters. Ensure that all records created as a result of 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/afrims/afrims/afrims/rims.cfm**. Refer recommended changes and questions about this publication to HQ AFSOC/A3TR, 100 Bartley St, Suite 160W, Hurlburt Field FL 32544-4273 or **afsoc.a3tm@hurlburt.af.mil**, using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional‘s chain of command. This supplement is affected by the Privacy Act of 1974. The authority to collect and maintain records prescribed in this supplement are in Title 10, United States Code, Section 8013, and 37 U.S.C., 301a. The Privacy Act System Number F011 AF XO A, Aviation Resource Management System (ARMS), covers required information. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers.

Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

***SUMMARY OF CHANGES***

This interim references AFI 11-410 for jump inherent DAFSCs; provides addition clarification; updates procedure for publishing Aeronautical Order (AO)s without an adjustment letter or a Department of the Air Force (DAF) AO; requires the publication of an AO for civilian (GS) government employees; aligns double billeting procedures with requirements listed in AFI 11-401; adds Remotely Piloted Aircraft (RPA) Pilot Rating, replaces reference of Navigator to Combat System Operator (CSO), **Exception,** for **Table 2.1**; lists RPA Sensor Operators (1UXXX) as Career Enlisted Aviator (CEA); updates the authority to award the basic Air Battle Manager (ABM) rating; clarifies the HARM office responsibility to validate only flying time and Operational Flying Duty Accumulator (OFDA) obtained in the current rated specialty for award of a retroactive advanced rating; defines the applicable qualification requirements for assignment to a remotely piloted aircraft unit; revises the policy for Helicopter-pilot only officers; establishes procedures to allow RPA pilots from other Services to meet an ARB and be awarded AF RPA Pilot rating; updates Mandatory Requirements for Award of Aeronautical Ratings **Table 2.1**; adds civilian employees who fly USAF aircraft as applicable to the requirements of **Chapter 3** and **4**; updates the policy for initiating suspension action; revises failure to maintain medical certification policy; makes rated officers eligible for the Air Force Educational Leave of Absence (AFELOA) program; clarifies the policy for flight surgeons returning to active duty or the Air Reserve Competent (ARC) after a period of separation of less than eight years; restricts CEA for up to two consecutive special duty assignment tours, not to exceed four years; clarifies the policy for convening authority designation; allows judge advocates to be present during open Flying Evaluation Board (FEB) sessions; requires the Host Aviation Resource Management (HARM) office to ensure all hours flown by operational support members are recorded prior to the closeout of the fiscal year; adds RPA Sensor Operator Badge to **Table 7.1**.; restricts members who are terminated or disqualified prior to 36 months of aviation service from wearing of the airman/officer aircrew member and the RPA sensor operator badge; removes the requirement for parachutists to apply for their basic badge; requires the HARM office that maintains the member's Flight Record Folder (FRF) publishes AOs to award basic badges and updates advanced aircrew member badges in ARMS. **Exception**, HARM office will publish AOs for award of advance parachutist badges; and revises **Table 7.2** Mandatory Requirements for Wear of Parachutist Badges.

**(AFSOC)** This document has been revised to reflect appropriate tier waiver authority in accordance with AFI 33-360, *Publications and Forms Management*, Table 1.1. (Tier Waiver Authorities) and requires a cursory review. A margin bar (|) indicates newly revised material.

**Chapter 1—GENERAL INFORMATION** **10**

1.1. Who Must Comply. ..... 10

1.2. Responsibilities of AF/A3O-AT. ..... 10

1.3. Responsibilities of MAJCOMs. ..... 10

1.4. Responsibilities of Subordinate Organizations. ..... 10
1.5. Responsibility of Aircrew, Parachutists, and Operational Support Members. ..... 11
1.6. Specific Guidelines: ..... 12
1.7. Training. ..... 13
1.8. Qualification and Disqualification. ..... 13
1.9. Documentation of Case Actions. ..... 13
1.10. Aviation/Parachutist Service Action Requalification, Revalidation, Disqualification Suspenses. ..... 14
1.10. (AFSOC) Aviation/Parachutist Service Action Requalification, Revalidation, Disqualification Suspenses. ..... 14
1.11. Standards of Application. ..... 14
1.12. Preparation of AOs. ..... 15
1.13. Disqualification/Requalification Aviation/Parachutist Packages. ..... 19
1.14. Recommendations for Change. ..... 20
1.15. AF Waivers. ..... 20

**Chapter 2—US AIR FORCE AERONAUTICAL RATINGS 21**

2.1. Determining and Revoking Ratings. ..... 21
2.2. Applicable to Whom. ..... 21
2.3. Eligibility for Award of USAF Ratings. ..... 21
2.4. Authority to Award Ratings. ..... 22
2.5. Advanced Ratings. ..... 23
2.6. Total Rated Service, Flying Time, and OFDA for Advanced Ratings. ..... 23
2.7. Publication of the AO for Ratings. ..... 24
2.8. Inter-Service Transfers of Naval Flight Officers and All Medical Officers. ..... 25
2.9. Application to Appear Before an ARB. ..... 25
2.10. Reviewing ARB Applications. ..... 26
2.11. ARB Procedures: ..... 27
2.12. ARB Waivers. ..... 28
2.13. Pilot-Physicians. ..... 28
2.14. Training with Other than USAF Units. ..... 29
2.14. (AFSOC) Training with Other than USAF Units. ..... 29
Table 2.1. Mandatory Requirements for Award of Aeronautical Ratings. ..... 30

**Chapter 3—AVIATION SERVICE OF RATED OFFICERS, CAREER ENLISTED AVIATORS AND CIVILIAN GOVERNMENT (GS) EMPLOYEES** **42**

3.1. Purpose of Chapter. ..... 42

3.2. Applicable to Whom. ..... 42

3.3. Procedures: ..... 42

3.4. Who Authorizes Career Aviation Service. ..... 42

3.5. Qualification for Flying Incentive Pays. ..... 43

3.6. Termination of Career Aviation Service. ..... 43

3.7. Disqualification from Aviation Service. ..... 45

Table 3.1. Permanent Disqualification (DQ) from Aviation Service. ..... 51

Table 3.2. Non-Permanent Disqualification (DQ) from Aviation Service. ..... 56

3.8. Aviation Service Requalification. ..... 57

3.9. Aviation Service Termination or Disqualification For Officers/CEAs Enrolled in UFT/FFT. ..... 60

3.10. Aviation Service for Rated Officers/CEAs in the ARC or Recalled/Returning to Active duty. ..... 61

3.11. Miscellaneous Career Aviation Service Data. ..... 64

3.12. Reassignment to other than Aircrew Operations or RPA SO duties (1AXXX or 1UXXX). ..... 70

3.12. (AFSOC) Reassignment to other than Aircrew Operations or Remotely Piloted Aircraft (RPA) Sensor Operator (SO) duties (1AXXX or 1UXXX). ..... 70

**Chapter 4—THE FLYING EVALUATION BOARD** **72**

4.1. Purpose of Chapter. ..... 72

4.2. Applicable to Whom. ..... 72

4.3. When to convene an FEB and order an Aircrew Member before a Board. ..... 72

4.3. (AFSOC) When to convene an FEB and order an Aircrew Member before a Board. ..... 72

4.4. Conducting Flying Evaluation Boards. ..... 74

Table 4.1. Flying Evaluation Board Action Timeline. ..... 75

Table 4.1. (AFSOC) Flying Evaluation Board Action Timeline. Note: For the purposes of the timeline, the “occurrence” is the day the decision is made to pursue FEB action (day zero). (T-1) ..... 76

Table 4.1.1. (Added-AFSOC) AFSOC Flying Evaluation Board Action Timeline (Note 2). (T-1) ..... 78

Table 4.2. (Added-AFSOC) AFSOC FEB Waiver Coordination. (Page 1) Use the following routing to request FEB waiver action by the formal training unit commander. (T-2) ..... 79

Table 4.3. (Added-AFSOC) AFSOC FEB Waiver Coordination (Page 1) Use the following routing to request FEB waiver action by the formal training unit commander (Note 1) (T-2) ..... 86

Table 4.4. (Added-AFSOC) AFSOC FEB Waiver Coordination. (Page 2) (T-2) ..... 87

Table 4.5. (Added-AFSOC) AFSOC FEB Waiver Action Timeline. (T-1). ..... 87

Table 4.6. (Added-AFSOC) AFSOC FEB Coordination (T-2). ..... 88

Table 4.7. (Added-AFSOC) AFSOC FEB Coordination (T-2). ..... 88

4.5. Board Recommendations. ..... 93

4.6. The FEB Review Process. ..... 94

4.7. Functions and Duties of Board Members. ..... 96

4.8. Administrative Instructions. ..... 102

4.9. Assignment after FEB. ..... 104

4.9. (AFSOC) AFSOC aircrew members (students) in continuous pipeline training status (never been mission qualified) attending an AFSOC formal training course who are retained in aviation service as a result of FEB (including waiver) action may be transferred to another MAJCOM. ..... 104

**Chapter 5—AVIATION AND PARACHUTIST SERVICE OF NON-RATED OR NON-CEA AIRCREW OR PARACHUTIST MEMBERS (AIRCREW OR JUMP PREFIXED SPECIALTIES) 105**

5.1. Purpose of Chapter. ..... 105

5.1. (AFSOC) Purpose of Chapter. ..... 105

5.2. Applicable to Whom. ..... 105

5.3. Procedures: ..... 105

5.4. Who Authorizes Aviation Service. ..... 106

5.5. Preparing AOs. ..... 106

Table 5.1. (Added-AFSOC) Permanent Disqualification/Requalification/Revalidation Action Coordination (Note) (T-2). ..... 107

5.6. Termination of Aviation/Parachutist Service. ..... 108

5.7. 120-Day Advance Notification Policy (Non-CEA Enlisted Aircrew Members Only). ..... 109

5.8. Permanent Disqualification Actions. ..... 110

5.9. Non-permanent Disqualification Actions. ..... 110

5.10. Aviation Service Requalification. ..... 112

**Chapter 6—AVIATION SERVICE OF OPERATIONAL SUPPORT FLIERS 113**

6.1. Purpose of Chapter. ..... 113

6.2. Applicable to Whom. ..... 113

6.3. Qualifications. ..... 113

6.3. (AFSOC) Qualifications. ..... 113

6.4. Types of Operational Support Duties: ..... 114

6.5. Submission Procedures. ..... 114

6.6. Supplemental Requests. ..... 116

6.7. Monthly AO Requests. ..... 117

6.8. Monthly Verification of Entitlements. ..... 119

6.9. Mid-Year/End-of-Year Turn-in. ..... 120

**Chapter 7—AVIATION AND PARACHUTIST BADGES 122**

7.1. Basic Policy. ..... 122

7.2. Specific Guidelines. ..... 122

7.3. Award of Rated Aviation Badges to US Air Force Officers. ..... 123

7.4. Permanent Award of Aircrew Member Badges to US Air Force Members. ..... 123

7.5. Publishing Aeronautical Orders for nonrated or CEA aircrew members. ..... 126

7.6. Award of the Flight Nurse Badge to US Air Force Officers. ..... 127

7.7. Publishing Aeronautical Orders for Parachutists. ..... 127

7.8. Prohibiting the Wear of Aviation or Parachutist Badges. ..... 128

7.9. Posthumous Award of Aviation Badges. ..... 128

7.10. Award of Aviation Badges to Members of Other US Military Services or Foreign Military Services—Graduates From USAF Training Programs. ..... 128

7.11. Award of Advanced Aviation Badges to Members of Foreign Military Services—Graduates from Equivalent Training. ..... 129

Table 7.1. Mandatory Requirements for Permanent Award of Aviation Badges. ..... 130

Table 7.2. Mandatory Requirements for Wear of Parachutist Badges. ..... 133

**Chapter 8—AIRCREW/PARACHUTIST PREFIX REQUESTS, VALIDATION, FUNDING AND WAIVERS OF AIRCREW/PARACHUTIST MANPOWER POSITIONS 136**

8.1. Purpose of Chapter. ..... 136

8.2. Applicable to Whom. ..... 136

8.3. Responsibilities for Aircrew or Parachutist Management. ..... 136

8.4. Procedures: ..... 138

8.5. Staff Positions Changes and Additions. ..... 140

8.6. Funding for Non-rated, Non-CEA, or Jump Incentive Pay Requirements. ..... 140

**Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 143**

**Attachment 2—APPLICATION FOR ASTRONAUT QUALIFIER 152**

**Attachment 3—REQUEST FOR APPEARANCE BEFORE AN AERONAUTICAL RATING BOARD 153**

**Attachment 4—REQUEST FOR VOLUNTARY DISQUALIFICATION FROM AVIATION/PARACHUTIST SERVICE 155**

**Attachment 5—NOTIFYING INDIVIDUAL OF REVIEW OF AVIATION SERVICE STATUS RESULTING FROM PERSONNEL RELIABILITY PROGRAM DECERTIFICATION 157**

**Attachment 6—REQUEST FOR REQUALIFICATION/REVALIDATION FOR AVIATION SERVICE 159**

**Attachment 7—REQUEST FOR HUMANITARIAN DISQUALIFICATION IN LIEU OF VOLUNTARY DISQUALIFICATION FROM AVIATION SERVICE 161**

**Attachment 8—OPERATIONAL SUPPORT MAN-YEAR REQUEST 163**

**Attachment 9—OPERATIONAL SUPPORT MAN-YEAR JUSTIFICATION 165**

**Attachment 10—COMMANDER'S INITIAL NONRATED AO REQUEST 166**

**Attachment 11—FLYING EVALUATION BOARD (FEB) PROCEDURES 167**

**Attachment 12—APPOINTING MEMBERS OF A FLYING EVALUATION BOARD 169**

**Attachment 13—CONVENING THE FLYING EVALUATION BOARD 170**

**Attachment 14—RESPONDENT NOTIFICATION OF FLYING EVALUATION BOARD 171**

**Attachment 15—REQUEST FOR VOLUNTARY DISQUALIFICATION IN LIEU OF FLYING EVALUATION BOARD (VILO) 173**

**Attachment 16—SUGGESTED PRELIMINARY INSTRUCTIONS FOR A FLYING EVALUATION BOARD 175**

**Attachment 17—CHALLENGE PROCEEDINGS 177**

**Attachment 18—PROCEDURE FOR EXAMINATION OF WITNESSES 178**

**Attachment 19—PROCEDURE FOR ADDING AN ALLEGATION TO THE NOTIFICATION LETTER 179**

**Attachment 20—SUGGESTED FLYING EVALUATION BOARD CLOSING INSTRUCTIONS 181**

**Attachment 21—CHECKLIST FOR FLYING EVALUATION BOARDS 182**

**Attachment 22—FORMAT FOR FLYING EVALUATION BOARD REPORT 197**

**Attachment 23—FLYING EVALUATION BOARD REPORT TRANSMITTAL LETTER 204**

**Attachment 24—APPLICATION FOR ADJUSTMENT OF AVIATION SERVICE DATE 205**

**Attachment 25—REQUEST FOR TEMPORARY DOUBLE BILLETING OF PARACHUTIST OR NONRATED AIRCREW POSITION 206**

**Attachment 26—AF FORM 4322, ACTIVE PARACHUTIST JUSTIFICATION 208**

**Attachment 27—ANNUAL REVIEW OF JUMP, NONRATED, AND NON-CEA POSITIONS 209**

**Attachment 28—REQUEST FOR FEB WAIVER 210**

**Attachment 29—ASSIGN ASSIGNMENT AVAILABILITY LIMITATION CODE 212**

**Attachment 30—ASSIGNMENT TO RATED/CEA DUTY AFTER EIGHT YEARS SEPARATION 213**

**Attachment 31—(Added-AFSOC) COMMANDER'S INITIAL CEA AO REQUEST 214**

**Attachment 32—(Added-AFSOC) FLYING EVALUATION BOARD SPECIAL ORDER (T-2) 215**

**Attachment 33—(Added-AFSOC) FLYING EVALUATION BOARD REPORT (ASSEMBLE) CHECKLIST (NOTE 1) 217**

**Attachment 34—(Added-AFSOC) FLYING EVALUATION BOARD WAIVER REQUEST – CONVENING 219**

# Chapter 1

## GENERAL INFORMATION

**1.1. Who Must Comply.** The basis of the USAF aviation service program policies and requirements of this instruction is Public Law. Since this document supplements other Department of Defense (DoD) guidance, the more restrictive provisions of this instruction apply to active duty and Air Reserve Component (ARC) rated officers, CEA, non-rated aircrew members, parachutists, and operational support personnel. Additional parachutist guidance may be found in AFI 11-410, *Personnel Parachute Operations*.

**1.2. Responsibilities of AF/A3O-AT.** The Chief, Operational Training Division (AF/A3O-AT) establishes and monitors the Air Force aviation and parachutist service programs as outlined in this instruction to ensure compliance with DoD policy.

**1.3. Responsibilities of MAJCOMs.** MAJCOM commanders, through Aviation Resource Management (ARM) staffs, will provide guidance, criteria, and supervision to subordinate organizations to ensure compliance with the requirements of this instruction.

1.3.1. MAJCOMs will establish procedures to monitor and ensure actions to suspend/disqualify members from aviation/parachutist status are completed IAW this instruction, AFI 11-401, *Aviation Management* and AFI 11-421, *Aviation Resource Management*. As a minimum, procedures will include a quarterly review of ARMS data pertaining to: suspended aircrew/parachutists pending permanent disqualification actions, aircrew in Aircrew Position Indicator (API) coded 0/Z Unit Manpower Document (UMD) positions for validation of correct Aviation Service Code (ASC) assignment, and parachutists in "J" coded UMD positions for validation of correct ASC or parachutist status.

**1.4. Responsibilities of Subordinate Organizations.** Commanders, through Squadron Aviation Resource Management (SARM), Tenant Aviation Resource Management (TARM), and base Host Aviation Resource Management (HARM) office staffs will ensure compliance with the requirements of this instruction.

1.4.1. Commanders will establish procedures to monitor and ensure actions to suspend/disqualify members from aviation/parachutist status are completed IAW this instruction, AFI 11-401, and AFI 11-421. As a minimum, procedures will include a monthly review of ARMS data pertaining to: suspended aircrew/parachutists pending permanent disqualification actions, aircrew in API 0/Z coded UMD positions for validation of correct ASC, and parachutists in "J" coded UMD positions for validation of correct ASC or parachutist status.

1.4.1. **(AFSOC)** Squadron Aviation Resource Management (SARM) offices will run a monthly browser of permanently disqualified aircrew members and provide a copy to the unit commander. The servicing Host Aviation Resource Management (HARM) office will run a monthly browser of Career Enlisted Aviators (CEA) who are permanently disqualified from aviation service and provide a copy to the group CEA FM to coordinate with Military Personnel Section (MPS) on retraining affected members. In turn, HQ AFSOC/A3TR will run a quarterly Aviation Resource Management System (ARMS) browser of CEAs who are

permanently disqualified from aviation service and provide a copy to the HQ AFSOC/A3 CEA FM for action. **(T-2)**

1.4.1.1. Commanders will make every reasonable effort to ensure members suspended from aviation or parachutist service are not separated or permanently reassigned until disqualification action is submitted through channels and completed by the MAJCOM. Commanders will notify the MAJCOM A3T or equivalent when members are separated from military service before disqualification actions are completed.

1.4.1.1. **(AFSOC)** Commanders will notify HQ AFSOC/A3TR when members are being separated or permanently reassigned before disqualification actions are completed. **(T-1)**

1.4.1.1.1. Commanders will ensure that disqualified members who remain in the USAF are identified to the MPF classification and training section for retraining or return to a previously awarded AFSC.

1.4.1.2. **(Added-AFSOC)** SARM or Tenant Aviation Resource Management (TARM) offices will run a monthly ARMS browser of all suspended aircrew or parachutist personnel and provide it to the unit commander. The SARM office will draft and coordinate waiver request packages on members who will be suspended past 180 days for HQ AFSOC/A3T approval no later than the 150th day of suspension. If the member will remain suspended beyond 365 days, the package must be resubmitted with further justification, explaining delays in final disqualification action. Forward waiver requests to AFSOC/A3 no later than (NLT) 335th day of suspension for approval. The waiver request package will included the Staff Summary Sheet (SSS), waiver letter, ARMS Individual Data Summary (IDS), and aeronautical orders (AO) and will be forwarded from the unit commander (or division chief for HQ AFSOC staff agencies) through group (or staff) channels to HQ AFSOC/A3TR. HQ AFSOC/A3TR will coordinate package for HQ AFSOC/A3T (180 day waiver) or AFSOC/A3 (365 day waiver) approval accordingly. Unit SARM offices will ensure the servicing HARM office is included on the SSS. HARM office coordination is required to ensure the waiver package complies with AFI requirements. **(T-2)**

**1.5. Responsibility of Aircrew, Parachutists, and Operational Support Members.**

1.5.1. Complete flight physicals and Preventive Health Assessment (PHA) IAW AFI 48-123, Medical Examinations and Standards and AFI 44-170, Preventive Health Assessment. Flight physicals become due 366 days after the previous physical, and expire after the 455th day or as indicated on the AF IMT 1042, whichever occurs first. The required frequency may vary to address waivers and/or individual physical limitations (as determined by the Flight Surgeon), but in no case will exceed 455 days. Aircrew/parachutists in Duty Not Involving Flying (DNIF) status will accomplish an annual flight physical, unless a flight surgeon confirms the medical condition prevents accomplishment of the physical (see **paragraph 3.7.2.2**. Note). Inactive aircrew members, except those with the exempt ASCs listed in AFI 48-123 will complete an annual flight physical."

1.5.2. Aircrew, parachutists, and operational support fliers will notify the HARM office immediately when flight or jump incentive pay has not been terminated if:

1.5.2.1. Suspended from aviation/parachutist service.

1.5.2.2. Disqualified from aviation/parachutist service.

1.5.2.3. In DNIF status longer than 365 days (rated officers and CEAs).

1.5.2.4. In DNIF status longer than 180 days (non-rated officers, non-CEA aircrew members, and parachutists).

1.5.2.5. Member is a non-rated or non-CEA aircrew member no longer assigned to an active flying billet.

1.5.2.6. Member is a rated officer or CEA assigned to an inactive flying UMD position and continues to receive conditional ACIP/CEFIP.

1.5.2.6.1. Member is assigned to an active flying position and receives conditional flying incentive pay without satisfying requirements for entitlement IAW DoD 7000-14.R *Department of Defense Financial Management Regulation*, Volume 7A. (DoD FMR, Volume 7A), Chapter 22.

1.5.2.7. Member is a parachutist no longer assigned to a jump inherent DAFSC UMD position IAW AFI 11-410 or "J" prefixed UMD DAFSC.

1.5.2.7.1. Member is assigned to a valid jump billet and receives jump incentive pay without meeting requirements for entitlement IAW DoD FMR, Volume 7A, Chapter 24.

1.5.2.8. Member is a flight surgeon, non-rated non-CEA aircrew member, or parachutist member double billeted against a UMD position (without approved waiver) and the other incumbent is on active aeronautical orders and receives flight/jump incentive pay.

1.5.3. Contact the local finance office for rate of pay discrepancies. Each aircrew member/parachutist must validate that IAW DoD FMR, Volume 7A, the rate of pay received is commensurate with years of aviation service (rated and CEA), pay grade (non-rated/non-CEA), or type jump status (static-line/Military Free Fall) .

1.5.3.1. Although the member is responsible to ensure he/she receives the correct rate of flying or parachutist incentive pay, the HARM office will work with aircrew members/parachutists and the local finance office to resolve suspected rate of pay discrepancies. This responsibility includes but is not limited to providing copies of appropriate aviation management documentation to assist in rectifying discrepancies.

**1.6. Specific Guidelines:**

1.6.1. An AF member will receive flight/jump incentive pay only when he or she is: 1) receiving basic pay; 2) physically and professionally qualified for aviation service and; 3) on aeronautical orders that require the member to perform specific in-flight/jump duties. The AO certifies that the member satisfies all requirements for aviation/parachutist service and is the official authorization to perform in-flight/jump duties.

1.6.2. Assigning a member to an active flying/jump position solely for the purpose of accumulating Operational Flying Duty Accumulator (OFDA) credit or qualifying for flying incentive pay is contrary to public law and USAF policy and therefore, not authorized.

**1.7. Training.**

1.7.1. Entry into training for the rated force is voluntary. Once awarded an aeronautical rating, a rated officer must perform all aircrew and rated staff duties assigned. This requirement includes additional flying training related to the officer's rated specialty and Remotely Piloted Aircraft (RPA) duties.

1.7.2. Entry into training for the CEA force is voluntary. Once awarded an Aircrew Operations or Remotely Piloted Aircraft Sensor Operator AFSC, the CEA must perform all aircrew and CEA staff duties assigned. This requirement includes additional flying training related to the member's specialty.

1.7.3. Training for parachutists is voluntary. Once awarded the jump inherent DAFSC IAW AFI 11-410 or "J" prefixed DAFSC, a parachutist must perform all parachutist duties assigned. This includes additional jump training related to the member's specialty.

1.7.4. Non-rated officers and non-CEA enlisted personnel must volunteer to enter qualification training to perform in-flight duties in an aircraft as non-rated aircrew members or operational support fliers. Unless permanently disqualified, members who complete initial training remain available for flying duties and may be directed to perform such duties at any time.

**1.8. Qualification and Disqualification.**

1.8.1. Qualification for aviation/parachutist service is not a right; it rests within the sole discretion of the approval authority. Members remain qualified for aviation/parachutist service based on medical and professional qualification and potential to obtain and maintain qualification in an aircraft (aircrew).

1.8.2. Aircrew and parachutist members must maintain medical and professional qualification to remain qualified for aviation/parachutist service. Do not enter members with a substantiated record of drug abuse into aviation/parachutist service duties except IAW AFI 36-2205, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs* as applicable to initial Undergraduate Flying Training (UFT) applicants.

1.8.3. Air Force personnel may request voluntary disqualification from aviation/parachutist service. Approval is contingent on the best interests of the USAF. See **Table 3.1** for approval authority.

1.8.4. Disqualification from aviation/parachutist service is an administrative action. It is not a disciplinary action, nor a substitute for action under the Uniform Code of Military Justice (UCMJ) or any other administrative directive. The USAF will disqualify a member from aviation/parachutist service when he or she is found medically or professionally unqualified to perform aviation/parachutist service according to this instruction. Disqualification terminates flight/jump incentive pay.

**1.9. Documentation of Case Actions.**

1.9.1. HARM offices will ensure the case file of a suspended aircrew member or parachutist with pending disqualification action includes an Aviation Resource Management System (ARMS) Individual Data Summary (IDS), Flying History Report (FHR), Individual Flight Record (IFR), Jump History Report (JHR), and Individual Jump Record (IJR) (if applicable). Following a thorough flight or jump record review (within 30 days IAW AFI 11-401), the

member will sign and certify the IDS. HARM office personnel will file the certified IDS permanently in the member's Flight Record Folder (FRF) or Jump Record Folder (JRF) as applicable.

1.9.1.1. At the conclusion of an aviation/parachutist service action, all case file documentation becomes a permanent part of the member's master personnel record. All contents of a case file must be clear and legible (See AFI 36-2608, *Military Personnel Records System*). MAJCOMs will keep copies of disqualification packages for eight years.

1.9.1.2. **(Added-AFSOC) Aviation Service Action Packages Not Listed in Paragraphs 1. 9.1—1.9.1.1, in the Basic Instruction.** After convening authority review, forward the complete original package to HQ AFSOC/A3TR. **(T-2)**

1.9.2. HARM offices must receive an ASD adjustment letter or a copy of the Department of the Air Force (DAF) AO containing the ASD adjustment before publishing a MPO for an aircrew member approved for requalification or revalidation of aviation service and also authorized an ASD adjustment IAW **paragraph 3.11.2** If the member is required to fly prior to the ASD adjustment completion, the HARM may publish the requalification AO. The HARM office will request AF/A3O-ATF or HQ AFRC/A3TB (ARC members) to take the appropriate action IAW **paragraph 3.8.1.3** Upon receipt of an ASD adjustment letter from AF/A3O-ATF or HQ AFRC/A3TB (ARC members), the HARM office will validate the adjusted date in ARMS, publish the appropriate AO, and start incentive pay entitlement (if otherwise qualified).

**1.10. Aviation/Parachutist Service Action Requalification, Revalidation, Disqualification Suspenses.** When an aircrew member or parachutist is suspended pending disqualification, MAJCOMs will complete processing of the case within 180 days. MAJCOMs will establish suspense dates and ensure timely processing of all cases and immediate termination of flight/jump incentive pay when a member is suspended or disqualified.

**1.10. (AFSOC)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 submitted to HQ AFSOC/A3TR within 2 weeks of administrative actions being completed. **(T-2)**

1.10.1. If a member is suspended, terminate incentive pay effective one calendar day prior to the effective date of the suspension (if otherwise qualified to receive incentive pay up to that date). If the member is ultimately disqualified, incentive pay remains terminated. If a member is disqualified without previously being suspended, terminate flight/jump incentive pay effective one calendar day prior to effective date of the disqualification action (if otherwise qualified up to that date). (**Note:** If the member's incentive pay was previously terminated prior to the effective date of suspension/disqualification, pay remains terminated from that date.)

**1.11. Standards of Application.** Except as otherwise provided in **Chapter 4**, base decisions for aviation/parachutist service actions on the following standards:

1.11.1. The decision authority need not be convinced beyond a reasonable doubt or by a preponderance of the evidence that the conclusions are true. The decision authority must believe only that the conclusions are supported by substantial evidence.

1.11.2. The decision authority may consider any information that in his or her judgment has value.

**1.12. Preparation of AOs.** AOs officially document aviation/parachutist service actions. Publish, distribute, and maintain AOs IAW AFI 11-421. When possible, the commander will advise the member of the content and effect of an AO before the effective date.

1.12.1. Requests for AOs. The HARM office publishes AOs that initiate or terminate aviation or parachutist service. The commander submitting the request letter will certify the member's eligibility for aviation/parachutist service and validate the flying/jump requirement.

1.12.1.1. This certification will include verification of medical qualification IAW AFI 48-123 and assignment to a valid flying/jump UMD position (includes student billets). The HARM office will not publish an AO to initiate aviation or parachutist service unless the member is medically qualified and assigned to a valid UMD flying/jump position (includes student billets). **Exception**: For a temporary parachute duty request, the HARM office must receive the authorization for temporary jump status signed by the appropriate MAJCOM authority with the member's commander certification request letter. Members will be medically qualified before temporary jump status is authorized. See AFI 11-410 for more detailed information regarding temporary jump status. Refer to AFI 11-421 for effective date of AOs for aircrew/parachutist members. The effective date of an AO will not be prior to the effective date of medical clearance, regardless of flying training class start dates. All requirements must be met IAW AFI 11-421 and this instruction.

1.12.1.2. If required for the aircraft, certification will also include verification that the member successfully completed physiological training IAW AFI 11-403**,** *Aerospace Physiological Training Program*. Physiological training will be completed before the member participates in his/her first flight.

1.12.1.3. The commander will also verify the member possesses the appropriate level of security clearance for the aircraft and review the member's past aviation service qualification. Any impediment to the crewmember's aviation service will be brought to the commander's attention.

1.12.1.4. Validation of active flying/jump requirements includes confirmation of the specific API code, appropriate DAFSC or DAFSC prefix, establishment of a Flying Activity Code (FAC) IAW AFI 11-401 and verification that the member is entered in training to obtain and maintain qualification in an aircraft. For operational support fliers, the HARM office will confirm operational support requirements and allocation of sufficient man-months.

1.12.2. Authority for Change. The authority for changing a member's aviation/parachutist service status depends on the type of action. A member's commander (or any commander within command channels), aerospace Flight Medicine Element (FME) office, servicing HARM office, Military Personnel Section (MPS), or AF may initiate the action. Each authority will immediately notify the member's servicing HARM office with supporting

justification and request publication of the appropriate AO. Unless the approval authority is restricted to AF, an individual's servicing HARM office publishes the AO.

1.12.3. Effective Period of the AO. Depending upon the category of aircrew or parachutist member, an individual's availability or duration of the flying/jump requirement limits the effective period of an AO. AFI 11-421 is the governing directive for preparing AOs.

1.12.3.1. AOs that establish an aviation service period for rated officers (except flight surgeons and officers in training leading to the award of an aeronautical rating) will normally contain a termination date of the next aviation career phase point (gate), regardless of Date Of Separation (DOS), Date of Estimated Return from Overseas (DEROS), or retirement. Unless disqualified from aviation service, the AO termination date for rated officers will normally be the effective date the officer will accrue 12, 18, 22 or 25 years of aviation service. Flying incentive pay entitlement continues providing the member remains in continuous incentive pay status; this pay terminates on the last effective date of the AO when changing from continuous to conditional incentive pay status.

1.12.3.1.1. When a rated officer's incentive pay status changes from continuous to conditional, flying incentive pay will restart when the member qualifies for entitlement to conditional incentive pay using hours flown from the effective date of the conditional status AO forward (if otherwise qualified). For an actively flying rated officer with longer than 25 years of aviation service, the termination date of the AO will be the earliest known termination date, such as projected termination of assignment, or retirement date. These members are placed in conditional incentive pay status.

1.12.3.2. AOs that establish an aviation service period for CEAs will normally contain a termination date of the next aviation career phase point (gate), regardless of DOS, Expiration Term of Service (ETS), or retirement. Unless the member is disqualified from aviation service, the AO termination date for a CEA will normally be the effective date the crewmember will accrue 10, 15, 20, or 25 years of aviation service. Flying incentive pay continues providing the member remains in continuous incentive pay status; this pay terminates on the last effective date of the AO when changing from continuous to conditional incentive pay status.

1.12.3.2.1. When a CEA's pay status changes from continuous to conditional, flying incentive pay restarts when the member qualifies for entitlement to conditional incentive pay using hours flown from the effective date of the conditional status AO forward (if otherwise qualified). For CEAs actively flying with longer than 25 years of aviation service, the termination date of the AO will be the DOS. These members are placed in conditional incentive pay status.

1.12.3.3. For non-CEA enlisted aircrew members, the AO termination date will reflect the DOS. Terminate AOs IAW AFI 11-421 effective the date of flying tour completion, change in status to inactive status (e.g., FSC "J" or "L"), the date member is suspended/disqualified from aviation service, or DOS (whichever is earliest). If the member re-enlists without incurring a break in service, publish an AO to change the termination date to the new DOS (no change to effective date). Flying incentive pay terminates on the last effective date of the AO (if otherwise qualified), unless a new AO

will be published for continued aviation service with no change to effective date of the AO.

1.12.3.4. For non-rated officers, the AO termination date will be the DOS, if known. If the DOS is not known, the effective period of the AO will not exceed three years. If the member is notified of a follow-on flying assignment, or continues in the current flying assignment for more than three years, the HARM office will publish an AO to change the termination date to reflect the DOS or an additional three-year period, whichever is earlier. Flying incentive pay terminates on the last effective date of the AO (if otherwise qualified), unless a new AO will be published for continued aviation service with no change to effective date of the AO.

1.12.3.5. For parachutist members, (jump inherent UMD DAFSCs IAW AFI 11-410 or "J" prefixed DAFSC positions) the AO termination date will be the DOS or jump tour completion date, if known. Terminate AOs IAW AFI 11-421 effective the date of jump tour completion, change in status to inactive status (e.g., FSC "06"), date member is suspended/disqualified from parachutist status, or DOS, whichever is earliest. If the member re-enlists without incurring a break in service, publish an AO to change the termination date to the new DOS (no change to the effective date). If the member is notified of a follow-on jump assignment, change the termination date to reflect the follow-on assignment jump tour completion date. Jump incentive pay terminates on the last effective date of the AO (if otherwise qualified), unless a new AO will be published for continued parachutist service with no change to effective date of the AO (reenlistments or Permanent Change of Station [PCS] to another parachutist assignment).

1.12.3.5.1. For a rated officer, CEA, non-rated officer, or non-CEA enlisted member assigned to a "J" prefixed DAFSC position on the UMD, the termination date of the jump AO is the date the member is no longer assigned to the "J" prefixed position. For members approved for temporary jump status, the AO terminates when the jump requirement ends IAW AFI 11-410. Include in the jump request letter the duration for temporary jump status with full justification. (See AFI 11-410 for maximum time allowed in temporary jump status). Example: Member is authorized temporary jump status from 1 Apr through 31 May to help with a Joint Readiness exercise. The AO authorizing temporary jump status will terminate 31 May. Jump incentive pay terminates on the last effective date of the AO (if otherwise qualified).

1.12.3.5.1.1. For rated officers and CEAs approved for jump status, the AO will reflect the termination date of jump status; however, ARMS will reflect the next aviation phase point (gate) as the termination date of <u>aviation</u> status. HARM offices may publish an AF Form 1887, *Aeronautical Order (PA) Aviation Service* to place rated officers or CEAs on jump status in lieu of an ARMS generated AO to prevent changing flying anniversary termination dates in ARMS. Jump incentive pay terminates on the last effective date of the AO (if otherwise qualified), unless a new AO will be published for continued parachutist service with no change to effective date of the AO (reenlistments or PCS to another parachutist flying assignment).

1.12.3.5.2. For nonrated or non-CEA aircrew members assigned to a unit without an open flying billet ("X", "K", or "Q" prefixed DAFSC position on the UMD) due to

unit exceeding total nonrated or non-CEA aircrew member authorizations, the active AO will terminate on the last day of the formal school (for initial training or TDY), the day after departed last duty station (for PCS assignment), or the day before effective date of duty (for Permanent Change of Assignment [PCA]). Flight incentive pay terminates effective the last day of the active AO (if otherwise qualified). In the case of excess manning, unless a waiver is approved by MAJCOM/A3 the HARM office will publish an AO terminating flying duties for the excess member(s) IAW AFI 11-421 and this instruction.

1.12.3.5.3. For parachutists ("J" coded DAFSC, or jump inherent DAFSC IAW AFI 11-410) assigned to an operational unit without an open parachutist billet due to the unit exceeding total jump authorizations, the active AO will not be effective past the last date of jump school (for initial training or TDY), the day after departed last duty station (for PCS assignment), or the day before effective date of duty (for PCA). Jump incentive pay terminates on the last effective date of the active AO (if otherwise qualified). In the case of excess manning, unless AF/A3O approves a waiver the HARM office will publish an AO terminating flying/parachutist duties for the excess member(s) IAW AFI 11-421.

1.12.3.6. For civilian government employees, the AO termination date will not exceed five years. If the member continues in the current flying assignment for more than five years, the HARM office will publish an AO to change the termination date to reflect an additional three-year period. Flying incentive pay is not authorized.

1.12.3.7. The HARM office will terminate AOs published for operational support fliers effective the last day of each month**,** when the flying requirement no longer exists (if less than a month), or when man-months are no longer available, whichever occurs first.

1.12.3.8. Publish AOs as quickly as possible when an effective period changes. When a member arrives at a base via PCS action, the gaining HARM office will validate the AO against authorized UMD data for the position number assigned to the member.

1.12.3.8.1. IAW AFI 11-401 units may allow double-billeting of rated staff, flight surgeon, or CEA staff positions for up to 30 days only when there is an overlap during replacement of the incumbent member. Unless waived, the unit commander will direct the servicing HARM office to terminate the active flying AO of one of the members effective the 31st day of overlap. ***NOTE:*** HARM offices will publish an AO assigning FSC “H” and an inactive FAC 7 to the additional incumbent(s) IAW AFI 11-401.

1.12.3.8.2. The total number of non-rated officers or non-CEA aircrew on active AOs may exceed the number of UMD authorizations for up to 90 days when the overage is caused by PCS or PCA actions. Unless waived, the commander will identify the members to be removed from active flying status to bring the unit in line with the number of UMD authorizations. HARM offices will terminate the active AOs for the newly arrived members effective the 91st day of the overage to bring the unit in line with the number of UMD authorizations. ***NOTE:*** HARM offices will publish an AO assigning FSC “H” and an inactive FAC 7 to the additional incumbent(s) IAW AFI 11-421.

1.12.3.8.3. The total number of parachutists on active AOs may exceed the number of UMD authorizations for up to 90 days when the overage is caused by formal jump school attendance, PCS or PCA actions. For parachutists only, officers may fill enlisted billets and enlisted personnel may fill officer billets when performing similar duties (e.g., an Intel officer can fill a vacant Intel enlisted position). When all enlisted and officer jump billets are filled, however, the 90-day overage period begins. Unless waived, the commander will identify the members to be removed from active jump status to bring the unit in line with the number of UMD authorizations. ***NOTE:*** HARM offices will publish an AO assigning ASC "06" to the additional incumbent(s).

1.12.3.9. Should circumstances require involuntary termination of aviation/parachutist service (other than suspension or disqualification) earlier than specified in the order, give the member as much advance notice as possible before termination. When the AO is no longer effective (expires), the member's aviation/parachutist service ends and entitlement to flying/parachutist incentive pay terminates. The HARM office will publish an MPO to stop incentive pay effective the termination date of the AO that originally authorized flying/jump status (or earlier if qualification for incentive pay ended on an earlier date).

**1.13. Disqualification/Requalification Aviation/Parachutist Packages.** Squadron commanders will submit disqualification/requalification aviation/parachutist packages to the MAJCOM ARM Functional Manager for staffing to MAJCOM/A3T/A3 and AF/A3O-AT as applicable. (See also paragraphs **3.7** and **7.8**). With the exception of voluntary requests, all disqualification actions require review by the base legal office prior to forwarding to the MAJCOM. Requalification packages require legal review only when the requalification process requires appearance before a FEB. For disqualification actions, commanders will direct the base HARM office to publish the suspension AO and terminate flight or jump pay accordingly. Include the suspension AO in the disqualification package. If final disqualification action was not accomplished prior to separation, retirement or PCS, commanders will ensure this action is completed as soon as possible. See also **paragraph 1.4.1.1**. ***NOTE:*** A member who separated from military service in suspended status must apply for requalification of AOs if requesting return to aviation status. Do not revoke the suspension AO. Revalidation AOs are effective from the date of assignment forward or when the member satisfies qualification requirements, whichever occurs last.

1.13.1. As a minimum, a disqualification package will contain the commander's notification letter, justification for disqualification action, ARMS IDS, FHR and/or JHR (as applicable), Individual Training Summary (ITS), the suspension AO, and AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*.

1.13.1. **(AFSOC)** Commanders will coordinate all disqualification packages through the unit SARM office and the servicing HARM office before submitting to HQ AFSOC/A3TR for further processing, coordination, and final approval. Packages received without SARM or HARM office coordination will be returned for coordination. **(T-2)**

1.13.1.1. **(Added-AFSOC)** Commanders will coordinate recommendations for Flying Evaluation Board (FEB) action (including FEB waiver and Voluntary Disqualification from Aviation Service in Lieu of FEB [VILO]) through the unit SARM office and servicing HARM office before submitting to the FEB convening authority. SARM and

HARM office coordination ensures required Aviation Resource Management (ARM) actions are taken and the appropriate ARMS documentation is included in the staff package. Refer to Chapter 4 in this supplement. **(T-2)**

1.13.2. As a minimum, a requalification package will contain the commander's notification letter (**Attachment 6**), justification for requalification action, member's application letter (if applicable), ARMS IDS, FHR and/or JHR (as applicable), ITS, the suspension AO (if applicable) and disqualification AO, and an AF Form 1042 documenting completion of a current flight physical.

1.13.2. **(AFSOC)** Commanders will coordinate all requalification and revalidation packages through the unit SARM office and the servicing HARM office before reaching HQ AFSOC/A3TR for further processing, coordination, and final approval. Packages received without SARM or HARM office coordination will be returned for coordination. **(T-2)**

**1.14. Recommendations for Change.** Submit proposed changes to this instruction via AF Form 847 through MAJCOM/A3 channels to AF/A3O-AT, 1480 Air Force Pentagon, Washington DC, 20330-1480.

**1.15. AF Waivers.** Request waivers to this instruction via memorandum through MAJCOM/A3 channels to AF/A3O-AT. Once approved, MAJCOMs may publish these waivers in supplements to this instruction.

## Chapter 2

## US AIR FORCE AERONAUTICAL RATINGS

**2.1. Determining and Revoking Ratings.** The Chief of Staff, USAF, determines Aeronautical Ratings. AF/A3O and MAJCOM commanders may revoke a specific rating from an individual when the requirement for an aviation service career no longer exists. This chapter establishes USAF procedures regarding aeronautical ratings.

**2.2. Applicable to Whom.** Rated policy applies to USAF officers on extended active duty and USAF officers who are active members of the ARC.

2.2.1. Under Title 10, U.S.C. 8691, the USAF may award aeronautical ratings to USAF commissioned officers only (exceptions are noted in **Chapter 7**). The following are the USAF aeronautical ratings:

2.2.1.1. Pilot, Senior Pilot, Command Pilot.

2.2.1.2. RPA Pilot, Senior RPA Pilot, Command RPA Pilot.

2.2.1.3. Combat Systems Officer (CSO), Senior Combat Systems Officer, Master Combat Systems Officer. Note: Proceeding references to "CSO" includes individuals previously awarded the "Navigator" rating.

2.2.1.4. Navigator, Senior Navigator, Master Navigator.

2.2.1.5. Air Battle Manager (ABM), Senior Air Battle Manager, Master Air Battle Manager.

2.2.1.6. Observer, Senior Observer, Master Observer.

2.2.1.7. Flight Surgeon, Senior Flight Surgeon, Chief Flight Surgeon.

2.2.2. The Chief of Staff, USAF, awards the Astronaut qualifier. Prepare an application according to **Attachment 2**. Submit the application through MAJCOM channels to AF/A3O-AT, 1480 Air Force Pentagon, Washington DC, 20330-1480 with a copy of the member's current AO. AF/A3O-AT will review the application and publish the DAF AO awarding the Astronaut qualifier.

2.2.3. An individual must meet all eligibility requirements IAW **Table 2.1** of this instruction before award of an aeronautical rating. Waivers to award criteria are not considered appropriate.

2.2.4. The AF awards the basic rating to a member who completed a specific course of training leading to professional qualification in primary aviation skills. This rating signifies a commitment to a career in aviation service. The AF awards advanced ratings to members who attain a specific flying experience level.

**2.3. Eligibility for Award of USAF Ratings.** A USAF officer who completes USAF formal UFT or AF designated equivalent training, is eligible for a USAF rating.

2.3.1. An Air Force officer who completed comparable training as a member of another US military service and holds an aviation designation comparable to the USAF rating may be eligible for the equivalent USAF rating.

2.3.1.1. Former non-USAF helicopter-only pilots may be awarded the USAF pilot rating (helicopter only). Helicopter pilots who have not completed USAF/USN Primary fixed wing training (T37/T-34/T-6) will complete all phases of fixed wing qualifications prior to assignment to fixed wing aircraft duties. Waiver authority is HQ AETC/A2/3/10. ***NOTE:*** Publish an AF Form 1887 to award fixed wing qualification to all helicopter-only pilots effective on the graduation date from fixed-wing qualification. The original DAF AO rating date will not change in ARMS.

2.3.1.2. Former Navy or Marine Corps Flight Officers who completed basic Naval Flight Officer (NFO) training and were qualified in an operational weapon system aircraft may apply for the USAF CSO rating (Refer to **Attachment 3**).

2.3.1.3. A USAF Medical Corps officer who completed comparable training as a member of another US military service and holds an aviation designation comparable to the USAF flight surgeon rating may apply for the USAF flight surgeon rating.

2.3.2. A USAF rated officer qualified to perform duties in space (50 miles above the earth's surface) who completes a minimum of one operational mission is eligible for the astronaut qualifier (pilot astronaut, CSO astronaut, observer astronaut, ABM astronaut, and flight surgeon astronaut,). (See **Attachment 2**).

**2.4. Authority to Award Ratings.**

2.4.1. The Commander, Air Education and Training Command (AETC), awards the basic pilot, and CSO rating to USAF officers who complete UFT. Authority may be delegated to commanders of AETC flying training wings.

2.4.2. The Commander, Air Combat Command (ACC), awards the basic RPA pilot rating to USAF officers who complete RPA FTU in conjunction with Undergraduate RPA Training (URT). Authority may be delegated to the wing commanders. **Exception:** The Commander, Air Force Reserve Command (AFRC), awards the basic RPA pilot rating to USAF officers who complete RPA FTU in conjunction with URT at March AFB. Authority may be delegated to the wing commanders.

2.4.3. The Commander, Air Education and Training Command (AETC), authorizes the award of the basic ABM rating to USAF officers who complete UFT. Authority maybe delegated to commanders of the Air Control Wings. **Exception:** Award the ABM rating only to ARC officers who complete UFT and are immediately assigned to active flying positions in the 116 Air Control Wing, 513 Air Control Group or units approved by AF/A3O-AT.

2.4.4. The senior Air Force Officer, National Aeronautics and Space Administration (NASA), awards the basic observer rating to individuals who complete initial NASA Mission Specialist training.

2.4.5. The Commander, USAF School of Aerospace Medicine (USAF SAM/CC), awards the flight surgeon rating to Medical Corps officers who complete the Aerospace Medicine Primary Course. When approved, flight surgeons holding an additional rating as a USAF pilot may hold a dual rating as a USAF pilot-physician. (See AFI 11-405**,** *The Pilot-Physician Program*).

**2.5. Advanced Ratings.** Award advanced ratings to identify specific levels of flying experience within each rated specialty. For an advanced rating, a USAF officer must:

2.5.1. Be qualified for USAF aviation service, have an active or inactive FSC (will not be separated, suspended, or disqualified from aviation service), or be considered a rated asset in the ARC (Air Reserve Component, consisting of the Air National Guard [ANG] and the Air Force Reserve Command [AFRC]) and;

2.5.2. Have been awarded the previous level of rating. Example: Awarded basic flight surgeon rating before being eligible for award of the senior flight surgeon rating, and;

2.5.3. Meet the eligibility requirements in **Table 2.1** ***NOTE:*** An officer is eligible for an advanced rating in the most recent specialty only, e.g. a pilot formerly qualified as a CSO is not eligible for an advanced CSO rating. Flight surgeons who perform as pilot-physicians are eligible for advanced ratings as both flight surgeons and pilots.

**2.6. Total Rated Service, Flying Time, and OFDA for Advanced Ratings.** This section pertains to eligibility criteria in **Table 2.1**

2.6.1. **Total Rated Service**. Compute years of rated service from the date the officer received the basic USAF rating. Do not include breaks in military service or any time the officer was suspended (except ASC 02 and 07), disqualified, resigned, separated, or was relieved of his or her commission. **Exception**: Prior to 1 August 2002, breaks in service did count towards rated service providing the member was not relieved of his or her commission and was not disqualified from aviation service. ***NOTE:*** Before 1 August 02, breaks in military service were included when computing years of rated service. Effective 1 August 02, breaks in military service were no longer included when computing years of rated service. Therefore, total rated service for an advanced badge with an effective date on or after 1 August 02 will not include a previous break in rated service. Do not adjust an advanced rating with an effective date before 1 August 02 that included breaks in military service.

2.6.1.1. Officers with previous US military rated or designated service must qualify for a basic USAF rating before they can qualify for an advanced USAF rating. Once awarded a basic USAF rating, all **pre-USAF** military rated or designated service is creditable toward an advanced USAF rating.

2.6.1.2. For a flight surgeon designated as a flight medical officer under previous editions of AFR 60-13, *Aviation Service, Aeronautical Ratings, and Badges*, compute total rated service from the date the officer was designated a flight medical officer.

2.6.2. **Flying Time and OFDA**. Military flying time logged (including UFT student time) and OFDA months (including OFDA months accumulated in training for the specialty before award of the USAF basic rating) are creditable toward award of an advanced rating in that specialty.

2.6.2.1. Do not credit flying time and OFDA accumulated in one specialty toward an advanced rating in another specialty. ***NOTE*:** See **paragraph 2.6.2.7** for exception regarding pilot-physicians.

2.6.2.2. Do not credit cadet flying time accrued at the USAF Academy (USAFA). USAFA cadet flying time is not creditable towards military flying time. Therefore, this

time is not included in an aircrew member's flying history and will not be input into an operational ARMS database.

2.6.2.3. Do not substitute months of flying duty accrued before 1 Apr 76 for flying time for the purpose of retroactive award of advanced ratings.

2.6.2.4. If two members are double-billeted against the same flight surgeon or rated staff (API 5, 6, or 8) manpower authorization, only one member may accumulate OFDA **(**except for PCA/PCS actions for the periods listed in this instruction and AFI 11-401). See AFI 11-401 for waiver procedures.

2.6.2.5. HARM offices will establish procedures to validate only flying time and OFDA obtained in the current rated specialty are used to award advanced ratings in that specialty. (***NOTE*:** See **paragraph 2.6.2.7** for exception regarding pilot-physicians). Additionally, HARM offices will consult the AFI (or Air Force Regulation [AFR]) that pertained to the effective period of the AO) to validate the member satisfied requirements before awarding a retroactive advanced rating. MAJCOMs or AF/A3O-AT have previous versions of applicable publications on file.

2.6.2.6. By law, do not credit OFDA months accumulated past the 18th year of aviation service toward entitlement to continuous Aviation Career Incentive Pay (ACIP). Officers may, however, continue to accumulate OFDA months based on badge-creditable months earned beyond the 18th year of aviation service to apply toward award of an advanced rating. To earn badge-creditable months following the 18th year of aviation service, a member must occupy an active flying position for at least 15 days in a given calendar month and perform OFDA-creditable flying duties that satisfy conditional ACIP requirements IAW DoD FMR, Volume 7A, regardless of the current incentive pay entitlement status of the individual.

2.6.2.6.1. Indoctrination flyers do not receive OFDA credit. Hours flown in this status and in the member's specialty, however, count towards the total flying hours requirement for an advanced rating in that specialty.

2.6.2.7. Flight surgeons are not entitled to continuous ACIP and do not accumulate OFDA months for incentive pay entitlement purposes. These members may credit months of flying duty performed while occupying an API-5 position towards advanced flight surgeon ratings, providing the hours flown satisfied conditional ACIP requirements IAW DoD FMR, Volume 7A, Chapter 22. Pilot-physicians may credit pilot time logged while assigned to a pilot-physician position towards advanced pilot and flight surgeon ratings; flight surgeon time, however, may be applied only toward advanced flight surgeon ratings (see **paragraph 2.13**).

2.6.2.8. ABMs in authorized 13BXX positions on or after 1 Oct 99 and previously awarded non-rated officer aircrew member badges are considered rated if they attended a Programmed Flying Training (PFT) course that led to the aeronautical rating at one of the following Formal Training Units (FTU): Tinker AFB (AWACS), Geilenkirchen AB (NATO AWACS), Keesler AFB or Davis-Monthan AFB (ABCCC), or Robins AFB (Joint STARS).

**2.7. Publication of the AO for Ratings.** The servicing HARM office that maintains an officer's FRF publishes AOs to award basic ratings and updates advanced ratings in ARMS. The remarks

section of each published AO must contain the specific criteria in **Table 2.1** that the individual satisfied for award of a basic rating.

2.7.1. **Effective date of AO for Basic Rating**. The effective date to award the basic USAF rating to Air Force Pilots, CSOs, and ABMs is the graduation date of USAF UFT. For RPA Pilot rating, award the basic USAF rating on the graduation date of the RPA FTU. For Inter-service transfers, AF/A3O-AT awards the basic USAF rating effective the date the officer is assigned to active rated duties (if otherwise qualified).

2.7.2. **Effective Date of Awarding an Advanced Rating**. The local HARM office will award an advanced rating effective the date a member satisfies requirements listed in **Table 2.1** If the member has more than 18 years of aviation service, the HARM office will manually calculate badge-creditable months and/or review the FHR and IFR to verify when/if the officer met eligibility criteria, and the effective date is the date the member met eligibility requirements.

2.7.2.1. Officers must be awarded previous rating(s) in a specialty prior to award of a more advanced rating in the same specialty.

**2.8. Inter-Service Transfers of Naval Flight Officers and All Medical Officers.** Award of the USAF CSO rating to former Navy or Marine Corps Flight Officers is authorized to individuals who completed basic Naval Flight Officer training and were qualified in an operational weapon system aircraft. Individuals awarded the Naval Flight Officer rating may request publication of an AO to award the USAF CSO rating. Cite this paragraph as the authority for the award.

2.8.1. An officer of the USAF Medical Corps who completed comparable training as a member of another US military service and holds an aviation designation comparable to the USAF flight surgeon rating is eligible for the USAF flight surgeon rating. The USAF Surgeon General is the approval authority for this action. This action does not require an Aeronautical Rating Board (ARB).

2.8.1.1. Submit an application letter through command medical channels to HQ AFMSA/SG3PF, 1500 Wilson Blvd, Suite 1200, Arlington, VA 22209. Include all records pertinent to establishing professional qualification as a USAF flight surgeon.

2.8.1.2. After certifying professional qualification, HQ AFMSA/SG3PF will forward the approved application to AF/A3O-AT for publication of a DAF AO to award the rating. AF/A3O-AT will forward a copy of the DAF AO awarding the rating to the MAJCOM and gaining HARM office. The MAJCOM will forward a copy of the member's ARB application (with supporting documentation) to the gaining HARM office. Use the same process in **paragraph 2.14.1** for including other US military hours and computing advanced ratings (if applicable). ***NOTE:*** DAF AOs may be published for rated members of the ANG that have been extended temporary federal recognition.

**2.9. Application to Appear Before an ARB.** Applicants for USAF aeronautical ratings must submit a request to the gaining commander or the designated convening authority for inter-service transfers. Use the format in **Attachment 3**. ***NOTE:*** Applicants will not perform in-flight duties on USAF aircraft nor be assigned to a non-flying rated position until completion of the ARB and publication of the DAF Special Order (SO) or appointment order assigning the member to a rated position. The DAF AO (CSAF awarding Air Force Rating), and the AO establishing

the member's aviation service code and FAC to initiate aviation service will be effective the date assigned to a rated position.

**2.10. Reviewing ARB Applications.** The commander with convening authority reviews an individual's request for an ARB to determine if a board should be convened. The following guidance applies:

2.10.1. Unless waived by AF/A3O-AT, individuals must meet the requirements in **Chapter 7**.

2.10.2. If a rated vacancy exists and the applicant is qualified for assignment to the vacancy IAW 11-412, the ARB (or convening authority) recommends award of the basic AF rating and forwards the application package to MAJCOM/A3 for approval. Upon approval, AF/A3O-AT will award the rating effective the date the officer is commissioned and assigned to a rated manpower position. If a rated vacancy does not exist or the applicant is not qualified for assignment to a rated position, deny the application and advise the applicant that he or she may resubmit the application at a later date.

2.10.2.1. For Officer Training School (OTS) or Reserve Officer Training Corps (ROTC) cadets, the gaining MAJCOM is HQ AETC. For other applicants, it is the MAJCOM of the servicing MPF. For the purpose of this instruction, the National Guard Bureau (NGB) is a MAJCOM.

2.10.3. **Qualified helicopter-only pilot applicants.** MAJCOMs may hire pilots with a restricted aeronautical order/rating (Helicopter Only) to: (1) fly helicopters or CV-22 only; (2) complete applicable qualification requirements for assignment to a Remotely Piloted Aircraft (RPA) unit; (3) complete applicable fixed-wing qualification requirements for assignment to an operational fixed-wing unit or; (4) fill a non-flying rated position based upon the applicant's qualifications. A helicopter-only pilot applicant: **Note**: "Applicable qualification requirements for assignment to a remotely piloted aircraft unit" permits helicopter-only pilot to proceed directly to RPA FTU without attending SUPT or a fixed-wing qualification course. The officer will retain their "helicopter-only pilot" rating and will not be permitted to fly non-RPA fixed-wing aircraft without first attending SUPT or a fixed-wing qualification course. The helicopter-only members who fly the CV-22 will retain their "helicopter-only pilot" rating and will not be permitted to fly non-RPA fixed-wing aircraft without first attending SUPT or a FWQ course.

2.10.3.1. Must have completed a course comparable to USAF SUPT, Phase 3 in a helicopter.

2.10.3.2. Must acknowledge in writing, if approved by an ARB, he or she will be awarded a pilot rating with helicopter-only restriction and understands the assignment limitations associated with the restrictions. If the ARB does not award the rating, the member may be eligible to attend USAF SUPT at the unit's discretion.

2.10.3.2.1. Although helicopter-only qualified pilots are awarded a helicopter-only rating, this will be the original rating date and remains unchanged for advanced ratings. The original rating date is the date of the sister-service rating.

2.10.3.2.1.1. If the ARB approves award of the helicopter-only rating for <u>initial assignment</u> to a fixed wing aircraft flying position, the rating will be revoked and

flight incentive pay terminated only if the member is disqualified from USAF UPT or FWQ as the result of a Flying Evaluation Board (FEB) proceeding.

2.10.3.2.1.2. If the member is awarded a helicopter-only rating for initial assignment to a helicopter-only position but later attends USAF UPT or FWQ for a fixed wing assignment and is disqualified from USAF UPT or FWQ, the FEB may recommend the member retain the helicopter-only rating and return to a helicopter flying assignment in lieu of permanent disqualification IAW **Chapter 4**.

2.10.3.2.1.3. Do not revoke a rating awarded by an ARB unless as the result of a FEB action. Do not adjust the original rating date for officers who completed fixed-wing qualification training and are awarded an unrestricted pilot rating. The AO remarks will reflect current rating type IAW AFI 11-401.

2.10.3.3. Must be scheduled for commissioning and entry to active duty within 12 months of application if enrolled in OTS or ROTC.

2.10.3.4. Must understand a USAF rating qualifies him or her for all flying duties required of a USAF rated officer with comparable experience.

2.10.4. An applicant disenrolled or eliminated from UFT is not eligible to appear before an ARB or request waiver of an ARB. In this case, assign ASC 06 if applicant is not currently a rated officer in the USAF.

**2.11. ARB Procedures:**

2.11.1. The MAJCOM commander or MAJCOM-designated subordinate unit commander appoints the convening authority and convenes an ARB. Cite this paragraph as authority when publishing orders appointing and convening the board. Procuring commands will arrange for necessary support when board members and/or administrative support are not available to a local commander.

2.11.1. **(AFSOC)** Aviation Review Board (ARB) convening authority is delegated to the flying wing commander of a base (or equivalent [above group level]), regardless of command. **Note:** For a tenant flying unit (including Direct Reporting Unit [DRU] or Field Operating Agency [FOA] of a higher headquarters without a flying wing commander in the chain of command, the commander of the host flying wing located on the same installation will serve as the convening authority. Refer to paragraph 2.14., in this supplement for guidance on inter-service transfers. **(T-1)**

2.11.2. Conduct the board according to procedures for a FEB (See **Chapter 4**).

2.11.3. Board members will be rated officers currently assigned to active flying duty and will include at least one officer familiar with the rated duties in question. A board convened to consider the qualification of an applicant to be assigned to non-extended active duty (non-EAD) will be composed of non-EAD officers.

2.11.4. The ARB examines flying training, experience, and qualifications to determine if the applicant has rated potential comparable to a USAF rated officer.

2.11.5. All documents required by **Attachment 3** are mandatory exhibits. The board president may request additional documentation from the applicant.

2.11.6. The board will consider: the applicant's age and grade, flying training and operational experience, currency of flying experience, the availability of required upgrade or requalification training, the applicant's entire flying history to include specific references to an aircraft accident, projected flying assignments, and rated potential. The verbatim transcript will provide clear, logical support for the findings and recommendation.

2.11.7. The board advises the applicant, performs inquiries, finds facts, and makes a recommendation. Intermediate commanders review the report, indicate concurrence or non-concurrence with the board's recommendation, and forward the case file to the MAJCOM/A3 for final approval. Once approved, the MAJCOM/A3 will request AF/A3O-AT publish a DAF AO to award the rating.

2.11.8. The ARB will limit its recommendation to whether or not to award the USAF rating.

2.11.9. Dispose of the report of proceedings according to the Air Force *Records Disposition Schedule*.

**2.12. ARB Waivers.** An applicant may request waiver of appearance before an ARB if he or she submits documentation showing completion of training that is equivalent to USAF UFT and satisfies the requirements of **paragraph 2.14.1**. The applicant must have been in a military aviation status within eight years of the date of the request. If the applicant and/or appropriate commanders do not provide sufficient information, or do not include required exhibits, deny the request for waiver and return the application. Process requests for ARB appearance waivers as follows:

2.12.1. The applicant submits a request for waiver of appearance before an ARB to the commander authorized to convene the board (**Attachment 3**).

2.12.2. The commander appoints a USAF rated officer to review the request. The reviewing officer should be in the same rated specialty and be senior in rank to the applicant.

2.12.3. The reviewing officer reviews the application and interviews the applicant using guidelines in **paragraph 2.11** Following the interview, the reviewing officer provides a written synopsis of the applicant's qualifications and makes a recommendation to the convening authority. The convening authority adds his or her recommendation and forwards the request through channels to the MAJCOM/A3 for approval. Once approved, the MAJCOM/A3 will request AF/A3O-AT publish a DAF AO to award the rating.

**2.13. Pilot-Physicians.** Flight surgeons who also perform duties as pilot-physicians are eligible for advanced ratings both as flight surgeons and pilots. They may apply any USAF pilot years of aviation service, OFDA, and flying hours accrued before attaining flight surgeon status toward advanced pilot ratings only. After attaining pilot-physician status, all hours flown as a pilot, and badge-creditable months accrued as a pilot, will be "dual-credited" toward advanced pilot and flight surgeon ratings as long as the member is on AOs as an active pilot-physician (assigned to a FAC 9 position). Hours flown as a flight surgeon, however, will be applied towards advanced flight surgeon ratings only. Note: To earn badge-creditable months toward an advanced pilot rating, a pilot-physician must be assigned to an active flying position for at least 15 days in a given month and perform OFDA-creditable flying duties as a pilot that satisfy conditional ACIP entitlement requirements IAW DoD FMR, Volume 7A, Chapter 22.

**2.14. Training with Other than USAF Units.** A USAF officer or an individual completing a commissioning program who also completed flying training conducted by another US military service and holds a military aviation designation comparable to the USAF pilot, RPA pilot, CSO, or ABM rating may apply for the basic USAF rating in that respective specialty. Except for flight surgeons, an ARB will screen these applicants. (See **Attachment 3**).

**2.14. (AFSOC)Training with Other than USAF Units.** An individual approved for an inter-service transfer to the Air Force, and not assigned or attached to an AFSOC unit (e.g., exchange program), may submit a request through the unit commander directly to AFSOC/A3 for an ARB waiver. Individuals assigned to an AFSOC unit will submit the request through their group channels to AFSOC/A3. The request must contain information required in Attachment 3 of the basic instruction. All requests must include servicing HARM office coordination on the SSS, prior to convening authority review. The HARM office will ensure the ARB package meets the requirements of the AFI. **(T-1)**

2.14.1. The applicant must be available for assignment to operational flying duties and meet the mandatory requirements for award of aeronautical ratings listed in **Table 2.1** **(See also Chapter 7)**. If approved to receive the applicable AF rating, applicants must remain on active operational flying status for a minimum of one year before being assigned to an inactive API coded position.

2.14.1.1. Use the following mandatory source documents to establish the USAF Aviation Service Date, previous ratings, OFDA, and flying hour experience in cases involving officers with previous US military rated service:

**ARMY:** Army Officer Record Brief with Aviation Service Entry Date (ASED – equivalent to Aviation Service Date); official orders depicting aviation service authorized (equivalent to Air Force aeronautical orders) to determine active and inactive periods; orders initiating or terminating military service; current flying hour document, DD Form 214, *Certificate of Release or Discharge from Active Duty* and the member's application to appear before an ARB.

**NAVY/MARINE CORPS/COAST GUARD**: Naval Aviator Aviation Training Jacket Summary Card with Primary Date Reported (equivalent to Aviation Service Date); official orders depicting aviation service authorized (equivalent to Air Force aeronautical orders) to determine active and inactive periods; orders initiating or terminating military service; current flying hour document, DD Form 214, and the member's application to appear before an ARB.

2.14.1.2. MAJCOMs will forward to AF/A3O-AT a complete ARB package (including the documents listed above) with the MAJCOM request for award of the aeronautical rating.

2.14.2. AF/A3O-AT will publish a DAF AO to award the basic USAF aeronautical rating and qualify the applicant for aviation service. The DAF AO awarding the rating is effective the date the officer is assigned to rated duty per the DAF Special Order (SO). AF/A3O-AT will forward a copy of the DAF AO awarding the rating to the MAJCOM and gaining HARM office. The MAJCOM will forward a copy of the member's ARB application (with supporting documentation) to the gaining HARM office. (See **Attachment 3**)

2.14.3. HARM office actions.

2.14.3.1. HARM offices must receive the DAF SO, DAF AO that awarded the rating, and a copy of the ARB application prior to publishing an AO to assign the applicable ASC and FAC. The DAF AO and ARB application become a permanent part of the FRF. ***NOTE:*** The flying unit will not schedule a member for formal flying training or to perform flight duties until the servicing HARM office publishes the AO authorizing aviation service.

2.14.3.2. Use the ARB application (**Attachment 3**) to establish the periods of inactive and active flying to calculate OFDA months for update in ARMS. Document previous military active/ inactive periods on the AF Form 142, *Aviation Service Audit Worksheet*.

2.14.3.3. Use the DAF AO that awarded the AF basic rating to update ARMS. Use the previous service basic rating to update the other US military rating date and termination date (usually the DOS) to establish the eligibility date for advanced ratings. Publish advanced ratings if member satisfies criteria.

2.14.3.3.1. Helicopter- only pilot officers initially hired for assignment to fixed wing aircraft, the basic pilot rating and AOs are contingent on completion of required USAF FWQ UPT training. Helicopter- only pilot officers may be initially hired to complete USAF RPA FTU for assignment to RPA duties.

2.14.3.3.1.1. Effective date of advanced ratings. If the member satisfies eligibility criteria for the senior rating, use the day following award of the basic USAF rating as the earliest effective date for award of the senior rating. If the member is also qualified for the command rating, use the day after award of the senior rating as the earliest effective date for award of the command rating.

**Table 2.1. Mandatory Requirements for Award of Aeronautical Ratings.**

| LINE | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| | Rating (Note 1) | Rated Service or Formal Training (Note 2) | Military Flying Time (Note 3) | OFDA (Notes 4, 5, and 16) | Application Required | Other Requirements and Remarks (Note 6) |
| 1 | Command Pilot (Note 18 and 19) | At least 15 years rated service as pilot, permanent award of USAF Senior Pilot rating and | At least 3000 total pilot hours **or** | | No | Qualified for aviation service (active or inactive FSC) or considered a rated asset in ARC, and medically qualified Flying Class II.<br>Note: A pilot in DNIF status is considered to be medically qualified for the purposes of this table. |
| 2 | | | 2300 hours (any combination of primary, | | | |

| LINE | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| | Rating (Note 1) | Rated Service or Formal Training (Note 2) | Military Flying Time (Note 3) | OFDA (Notes 4, 5, and 16) | Application Required | Other Requirements and Remarks (Note 6) |
| | | | instructor, and/or evaluator pilot time) **or** | | | |
| 3 | | | | 144 Months (Notes 13-15) | | |
| 4 | Senior Pilot (Note 18 and 19) | At least 7 years rated service as a pilot, permanent award of USAF pilot rating and | At least 2000 total pilot hours **or** | | No | |
| 5 | | | 1300 hours (any combination of primary, instructor, **and/or** evaluator pilot time) | | | |
| 6 | | | **or** | 72 Months (Notes 13-15) | | |
| 7 | Pilot (Note 17) | Graduate of USAF pilot training program | None | | No | Qualified for aviation service (active FSC) and medically qualified Flying Class II |
| 8 | | Graduate of pilot training program conducted by another US service when attendance directed by USAF | | | | |
| 9 | | Graduate of pilot training program conducted by another US military service | At least 400 hours primary time and instrument qualified | | Yes | Medically qualified Flying Class II, reviewed by ARB, and found qualified by MAJCOM |

| LINE | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| | Rating (Note 1) | Rated Service or Formal Training (Note 2) | Military Flying Time (Note 3) | OFDA (Notes 4, 5, and 16) | Application Required | Other Requirements and Remarks (Note 6) |
| | | provided training is equivalent to USAF course and | | | | |
| 10 | | Graduate of helicopter training conducted by another US military service and | At least 400 hours primary time in rotary wing aircraft and instrument qualified | | | |
| 11 | Command RPA Pilot (Note 18 and 23) | At least 15 years rated service as RPA pilot, permanent award of USAF Senior RPA Pilot rating and | At least 3000 total RPA pilot hours **or** | | No | Qualified for aviation service (active or inactive FSC) or considered a rated asset in ARC, and meet RPA medical Qualification. Note: A RPA pilot in DNIF status is considered to be medically qualified for the purposes of this table. |
| 12 | | | 2300 hours (any combination of primary, instructor, and/or evaluator RPA pilot time) **or** | | | |
| 13 | | | | 144 Months (Note 15) | | |
| 14 | Senior RPA Pilot (Note 18 and 23) | At least 7 years rated RPA service as a pilot, permanent | At least 2000 total RPA pilot hours **or** | | | |

| LINE | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| | Rating (Note 1) | Rated Service or Formal Training (Note 2) | Military Flying Time (Note 3) | OFDA (Notes 4, 5, and 16) | Application Required | Other Requirements and Remarks (Note 6) |
| | | award of USAF RPA pilot rating and | | | | |
| 15 | | | 1300 hours (any combination of primary, instructor, **and/or** evaluator RPA pilot time) | | | |
| 16 | | | or | 72 Months (Note 15) | | |
| 17 | RPA Pilot | Graduate of USAF RPA pilot training program | None | | No | Qualified for aviation service (active FSC) and RPA medical qualification |
| | | Graduate of pilot training program conducted by another US military service provided training is equivalent to USAF course and | At least 400 hours primary time and instrument qualified | | Yes | |
| 18 | Master Combat Systems Officer (Note 18, 21) | At least 15 years rated service as a CSO, permanent award of USAF senior CSO | At least 3000 total hours as a CSO **or** | | **No** | Qualified for aviation service (active or inactive FSC) or considered a rated asset in the ARC and medically qualified |

| LINE | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| | Rating (Note 1) | Rated Service or Formal Training (Note 2) | Military Flying Time (Note 3) | OFDA (Notes 4, 5, and 16) | Application Required | Other Requirements and Remarks (Note 6) |
| | | rating and | | | | Flying Class II<br>Note: A CSO in DNIF status is considered to be medically qualified for the purposes of this table. |
| 19 | | | 2300 hours (any combination of primary, instructor, **and/or** evaluator time as a CSO | | | |
| 20 | | | **or** | 144 Months | | |
| 21 | Senior Combat Systems Officer (Note 18, 21) | At least 7 years rated service as a CSO, permanent award of USAF CSO rating and | At least 2000 total hours as CSO **or** | | | |
| 22 | | | 1300 hours (any combination of primary, instructor, **and/or** evaluator time as CSO | | | |
| 23 | | | **or** | 72 Months | | |
| 24 | Combat Systems Officer (Note 20) | Graduate of USAF CSO UFT Program | None | None | | Qualified for aviation service (active FSC) and medically qualified Flying Class II |
| 25 | Master Navigator (Note 18) | At least 15 years rated service as a navigator, permanent award of USAF | At least 3000 total hours as a navigator | | **No** | Qualified for aviation service (active or inactive FSC) or considered a rated asset in the ARC and |

| LINE | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| | Rating (Note 1) | Rated Service or Formal Training (Note 2) | Military Flying Time (Note 3) | OFDA (Notes 4, 5, and 16) | Application Required | Other Requirements and Remarks (Note 6) |
| | | senior navigator rating and | | | | medically qualified Flying Class II<br>Note: A navigator in DNIF status is considered to be medically qualified for the purposes of this table. |
| 26 | | | 2300 hours (any combination of primary, instructor, **and/or** evaluator time as a navigator) | | | |
| 27 | | | **or** | 144 Months (Notes 13-15) | | |
| 28 | Senior Navigator (Note 18) | At least 7 years rated service as a navigator, permanent award of USAF navigator rating and | At least 2000 total hours as navigator | | | |
| 29 | | | 1300 hours (any combination of primary, instructor, **and/or** evaluator time as navigator) | | | |
| 30 | | | **or** | 72 Months (Notes 13-15) | | |
| 31 | Navigator | Graduate of USAF UNT/SUNT Program | None | None | | Qualified for aviation service (active FSC) and medically qualified Flying Class II<br>Note 8 |

| LINE | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| | Rating (Note 1) | Rated Service or Formal Training (Note 2) | Military Flying Time (Note 3) | OFDA (Notes 4, 5, and 16) | Application Required | Other Requirements and Remarks (Note 6) |
| 32 | | Graduate of the US Naval Observer course VT-29 (Advanced Navigator Training Course) and | At least 400 primary navigator hours, | None | Yes | Medically qualified Flying Class II, reviewed by ARB, and found qualified by MAJCOM |
| 33 | Master ABM | At least 15 years rated service as a ABM, permanent award of USAF senior Air Battle Manager rating and | At least 3000 total hours as a ABM **or** | | No | Qualified for aviation service (active or inactive FSC) or considered a rated asset in the ARC and medically qualified Flying Class II<br>Note: An ABM in DNIF status is considered to be medically qualified for the purposes of this table.<br>Notes 9, 10, 11, and 12. |
| 34 | | | 2300 hours (any combination of primary, instructor, **and/or** evaluator time as an ABM | | | |
| 35 | | | **or** | 144 Months (Notes 13-15) | | |
| 36 | Senior ABM | At least 7 years rated service as a ABM, permanent award of USAF Air Battle Manager rating and | At least 2000 total hours as an ABM **or** | | | |
| 37 | | | 1300 hours | | | |

| LINE | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| | Rating (Note 1) | Rated Service or Formal Training (Note 2) | Military Flying Time (Note 3) | OFDA (Notes 4, 5, and 16) | Application Required | Other Requirements and Remarks (Note 6) |
| | | | (any combination of primary, instructor, and/or evaluator time as ABM | | | |
| 38 | | | **or** | 72 Months (Notes 13-15) | | |
| 39 | **ABM** | Graduate of Undergraduate ABM Training. (Note 9) | None | None | | Qualified for aviation service (active FSC) and medically qualified Flying Class II |
| 40 | Master Observer | At least 15 years rated service, permanent award of USAF senior observer rating and | At least 3000 total hours **or** | | No | Qualified for aviation service (active or inactive FSC) or considered a rated asset in the ARC, and medically qualified Flying Class II<br>Note: An observer in DNIF status is considered to be medically qualified for the purposes of this table. |
| 41 | | | 2300 hours (any combination of primary, instructor, **and/or** evaluator time) | | | |
| 42 | | | **or** | 144 Months (Notes 13-15) | | |
| 43 | Senior Observer | At least 7 years rated service as an Observer, permanent | At least 2000 total hours **or** | | | |

| LINE | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| | Rating (Note 1) | Rated Service or Formal Training (Note 2) | Military Flying Time (Note 3) | OFDA (Notes 4, 5, and 16) | Application Required | Other Requirements and Remarks (Note 6) |
| | | award of USAF observer rating and | | | | |
| 44 | | | 1300 hours (any combination of primary, instructor, **and/or** evaluator time) | | | |
| 45 | | | **or** | 72 Months (Notes 13-15) | | |
| 46 | Observer | Graduate of NASA Mission Specialist training | None | **None** | | Qualified for aviation service and medically qualified Flying Class II |
| 47 | Chief Flight Surgeon | At least 15 years rated service as a flight surgeon, permanent award of USAF senior flight surgeon rating, 24 months on active flying status (ASC 8A and API 5), and | At least 750 total hours logged as a flight surgeon **or** | 144 Months operational flying duty as a flight surgeon or Pilot-Physician (Notes 6 and 13-15) | No | Qualified for aviation service (active or inactive FSC) or considered a rated asset in the ARC and medically qualified Flying Class II. Pilot-physicians see **paragraph 2.13.** |
| 48 | Senior Flight Surgeon | At least 7 years total rated service as flight surgeon, permanent award of USAF flight surgeon rating, 1 year on active flying status (ASC 8A and API 5), and | At least 350 total hours logged as a flight surgeon **or** | 72 months operational flying duty as a flight surgeon or pilot-physician (Notes 6 and 13-15) | | |
| 49 | Flight Surgeon | USAF officer graduate of the Aerospace | None | None | | Qualified for aviation service and medically qualified Flying Class |

| LINE | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| | Rating (Note 1) | Rated Service or Formal Training (Note 2) | Military Flying Time (Note 3) | OFDA (Notes 4, 5, and 16) | Application Required | Other Requirements and Remarks (Note 6) |
| | | Medicine Primary Course, Unrestricted Medical License, and awarded AFSC 48XX (Note 22) | | | | II. Pilot-physicians see **paragraph 2.13.** |
| 50 | | Graduate of like training conducted by other US military service and holds a designation comparable to USAF flight surgeon | None | None | Yes | Qualified by the USAF Surgeon General and medically qualified Flying Class II |

***NOTES:***

1. Only USAF commissioned officers may receive USAF ratings.

2. Compute years of rated service from the date the officer received the basic USAF rating (normally graduation date of UFT). Do not include breaks in aviation service after 1 Aug 02. Breaks include periods of suspensions (except ASC 02 and 07), disqualifications, separation, resignation, or relieved from aviation service. See also **paragraph 2.6.1.1.**

3. Time logged in the specific aeronautical specialty only and student time logged in training leading to award of the basic rating. For example, CSO or student CSO time does not count for advanced pilot ratings.

4. OFDA credited after date of entry into training leading to the basic rating. For example, OFDA credited as a CSO is not creditable toward advanced pilot ratings.

5. Rated officers with more than 18 years of aviation service and pilot-physicians may earn badge-creditable months toward award of advanced ratings. These members must occupy an active flying position for at least 15 days in a given month and perform OFDA-creditable flying duties that satisfy conditional ACIP requirements IAW DoD FMR, Volume 7A, Chapter 22 and AFI 11-421. Additionally, for pilot-physicians, use only flight time performed as a pilot to calculate badge-creditable months toward advanced pilot ratings IAW **paragraph 2.13.** of this AFI.

6. Flight surgeons' (API 5) must satisfy conditional ACIP requirements IAW DoD FMR, Volume 7A, Chapter 22 in order to receive one month of OFDA credit.

7. When an AF member qualifies for the Astronaut qualifier, the Astronaut Qualifier symbol may be worn (superimposed) on the rated badge they are eligible to wear. This is not a separate USAF rating.

| LINE | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| | Rating (Note 1) | Rated Service or Formal Training (Note 2) | Military Flying Time (Note 3) | OFDA (Notes 4, 5, and 16) | Application Required | Other Requirements and Remarks (Note 6) |

8. Former Navy and Marine Corps Flight Officers who completed the basic NFO training and were qualified in an operational weapon system aircraft may request award of the USAF CSO rating.

9. ABM's will be rated when they complete the Undergraduate ABM Training course that leads to the award of the aeronautical rating or designation (on or after 1 Apr 2010). Also reference **paragraph 2.4.1.1.**

10. ABMs in an authorized 13BXX position (on or after 1 Oct 99) previously awarded non-rated officer aircrew member badges are considered rated if they attended a graduate level FTU course that led to the ABM designation at one of the following FTUs: Tinker AFB (AWACS), Geilenkirchen AB (NATO AWACS), Keesler AFB or Davis-Monthan AFB (ABCCC), Robins AFB (Joint STARS) or UABMT at Tyndall AFB after 1 Apr 2010. For officers not yet awarded a nonrated officer aircrew member badge who completed graduate level FTU course before 1 Oct 99, use the initial qualification check as the basic rating date.

11. Grandfathering: For ABMs previously awarded the basic, senior, or master officer aircrew member badge prior to 1 Oct 99, HARM offices will use the initial standard evaluation qualification check for award of the basic ABM rating, and the same effective date of the nonrated advanced badge AOs to update corresponding advanced rating (s) in ARMS. Maintain all nonrated and rated AOs in FRF.

12. The ASD, which determines continuous ACIP, will be based on the date the initial AO was published IAW current directives at one of the FTUs. An ASD cannot be established until an officer qualified for aviation service has been assigned to a formal flying course at one of the designated FTUs.

13. Rated members awarded the command/master/chief rating prior to 29 July 2003 are grandfathered under previous criteria for award of advanced ratings.

14. Rated members awarded a senior rating prior to 29 July 2003 must accrue 144 months OFDA for the command/master/chief rating when OFDA is used as the qualifying criteria for award of the advanced rating.

15. All other rated members must accrue 72 months OFDA for the senior rating and 144 months OFDA for award of the command/master/chief ratings, when OFDA is used as the qualifying criteria for award of an advanced rating.

16. After 7/15 years of rated service, use the 16th of a month when meeting OFDA requirement (prior to 18 year gate) or date of flight when member reached hour milestone requirement for effective date of AO.

17. Original rating date remains unchanged for a helicopter-only pilot, after attending USAF UPT or FWQ for fixed-wing qualification.

18. RPA flying time may not be applied towards advanced ratings in a specific aircrew specialty; however, OFDA accumulated as a RPA operator may be applied toward advanced ratings.

19. Astronaut space station time may not be applied towards advanced ratings in a specific aircrew specialty; however, OFDA accumulated as an Astronaut may be applied toward advanced ratings.

20. The CSO rating is awarded to individuals who entered CSO UFT after 1 Oct 2004.

| LINE | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| | Rating (Note 1) | Rated Service or Formal Training (Note 2) | Military Flying Time (Note 3) | OFDA (Notes 4, 5, and 16) | Application Required | Other Requirements and Remarks (Note 6) |

21. Navigators are not eligible for award of advanced CSO ratings.

22. Foreign flight surgeons that complete the Advanced Aerospace Medicine for International Medical Officers Course (B3FAY9356) may be awarded the basic flight surgeon badge if not previously awarded.

23. Do not credit non-RPA Pilot flying time and OFDA accumulated in another rated specialty towards advanced RPA ratings.

## Chapter 3

## AVIATION SERVICE OF RATED OFFICERS, CAREER ENLISTED AVIATORS AND CIVILIAN GOVERNMENT (GS) EMPLOYEES

**3.1. Purpose of Chapter.** This chapter contains aviation service policies regarding rated officers, CEAs and civilian employees performing duties as aircrew members. It establishes procedures for entering rated/CEA aviation service, qualification for aviation service and flying incentive pay, and disqualification, requalification, and termination of aviation service.

**3.2. Applicable to Whom.** These procedures apply to all USAF officers who hold a current USAF aeronautical rating or are enrolled in Undergraduate Pilot, Remotely Piloted Aircraft (RPA) Pilot, CSO, ABM, Flight Surgeon, Observer or training, and all CEA aircrew members identified by AFSCs 1AXXX (Aircrew Operations career field) or 1UXXX (RPA Sensor Operator (SO) career field) or other AFSCs approved for CEA aviation service by USAF/A3O-AT and civilian government employees who fly USAF aircraft.

**3.3. Procedures:**

3.3.1. To qualify for an aviation service career, an individual must maintain medical qualification, continue to develop professional skills, and demonstrate the potential for continued use as a rated/CEA asset. Career aviation service is a privilege, not a right. Personnel must be medically qualified IAW AFI 48-123, prior to AOs being published/effective. If required, the member will complete physiological training IAW AFI 11-403 before performing flying duties.

3.3.2. The USAF expects pilots to upgrade to aircraft commander or flight lead upon completion of sufficient training. There will be no career co-pilots or wingmen, unable or unwilling to upgrade.

3.3.3. Enter an enlisted member into an aviation service career upon assignment to formal flying duty in the Airman Aircrew Operations career fields (1AXXX/1UXXX) or other AFSCs approved by USAF/A3O-AT.

3.3.4. Rated officers, CEAs and civilian employees will maintain professional standards.

3.3.5. The USAF considers rated officers and CEAs available for aircrew duties on a world-wide basis. This includes training for combat and actual combat. Any moral or ethical compunction, or personal or self-imposed reservation or qualification that limits worldwide availability renders an aircrew member incompatible with career aviation status. This includes attempts to limit flying duty to specific aircraft, roles, or missions.

**3.4. Who Authorizes Career Aviation Service.** Authority to initiate or terminate aviation career status is vested in:

3.4.1. Chief of Staff (CSAF) of the Air Force.

3.4.2. AF/A3/5, Deputy Chief of Staff, Operations, Plans and Requirements.

3.4.3. AF/A3O, Director of Current Operations and Training.

3.4.4. AF/A3O-AT, Chief, Operational Training Division.

3.4.5. MAJCOM/CC/A3 or commanders of Field Operating Agencies (FOAs) within the USAF and ARC.

3.4.6. Commanders who exercise direct control over the HARM office that maintains an assigned member's flight records.

**3.5. Qualification for Flying Incentive Pays.**

3.5.1. Qualification for Aviation Career Incentive Pay (ACIP). To be entitled to ACIP, an officer must: 1) be entitled to basic pay; 2) hold a current aeronautical rating or be enrolled in training leading to an aeronautical rating; 3) be medically and professionally qualified for aviation service; and 4) have a valid AO. In addition to these four requirements, rated officers in conditional flight pay entitlement status must be assigned to an active flying position and satisfy conditional incentive pay requirements IAW DoD FMR, Volume 7A, and AFI 11-421.

3.5.2. Qualification for Career Enlisted Flying Incentive Pay (CEFIP). To be entitled to CEFIP, a CEA must: 1) be entitled to basic pay; 2) hold a 1AXXX or other AFSC approved by AF/A3O-AT or be enrolled in Formal Flying Training (FFT) leading to designation as a CEA; 3) be medically and professionally qualified for aviation service and; 4) have a valid AO. In addition to these four requirements, CEAs in conditional flight pay entitlement status must be assigned to an active flying position and satisfy conditional incentive pay requirements IAW DoD FMR, Volume 7A, and AFI 11-421. **Note**: RPA sensor operators are not eligible for CEFIP.

**3.6. Termination of Career Aviation Service.** Aviation service ends when a rated officer or CEA's AO (including rating or CEA designation) is no longer valid or upon suspension, disqualification, separation, or retirement.

3.6.1. When an active duty or ARC rated officer/CEA separates or retires, his or her aviation service status and rating/CEA designation becomes invalid.

3.6.2. When an officer/CEA is suspended, disqualified, separated, or retired from the service the HARM office will print an ARMS IDS, FHR, IFR, JHR and IJR (if applicable) and file the AO, MPO and ARMS products in the member's FRF.

3.6.3. Suspension. Do not suspend a rated officer/CEA (ASC 04) for more than 180 calendar days without MAJCOM/A3T approval. The suspension period begins on the date the aircrew member is notified of the suspension action in writing by the commander (wing commander or equivalent for FEB actions). The commander will send a copy of this letter to the servicing HARM office. The HARM office will publish a suspension AO effective the date of the commander's letter to the member and terminate member's flight/parachutist pay effective one calendar day prior to the effective date of the suspension AO. Suspension letters with retroactive effective dates are not authorized. The commander will initiate suspension action when the member: **Note:** Suspension action is authorized for civilian government employees flying USAF aicraft.

3.6.3. **(AFSOC)** Commanders will not allow suspended rated officers or CEAs to remain in aviation service code (ASC) 04 for more than 180 days without HQ AFSOC/A3T approval. Request to extend ASC 04 assignment beyond 180/365 days must include justification and include approximate completion date of unit suspension action in accordance with (IAW) the

basic instruction and this supplement. Coordinate waiver requests through the unit SARM office and servicing HARM office. Submit waiver requests IAW AFI 11-401, *Aviation Management*, and AFI 11-401_AFSOCSUP. **(T-1)**

3.6.3.1. Is a respondent in a FEB/waiver of FEB action (see **paragraphs 3.7.1.1** and **4.4.5**) ***NOTE:*** Convening authority (wing commander or equivalent) will notify the member of suspension due to FEB (**Attachment 14**) and send a copy of this notification to the HARM office. **Attachment 14** is the source document to publish a suspension AO.

3.6.3.2. Professes fear of flying. (see **paragraph 3.7.1.3**).

3.6.3.3. Pending action for alcohol-related misconduct, alcoholism or drug abuse, or self-identifies as an illegal drug user. (see **paragraph 3.7.1.5**).

3.6.3.4. Is being processed for involuntary discharge.

3.6.3.5. **Pending action for a violation of the UCMJ. (see paragraph 3.7.1.6**) ***NOTE:*** Suspension action for members for which disposition by Article 15, UCMJ non-judicial punishment is clearly appropriate or intended is at the discretion of the commander unless:

3.6.3.5.1. The misconduct involves abuse of trust, reckless behavior, or involves conduct of a nature to raise reasonable doubt that the rated officer/CEA can or will conform his or her conduct to the requirements of law, regulation, or military authority.

3.6.3.5.2. The member demands trial by court-martial after initiation of non-judicial punishment under Article 15, UCMJ and the commander had exercised discretion not to suspend the rated officer/CEA from flying duties.

3.6.3.6. Is under investigation or the subject of a criminal charge under a civilian penal code if the charge alleges an offense for which the maximum authorized punishment in a court-martial under the UCMJ would exceed six months confinement at hard labor. (see **paragraph 3.7.1.6**).

3.6.3.7. Is being processed for personnel reliability program (PRP) decertification. (see **paragraph 3.7.2.5**).

3.6.3.8. Attempts to Drop On Request (DOR) from a formal flying training course. (see **paragraph 3.7.1.2.4 and Note**).

3.6.3.9. Fails to maintain aircrew ground or flight requirements due to factors within his or her control. (For survival school, refer to **paragraph 3.7.2.3**).

3.6.3.10. Is administratively found by his or her immediate or higher-level commander to have committed an offense(s) for which the maximum authorized punishment in a court-martial would exceed six months confinement at hard labor, whether or not there is military jurisdiction.

3.6.3.11. Loses security clearance. (Suspension action is at the discretion of the commander).

3.6.3.12. **Suspension may be terminated when.**

3.6.3.12.1. The civilian or military criminal court proceedings are final.

3.6.3.12.2. The Article 15, UCMJ nonjudicial punishment process is final (including action on appeal, if any).

3.6.3.12.3. The commander determines that the basis for the suspension has been resolved, or determines that termination of suspension from flying duties is consistent with safety, crew discipline, and otherwise in the best interests of the Air Force.

3.6.4. **Disqualification** (see also **paragraph 3.7**) Disqualify a rated officer/CEA who is no longer medically or professionally qualified to perform aviation service due to the following causes:

3.6.4.1. Result of an FEB.

3.6.4.2. No longer medically qualified to perform aviation service (Fear of flying, drug abuse, etc.).

3.6.4.3. Approved for dismissal or discharge for cause.

3.6.4.4. Convicted of criminal charges under the civilian penal code, if the charge alleges an offense for which the maximum authorized punishment in a court-martial under the UCMJ would exceed six months confinement at hard labor.

**3.7. Disqualification from Aviation Service.**

3.7.1. **Permanent Disqualification Actions**. Disqualification from aviation service is permanent if it results from FEB action, a request for voluntary disqualification, fear of flying, transfer of a rated officer to other than the line-of-the Air Force (except pilot-physician), substantiated alcoholism or drug abuse, failure to maintain professional standards, or other AF action that indicates permanent disqualification. CEAs are not afforded a 120-day notification IAW **paragraph 5.7**. (See also **paragraph 7.8**). **NOTE:** Coordinate with the staff judge advocate concerning court-martial and civilian criminal court action cases. **NOTE:** For cases when the member's in a non-permanent disqualification status (ASC 00, 03, 07, and 09), ASC 05 and 08 will supersede the previous ASC.

3.7.1.1. **Flying Evaluation Board Actions**.

3.7.1.1.1. The HARM office will suspend a rated officer's, CEA's and civilian government employees' aviation career status until the FEB action is complete (also applies to FEB waiver actions). The convening authority will notify the HARM office via a respondent notification letter directing suspension (**Attachment 14**). The HARM office will publish a suspension AO (ASC 04), and terminate the member's flying incentive pay entitlement effective one calendar day prior to the effective date of the suspension AO, pending final FEB/FEB waiver outcome.

3.7.1.1.1. **(AFSOC)** Once the decision (trigger point) is made that FEB action is required, commanders (including convening authorities) will ensure FEB respondent notification letters (Attachment 14 in the basic instruction) are processed and served in a timely manner within the timelines outlined Table 4.1., in the basic instruction and this supplement. **(T-1)**

3.7.1.1.2. A rated officer, CEA or civilian government employee will not fly on any DoD aircraft except as a passenger if he/she is a respondent in a FEB or waiver of FEB action.

3.7.1.1.3. If a rated officer, CEA or civilian government employee is disqualified as the result of a FEB, the member's MAJCOM/A3T or equivalent requests AF/A3O-AT publish a DAF AO assigning ASC 05 (Disqualified--Flying Evaluation Board) effective the original date of the suspension AO. AF/A3O-AT will forward a copy of the AO to the individual's servicing HARM office. The HARM office will revoke the original suspension AO and update the ASC in ARMS. Flying incentive pay remains terminated effective one calendar day prior to the effective date of the original suspension AO.

3.7.1.1.4. If a rated officer, CEA or civilian government employee remains qualified as the result of a FEB and is returned to active flying status in an aircraft in which he or she was previously qualified as the result of a FEB waiver action, the MAJCOM will instruct the servicing HARM office in writing to publish an AO to revoke the suspension order, restore the previous ASC with original effective date, and retroactively restart flying incentive pay (if otherwise qualified**).** (See also **paragraph 4.9**).

3.7.1.1.4.1. Assigns FSC "K" effective the original date of suspension, and retroactively restart flying incentive pay (if otherwise qualified**).** The member will be reassigned to active flying status (e.g., FSC "A") upon class start date or the day after date member departs his or her duty station, whichever occurs first. (See also **paragraph 4.9**).

3.7.1.1.5. If a training pipeline student is placed in training status in multi-placed, crew-type aircraft as the result of FEB waiver action, the FEB waiver approval authority will instruct the servicing HARM office in writing to publish an AO to revoke the suspension order, assign FSC "K" effective the original date of suspension, and retroactively restart flying incentive pay (if otherwise qualified). The member will be reassigned to active flying status (e.g., FSC "A") upon class start date or the day after date member departs his or her duty station, whichever occurs first.

3.7.1.1.6. Do not initiate reassignment actions (PCS/PCA) or allow a member to complete a PCS move or separate/retire until the FEB action is complete. The immediate commmander will direct the Commander's Support Staff (CSS) to assign Assignment Availability Code (AAC) 21 (**Attachment 29**). If the member is in TDY status, AFI 36-2110, *Assignments* applies. Exception: ARC personnel may be returned to the administrative control of the home unit until the FEB convenes.

3.7.1.1.6. **(AFSOC)** Do not allow members to return to the unit or go to the next unit of assignment until FEB/FEB waiver action is completed. Submit exception-to-policy to HQ AFSOC/A3TR for processing to AFSOC/A3. **(T-1)**

3.7.1.2. **Voluntary Disqualification Actions**. In order to fill critical Air Force requirements, a rated officer/CEA may request voluntary disqualification from aviation service (**Attachment 4**). This provision is for members who apply for permanent retraining to a new non-aircrew DAFSC (not identified in **paragraphs 3.7.1.4** or **3.7.2.7**). Approve such requests only when in the best interest of the Air Force, e.g. when the member possesses a special non-aircrew skill or qualification and the Air Force needs the member to perform in this non-aircrew capacity.

3.7.1.2.1. CEAs approved for CAREERS/NCO retraining, Officer Training School (OTS), or Academy of Military Science (AMS) are not required to submit a voluntary disqualification request; disqualification in these cases is effective on the Date Initially Entered Retraining (DIERT), class start date, or date reassigned to the new AFSC, whichever occurs first. For all other cases the MAJCOM/A3T (or equivalent) reviews the voluntary disqualification request and makes the final decision. ***EXCEPTION:*** For non-EAD rated officers, the Vice Commander of the Air Force Reserve (HQ AFRC/CV) or the Director of the Air National Guard (NGB/CF), as applicable, is the approval authority.

3.7.1.2.2. If the voluntary request is approved, the servicing HARM office will publish an AO to assign ASC 08 (Disqualified--Voluntary Request) effective the date of MAJCOM/A3T approval and publish an MPO to terminate flight pay effective one calendar day prior to the effective date of disqualification and forward a copy of ASC 08 AO to the MAJCOM/A3T. N***OTE:*** MAJCOM/A3T may delay the publication of the disqualification AO based on the needs of the MAJCOM.

3.7.1.2.2.1. For cases that do not require MAJCOM/A3T approval (**paragraph 3.7.1.2.1**), the HARM office will publish an AO assigning ASC 08 (Disqualified--Voluntary Request) effective the DIERT, class start date, or date reassigned to the non-aircrew DAFSC, whichever occurs first, and publish an MPO to terminate flight pay effective one calendar day prior to the effective date of disqualification.

3.7.1.2.3. CEAs disqualified in order to attend OTS/AMS may later perform duties as rated or non-rated officer aircrew members.

3.7.1.2.3.1. Members who fail to complete OTS/AMS or retraining action may request requalification of aviation service as a CEA (**Attachment 6**). Base approval/disapproval on needs of the Air Force.

3.7.1.2.4. Do not use a voluntary request for disqualification as a basis for other administrative or disciplinary action. ***NOTE:*** A rated officer/CEA cannot request voluntary disqualification as a means to "limit aviation service" (e.g. DOR from a formal training course, request to decline a particular assignment, etc). See **paragraph 4.3.7.3** of this instruction for reasons to convene a FEB and order a rated officer/CEA before a board.

3.7.1.3. **Fear of Flying**. If a rated officer or CEA professes a fear of flying, the member's commander will advise the member that profession of a fear of flying by a rated officer or CEA is professional dereliction. A Fear of Flying categorization is not limited to an expression of a general fear of flying. It includes attempts to categorize fear of flying by theater of operations, aircraft mission, or type of aircraft. The commander will counsel the member regarding AFI 36-3206, *Administrative Discharge Actions for Commissioned Officers*, AFI 36-3208, *Administrative Separation of Airmen*, or AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members* as applicable. If the commander suspects a violation of the UCMJ and intends to question the member concerning the suspected violation, advise the member regarding his or her rights IAW Article 31, UCMJ. After advisement, direct the member to report to the Area Defense Counsel for further counseling. The Area Defense Counsel will advise the member of both the consequences of professed fear of flying, as well as

the member's administrative and legal rights. After legal counseling, offer the member an opportunity to withdraw the fear of flying statement. Verify withdrawal of a fear of flying statement in writing.

3.7.1.3.1. If the member withdraws a fear of flying statement, order the member to resume flying duties or take other appropriate action.

3.7.1.3.2. If the member declines to withdraw a fear of flying statement, verify the date of refusal in writing. The commander will refer the member for medical examination and notify the HARM office in writing to publish an AO assigning ASC 04 (Suspended--Disqualification Action Pending) effective the date the member declined to withdraw the fear of flying statement. Terminate flight incentive pay effective one calendar day prior to the effective date of suspension. The flight surgeon will determine if an incapacitating physical or psychiatric condition exists IAW AFI 48-123, Medical personnel at the lowest echelon possible will determine medical fitness for flying and submit a report to the member 's commander.

3.7.1.3.2.1. If the member is medically unfit to perform flying duties according to AFI 48-123, the flight surgeon will provide a statement commenting on duration, treatment, and relationship between the disorder and the professed fear of flying. In the remarks section of AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty,* the flight surgeon will state that the medical condition is directly related to the fear of flying. The HARM office will revoke the suspension AO and publish an AO assigning ASC 03 to medically disqualify the member effective the same date as the original suspension AO. Flight pay remains terminated effective one calendar day prior to the effective date of the disqualification AO.

3.7.1.3.2.2. If the member is medically fit to perform flying duties according to AFI 48-123, the suspension remains in effect. Forward the case file to the MAJCOM/A3T with all supporting evidence for discharge action under AFI 36-3206, AFI 36-3208, or AFI 36-2209 as applicable. At the same time, forward a copy of the suspension AO through command channels to AF/A3O-AT. MAJCOM/A3T requests AF/A3O-AT publish a DAF AO imposing permanent disqualification from aviation service and assigning ASC 01 (Disqualified--Fear of Flying). This AO will have the same effective date as the original AO that suspended the individual. The disqualification AO will prohibit the member from wearing the aviation badge. AF/A3O-AT will forward a copy of the AO to the individual's servicing HARM office. The HARM office will revoke the original suspension AO and update the ASC in ARMS. Flight pay remains terminated effective one calendar day prior to the effective date of the disqualification AO.

3.7.1.3.3. Members in UFT who develop a fear of flying have ample opportunities during training to evaluate this fear and DOR from training without prejudice. For nonrated officers and CEA students in formal flying training who DOR from training due to fear of flying, the member's commander will direct the HARM office to publish an AO assigning ASC 06, terminate flight incentive pay, and list in the remarks section of the AO the reason for disqualification from aviation service.

Terminate flight incentive pay effective one calendar day prior to the effective date of disqualification.

3.7.1.3.4. Do not initiate reassignment actions (PCS/PCA) or allow a member to complete a PCS move or separate/retire until the disqualification action is resolved. The immediate commmander will direct the CSS to assign AAC 21 (**Attachment 29**). If the member is in TDY status, AFI 36-2110 applies.

3.7.1.4. **Transfer to Other-Than-Line of the Air Force**. Disqualify a rated officer from aviation service if he or she transfers to other-than-line of the Air Force (permanent non-rated duty), is accepted for legal education under the USAF program outlined in AFI 51-101, *Judge Advocate Accession Program*, or is accepted for a USAF-sponsored education program resulting in a transfer to other-than-line of the Air Force. Subject to the commander's discretion, these officers may continue to perform flying duties until the transfer is approved (no suspension is required).

3.7.1.4.1. When applying for a commission change, legal program, or medical education program, include a voluntary request for disqualification from aviation service IAW **Attachment 4**. If the application is approved, procuring agencies (e.g. legal or medical application review boards) forward the request to AF/A3O-AT. Include the commission change date and class start date. AF/A3O-AT will publish an AO to impose disqualification effective the date of commission change or class start date, whichever occurs first, and assign ASC 08 (Disqualified--Voluntary Request). AF/A3O-AT will forward a copy of the AO to the individual's HARM office. The HARM office will update the ASC in ARMS and publish an MPO to terminate flight pay effective one calendar day prior to the effective date of disqualification. Disqualification under this subparagraph is permanent except as noted below.

3.7.1.4.2. A rated officer who transfers to the Medical Corps may later complete training and requalify for aviation service as a flight surgeon. The officer remains disqualified from aviation service in previously awarded ratings unless approved to perform as a pilot-physician (see **paragraph 3.8.6**).

3.7.1.4.3. IAW **paragraph 3.8.7**, a rated officer who fails to complete medical or legal education may request requalification for aviation service in the previously held rated specialty.

3.7.1.5. **Substantiated Drug Abuse**. If a rated officer/CEA is under investigation or self-identifies for alcohol-related misconduct, alcoholism or drug abuse, the commander will notify the HARM office in writing to publish an AO to assign ASC 04 (Suspended--Disqualification Action Pending) and terminate flying incentive pay effective one calendar day prior to the effective date of suspension. The commander's letter will include the date the member self-identified, which will also be the effective date of suspension. If not a self-identification, the date of the commander's letter is the effective date of the suspension.

3.7.1.5.1. If the investigation does not substantiate drug abuse, the commander will notify the HARM office in writing to publish an AO to revoke the suspension order, restore the previous ASC with original effective date, and retroactively restart flying incentive pay (if otherwise qualified).

3.7.1.5.2. If the investigation substantiates or the member self-identifies that drug abuse occurred, the commander will forward the disqualification package (commander's letter of confirmation with substantiating documentation), and a copy of the suspension AO through command channels to the MAJCOM/A3T or equivalent for approval. If the MAJCOM/A3T or equivalent approves the disqualification action, he/she will request AF/A3O-AT publish a DAF AO assigning ASC 00 (Disqualified--Administrative Reasons) effective the date of the original suspension AO. AF/A3O-AT will forward a copy of the AO to the individual's HARM office. The HARM office will revoke the original suspension AO and update the ASC in ARMS. Flight incentive pay remains terminated effective one calendar day prior to the effective date of the original suspension. (See also paragraph **7.8**).

3.7.1.5.3. Do not initiate reassignment actions (PCS/PCA) or allow a member to complete a PCS move or separate/retire, until the disqualification action is resolved. The immediate commmander will direct the CSS to assign AAC 21 (**Attachment 29**). If the member is in TDY status, AFI 36-2110 applies.

3.7.1.6. **Failure To Maintain Professional Standards**. The commander will notify the HARM office in writing to suspend a rated officer/CEA for any of the reasons listed in **paragraph 3.6.3**, and terminate flying incentive pay effective one calendar day prior to the suspension effective date. The HARM office will publish an AO assigning ASC 04 effective the date the member was notified in writing of the suspension action by the commander. Under these circumstances, do not initiate other aviation service action until the administrative or disciplinary action is complete. If the reason is flying related, e.g., failure to attain/maintain aircrew qualification, commanders will recommend that the member appear before an FEB. For non-flying related reasons, after proceedings are complete (Article 15 process, court martial, administrative board, etc.), the commander will assess the member's potential for continued rated/CEA service.

3.7.1.6.1. If the member is suitable for continued aviation service, the commander will notify the HARM office in writing to publish an AO to revoke ASC 04, restore the previous ASC with the original effective date, and retroactively restart flying incentive pay (if otherwise qualified).

3.7.1.6.2. If the member is unavailable or unsuitable for continued aviation duties, the commander will recommend disqualification and notify the member in writing. The commander will forward the recommendation, substantiating documentation, and a copy of the suspension AO through command channels to the MAJCOM/A3T or equivalent for approval. The MAJCOM/A3T or equivalent will request AF/A3O-AT publish a DAF AO assigning ASC 00 (Disqualified--Administrative Reasons), effective the same date as the original suspension AO. AF/A3O-AT will forward a copy of the DAF AO to the individual's HARM office. The HARM office will revoke the original suspension AO and update the ASC in ARMS. Flight pay remains terminated effective one calendar day prior to the effective date of the original suspension. If the commander's recommendation is to prohibit wear of the aviation badge, see **Chapter 7**.

3.7.1.6.3. Do not initiate reassignment actions (PCS/PCA) or allow a member to complete a PCS move until the disqualification action is resolved. The immediate

commmander will direct the CSS to assign AAC 21 (**Attachment 29**). If the member is in TDY status, AFI 36-2110 applies.

3.7.1.6.3.1. Commanders will ensure members do not separate or retire while in suspended status (ASC 04). Waiver authority for extenuating circumstances is the MAJCOM A3T or equivalent. MAJCOMs will send info copies of all approved waivers to AF/A3O-AT.

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

| DQ Action | Suspend (ASC 04) | DQ Approval Authority | Staffing Process | DQ AO Published By |
|---|---|---|---|---|
| Flying Evaluation Board (ASC 05) | YES (Note 1) | MAJCOM/ CC (Note 2) | WG NAF MAJCOM AF | AF/ A3O-AT |
| Voluntary Request in Lieu of FEB (ASC 05) | YES (Note 1 and 3) | MAJCOM/ CC (Note 2) | WG NAF MAJCOM AF | AF/ A3O-AT |
| Voluntary Request (ASC 08) | NO (Note 3) | MAJCOM/ A3T or equivalent | WG NAF MAJCOM | HARM office |
| Fear of Flying (ASC 03) | YES (Note 4) | FME | WG | HARM office |
| Fear of Flying (ASC 01) | YES (Note 4) | MAJCOM/ A3T or equivalent | WG NAF MAJCOM AF | AF/ A3O-AT |
| Fear of Flying (ASC 06) | NO | WG/CC | WG | HARM office (Note 5) |
| Transfer to Other-Than-Line of AF (ASC 08) | NO | Procuring Agency | WG NAF MAJCOM AF | AF/ A3O-AT |
| Substantiated Drug Abuse (ASC 00) | YES | MAJCOM/ A3T or equivalent | WG NAF MAJCOM AF | AF/ A3O-AT |
| Failure to Maintain Professional Standards (ASC 00) | YES | MAJCOM/ A3T or equivalent | WG NAF MAJCOM AF | AF/ A3O-AT |
| Retraining to non-1AXXX or 1UXXX Duties (ASC 08) (Note 6) | NO | Procuring Agency | WG | HARM office |

***NOTES:***

1. The effective date of suspension will be the date the FEB respondent is notified in writing by the convening authority (normally WG/CC).

2. The MAJCOM/CC is the final approving authority on FEB actions including FEB waivers and VILO requests. If the MAJCOM/CC approves the disqualification recommendation, the MAJCOM/A3T will request AF/A3O-AT publish the DAF AO. FEB approval authority may be delegated no lower than MAJCOM/A3.

3. Suspend effective the date of the member's written request.

4. Suspend effective the date member declines to withdraw fear of flying statement.

5. The effective date will be the date member is withdrawn from the UFT/FFT course.

6. This includes enlisted members selected to attend OTS/AMS.

3.7.2. **Non-permanent Disqualification Actions**. If disqualified for reasons other than those in **paragraph 3.7.1**., rated officers and CEAs may be requalified. The member must show the impediment to aviation service no longer exits. **NOTE:** For cases when the member's in a non-permanent disqualification status (ASC 00, 03, 07, and 09), ASC 05 and 08 will supersede the previous ASC.

3.7.2.1. **Failure to Maintain Medical Fitness**. If a rated officer or CEA is medically unfit to perform flying duties, disqualify the member effective the first day following a period of 365 days that commences on the date of incapacitation (DNIF date), or on the date the MAJCOM/SG determines the medical incapacitation to be permanent, whichever is earlier.

3.7.2.1.1. When a rated officer/CEA is medically unfit, a flight surgeon will complete the AF Form 1042 and forward it to the flying unit of assignment and HARM office that maintains the member's FRF.

3.7.2.1.2. If a flight surgeon is unable to determine the period of incapacitation, the HARM office will suspense the AF Form 1042 to ensure publication of an AO to medically disqualify the member effective the 366th day following the date the member was medically incapacitated (placed in DNIF status). If the medical incapacitation is not resolved prior to the 366th day, the HARM office will publish an AO assigning ASC 03 (Disqualified--Medical Disqualification) effective the 366th day following the date of medical incapacitation and terminate flying incentive pay effective one calendar day prior to the effective date of the disqualification AO. Additionally, for CEAs medically disqualified, the HARM office will notify the member's unit commander, MPF Personnel Utilization Section, and MAJCOM CEA Career Field Functional Manager. Personnel offices should initiate personnel classification action IAW AFI 36-2101.

3.7.2.1.2. **(AFSOC)** HARM offices will also notify the group-level CEA FM and HQ AFSOC/A3TR. The recommended notification method is a copy of the disqualifying AO assigning ASC 03. Special Tactics TARM offices and overseas Special Operations Group (SOG) 1C0 FMs will coordinate notification requirements with their servicing HARM offices. **(T-2)**

3.7.2.1.3. If the flight surgeon determines the incapacitation will not be resolved before the 366th day following the date of medical incapacitation, the flight surgeon will annotate this fact on the AF Form 1042 and advise the HARM office. The HARM office will publish an AO to assign ASC 03 (Disqualified--Medical Disqualification), effective the date the approving authority (MAJCOM/SG, AFMSA/SG3PF) indicated on the AF Form 1042 that the medical incapacitation is permanent. Terminate flying incentive pay effective one calendar day prior to the effective date of the disqualification AO. Additionally, for CEAs medically disqualified, the HARM office will notify the commander, MPS Personnel Utilization Section, and MAJCOM CEA Career Field Functional Manager. Personnel offices should initiate personnel classification action IAW AFI 36-2101. ***NOTE:*** Determining entitlement to conditional ACIP/CEFIP as a result of a medical action is often a complex task. As a technique, determine entitlement to ACIP/CEFIP as a result of medical fitness by considering a member in one of two groups. The first group consists of those members who are incapacitated regardless of whether or not the incapacitation resulted from the performance of flying duty. In this situation, consult DoD FMR, Volume 7A, Chapter 22, paragraphs 220206 and 220207 to determine entitlement. The second group consists of those members described in **paragraph 3.7.2.1.2** In this situation, the DoD FMR, Volume 7A, Chapter 22, paragraph **220207**, to determine entitlement.

3.7.2.1.3. **(AFSOC)** HARM offices will also notify the group-level CEA FM and HQ AFSOC/A3TR. The recommended notification method is a copy of the disqualifying AO assigning ASC 03. Special Tactics TARM offices and overseas SOG 1C0 FMs will coordinate notification requirements with their servicing HARM offices. **(T-2)**

3.7.2.1.4. Due to the frequency of medical actions affecting aviation service, the FME and HARM office must ensure timely exchange of information. The FME will notify the HARM office within one duty day of the disqualification effective date.

3.7.2.1.5. Refer to **paragraph 3.8** for removal of medical disqualification and requalification for aviation service.

3.7.2.2. **Failure to Maintain Medical Certification.** If a rated officer's, civilian government employees' or CEA's medical certification (flight physical) expires, assume the member has lost medical fitness. The HARM office will publish an AO to assign ASC 07 (Failure to Maintain Medical Fitness/Certification), effective the day after the expiration date on the AF Form 1042. The HARM office will terminate flight pay effective the expiration date on the AF Form 1042. Note: The HARM office will establish a process with the FME to verify the status of all flight physicals expiring the following month. The HARMs will take immediate action upon expiration of flight physical.

3.7.2.2.1. See **paragraph 3.8.2** for requalification.

3.7.2.3. **Disenrollment from USAF Survival School**. If a rated officer or CEA fails to meet training standards while enrolled in a USAF survival school, the survival school commander will direct the member to meet a training review board. (**Exception:** This does not apply to cases when a member is administratively withdrawn from training due

to higher headquarters requirements or if the member is medically unable to complete training). If the training review board determines the member should be disenrolled, the survival school commander will administratively disqualify the member and direct the training base HARM office to:

3.7.2.3.1. Advise the member's MAJCOM/A3T when the training review board begins and ends.

3.7.2.3.2. MAJCOM/A3T will direct the home station HARM office to publish an AO to assign ASC 00 effective the date disenrollment is approved by the training review board, and terminate flying incentive pay effective one calendar day prior to the disqualification AO effective date.

3.7.2.3.3. The home station HARM office will send a copy of AO to the member's MAJCOM/A3T and AF/A3O-AT. (See **paragraph 3.8** for requalification.).

3.7.2.4. **Conscientious Objector or Non-Combatant Status**. Commanders will disqualify rated officers and CEAs who submit conscientious objector or non-combatant status requests IAW AFI 36-3204, *Procedures for Applying as a Conscientious Objector,* direct the HARM office in writing to publish an AO to assign ASC 00 (Disqualified--Administrative Reasons) effective the date of the member's request, and terminate flying incentive pay effective one calendar day prior to the effective date of the disqualification AO. Notify the member's MAJCOM and AF/A3O-AT by letter and include a copy of the AO.

3.7.2.4.1. If the commander's recommendation is to prohibit the wear of the aviation badge IAW **Chapter 7**, the commander should consult AFI 36-3206, AFI 36-2208, or AFI 36-2209 as applicable for possible separation actions.

3.7.2.5. **Personnel Reliability Program (PRP) Decertification**. When a commander decertifies a rated officer or CEA from the PRP for non-medical, non-drug abuse-related reasons and determines action under **paragraph 3.7** is not appropriate, the commander must determine whether the member should continue in non-PRP rated duties. If PRP decertified for medical reasons, including alcoholism or drug abuse, **paragraph 3.7.1.5** and/or **paragraph 3.7.1.6** apply. Otherwise:

3.7.2.5.1. When imposing PRP decertification, the commander will notify the member in writing and send a copy of this letter to the servicing HARM office. The HARM office will publish an AO to assign ASC 04 effective the date of the commander's notification letter (unless otherwise specified), and terminate flying incentive pay effective one calendar day prior to the suspension AO effective date. Use **Attachment 5** as a guideline for notification that the commander will be determining the member's future potential as a rated/CEA asset.

3.7.2.5.2. Once notified, the member has 14 calendar days to submit documents in his or her behalf.

3.7.2.5.3. The commander will use the information that formed the basis for decertification along with any other information and the member's response to determine whether the member should be disqualified or remain qualified for aviation service in non-PRP rated/CEA aircrew duty.

3.7.2.5.3.1. If the commander determines the member should remain qualified in non-PRP aircrew duties, the commander notifies the HARM office in writing to publish an AO to revoke ASC 04, retroactively restart flying incentive pay (if otherwise qualified), and return the member to flying duties. Inform the MAJCOM through command channels.

3.7.2.5.3.2. If the commander determines the member should be disqualified, the commander will forward the disqualification package (recommendation) through channels to the MAJCOM/A3T or equivalent for a final decision. Each command level will review the case, provide comments, and submit a recommendation to the next higher level.

3.7.2.5.3.2.1. If the MAJCOM/A3T or equivalent determines the member should remain qualified, direct the HARM office to revoke ASC 04, retroactively restart the member's flying incentive pay (if otherwise qualified), and return the member to aircrew duties.

3.7.2.5.3.2.2. If the MAJCOM/A3T or equivalent approves the disqualification, forward all documentation and a copy of the suspension AO to AF/A3O-AT and request publication of a DAF AO to assign ASC 00 (Disqualified--Administrative Reasons), effective the date of the original suspension. AF/A3O-AT will forward a copy of the AO to the individual's servicing HARM office. The HARM office will revoke the original suspension and update the ASC in ARMS. Flight pay remains terminated effective one calendar day prior to the effective date of suspension.

3.7.2.6. **Returning to Active Duty in a Non-rated/Non-CEA Capacity**. Do not publish revalidation AOs or requalify a rated officer or CEAs who voluntarily returns to active duty in a non-rated/non-CEA capacity. These members will not receive ACIP/CEFIP. This provision applies to members returning from separation status and members transferring from the ARC to active duty. The HARM will publish an AO to assign ASC 00 (Disqualified--Administrative Reasons) effective the day the member is assigned to active duty in the non-rated/non-CEA capacity. These members may be requalified at a later date.

3.7.2.6.1. **Reassignment to the ARC after separation**. Do not publish revalidation AOs or requalify a rated officer or CEA who separates from military service and is later hired to a non-rated/non-CEA position in the ARC. These members are not entitled to ACIP/CEFIP. The servicing HARM office will publish an AO assigning ASC 00 effective the day the member is assigned to the non-rated/non-CEA position. These members may be requalified at a later date.

3.7.2.6.2. Members who transfer within the same Air Reserve Component from a rated position into a non-rated position are entitled to continue receiving ACIP only if the component considers the member to be a rated asset. The local HARM office will publish an AO assigning FSC "J" effective the date of assignment to the non-rated position.

3.7.2.7. Commanders of ARC units will disqualify CEAs when a unit or aircraft is deactivated and the member is forced to retrain or is reassigned to a non-CEA DAFSC at

that duty location in lieu of reassignment to an aircrew billet at another location. Commanders will forward the disqualification package through command channels for MAJCOM/A3T approval. If approved, the MAJCOM/A3T will direct the HARM office to publish an AO assigning ASC 00 (Disqualified--Administrative Reasons) effective the deactivation date or date the member is reassigned to a non-CEA DAFSC, whichever is earlier. The HARM office will publish an MPO terminating CEFIP effective one calendar day prior to the effective date of the disqualification AO. CEAs disqualified IAW this paragraph may be requalified for aviation service at a later date.

3.7.2.8. Commanders will disqualify rated officers and CEAs approved for the Air Force Educational Leave of Absence (AFELOA) program and direct the HARM office in writing to publish an AO to assign ASC 09 (Disqualified--AFELOA) effective the first day of leave established by AF Form 988, *Leave Request/Authorization*, and terminate flying incentive pay effective one calendar day prior to the effective date of the disqualification AO. Rated officers/CEAs disqualified IAW this paragraph may be requalified for aviation service upon return from authorized leave and reassignment to rated/CEA duties.

3.7.2.9. ARC (Air Force Reserve & Air National Guard) and Active Duty members not assigned to an authorized UMD positions (by-pass positions, pseudo positions, Participating Inactive Ready Reserve (PIRR) Cat E program, etc) will be administratively disqualified from aviation service. The HARM office will publish an AO assigning ASC 00 (Disqualified—Administrative Reasons) effective the date of assignment. The HARM office will publish an MPO terminating flying incentive pay effective one calendar day prior to the effective date of the disqualification AO.

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

| DQ Action | Suspend (ASC 04) | DQ Approval Authority | Staffing Process | DQ AO Published By |
|---|---|---|---|---|
| Failure to Maintain Medical Fitness (ASC 03) | NO | FME OR MAJCOM SG | WG | HARM office (Note 1) |
| Failure to Maintain Medical Certification (ASC 07) | NO | FME (Note 2) | WG | HARM office (Note 1) |
| Disenrollment from USAF Survival School (ASC 00) | NO | SQ/CC | WG | HARM office (Note 3) |
| Conscientious Objector or Non-Combatant Status (ASC 00) | NO | WG/CC | WG | HARM office (Note 3) |
| Personnel Reliability Program (PRP) Decertification (ASC 00) | YES | MAJCOM/ A3T or equivalent | WG NAF/A3 MAJCOM AF | AF/ A3O-AT |
| Air Force Educational | NO | SQ/CC | WG | HARM office |

| | | | | |
|---|---|---|---|---|
| Leave of Absence (AFELOA) Program (ASC 09) | | | | (Note 4) |
| ARC unit deactivation /aircraft conversion | NO | WG/CC | WG NAF/A3 MAJCOM (Note 5) | HARM office |
| Member's not assigned against a UMD position (**para 3.7.2.9.**) | NO | N/A | N/A | HARM office (Note 6) |

***NOTES:***

1. The effective date of medical disqualification is the first day following 365 days from the date of DNIF **OR** the date the MAJCOM/SG determines member is medically disqualified (whichever is earlier) on the AF Form 1042.

2. Refer to paragraph. 3.7.2.2. if the member does not complete the required physical examination.

3. Notify the member's MAJCOM and AF/A3O-AT by letter (include AO).

4. Effective date of AO is established by AF Form 988.

5. Copies of ANG disqualification actions for unit deactivation/aircraft conversion will be sent in electronic format to ANG/A3.

6. Send a copy of the disqualification AO to appropriate MAJCOM/A3T

**3.8. Aviation Service Requalification.** Rated officers and CEAs may submit a letter in accordance with **Attachment 6** to request requalification for aviation service. If the member has been disqualified for other than medical reasons for eight years or more, he or she will appear before an FEB. The member must show the impediment that caused disqualification no longer exists. There is no USAF obligation to requalify rated officers or CEAs for aviation service. Base approval/disapproval on needs of the Air Force. Make a copy of all requalification correspondence for inclusion as a permanent part of the member's Master Personnel Record. An FEB is not required if the hiring unit (or MAJCOM) received the member's application within 90 days prior to the eight-year point.

3.8.1. **Medical Disqualification** (**paragraph 3.7.2.1**). When a rated officer or CEA is disqualified for medical reasons, and later is medically certified for flying duty, one of the following three subparagraphs applies: *Note*: In all cases, CEAs must be assigned to a valid AFSC "1A" billet or an approved Special Duty Identifier or Reporting Identifier IAW paragraph 3.12. of this instruction.

3.8.1.1. If the duration of medical disqualification was less than one year, the local medical authority certifies medical fitness. Requalification is immediate and an application is not required. Upon receipt of the requalifying AF Form 1042, the HARM office will forward a copy of the medical disqualification AO, medical requalification AF Form 1042, and aviation service computation sheet to AF/A3O-AT or HQ AFRC/A3TB (ARC members) to request an ASD adjustment for the period of disqualification. Upon

receipt of the ASD adjustment letter from AF/A3O-AT or HQ AFRC/A3TB (ARC members) the HARM office will verify the ASD adjustment in ARMS. Following this verification, the HARM office will publish the requalification AO with the adjusted ASD effective the date indicated on the requalification AF Form 1042, and restart flying incentive pay (if otherwise qualified). **Exception: If the member is required to fly prior to the ASD adjustment completion, the HARM may publish the requalification AO. Once the ASD adjustment is completed, the HARM will amend the requalification AO to reflect the corrected ASD.**

3.8.1.2. If the duration of medical disqualification extended for at least one year but less than five years, the gaining MAJCOM/SG, or HQ AFMSA/SG3PF as applicable, must certify that the member is medically acceptable for flying duty. (MAJCOM/SG is the certifying authority for members disqualified for failure to maintain medical certification. HQ AFMSA/SG3PF is the certifying authority for members disqualified for medical reasons). After the appropriate certification authority approves medical qualification, the local medical authority forwards recertification documentation to the member's servicing HARM office. Upon receipt of the requalifying AF Form 1042, the HARM office will forward a copy of the medical disqualification AO, medical requalification AF Form 1042, and aviation service worksheet to AF/A3O-AT or HQ AFRC/A3TB (ARC members) to request an ASD adjustment for the period of disqualification. Upon receipt of the ASD adjustment letter from AF/A3O-AT or HQ AFRC/A3TB (ARC members) the HARM office will verify the ASD correction in ARMS. Following this verification, the HARM office will publish the requalification AO with the adjusted ASD effective the date indicated on the requalification AF Form 1042, and restart flying incentive pay (if otherwise qualified). **Exception: If the member is required to fly prior to the ASD adjustment completion, the HARM may publish the requalification AO. Once the ASD adjustment is completed, the HARM will amend the requalification AO to reflect the corrected ASD.**

3.8.1.3. In all cases, if the duration of medical disqualification extended five years or longer, HQ AFMSA/SG3PF must certify medical acceptability for flying duty. After HQ AFMSA/SG3PF approves the medical certification, the aircrew member submits an application for requalification (**Attachment 6**). Forward the application and medical certification to AF/A3O-AT to publish a DAF AO and adjust the member's ASD for the period of disqualification. AF/A3O-AT will publish a DAF AO effective the date the member is assigned to rated/CEA aviation duty, and forward a copy of the DAF AO to the individual's HARM office and HQ AFRC/A3TB (ARC members). The HARM office will verify the adjusted ASD in ARMS and publish an AO to assign the appropriate ASC. The HARM office will start flying incentive pay on the effective date of the AO (if otherwise qualified). ***NOTE:*** In cases of member's prior permanent medical disqualification due to a medical, physical, or emotional condition, HQ AFMSA/SG3PF is the medical certification authority for requalification. **Exception: If the member is required to fly prior to the ASD adjustment completion, the HARM may publish the requalification AO. Once the ASD adjustment is completed, the HARM will amend the requalification AO to reflect the corrected ASD.**

3.8.1.4. A member medically disqualified as a rated officer, but medically qualified as a non-rated officer aircrew member, may request requalification for aviation service. The

request must specify requalification is to perform duties as a non-rated officer aircrew member. IAW **Attachment 6**, submit a requalification for aviation service package through channels to the MAJCOM. Refer to **Chapter 5**.

3.8.2. **Failure to Maintain Medical Certification** .(**paragraph 3.7.2.2**) A rated officer or CEA, disqualified (ASC 07) for lack of medical certification, must accomplish the physical examination as soon as possible. Upon receipt of medical certification via AF IMT 1042, the HARM office will publish an AO re-instating aviation service effective the date of the AF IMT 1042. Aviation Service Date (ASD) adjustments are not authorized.

3.8.3. **Disenrollment from USAF Survival School. (paragraph 3.7.2.3**) If a rated officer or CEA was disqualified from aviation service as a result of a training review board, requalify the member for aviation service once he or she successfully completes USAF survival training. The member's HARM office will publish the requalification AO effective the class graduation date, and restart flying incentive pay (if otherwise qualified). Forward a copy of the requalification AO to the member's MAJCOM and AF/A3O-AT.

3.8.4. Conscientious Objector Status or Non-combatant Status (**paragraph 3.7.2.4.)** If a rated officer's or CEA's request under AFI 36-3204 is denied or withdrawn, the member may apply for requalification. Forward the request through channels to the MAJCOM/A3T or equivalent. If approved, forward the package to AF/A3O-AT to publish a DAF AO requalifying the individual. AF/A3O-AT will forward a copy of the DAF AO to the individual's servicing HARM office. The HARM office will publish an AO to assign the appropriate ASC and restart flying incentive pay (if otherwise qualified)**.**

3.8.5. **PRP Decertification** (**paragraph 3.7.2.5**). The USAF may requalify a member for aviation service who was previously PRP decertified for medical reasons when the appropriate medical authority determines the medical problem is resolved. Remove the PRP decertification before the member returns to PRP duties.

3.8.5.1. When the cause for PRP decertification is other than medical, forward the requalification request to the MAJCOM/A3T or equivalent for approval. If approved, the MAJCOM/A3T or equivalent will request AF/A3O-AT publish the requalifying DAF AO effective the date the member is assigned to rated/CEA duties. AF/A3O-AT will forward a copy of the AO to the individual's HARM office. The HARM office will publish an AO to assign the appropriate ASC, and restart flying incentive pay (if otherwise qualified)**.**

3.8.6. **Pilot-Physician Status.** A flight surgeon that possesses a USAF pilot rating may be authorized pilot-physician status and requalify for aviation service as a pilot. The officer must submit a request for approval through MAJCOM medical channels to HQ AFMSA/SG3PF, 1500 Wilson Blvd, Suite 1200, Arlington, VA 22209. HQ AFMSA/SG3PF will submit a request for final approval through AF/SG to AF/A3/5. If approved, AF/A3O-AT will publish a DAF AO effective the date the officer reports for rated duty as a pilot-physician. AF/A3O-AT will forward a copy of the DAF AO to the individual's HARM office. The HARM office will update the AO in ARMS and start flying incentive pay once the member satisfies conditional ACIP flight requirements IAW DoD FMR, Volume 7A, Chapter 22.

3.8.7. **Failure to Transfer to Other Than the Line of the Air Force. (paragraph 3.7.1.4)** A rated officer voluntarily disqualified IAW **paragraph 3.7.1.4** may be requalified if he or she does not complete the education program. Request requalification IAW **Attachment 6**. Forward the requalification request to the MAJCOM/A3T or equivalent for approval. If approved, the MAJCOM/A3T or equivalent will request AF/A3O-AT publish the requalifying DAF AO effective the date the officer reports to an authorized UMD rated duty position. AF/A3O-AT will forward a copy of the AO to the individual's servicing HARM office. The HARM office will publish an AO to assign the appropriate ASC and restart flying incentive pay (if otherwise qualified).

3.8.8. **Returning to Active Duty in a Non-rated/Non-CEA capacity. (paragraph 3.7.2.6)** Rated officers and CEAs who returned to non-rated/non-CEA duties after a period of separation may request requalification for aviation service. Approve requalification only if a rated/CEA position exists and the member is available and qualified to fill the vacancy. Forward requalification requests to the MAJCOM/A3T or equivalent for approval. If approved, the MAJCOM/A3T or equivalent will request AF/A3O-AT publish the requalifying DAF AO effective the date the member is assigned to an authorized UMD rated/CEA duty position. AF/A3O-AT will forward a copy of the AO to the individual's servicing HARM office. The HARM office will publish an AO to assign the appropriate ASC and restart flying incentive pay (if otherwise qualified).

3.8.9. **ARC Members Not Assigned to an Authorized UMD Positions** (**paragraph 3.7.2.9**). Rated officers and CEAs in Category E status may request requalification for aviation service. Approve requalification only if a rated/CEA position exists and the member is available and qualified to fill the vacancy. Forward requalification requests to the MAJCOM/A3T for approval. If approved, the MAJCOM/A3T requests AF/A3O-AT publish the requalifying DAF AO effective the date the member is assigned to an authorized UMD rated/CEA duty position. AF/A3O-AT will forward a copy of the AO to the individual's servicing HARM office. The HARM office will publish an AO to assign the appropriate ASC and restart flying incentive pay (if otherwise qualified).

**3.9. Aviation Service Termination or Disqualification For Officers/CEAs Enrolled in UFT/FFT.** Non-rated officers and initial CEA students enrolled in UFT/FFT are in conditional aviation career status. Entry into aviation career status is voided while disenrolled from training.

3.9.1. Group Commanders may direct HARM offices to publish an AO assigning ASC 04 pending a final determination for permanent and non-permanent disqualification actions effective the date of notification, withdrawal, or disenrollment, whichever is earliest.

3.9.1.1. If non-rated officers or initial CEA students enrolled in UFT/FFT are disqualified from aviation service under the provisions of **paragraph 3.7.1**, the commander will direct the HARM office in writing to publish an AO to revoke the suspension and assign ASC 06 (Disqualified--Flying Requirement Terminated) effective the original date of suspension. The AO will cite withdrawal or disenrollment from the specific course and the authority and reason for disqualification in the remarks section of the AO). Terminate flying incentive pay effective one calendar day prior to the effective date of the disqualification AO. Members disqualified in this manner will not enter another flying training course.

3.9.1.2. When non-rated officers and initial CEA students are DNIF for more than 180 days, ASC 06 is assigned effective the 181st day of DNIF (if not previously disqualified by FME or the training unit) and they are disenrolled from training (if not previously disenrolled). Terminate flight incentive pay effective one calendar day prior to effective date of the disqualification AO. The HARM office will specify the reason for disqualification in the remarks section of the AO. Officers/CEAs disqualified in this manner may be considered for entry into another flying training course.

3.9.1.2.1. Once non-rated officers or CEA students are medically requalified, use the flying training class re-entry date. The HARM office will forward the disqualification AO, medical requalification AF Form 1042, aviation service computation sheet, and new class roster and/or commander's letter (if applicable) to AF/A3O-AT or HQ AFRC/A3TF (ARC members) to request an ASD adjustment for the period of disqualification. Upon receipt of the ASD adjustment letter and verification the ASD adjustment in ARMS, the HARM office will publish the requalification AO and restart flying incentive pay (if otherwise qualified).

3.9.1.3. If a non-rated officer or initial CEA student is disenrolled from UFT/FFT via a training review board/Commander's Review Process for reasons other than those listed in **paragraph 3.9.1.1 or 3.9.1.2**, the commander will direct the HARM office in writing to publish an AO to revoke the suspension and assign ASC 06 (Disqualified--Flying Requirement Terminated) effective the original date of suspension. Members disqualified in this manner may be considered for entry into another flying training course.

3.9.2. A rated officer or previously qualified CEA disenrolled from UFT/FFT may remain qualified for aviation service in the former rated/CEA specialty pending the outcome of a FEB/FEB waiver request. This includes CEAs who fail to successfully complete a formal flying training course for transition to a different weapons system or CEA specialty. **NOTE:** A FEB is the only review board authorized for rated officers and CEA's who have completed formal flying training (i.e. have received an in-flight evaluation with AF Form 8, *Certificate of Aircrew Qualification*, AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*, or AF Form 942, *Record of Evaluation* on file [see **Chapter 4**]).

3.9.3. When an initial CEA student requests DOR from either the Enlisted Aircrew Undergraduate Course (EAUC)/CEA Center of Excellence, Basic SO, RPA Fundamentals, or FFT; the school registrar will prepare an official memorandum stating the member requested DOR from the course. File a copy of this memorandum in the member's training folder and send the original to HQ AFPC for filing in his or her Master Personnel Record.

3.9.3.1. No option for DOR exists after an officer is awarded a rating or a CEA successfully completes AF. Rated officers or previously qualified CEAs attempting to DOR after this point may be eliminated via FEB action only. (See **paragraph 4.3.7.3**).

**3.10. Aviation Service for Rated Officers/CEAs in the ARC or Recalled/Returning to Active duty.**

3.10.1. **Inactive Aviation Service Status**. When an active duty or ARC rated officer or CEA is released from his or her respective component, the member's aviation service status terminates, AOs (including rating/CEA designation) become invalid, and entitlement to

ACIP/CEFIP ceases. Termination of aviation service status for separation does not require withdrawal of rated/CEA AFSCs. The losing HARM office will publish an AO to assign FSC P--Inactive-separated, effective the DOS, or FSC R--inactive-retired, effective the date of retirement. (**Exception**: Do not publish FSC P AOs for members transferring to ARC or active duty who do not incur a break in service. The gaining component will publish a revalidation AO with the current ASC so the correct component is indicated on the AO. Do not adjust the ASD.) See AFI 11-421 for AO procedures and remarks. ***NOTE:*** Before July 2002, FSC P orders were published one day after the DOS IAW governing directives. These orders remain valid.

3.10.1.1. The HARM office must evaluate the separating or retiring member's flying hours and qualification to determine when flying incentive pay should be terminated. Normally, the HARM office will terminate flying incentive pay effective one calendar day prior to the effective date of the separation/retirement AO. If the member's flight physical expires or the member does not have sufficient flying hours to satisfy flight requirements for entitlement to conditional flying incentive pay up to the separation/retirement date, however, terminate ACIP/CEFIP effective the last date the member met requirements for entitlement to flying incentive pay. For a member whose flight physical expires before the separation/retirement date, the HARM office will publish an AO assigning ASC 07 (Disqualified – Failure to maintain medical certification) effective the day following the medical certification expiration date. This AO will remain a permanent part of the FRF. ***NOTE:*** Before June 1981, some rated officers were administratively disqualified due to "flying duties no longer required," and assigned ASC 00. Officers who later apply for rated duties in the ARC or who are recalled to active duty must have AOs revalidated or be requalified for aviation service (if disqualified and placed in ASC 00). Once hired to perform rated duties, if ARC officers return to inactive non-rated duties after participating in rated duties, repeat this process before they return to active rated duties.

3.10.2. **Revalidation or Requalification Process.** The difference between revalidation and requalification actions is administrative. For example, a rated officer or CEA issued a disqualification (or suspension) order and assigned ASC 00 must be requalified for aviation service. A rated officer or CEA not issued a disqualification AO must have his or her AOs revalidated (including rating/CEA designation) when hired to a rated/CEA API coded position following a period of separation or retirement. The process is the same in either case and includes an application in accordance with **Attachment 6**, medical and professional qualification, and assignment to a vacant rated/CEA API coded duty position. The following conditions apply: ***NOTE:*** HARM offices will not publish AOs to initiate aviation service and start flying incentive pay until receipt of the revalidation/requalification DAF AO and validation that the ASD has been adjusted. Additionally, commanders will not enter members into formal flying training courses prior to publication of a DAF AO.

3.10.2.1. Active duty qualified rated officers and CEAs who apply for ARC rated/CEA positions, or ARC qualified rated officers and CEAs assigned to rated/CEA UMD positions that apply for an active duty rated/CEA position within 90 days of separation and assigned within 180 days of separation, do not need to submit a revalidation request. For all others, if aviation service status has been inactive (FSC P or R) for less than eight years, the gaining MAJCOM/A3T or equivalent, as appropriate, must approve

revalidation or requalification. Convene an FEB if the member submits the application eight years or longer after the date aviation service was invalidated. NOTE: A MAJCOM, at its discretion, may direct a FEB for a member who was inactive or disqualified for less than eight years.

3.10.2.1.1. If the gaining MAJCOM/A3T or equivalent approves the revalidation or requalification request, forward a copy of the approval to AF/A3O-AT. AF/A3O-AT will publish a DAF AO to revalidate or requalify the member (as appropriate) for aviation service effective the date of return to rated/CEA duty, and adjust the member's ASD by the break in service. AF/A3O-AT will forward a copy of the DAF AO to HQ AFRC/A3TB (ARC members) and to the individual's MAJCOM and servicing HARM office. The HARM office will publish an AO to assign the appropriate ASC, adjust the member's ASCs in ARMS (if applicable), and start flying incentive pay (if otherwise qualified).

3.10.2.1.2. Flight surgeons returning to active duty or the ARC after a period of separation of less than eight years do not require MAJCOM/A3T approval for revalidation of aviation service. Upon receipt of a request for revalidation and verification by the MAJCOM/SG that the individual meets requirements for revalidation, AF/A3O-ATF will publish the revalidation DAF AO and adjust the ASD for the period of separation.

3.10.2.1.2.1. Flight surgeons initially assigned to an API 5 position will be assigned ASC 8A, if medically qualified. Flight surgeons not medically qualified, or assigned to positions coded other than API 5, will be assigned ASC 8J.

3.10.2.2. If a rated officer's or CEA's aviation service status has been inactive (FSC P or R) for eight years or longer as of the date <u>the application is submitted,</u> or the member was disqualified for eight years or longer as of the date <u>the application is submitted</u>, approve or disapprove aviation service revalidation or requalification via FEB action. The MAJCOM/A3 must ensure the member is qualified and being considered for hire to a vacant rated or CEA billet. If MAJCOM/A3 approves, the MAJCOM/A3 requests AF/A3O-AT publish a DAF AO to revalidate or requalify the member for aviation service effective the date of return to rated/CEA duty and adjust the member's ASD by the break in service. (**EXCEPTION**: HQ AFMSA/SG3PF approves revalidation or requalification of a flight surgeon if the member's aviation service has been inactive (FSC P or R) for eight years or longer as of the date <u>the application is submitted,</u> or the member was disqualified for eight years or longer as of the date <u>the application is submitted,</u> and directs AF/A3O-AT to publish a DAF AO). AF/A3O-AT will forward a copy of the DAF AO to the individual's MAJCOM, servicing HARM office, and HQ AFRC/A3TB (ARC members). The HARM office will publish an AO to assign the appropriate ASC, adjust the member's ASCs in ARMS (if applicable), and start flying incentive pay (if otherwise qualified).

3.10.2.3. Only the CSAF approves revalidation of an AO pertaining to a retired officer recalled to active duty. This restriction does not apply to members in temporary disability retirement status. Once a retired aviator is approved for return to active duty as a rated asset, AF/A3O-AT will publish the revalidation DAF AO.

3.10.2.4. **Assignment to Inactive Rated/CEA Duties for Officers/CEAs Separated Longer Than Eight Years**. Commanders may consider, on a case-by-case basis, separated rated/CEA personnel returning to military service after an eight year or longer break in service for assignment to inactive rated/CEA staff positions when the member does not request revalidation of AOs (**Attachment 30**).

3.10.2.4.1. Assignment to an inactive rated/CEA position is based on the needs of the Air Force IAW AFI 11-412, *Aircrew Management*. Do not convene an FEB if the member's rating/badge was valid upon separation. The HARM will publish an AO assigning the member ASC 00 (Disqualified – Administrative Reasons) effective the date the member is hired into the inactive rated/CEA staff position. After return to military service, convene an FEB if the member requests aviation service revalidation. (See **paragraph 3.10.2.2** of this instruction).

3.10.3. **Rated/CEA Positions in the ARC**. An ARC rated officer or CEA may be requalified for aviation service or have AOs revalidated only if the member is medically qualified and assigned to non-EAD rated/CEA duties in the Air National Guard or USAF Reserve (Category A or B assignment status). Rated duties include all rated AFSCs with rated API (1, 2, 3, 4, 6, 7, 8, and 9) codes. CEA duties include all 1AXXX or 1UXXX DAFSC positions with API (A, B, C, D, E, and F) codes. ***NOTE:*** ARC flight surgeons may be revalidated or requalified IAW **paragraph 3.10.2.1.2**

3.10.3.1. **Returning to ARC in a Non-rated/Non-CEA Capacity**. Rated officers and CEAs who volunteer to return to ARC duty as non-rated/Non-CEA members are not entitled to revalidation/requalification AOs or ACIP/CEFIP. See **paragraph 3.7.2.6**

3.10.3.2. A rated officer hired to an ARC rated position (API code 1, 2, 3, 4, 6, 7, 8, and 9) and later assigned to an API 0 non-rated position maintains competent AOs and continues entitlement to ACIP as long as the ARC considers him or her a rated asset and the member remains medically qualified and satisfies requirements for continuous incentive pay entitlement IAW DoD FMR, Volume 7A, Chapter 22. ***NOTE:*** When considering ARC officers for hire, assignment to a rated position solely for the purpose of initiating an AO/flying incentive pay and then transferring the member to a non-rated billet is strictly prohibited.

**3.11. Miscellaneous Career Aviation Service Data.** Rated officers, CEAs, and rated/CEA students enrolled in UFT/FFT are assigned an ASD. An ASD is the date of entry into an aviation career. Use the ASD to determine entitlement rates to ACIP and CEFIP, establish the aviation service anniversaries (gates), and compute the termination date for continuous ACIP/CEFIP entitlement at the appropriate year of aviation service.

3.11.1. **Computation of Rated Officer Aviation Service.** Use the ASD to determine the 12-, 18-, 22- and 25-year points for ACIP entitlement. On 1 Aug 02, SECAF approved a change in Air Force policy to terminate aviation service during breaks in service or periods of non-permanent disqualification. The earliest effective date for ASC changes and flying incentive pay adjustments affecting pilots, CSOs, observers and flight surgeons is 17 Oct 98 (the effective date of the NDAA of FY99). The earliest effective date for ASC changes and flying incentive pay adjustments for ABMs is 1 Oct 99 (date ABM became a rated specialty). All ASC and flying incentive pay actions effective prior to these dates for the respective specialties were IAW governing directives at that time and will not be adjusted. ***NOTE***:

Whether the ASD adjustment is mandatory (member returned on or after 1 Aug 02) or as the result of a member's request, all qualifying periods of separation and non-permanent disqualification (including unresolved periods of suspension) will be included in an ASD adjustment and the aviation service history adjusted accordingly. The effective date of an ASD adjustment for rated officers will be 17 Oct 98 (non-ABM), 1 Oct 99 (member converted to ABM on that date), date member was converted to an ABM if after 1 Oct 99, or date member returned to aviation service, whichever is latest. There is no need to publish an ASD adjustment for individuals with longer than 25 years of aviation service unless the adjustment pushes the member's aviation service to less than 25 years.

3.11.1.1. **Criteria for determining ASD**. A rated officer's aviation service begins when he or she is in training leading toward award of the basic rating. The member must be qualified for aviation service prior to publication of AOs authorizing aviation service. The ASD, initial AO effective date, and effective date of ACIP entitlement will not be prior to the date the member is qualified for aviation service. In all cases, the ASD will not be before the officer is medically certified for flying duty.

3.11.1.1.1. Officers enrolled in UFT (SUPT, Undergraduate Remotely Piloted Aircraft Training (URT), UCT, or NASA Mission Specialist Training) enter an aviation career on the class start date (if otherwise qualified) listed in the program flying training (PFT) document or the date the member is medically certified for flying duty, whichever is later. For example: A member's class start date was 28 Dec 06 and he was medically certified for flying 3 Jan 07. His ASD is 3 Jan 07.

3.11.1.1.2. **ABMs**. ABMs enrolled in Undergraduate ABM Training (on or after 1 Apr 10) enter an aviation career on the class start date listed in the PFT document. Also reference 2.4.1.1.

3.11.1.1.2.1. ABMs in authorized 13BXX positions (on or after 1 Oct 99 and before 1 Apr 10) who attended a graduate level UFT course at one of the following Formal Training Units (FTU): Tinker AFB (AWACS), Geilenkirchen AB (NATO AWACS), Keesler AFB or Davis-Monthan AFB (ABCCC), or Robins AFB (Joint STARS), are considered to have entered aviation service on the effective date of the initial AO authorizing ABM duties. HARM offices will use the initial AO authorizing ABM duties to establish the ASD. For some ABMs this may be an AO with a 9D or 9W aviation service code (including initial ABM flying training at Homestead AFB). Do not include other nonrated (non-ABM) or non-crew duties to establish an ASD. For example: An ABM was on AOs and assigned ASC 9D to perform in-flight test engineer duties. These duties would not count in establishing the ASD.

3.11.1.1.2.2. Members awarded the ABM rating upon graduation from FTU after 1 Oct 99 are authorized to use flying hours and OFDA accumulated from that day forward towards advanced ABM ratings.

3.11.1.1.3. **Flight Surgeons.** Medical officers enter an aviation career on the date of graduation from the Aerospace Medicine Primary Course (Course B3OBY4G1-000) or equivalent training. Medical students who attend this course before appointment as a medical officer must have an unrestricted medical license before award of the 48XX AFSC and the basic flight surgeon aeronautical rating.

3.11.1.1.3.1. HARM offices will use the date of the Aerospace Medicine Course certificate as the effective date for award of the basic rating and establishment of the ASD for members who complete the course as qualified medical officers (licensed physicians). HARM offices will use the effective date of the medical license for award of the basic rating and establishment of the ASD for officers who attended the course as medical students prior to completing post graduate training and obtaining an unrestricted physician's license.

3.11.1.1.3.2. Once established, a flight surgeon's ASD remains unadjusted except for breaks in military service or temporary disqualification. (**Exception:** Adjust the ASD to the formal UFT class start date for a flight surgeon with an established ASD who applies and is accepted for pilot, CSO, or ABM formal training.. This will afford the officer an opportunity to accumulate and meet required OFDA gate requirements within the same guidelines as other rated officers in continuous flying status.).

3.11.1.1.4. Rated officers recalled to active duty and those transferred in a rated capacity to the USAF from other services are considered to have started an aviation career upon entry into training that resulted in award of the initial aeronautical rating or designation. The following criteria apply:

3.11.1.1.4.1. Only initial training provided by the US Armed Forces is creditable in establishing the ASD. All non-US officers transferred to the USAF are assigned a rated ASD corresponding to the date the USAF rating is awarded by aeronautical rating board (ARB) action.

3.11.1.1.5. For dual rated officers, the initial UFT training AO effective date that resulted in the first aeronautical rating establishes the rated ASD.

3.11.1.1.6. Do not count officer preflight training or CEA duty when establishing a rated ASD. For officers who receive preflight training or were prior CEAs, the rated ASD is the UFT class start date (if otherwise qualified for aviation service).

3.11.1.1.7. The rated ASD remains unchanged for officers temporarily disenrolled from UFT who subsequently reenter a succeeding class (for the same rating) to continue training toward award of a rating.

3.11.1.1.8. For officers permanently disenrolled from UFT who later reenter training after an intervening period, the rated ASD is the reentry date backdated by the initial period of training. For example: a member began UFT on 5 Sep 05, establishing an ASD. He was eliminated from training after 135 days. He later qualified for reentry into UPT (or UCT) with a class start date of 27 Dec 06. His new rated ASD is 14 Aug 06 (27 Dec 06 minus the original 135 days in training). AF/A3O-AT will adjust the ASD in the Military Personnel System, which will interface to ARMS. OFDA will accumulate from the new (adjusted) rated ASD forward.

3.11.1.1.9. The rated ASD for officers with previous US military rated or designated service (as a commissioned or warrant officer) is the date the individual started flying training leading to the previous rating or designation. For prior Army warrant officers, the rated ASD is the date the individual received his or her warrant officer appointment or the flying training class entry date, whichever occurred last.

3.11.1.1.10. Once established, do not change a rated ASD except for periods the rating is invalid. Do not adjust it for CEA duty or other non-rated duty performed before establishment of the rated ASD. Effective 1 Aug 02, the CSAF approved adjustment of the ASD for breaks in service (FSC P or R) and non-permanent disqualifications. ASD adjustment is mandatory for officers who return to aviation service on or after 1 Aug 02 from a period of separation, retirement, or non-permanent disqualification. Servicing HARM offices must send an ASD adjustment request and a copy of the member's aviation service worksheet to AF/A3O-AT or HQ AFRC/A3TB to adjust the member's ASD. Rated officers with a break in aviation service prior to 1 Aug 02 who wish to have the ASD adjusted for a period of separation, retirement, or non-permanent disqualification must apply for an adjustment to AF/A3O-AT or HQ AFRC/A3TB (ARC members). Process requests IAW **Attachment 24**.

3.11.1.2. **Documentation**. An officer's rated ASD is initially documented on an AO. The FY 99 NDAA established the ASD as the date to use when calculating the 22- and 25-year points of aviation service.

3.11.1.2.1. For UFT students, the PFT document contains the class start date (normally the ASD, see **paragraph 3.11.1.1**). The MPF provides the OSD. AF/A3O-AT may correct ASDs and OSDs in the Military Personnel System if improperly entered for UFT students assigned ASC 1U and forward a letter to the servicing HARM office (if necessary) for filing in the FRF.

3.11.1.2.2. For flight surgeons, USAFSAM will determine the ASD based on graduation from Course B3OBY4G1-000.

3.11.1.2.3. If known, include the ASD and OSD for recalled officers and inter-service transfers in the DAF SO.

3.11.1.2.4. After AOs are published, only AF/A3O-AT or HQ AFRC/A3TF (ARC members) may adjust an officer's ASD and OSD. An aircrew member may submit a request for an ASD adjustment IAW **Attachment 24** if the period of separation, retirement, or non-permanent disqualification occurred before 01 Aug 02. AF/A3O-AT will publish a requalification AO and forward a copy of the DAF AO and application to HQ AFRC/A3TB to adjust the member's ASD (ARC members). AF/A3O-AT or HQ AFRC/A3TB (ARC members) will forward a copy of the ASD adjustment letter to the individual's servicing HARM office. The HARM office will permanently file a copy of this letter in the member's FRF and publish AOs (if applicable).

3.11.2. **Adjustment of Rated ASD and computation of pay entitlement**.

3.11.2.1. Once a rated ASD is adjusted by AF/A3O-AT (HQ AFRC/A3TB for ARC members) and the new date is updated in the Military Personnel System, Defense Finance System, and ARMS, the HARM office will revoke an original AO published on or after 17 Oct 98 (1 Oct 99 for ABMs) if the adjustment invalidates the effective date of the original AO.

3.11.2.1.1. For AOs published before 17 Oct 98 (1 Oct 99 for ABMs), with a termination date after 17 Oct 98 (1 Oct 99 for ABMs), HARM offices may be

required to amend the termination date if the ASD adjustment invalidates the original termination date.

3.11.2.2. Once a rated ASD is adjusted by AF/A3O-AT or HQ AFRC/A3TB (ARC members) and the new date is in ARMS and the finance system, the servicing HARM office must publish a Military Pay Order (MPO) to adjust the member's rate of pay. The HARM office will stop the member's ACIP effective 16 Oct 98 (30 Sep 99 for ABMs) or one calendar day before the member returned to aviation service (whichever is later) and restart the member's ACIP effective one calendar day after the pay stop date on the same MPO. HARM offices will list the new ASD in the remarks section of the MPO.

3.11.2.2.1. A pay adjustment is required to adjust a member's rate of pay based on the member's request to adjust years of aviation service. Regardless of the date the member submitted the request, the "stop pay" date will be 16 Oct 98 (30 Sep 99 for ABMs), or one calendar day before the member returned to aviation service, whichever is later. **Exception**: A pay adjustment is not required if the member's rate of pay will not be effective for periods of breaks in service under 90 days.

3.11.2.3. If an ASD adjustment changes a member's flight incentive pay status from conditional to continuous, and the member is otherwise qualified to receive this pay, the servicing HARM office will start continuous pay. **Note:** Regardless of the period of ASD adjustment, a member is not entitled to ACIP or CEFIP for any period during which the member was not medically qualified to perform flight duty.

3.11.3. **Criteria for determining a CEA ASD.** A CEA enrolled in formal weapons system training (where flying is required) enters an aviation career effective the class start date published in the program flying training (PFT) document, if medically certified for flying duty on that date. In all cases, an ASD will not be established before the member is medically certified for flying duty. The following criteria apply:

3.11.3.1. A CEA ASD is the date the member is qualified and enters into an aviation career as a CEA. Members must be medically qualified for aviation service prior to publication of AOs to initiate aviation service or CEFIP entitlement to begin. Use the ASD to determine the 10-, 15-, 20-, and 25-year aviation service anniversaries (gates) for CEFIP entitlement.

3.11.3.2. The ASD remains unchanged for members temporarily disenrolled from PFT and subsequently reentered in a succeeding class to continue training.

3.11.3.3. For members permanently disenrolled from PFT and later reentered into training after an intervening period, use the reentry date backdated by the initial period of training to establish the new ASD.

3.11.3.4. The ASD for a CEA with previous US military flying service is the date the individual started flying training leading to the rating or designation (if otherwise qualified).

3.11.3.5. Documentation. A CEA's ASD is initially documented in an AO.

3.11.3.5.1. For PFT students, the school secretary provides the class start date. This date is normally used to establish the ASD. (See **paragraph 3.11.3.1**)

3.11.4. **Computation and Adjustment of CEA Aviation Service**. Once established, do not change a CEA's ASD except for periods the badge is invalid. Effective 1 Aug 02, the CSAF approved adjustment of the ASD for breaks in service (FSC P or R) and temporary suspensions/non-permanent disqualifications retroactive to 1 Oct 99 or date returned to enlisted aircrew duty, whichever is later. ASD adjustment is mandatory for members who return to aviation service on or after 1 Aug 02 from a period of separation, retirement, temporary suspension, or non-permanent disqualification (except ASC 07). Servicing HARM offices must send an ASD adjustment request and a copy of the member's aviation service worksheet to AF/A3O-AT or HQ AFRC/A3TB to adjust the member's ASD. CEAs with a break in aviation service prior to 1 Aug 02 who wish to have the ASD adjusted for a period of separation, retirement, temporary suspension, or non-permanent disqualification must apply for an adjustment to AF/A3O-AT or HQ AFRC/A3TB (ARC members). Process requests IAW **Attachment 24**. All ASC and flying incentive pay actions effective prior to these dates for CEA specialties were IAW governing directives at that time. A member who separated from military service with an expired physical (ASC 04) and later requests requalification or revalidation of AOs may also apply for an adjustment of the ASD for the period of suspension and separation. ***NOTE***: If a member requires an ASD adjustment, all periods of separation and non-permanent disqualification, to include those prior to 1 Aug 02, are included in the adjustment. There is no need to publish an ASD adjustment for individuals with longer than 25 years of aviation service unless the adjustment pushes the member's aviation service to less than 25 years.

3.11.4.1. Once a CEA ASD is adjusted by AF/A3O-AT or HQ AFRC/A3TB (ARC members) and the new date is updated in the Military Personnel System, Defense Finance System, and ARMS, the HARM office will revoke an AO published on or after 1 Oct 99 (or conversion effective date for new CEA AFSCs approved after 1 Oct 99) if the adjustment invalidates the effective date of the original AO.

3.11.4.1.1. For CEA AOs published before 1 Oct 99, with a termination date after 1 Oct 99, HARM offices will amend the termination date if the ASD adjustment invalidates the original termination date.

3.11.4.2. Once a CEA ASD is adjusted by AF/A3O-AT or HQ AFRC/A3TB (ARC members) and the new date is in ARMS and the finance system, the HARM office must publish a Military Pay Order (MPO) to adjust the member's rate of pay. The HARM office will stop member's CEFIP effective 30 Sep 99 or date member returned to aviation service (whichever is later) and then restart the member's CEFIP using the day after the pay stop date on the same MPO. HARM offices will list the new ASD in the remarks of the MPO.

3.11.4.2.1. A pay adjustment is required to adjust a member's rate of pay based on the member's request to adjust years of aviation service. Regardless of the date the member submitted the request, the "stop pay" date will be 30 Sep 99, or the date member returned to aviation service, whichever is later.

3.11.4.3. If an ASD adjustment changes a CEA's flight incentive pay status from conditional to continuous, and the member is otherwise qualified to receive this pay, the servicing HARM office will start continuous CEFIP.

3.11.4.3.1. Members are not entitled to CEFIP during a period in which medical certification was not maintained.

**3.12. Reassignment to other than Aircrew Operations or RPA SO duties (1AXXX or 1UXXX).** CEA may be assigned to a Special Duty Identifier (SDI) or Reporting Identifier (RI) position before mandatory return to aviation service.

**3.12. (AFSOC)Reassignment to other than Aircrew Operations or Remotely Piloted Aircraft (RPA) Sensor Operator (SO) duties (1AXXX or 1UXXX).** Group-level CEA FMs will establish processes to manage special duty assignments of CEAs. Procedures will include notification to the servicing HARM office of individuals who exceed tour-length limitations established in the basic instruction and AFI 11-412, *Aircrew Management*, to extend or terminate members' AOs. Without notification, the members' Flying Status Code (FSC) J AO will remain in effect. **(T-2)**

3.12.1. Inactivate a CEA from aviation service if the member is approved and accepted for the following Special Duty Identifiers and Reporting Identifiers: 8A100-Career Assistance Advisor; 8B000-Military Training Instructor; 8B100-Military Training Leader; 8B200-Academy Military Training NCO; 8D000-Linguist Debriefer; 8F000-First Sergeant; 8P000-Courier; 8P100-Defense Attaché Specialist; 8R000-Recruiter; 8T000-PME instructor; 9C000-CMSgt of the Air Force; 9E000-Command Chief; 9G100-Group Superintendent; 9L000-Interpreter/Translator; and 9S100-Technical Applications Specialist. If the member's application for special duty is approved, the member, member's classification and training office, or unit of assignment must submit the approval paperwork to the servicing HARM office. Include the approval date and class start date or assignment date to the special duty assignment (if no class is required). The HARM office will publish an AO assigning FSC "J" (inactive) effective the Date Initially Entered Retraining (DIERT), class start date, or date reassigned to the new AFSC/SDI/RI, whichever occurs first, and forward a copy of this AO to AF/A3O-AT. Without formal notification and upon receipt of the Military Personnel System to ARMS interface report with the DAFSC change (if it includes effective date of change), HARM offices will publish the AO IAW AFI 11-401. ***NOTE:*** For CEAs in patient status, DAFSC 9P000 disqualification status is based on actual date of medical disqualification IAW **paragraph 3.7.2.1**.

3.12.1.1. MAJCOMs may authorize operational and indoctrination flying for CEAs assigned to Operations Group (OG) Superintendent (9G100) positions on a case by case basis. MAJCOMs must consider assigned aircraft and prior aircrew experience and qualification when approving operational flying. Individuals approved for operational or indoctrination flying will be attached to a flying unit within the assigned OG and will not perform flying duties on aircraft not assigned or chopped to the assigned OG. MAJCOMs will direct the servicing HARM office to assign FSC "H" in ARMS for individuals approved for operational flying.

3.12.1.1.1. **(Added-AFSOC)** In all cases, approval must be granted before the appropriate AO is published and member's first flight. The appropriate approving authority is responsible for providing a copy of the approval letter to the servicing HARM office for permanent inclusion in the member's flight record folder (FRF) and publication of AO (as required). **Note:** Members previously assigned to active CEA flying positions still require the appropriate approval before first flight as OG

superintendents (DAFSC 9G100). Submit requests for operational flying status to HQ AFSOC/A3TR for processing to HQ AFSOC/A3T. **(T-2)**

3.12.1.1.2. **(Added-AFSOC)** OG superintendents approved for operational flying status must be experienced and be previously qualified in aircraft assigned to their group. Exceptions to this policy require HQ AFSOC/A3T approval. Forward requests to HQ AFSOC/A3TR for further coordination with the AFSOC CEA FM and HQ AFSOC/A3TA. **(T-2)**

3.12.2. To retain the 1AXXX AFSC and the entitlement to CEFIP, CEAs are approved for up to two consecutive special duty assignment tours; not to exceed four years. CEAs without a projected assignment to flying related duties**;** will have their AOs terminated. Members are not required to submit a voluntary disqualification request; disqualification in these cases are effective four years from the date of the FSC "J" AO. The servicing HARM office will publish an AO to assign ASC 08 (Disqualified--Voluntary Request).

3.12.3. To retain the 1UXXX AFSC, CEAs are approved for up to two consecutive special duty assignment tours; not to exceed four years. CEAs without a projected assignment to flying related duties**;** will have their AOs terminated. Members are not required to submit a voluntary disqualification request; disqualification in these cases are effective four years from the date of the FSC "J" AO. The servicing HARM office will publish an AO to assign ASC 08 (Disqualified--Voluntary Request).

## Chapter 4

## THE FLYING EVALUATION BOARD

**4.1. Purpose of Chapter.** This chapter establishes procedures for convening, conducting, and processing a FEB.

**4.2. Applicable to Whom.** FEBs are applicable to rated officers, CEAs, and non-rated officer, enlisted aircrew members and civilian government employees only. Aircrew members have an obligation to maintain certain professional standards and obtain and maintain aircrew qualification. Accordingly, qualification for aviation service is subject to review when an aircrew member's conduct or duty performance becomes suspect.

**4.3. When to convene an FEB and order an Aircrew Member before a Board.** Convene an FEB under any of the following conditions:

**4.3. (AFSOC)When to convene an FEB and order an Aircrew Member before a Board.** Following the trigger event (i.e., decision point) , the convening authority 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. Refer to Table 4.1.1., and Table 4.3., in this supplement for specific AFSOC guidance on timelines (suspense dates) for FEBs and FEB waivers (in addition to Table 4.1., in the basic instruction). Submit requests for extensions or delays to HQ AFSOC/A3TR for processing to AFSOC/A3. See paragraph 4.4.5., and paragraph 4.4.7., for FEB/FEB waiver procedures. **(T-1)**

4.3.1. **Extended Aviation Service Suspension or Disqualification**. A rated officer or CEA disqualified from aviation service for longer than eight years (at the time of submission for requalification), or whose aviation service has been invalid for longer than eight years, must appear before an FEB for approval of requalification or revalidation. **EXCEPTION**: For extended medical disqualification, see **paragraph 3.8**

4.3.1. **(AFSOC)** A rated officer or CEA disqualified from aviation service for longer than five years (at the time of submission for requalification), or whose aviation service has been invalid for longer than five years, must appear before a FEB for approval of requalification or revalidation. **(T-1)**

4.3.1.1. Submit revalidation or requalification requests to the HARM office and immediate commander (use the format in **Attachment 6**). Forward the request with the commander's recommendation to the convening authority.

4.3.1.2. Before convening an FEB, the convening authority will consider the aircrew member's grade, aircrew experience, availability for assignment to aircrew duties, requalification training, retainability, and needs of the Air Force. If the member's potential for aircrew duty is questionable, the convening authority should deny the revalidation or requalification request. Coordinate active-duty aircrew requirements and assignment availability with HQ AFPC.

4.3.2. **Lack of Proficiency**. Cause exists to convene an FEB when an aircrew member shows a lack of aircrew proficiency. This may include a lack of knowledge of flying directives or a negligent violation of flying procedures. This does not apply to aircrew members enrolled in formal flying training programs.

4.3.3. **Failure to Meet Training Standards**. Failure to meet academic or flying standards while enrolled in a USAF directed formal flying training course requires an examination of the aircrew member's potential for continued aviation service. An FEB (or FEB waiver) evaluates retention in (or removal from) training and potential for continued aviation service. The authority for removal from training for failure to meet training standards is the FEB/FEB waiver approval authority (paragraphs 4.4.7 or 4.6.8). **Exception:** MAJCOMs may determine when the academic or flying standards of a formal flying training course exceeds the AF standards for the rated/CEA specialty, for example, the training standards of formal instructor courses generally exceed the standards for non-instructor courses. In these courses, when an individual is recommended for elimination for failure to meet training standards, an FEB waiver is appropriate. The member must maintain basic and mission qualification (where appropriate).

4.3.3. **(AFSOC)** Rated officers or CEA members who have completed Aircrew Fundamentals who attempt to DOR (or submit an SIE request) from a formal flying training course will not be afforded FEB waiver consideration. These members must be considered for FEB action under paragraph 4.3.7.3., in the basic instruction. See paragraphs 3.9.3.13., 4.3.7.3, 4.4.6., and 4.5.6., in the basic instruction and this supplement. **(T-1)**

4.3.3.1. Do not convene an FEB for non-rated officers enrolled in Undergraduate Flying Training or for students enrolled in initial CEA Formal Flying Training courses that have not successfully completed a mission qualification flight evaluation. The preferred method for removing these students from aviation service is via a Training Review Board/Commander's Review Process. (See **paragraph 3.9.1**).

4.3.3.2. Airsickness is not cause for medical disqualification unless there is evidence of organic or psychiatric pathology. However, aircrew members may meet a FEB for failure to meet training standards if airsickness interferes with flying duties and prevents completion of training. Forward aero-medical summaries of airsickness cases through medical channels to MAJCOM/SG, before convening the FEB. The aircrew member may offer as evidence the results of any standard or experimental treatment program designed to treat airsickness. Do not use non-participation in an experimental program as evidence of a lack of desire to fly.

4.3.4. **Lack of Judgment**. Cause exists to convene a FEB when an aircrew member shows lack of judgment in performing aircrew duties.

4.3.5. **Aircrew Requirements**. Cause exists to convene an FEB when an aircrew member fails to meet ground or flying training requirements IAW AFI 11-202, Volume 1 and MDS specific instructions, or annual physical examination requirements published in AFI 11-401 and AFI 48-123, Volume 3.

4.3.6. **Violation of Other Aviation Instructions and Procedures**. Cause exists to convene an FEB when an aircrew member has committed an intentional violation of aviation instructions or procedures.

4.3.7. **Habits, Traits, Characteristics**. Cause exists to convene an FEB when an aircrew member exhibits habits, traits of character, or personality characteristics that make it undesirable to continue using the aircrew member in flying duties. Do not administratively withdraw an aircrew member from a formal flying training course when the individual is

being eliminated under Habits, Traits, or Characteristics. Primary reasons to convene a FEB under this paragraph include:

4.3.7.1. A suspected fear of flying.

4.3.7.2. Chronic airsickness without an organic or psychiatric pathology. Forward aeromedical summaries of airsickness cases through medical channels to MAJCOM/SG before convening the FEB. The aircrew member may offer as evidence the results of any standard or experimental treatment program designed to treat airsickness. Do not use non-participation in an experimental program as evidence of a lack of desire to fly.

4.3.7.3. Attempts to limit aviation service, such as DOR from formal training courses, requests for voluntary disqualification based on a personal desire to terminate aircrew duty, or requests to decline a particular assignment following formal training.

4.3.7.3. **(AFSOC)** An FEB waiver is not appropriate for rated and CEA aircrew members (completed Aircrew Fundamentals) who attempt to DOR or submit an SIE request from a formal flying training. **(T-2)**

4.3.7.4. An FEB is not for punitive disciplinary action. It is not a substitute for action under the UCMJ or any other administrative directives. ***NOTE:*** Do not use any aviation service action as a substitute for administrative or disciplinary action. Incidents that involve fitness or punitive liability make an aircrew member liable to the same actions as a non-aircrew member. When an aircrew member exhibits questionable professional qualities, consider initiating action outlined in **paragraph 3.7.1.6** After completing action under **paragraph 3.7.1.6**, convene an FEB if the member's potential for continued aviation service is still in question.

**4.4. Conducting Flying Evaluation Boards.** (See **Attachment 11 – Attachment 23.**).

4.4.1. **Board Action Overview.** An FEB should review and discuss, in a fair and impartial manner, all information relevant to an aircrew member's aviation and professional qualifications. The board receives exhibits and hears testimony when all required parties are present and witnesses are sworn and subject to cross-examination. Counsel may represent the respondent. An FEB is not an adversarial proceeding. The respondent may request military counsel of his/her own choosing (if available) or civilian counsel (at his/her own expense). The military counsel's commander determines availability. (Rules for determining availability of counsel for courts-martial are not applicable to requests for counsel for an FEB.) Although the board adheres to a semiformal procedure, avoid informal conversation, comments off the record, and reference to extraneous matters. In closed deliberations, board members discuss and evaluate the evidence to develop findings and recommendations. Before adjournment, findings and recommendations are announced when all required parties are present. The convening authority and subordinate MAJCOM authorities review the FEB report before the respondent's MAJCOM commander takes final action. **Exception:** The AETC/CC is the final approval authority for all FEB actions involving active duty members attending AETC formal flying training courses. Apply these guidelines:

4.4.1.1. Appearance of more than one respondent before a board is prohibited.

4.4.1.2. The board does not make recommendations on disciplinary actions.

4.4.1.3. Recommendations of an FEB are advisory and not binding.

4.4.1.4. AFI 51-602, *Boards of Officers* does not apply.

4.4.1.5. If possible, do not include classified information in FEB proceedings.

4.4.1.5. **(AFSOC)** Depending on the circumstances, classified information may be relevant to the FEB and therefore, must be presented during the board hearing. However, the introduction of classified information presents a challenge with respect to court reporters and other key participants who may not have the necessary clearance for the information presented. Board members should limit the introduction of classified information and should consider the following:

4.4.1.5.1. **(Added-AFSOC)** Present evidence in a manner that avoids discussing classified information. However, there may be times when classified information must be introduced to ensure evidence is fully developed and all facts are identified. **(T-1)**

4.4.1.5.2. **(Added-AFSOC)** Ask the respondent's counsel to agree to a stipulation of fact that can avoid the presentation of classified evidence. Contact the base legal office for assistance on drafting a stipulation of fact. **(T-1)**

4.4.1.5.3. **(Added-AFSOC)** Contact the base legal office if the board requires a court reporter with a specific security clearance. However, the reporter may need to be read into certain programs, so court reporter clearance may need to be coordinated with the unit security manager. **(T-1)**

4.4.1.5.4. **(Added-AFSOC)** Ensure written transcript and other supporting documents (e.g., exhibits) are properly marked IAW classification guidance when classified material and/or information is included in these documents. **(T-0)**

4.4.1.5.5. **(Added-AFSOC)** Notify as soon as possible when the determination is made that classified information will be included in the FEB report (package). **(T-1)**

4.4.1.6. In accordance with AFI 91-204, *Safety Investigations and Reports* do not allow privileged safety information or documents to be introduced into the FEB.

4.4.1.7. The flying unit commander, the member's commander, or flying training school commander initiates the FEB process for convening authority review/action IAW **Table 4.1**. Send requests for extensions to established timelines to the MAJCOM/A3.

4.4.1.7.1. **(Added-AFSOC)** Use the SSS routing template in Table 4.2., in this supplement to request FEB/VILO action by a convening authority or Table 4.5., in this supplement to request FEB waiver action by AFSOC/A3. **(T-3)**

**Table 4.1. Flying Evaluation Board Action Timeline.**

| FEB Action | Responsibility | Timeline |
|---|---|---|
| Respondent notification letter prepared for convening authority review (**Attachment 14**) (Note 1) | Member's Unit/CC or Formal School/CC | Immediately after identifying reason for FEB action |
| Convening authority approves/disapproves Respondent Notification letter. (Convening authority may direct FEB waiver) (Note 3) | Convening Authority (Note 2) | Within 5 calendar days of the occurrence (Note 4) |

| | | |
|---|---|---|
| Convening authority appoints board members and establishes date for board to convene<br><br>NOTE: HARM office or Base Legal Advisor (BLA) publishes SO appointing board members. **See paragraph 4.7.1.1.2.** | Convening Authority | Within 5 calendar days of the occurrence; FEB must convene within 30 days of appointing board |
| Respondent is Suspended from aviation service (ASC – 04) | HARM Office | Immediately upon respondent notification |
| Respondent acknowledges FEB notification | Respondent | Within 48 hours (two duty days) of notification |
| Member responds to FEB Action (may request FEB Waiver/VILO) (Note 3) | Respondent | Within 5 days of notification |
| Convening authority reviews FEB waiver/VILO request. Convening authority may deny request and direct FEB or forward to MAJCOM for approval | Convening Authority | Within 10 days from receipt of respondents request |
| Convening authority sends final recommendation to MAJCOM/A3 | Convening Authority | Within 60 workdays after the board adjourns |

***NOTES:***

Note 1: Ensure package includes draft notification letter from convening authority to the member, substantiating documents with reasons to convene FEB, and all ARMS products IAW Chapter 1.

Note 2: Convening authority is normally the Wing CC or Equivalent.

Note 3: The respondent or convening authority may request a FEB waiver for previously qualified rated or CEA aircrew members to return to previously qualified aircraft or specialty.

Note 4: Notification to the respondent must be done within 5 calendar days of the occurrence of circumstances requiring FEB action. **Attachment 14** is used to notify the member, suspend the member from aviation service, and stop flight pay pending final FEB outcome.

Note 5: Copies of the convening authority's review of FEB recommendations and board proceedings are due to MAJCOM/A3 (forward package to A3T for processing) 60 calendar days after the board adjourns.

**Table 4.1. (AFSOC) Flying Evaluation Board Action Timeline. Note: For the purposes of the timeline, the "occurrence" is the day the decision is made to pursue FEB action (day zero). (T-1)**

| FEB Action | Responsibility | Timeline |
|---|---|---|
| Respondent notification letter prepared for convening authority review (Attachment 14 in the basic instruction). | Member's Unit/CC or Formal School/CC | Immediately after identifying reason for FEB action |

| FEB Action | Responsibility | Timeline |
|---|---|---|
| (Added) Unit commanders will verbally (or electronically) notify the respondent‘s OG/CC (or equivalent) and convening authority within 48 hours after the decision is made (trigger point) that FEB action is required. | | |
| Convening authority appoints board members and establishes date for board to convene. **Note:** HARM office or Base Legal Advisor (BLA) publishes Special Order (SO) appointing board members. See paragraph 4.7.1.1.2.<br><br>(Added) AFSOC HARM offices are responsible for publishing the SO. **Note:** AFSOC board member appointment letter and senior board member letter have been combined. Use Attachment 32 in this supplement as an example. In addition, alternate board members will be appointed on this letter. Refer to paragraph 4.7.1.1.3, in this supplement. | Convening Authority | Within 5 calendar days of the occurrence; FEB must convene within 30 days of appointing board. |
| Board Members | Sign (certify) written transcript. | NLT 3 calendar days from last board member reviewing written transcript. |
| Recorder<br><br>**Note:** Contact the servicing HARM office and Base Legal Advisor (BLA) as appropriate. | Assemble FEB report (package). Ensure mandatory exhibits are included IAW paragraphs 4.4.8.6–4.4.9 in the basic instruction. Use Attachment 33 in this supplement. | NLT 2 calendar days from last board member signing written transcript. |
| Convening Authority‘s Staff Judge Advocate (SJA) | Review FEB report for legal sufficiency. | NLT 7 calendar days from the date the FEB report was assembled. |
| Convening authority | Review and sign the FEB report (including FEB transmittal letter). | NLT 3 calendar days from the date of the SJA legal review. |

| FEB Action | Responsibility | Timeline |
|---|---|---|
| Recorder | Send FEB report (package) to HQ AFSOC and upload an electronic copy to the AFSOC FEB SharePoint site. | NLT 2 calendar days from the date the convening authority signs the report. |
| HQ AFSOC/A3TR | Review and process FEB report (package). | NLT 3 calendar days from the date the package was sent to HQ AFSOC. |
| HQ AFSOC/JA | Review FEB report for legal sufficiency. | NLT 7 calendar days from the date HQ AFSOC/A3TR processes the package. |
| HQ AFSOC/A3T | Coordination | NLT 3 calendar days from the date of HQ AFSOC/JA legal review. |
| HQ AFSOC/A3 | Coordination | NLT 3 calendar days from date of HQ AFSOC/A3T coordination. |
| AFSOC Command Section | Coordination | NLT 10 calendar days from HQ AFSOC/A3 coordination. |
| AFSOC/CC | Approve/Disapprove | |
| **Note 2:** Extension requests must be submitted prior to exceeding the timeline. See paragraphs 4.4.1.8., and 4.8.1., in this supplement. | | |

**Table 4.1.1. (Added-AFSOC) AFSOC Flying Evaluation Board Action Timeline (Note 2). (T-1)**

| Office | Responsibility | Timeline |
|---|---|---|
| Board Members | Convenes and *completes* (adjourns) board (hearing). **Note 1:** Board must convene within 30 calendar days from board appointment. | NLT 38 calendar days from the convening authority appointing board members. |
| Recorder | Transcribes/prepares the official written board (hearing) transcript. | NLT 25 calendar days from board adjournment. |
| Board Members | Review written transcript. | NLT 4 calendar days from receipt of written transcript. |
| Board Members | Sign (certify) written transcript. | NLT 3 calendar days from last board member reviewing written transcript. |
| Recorder<br><br>**Note:** Contact the servicing HARM office and Base Legal Advisor (BLA) as appropriate. | Assemble FEB report (package). Ensure mandatory exhibits are included IAW paragraphs **4.4.8.6–4.4.9** in the basic instruction. Use Attachment 33 in this supplement. | NLT 2 calendar days from last board member signing written transcript. |

| Office | Responsibility | Timeline |
|---|---|---|
| Convening Authority's Staff Judge Advocate (SJA) | Review FEB report for legal sufficiency. | NLT 7 calendar days from the date the FEB report was assembled. |
| Convening authority | Review and sign the FEB report (including FEB transmittal letter). | NLT 3 calendar days from the date of the SJA legal review. |
| Recorder | Send FEB report (package) to HQ AFSOC and upload an electronic copy to the AFSOC FEB SharePoint site. | NLT 2 calendar days from the date the convening authority signs the report. |
| HQ AFSOC/A3TR | Review and process FEB report (package). | NLT 3 calendar days from the date the package was sent to HQ AFSOC. |
| HQ AFSOC/JA | Review FEB report for legal sufficiency. | NLT 7 calendar days from the date HQ AFSOC/A3TR processes the package. |

**Table 4.2. (Added-AFSOC) AFSOC FEB Waiver Coordination. (Page 1) Use the following routing to request FEB waiver action by the formal training unit commander. (T-2)**

| STAFF SUMMARY SHEET | | | | | | | |
|---|---|---|---|---|---|---|---|
| | TO | ACTION | SIGNATURE (*Surname*), GRADE AND DATE | | TO | ACTION | SIGNATURE (*Surname*), GRADE AND DATE |
| 1 | SARM | *COORD* | (See **Note 2**) | 6 | WG/JA | *COORD* | |
| 2 | AFSOTC/ OGV | *COORD* | | 7 | WG/CC | *SIGN* | |
| 3 | AFSOTC/ CEA FM | *COORD* | For CEAs only | 8 | AFSOC/ A3TR | *PROCESS* | |
| 4 | AFSOTC/ CC | *COORD* | | 9 | AFSOC/ A3V | *COORD* | |
| 5 | HARM | *COORD* | (See **Note 3**) | 10 | AFSOC/ CEA FM | *COORD* | For CEAs only |

**Notes:**
1. FEB waivers in lieu of an FEB are not an option for aircrew members assigned to operational flying units being considered for FEB action.

2. The SARM office will ensure mandatory exhibits are included in the FEB waiver package before staffing to the package to the next office for coordination. Refer to paragraphs **4.4.9** – **4.4.9.6** and **Attachment 21** in the basic instruction.

3. The HARM office will ensure suspension action is accomplished IAW paragraph **3.6.3.1** in the basic instruction. Additionally, the HARM office will ensure ARMS products included in the waiver package are current and reflect the respondent‘s suspension (ASC 04) status.

4.4.1.7.2. **(Added-AFSOC)** The unit commander will ensure the respondent is assigned Assignment Availability Code (AAC) 21 in the Military Personnel Data System (MilPDS) IAW paragraph 3.7.1.1.6., in the basic instruction. Do not allow the member to go on temporary duty (TDY) or deployment until FEB action is complete. Except for extenuating circumstances, commanders should limit approval of leave requests by respondents until after boards (hearings) have convened/adjourned. **(T-1)**

4.4.1.8. **(Added-AFSOC)** Convening authorities will submit extension requests to HQ AFSOC/A3TR for processing to AFSOC/A3 for approval. Requests will cite reasons for delay. **(T-1)**

4.4.1.9. **(Added-AFSOC)** Unit commanders, convening authorities, and board members (including recorders) should consult with the base CHARM and base legal office as required. Additional information on the command‘s FEB process including the AFSOC FEB Guide and templates are provided on the AFSOC FEB SharePoint site located at uniform resource locator (URL) **https://eis** afsoc.af.mil/sites/A3/A3T/A3TM/FEB/default.aspx. Contact HQ AFSOC/A3TR for access to the site. **(T-3)**

4.4.1.9.1. **(Added-AFSOC)** The CHARM is the overall office of primary responsibility (OPR) for the FEB process at the wing level and below. However, once an FEB is initiated, the recorder is responsible for the overall administrative and processing duties outlined in paragraphs 4.7.5.–4.7.5.3., of the basic instruction and this supplement. **(T-2)**

4.4.1.10. **(Added-AFSOC)** See the FEB process for convening authority review/action IAW Table 4.1. AFSOC specific coordination requirements are found in Table 4.1.1., Table 4.2., and Table 4.3. **(T-3)**

4.4.1.10.1. **(Added-AFSOC)** A unit or group commander in consultation with the convening authority may appoint an interim recorder to coordinate pre-board requirements and manage other administrative duties outlined in paragraph 4.7.5., of the basic instruction and this supplement. **(T-3)**

4.4.2. **Convening Authority Designation.** A flying unit commander (wing or comparable level (above group-level)) normally convenes an FEB. In cases when a geographically separated flying unit must convene an FEB, the flying wing commander within the flying

unit's chain of command will be designated the convening authority. For members attending a formal flying training course, the host flying wing located on the same installation will serve as the convening authority. ***Exception:*** For members attending undergratuate formal flying training at the CEA Center of Excellence, the AETC/A2/3/10 is the Convening Authority. For a tenant flying unit (including Direct Reporting Unit or Field Operating Agency of a higher headquarters) without a wing commander in the chain of command, the commander of the host flying wing located on the same installation will serve as the convening authority. MAJCOM commanders designate a convening authority when required for individuals assigned to the MAJCOM or intermediate commands above wing or comparable level (e.g., Numbered Air Force). For members assigned to the Air Staff, the Chief of Staff has delegated the authority to designate a convening authority to the Deputy Chief of Staff, Operations, Plans & Requirements, AF/A3/5 and the Director of Operations and Training, AF/A3O. An officer designated as convening authority by MAJCOM commanders or the CSAF (or CSAF's designee) must be a flying unit commander, at wing level or higher. In appropriate circumstances, the CSAF may direct the convening of an FEB at any organizational level.

4.4.3. **Membership Selection**. An FEB must provide a fair and impartial hearing. Ensure voting members have not been directly involved in the case and are the best qualified, most senior aircrew members available. If necessary, commanders may request TDY assistance to make up the FEB. ***NOTE:*** In appropriate situations the convening authority should consider selecting board members from outside the respondent's unit.

4.4.3. **(AFSOC)** Commanders must ensure members identified to the convening authority as primary and alternate board member candidates are available if the board is convened. Members must be available at least 60 calendar days after the board is adjourned or when the official board transcript is reviewed and signed by all board members, whichever occurs first. **(T-2)**

4.4.3.1. Voting members will be qualified for aviation service in an active ASC and be senior in rank to the respondent. Three voting members constitute a quorum. Appoint one additional aircrew member to act as a nonvoting recorder.

4.4.3.1. **(AFSOC)** IAW paragraph 4.7.5., in the basic instruction, aircrew members appointed as recorders are relieved of all other duties. If extenuating circumstances require a recorder to be replaced before MAJCOM/CC final action, the new recorder will be appointed in writing (special order) the convening authority. Notify HQ AFSOC/A3TR when this occurs. **(T-1)**

4.4.3.1.1. Do not appoint enlisted members to FEBs convened for officers, or officers to FEBs convened for enlisted members.

4.4.3.2. Do not appoint the convening authority as a member of the board and do not appoint a judge advocate as an assistant recorder. A judge advocate may advise the recorder, but may not be present during closed sessions.

4.4.3.3. Voting members should be in the same aircrew specialty, (e.g., pilot, CSO, or flight engineer), as the respondent. To the greatest extent possible, at least one voting member should have the same primary duty AFSC as the respondent. When evaluating a flight surgeon, a flight surgeon must be a voting member of the board.

4.4.3.4. A judge advocate may be appointed as a nonvoting legal advisor to advise on procedural matters and ensure the respondent receives a fair, impartial, and non-adversarial hearing. If appointed, a judge advocate may not be present at closed sessions.

4.4.3.4.1. A legal advisor will provide an FEB procedural briefing scheduled for the senior board member and the recorder.

4.4.3.4.1.1. **(Added-AFSOC)** The recorder will consult with the Senior Board Member (SBM) and the base legal office prior to contacting the Area Defense Counsel (ADC) to schedule the board. **(T-1)**

4.4.3.5. A flight surgeon may be appointed as a nonvoting member when a medical problem may be a significant contributing factor in the case.

4.4.3.6. If an ARC aircrew member requires an FEB during a formal flying training course with an active duty unit, the active duty wing commander convenes the FEB at the base of training. In these situations, one of the board members must be a Guard or Air Force Reserve rated officer (as appropriate), preferably from the individual's home unit. In the case of host/associate/blended wings, one of the board members will be of the same component as the respondent.

4.4.3.6.1. When practical, boards convened to consider non-EAD USAFR aircrew members are composed of Air Reserve Technician (ART) or non-technician reservist aircrew members.

4.4.3.6.2. When practical, boards convened to consider non-EAD ANG aircrew members are composed of ANG aircrew members.

4.4.3.6.3. **(Added-AFSOC)** For active duty aircrew members attending an AFSOTC formal schoolhouse with active/reserve aircrew members assigned, ensure at least one active duty member is on the board. **(T-2)**

4.4.4. **Establishing a Convening Date**. Normally, convene the board within 30 days after the convening authority appoints the board (**Attachments 12 and 13)**.

4.4.5. **Respondent Notification and Acknowledgment**. Notify the respondent in writing to appear before an FEB (**Attachment 14**). The notification will include: why, when, and where the board will meet, witnesses to be called, rights of the respondent for representation by counsel, and the board's responsibility to arrange for the appearance of military witnesses requested by the respondent. State the basis for convening the board (**paragraph 4.3**) and all allegations. The respondent must reply within 48 hours (two duty days). Provide a copy of this notification to the HARM office. The HARM office will publish an AO assigning ASC 04 effective the date of the notification letter.

4.4.5. **(AFSOC)** Once the decision (trigger point) is made that FEB action is required, commanders (including convening authorities) will ensure FEB respondent notification letters (Attachment 14 in the basic instruction) are processed and served in a timely manner within the timelines outlined Table 4.1., in the basic instruction and this supplement, and Table 4.1.1., in this supplement. **(T-1)**

4.4.5.1. **(Added-AFSOC)** Convening authority notification letters will be date stamped the date respondents are officially notified in-person of FEB action. **Note:** Commander's intent is for respondents to be officially notified of FEB action (via

Attachment 14 in the basic instruction) on the same day convening authorities sign the notification letter. **(T-1)**

4.4.6. **Voluntary Disqualification from Aviation Service in Lieu of FEB (VILO).** After being notified of the FEB, the member may request voluntary disqualification from aviation service in lieu of the FEB, or request a waiver of FEB to return to previously qualified aircraft if enrolled in flying training (**paragraph 4.4.7**). This is not to be confused with DOR as appropriate for members in undergraduate training. No option for DOR exists after an officer is awarded a rating or a CEA successfully completes Aircrew Fundamentals. VILO is only in lieu of FEB action. For VILO, the respondent makes an endorsement to this effect when acknowledging receipt of the notification letter. The respondent must prepare a request for VILO (**Attachment 15**) and submit it to the convening authority through the immediate commander within five workdays of acknowledging receipt of the FEB notification letter. If the convening authority approves the request for VILO, delay FEB action until the next higher approval authorities and the MAJCOM act on the request. If disapproved at any level, resume FEB proceedings immediately.

4.4.6. **(AFSOC)** The "no option for DOR" includes an SIE request after an officer is awarded a rating or a CEA successfully completes Aircrew Fundamentals. **(T-2)**

4.4.6.1. Forward the VILO request and documentation, including exhibits required by **paragraph 4.4.9**, through normal FEB processing channels to the MAJCOM commander (or the CSAF's delegatee in the case of an Air Staff level respondent). The review process and administrative requirements are the same as those required for a report of FEB proceedings. Although the MAJCOM commander is the final approval authority, reviewing authorities at any level may disapprove the request and direct an FEB. Approved VILO packages will be forwarded to AF/A3O-AT for publication of a DAF AO assigning ASC 05. This AO will have the same effective date as the original suspension AO.

4.4.6.1. **(AFSOC)** Recorders (or designated representatives) will ensure VILO requests include the mandatory exhibits outlined in paragraphs 4.4.9.1.–4.4.9.6., in the basic instruction. ARMS products will be dated on or after the date the member was suspended from aviation service. **(T-2)**

4.4.6.1.1. **(Added-AFSOC)** Staff VILO requests in the same manner as FEB reports (packages) IAW Tables 4.7., and 4.8., in this supplement. Commanders, convening authorities, and higher headquarters reviewing authorities will ensure VILO coordination receives priority processing. **(T-2)**

4.4.6.1.2. **(Added-AFSOC)** Recorders (or designated representatives) will ensure VILO requests are monitored and updated on the AFSOC FEB dashboard maintained on the AFSOC FEB SharePoint site. **(T-3)**

4.4.6.2. VILO approval: Permanently disqualifies an aircrew member from aviation service, prohibits the member from wearing the aviation badge associated with the VILO, and makes the member immediately eligible for involuntary separation or reassignment to non-aircrew duty, as determined by the needs of the Air Force. (Separation action for commissioned officers requires Secretary of the Air Force approval.).

4.4.6.3. A VILO is considered a FEB action and requires the same coordination and approval as a FEB. ***NOTE:*** Do not recommend approval of a VILO unless the supporting documentation clearly shows an FEB would recommend disqualification.

4.4.7. **FEB Waivers**. A FEB waiver is considered a FEB action and requires the same coordination and approval as a FEB. FEB waiver process is not an appropriate means to disqualify a member.

4.4.7. **(AFSOC)** Refer to paragraphs 4.4.7.1., or 4.4.7.2., in this supplement (as applicable) for FEB waiver approval authority. FEB waiver requests are staffed IAW Tables 4.4., 4.5., and 4.6., in this supplement. In all cases, FEB waivers will be staffed through the convening authority. Commanders, convening authorities, and higher headquarters reviewing authorities will ensure FEB waiver coordination receives priority processing. **Note:** An FEB waiver in lieu of FEB action is not an option for aircrew members assigned to operational units being recommended for FEB action. **(T-1)**

4.4.7.1. For rated officers and CEAs enrolled in any USAF directed formal flying training programs that were previously qualified in another aircraft (for First Assignment Instructor Pilots (FAIPs) see **paragraph 4.4.7.2**), or previously qualified in a different crew position, the member or the convening authority may request an FEB waiver (**Attachment 29**). The convening authority will submit or forward waiver requests through command channels only when convinced the reviewing authorities would recommend the member remain qualified in the aircraft and/or crew position in which he/she was previously qualified. If there is any doubt regarding potential for continued aviation service, direct an FEB. Forward FEB waiver requests through command channels to the MAJCOM commander for final approval. The MAJCOM Commander may delegate approval authority no lower than the MAJCOM/A3. Reviewing authorities at any level may deny the waiver request and direct an FEB. Note: See **paragraph 3.7.1.1.4**. if member is returned to flying status in the aircraft in which he or she was previously qualified as the result of FEB waiver action.

4.4.7.1. **(AFSOC) Rated Officers and CEAs Enrolled in an AFSOTC Formal Flying Course that Were Previously Qualified in Another Aircraft**. When the respondent chooses to submit a waiver request or the convening authority offers the respondent a waiver, ensure the respondent is referred to military legal counsel (normally the ADC) prior to submitting a waiver to HQ AFSOC. Approval authority is delegated to AFSOC/A3 for AFSOC members. Approval for National Guard Bureau (NGB) or AFRC members is handled through their respective chain of commands. Contact NGB/A3OS or HQ AFRC/A3TB to determine the appropriating approval authority. **Note:** Rated officers or CEA members who have completed Aircrew Fundamentals who attempt to DOR or submit an SIE request from a formal flying training course will not be afforded FEB waiver consideration. **(T-1)**

4.4.7.1.1. **(Added-AFSOC)** Convening authorities will submit or forward waiver requests involving ARC members directly to the members‘ MAJCOM/A3 for review and further processing. **(T-1)**

4.4.7.2. FEB waivers are also applicable for a training pipeline student (recent UFT graduate, never assigned to an MDS) and FAIPs undergoing Pilot Instructor Training (PIT), Initial Fighter Fundamentals (IFF) or assigned as a student in a fighter/bomber-

specific formal training unit (FTU), when the member is being considered for placement in multi-placed, crew-type aircraft or Remotely Piloted Vehicle. Forward FEB waiver requests to the MAJCOM commander for final approval. The MAJCOM Commander may delegate approval authority no lower than the MAJCOM/A3. (**Exception**: The AETC/CC may delegate waiver approval authority to the 19 AF/CC for AETC pipeline students and FAIPs.) Reviewing authorities at any level may deny the waiver request and direct an FEB. If there is any doubt regarding potential for continued aviation service, direct an FEB. **Note**: See **paragraph 3.7.1.1.5**. if member is placed in multi-placed, crew-type aircraft training as the result of FEB waiver action. An FEB waiver is not appropriate for former non-USAF helicopter pilots attending SUPT or FWQ unless they are previously qualified in a USAF helicopter and can be reassigned to a helicopter flying position.

4.4.7.2. **(AFSOC) Pipeline Students (Recent UFT Graduates, Never Assigned to an MDS) Enrolled in an AFSOC Formal Flying Course.** If the convening authority is convinced that the reviewing authorities would recommend the respondent remain qualified in the aircraft and/or crew position in which previously qualified, the convening authority will utilize an FEB waiver to conserve time and resources. When a respondent chooses to submit a waiver request or the convening authority offers the respondent a waiver, ensure the respondent is referred to military legal counsel (normally the ADC) prior to submitting a waiver to HQ AFSOC. Approval authority is delegated to AFSOC/A3 for AFSOC members. Approval for NGB or AFRC members is handled through their respective chains of command. Contact NGB/A3OS or HQ AFRC/A3TB to determine the appropriating approval authority. **Note:** Rated officers or CEA members who have completed Aircrew Fundamentals who attempt to DOR or submit an SIE request from a formal flying training course will not be afforded FEB waiver consideration. **(T-1)**

4.4.7.2.1. **(Added-AFSOC)** Convening authorities will submit or forward waiver requests involving AFRC members directly to the members‘ MAJCOM/A3 for review and further processing. **(T-1)**

4.4.7.3. When the convening authority requests waiver of an FEB, the convening authority will notify the respondent in writing and direct the HARM office to suspend the member’s aviation service. The HARM office will publish an AO assigning ASC 04 effective the date of convening authority’s notification letter to the member, and terminate flight pay effective one calendar day prior to the effective date of the suspension AO. The respondent must reply within 48 hours (two duty days). The respondent has the option of requesting an FEB.

4.4.7.4. **(Added-AFSOC)** The basis for the waiver is failure to meet training standards IAW paragraph 4.4.3., in the basic instruction. **(T-1)**

4.4.7.4.1. **(Added-AFSOC)** The respondent’s unsatisfactory flying training progress is caused by factors unique to the training program. **(T-1)**

4.4.7.4.2. **(Added-AFSOC)** The respondent performs basic flying skills in a satisfactory manner confirmed by his or her completion of a basic qualification check, in the current or a previous aircraft, according to AFI 11-202, Volume 2, *Aircrew*

*Standardization/Evaluation Program,* or previous qualification in another crew position. **(T-1)**

4.4.7.4.3. **(Added-AFSOC)** The respondent displays qualities of judgment commensurate with experience level. **(T-1)**

4.4.7.4.4. **(Added-AFSOC)** The respondent does not display dangerous tendencies in the performance of basic flying maneuvers common to the rated or CEA specialty. **(T-1)**

4.4.7.4.5. **(Added-AFSOC)** The respondent is medically qualified for aviation service. **(T-1)**

4.4.7.4.6. **(Added-AFSOC)** The respondent's training progress in academic and simulator areas are otherwise satisfactory. **(T-1)**

4.4.7.4.7. **(Added-AFSOC)** The respondent is otherwise assignable to a previously qualified aircraft or for a pipeline student, the convening authority is convinced the respondent should remain qualified for aviation service in another airframe. **(T-1)**

**Table 4.3. (Added-AFSOC) AFSOC FEB Waiver Coordination (Page 1) Use the following routing to request FEB waiver action by the formal training unit commander (Note 1) (T-2)**

| STAFF SUMMARY SHEET | | | | | | | |
|---|---|---|---|---|---|---|---|
| | TO | ACTION | SIGNATURE (*Surname*), GRADE AND DATE | | TO | ACTION | SIGNATURE (*Surname*), GRADE AND DATE |
| 1 | SARM | *COORD* | (See **Note 2**) | 6 | WG/JA | *COORD* | |
| 2 | AFSOTC/ OGV | *COORD* | | 7 | WG/CC | *SIGN* | |
| 3 | AFSOTC/ CEA FM | *COORD* | For CEAs only | 8 | AFSOC/ A3TM | *PROCESS* | |
| 4 | AFSOTC/ CC | *COORD* | | 9 | AFSOC/ A3V | *COORD* | |
| 5 | HARM | *COORD* | (See **Note 3**) | 10 | AFSOC/ CEA FM | *COORD* | For CEAs only |

**Notes:**
1. FEB waivers in lieu of an FEB are not an option for aircrew members assigned to operational flying units being considered for FEB action.
2. The SARM office will ensure mandatory exhibits are included in the FEB waiver package before staffing to the package to the next office for coordination. Refer to paragraphs 4.4.9.–4.4.9.6., and Attachment 21 in the basic instruction.
3. The HARM office will ensure suspension action is accomplished IAW paragraph **3.6.3.1.** in the basic instruction. Additionally, the HARM office will ensure ARMS products included in the waiver package are current and reflect the respondent's suspension (ASC 04) status.

**Table 4.4. (Added-AFSOC) AFSOC FEB Waiver Coordination. (Page 2) (T-2)**

| STAFF SUMMARY SHEET | | | | | | | |
|---|---|---|---|---|---|---|---|
| | TO | ACTION | SIGNATURE (*Surname*), GRADE AND DATE | | TO | ACTION | SIGNATURE (*Surname*), GRADE AND DATE |
| 1 | AFSOC/ JA | *COORD* | | 6 | | | |
| 2 | AFSOC/ A3T | *COORD* | | 7 | | | |
| 3 | AFSOC/ A3 | *SIGN* | | 8 | | | |
| 4 | AFSOC/ A3TM | *FINAL ACTION* | | 9 | | | |
| 5 | | | | 10 | | | |

**Table 4.5. (Added-AFSOC) AFSOC FEB Waiver Action Timeline. (T-1).**

| Office | Responsibility | Timeline |
|---|---|---|
| Unit/CC prepares notification memo for convening authority review | Unit/CC | Immediately after reason for FEB action |
| Convening authority approves notification but offers respondent an FEB waiver using Attachment 34. | Convening Authority | Within 5 calendar days of the occurrence |
| Convening authority notifies HARM office to suspend (ASC 04) respondent from aviation service pending waiver approval. | Convening Authority | Immediately upon respondent notification |
| Respondent accepts or declines the waiver. | Respondent | Within 2 duty days of offer. |
| Convening authority processes request to HQ AFSOC/A3. | Convening Authority | Convening authority must forward waiver request package to AFSOC/A3 within 15 calendar days of receipt. |

| Office | Responsibility | Timeline |
|---|---|---|
| HQ AFSOC/A3 reviews waiver request and either approves or disapproves the request. If disapproved, A3 directs convening authority to convene FEB. | HQ AFSOC/A3 | Within 14 calendar days from receipt. |
| Upon approval receipt, HQ AFSOC/A3TR notifies convening authority, SQ/CC, HQ AFSOC/A1K, and respondent‘s servicing HARM office. | HQ AFSOC/A3TR | Within 2 calendar days from receipt. |

**Table 4.6. (Added-AFSOC) AFSOC FEB Coordination (T-2).**

| STAFF SUMMARY SHEET | | | | | | | |
|---|---|---|---|---|---|---|---|
| | TO | ACTION | SIGNATURE (*Surname*), GRADE AND DATE | | TO | ACTION | SIGNATURE (*Surname*), GRADE AND DATE |
| 1 | WG/JA | *COORD* | (See **Note 2**) | 6 | AFSOC/ JA | *COORD* | |
| 2 | WG/CC | *SIGN* | | 7 | AFSOC/ A3T | *COORD* | |
| 3 | AFSOC/ A3TR | *PROCESS* | | 8 | AFSOC/ A3 | *COORD* | |
| 4 | AFSOC/ A3V | *COORD* | | 9 | AFSOC/ DSEA | *COORD* | . |
| 5 | AFSOC/ CEA FM | *COORD* | For CEAs only | 10 | AFSOC/ DS | *COORD* | |

**Notes:**

1. FEB reports (packages) do not require squadron and group coordination. Once the FEB report is assembled, the recorder will submit the FEB report to the base legal office for coordination before forwarding it to the convening authority (i.e., wing commander).

2. The recorder will ensure mandatory exhibits are included in the FEB report before staffing to the base legal office for coordination. Refer to paragraphs 4.4.9.—4.4.9.6., and Attachment 21 in the basic instruction. Use the FEB report checklist in Attachment 33 of this supplement. A stand-alone version is maintained on the AFSOC FEB SharePoint site.

**Table 4.7. (Added-AFSOC) AFSOC FEB Coordination (T-2).**

| STAFF SUMMARY SHEET | | | | | | | |
|---|---|---|---|---|---|---|---|
| | TO | ACTION | SIGNATURE (*Surname*), GRADE AND DATE | | TO | ACTION | SIGNATURE (*Surname*), GRADE AND DATE |
| 1 | AFSOC/ CV | *COORD* | | 6 | | | |
| 2 | AFSOC/ CC | *APPROVE/ DISAPPROVE* | | 7 | | | |
| 3 | AFSOC/ A3TR | *FINAL ACTION* | | 8 | | | |
| 4 | | | | 9 | | | . |
| 5 | | | | 10 | | | |

4.4.8. **Submitting Evidence and Exhibits-General**. FEBs require evidence that accurately fixes dates, places, persons, and events. All reasonable available evidence must be examined, such as:

4.4.8.1. Sworn testimony by witnesses appearing before the board.

4.4.8.2. Depositions.

4.4.8.3. Certificates of officers and affidavits of enlisted personnel and civilians.

4.4.8.4. Original or authenticated copies of records and documents.

4.4.8.5. Medical Record. DD Form 2807-1, *Report of Medical History*, and DD Form 2808, *Report of Medical Examination*, or other valid forms appropriate for the medical examination, certifying medical qualification for flying duty in the requested aircrew specialty (e.g., AF Form 1042), completed within the past year. MAJCOM/SG will validate all medical forms submitted meet AFI 44-170 and AFI 48-123.

4.4.8.6. Other writings and exhibits, such as reports of Faculty Boards. In a rehearing, furnish the new board a copy of the prior board's report, less prejudicial material as determined by the servicing staff judge advocate. Include findings and recommendations.

4.4.8.7. When using publications or instructions as exhibits in the case file (for example, aircraft technical orders, Air Force Instructions, syllabi, and the like), submit only the applicable pages. Annotate the publication or instruction number, title, date, change number (if applicable), and page number on the exhibit.

4.4.8.8. Do not include any privileged safety information, including Part II of safety reports, status of final safety messages, and any other reports or documents containing privileged safety information as defined in AFI 91-204.

4.4.9. **Mandatory Exhibits.** The FEB report must include certified copies of:

4.4.9.1. DD Form 2808 or other valid forms appropriate for the medical examination, certifying current medical qualification for flying duty in the current or requested aircrew specialty (e.g. AF Form 1042). MAJCOM/SG will validate all medical forms submitted meet AFI 44-170 and AFI 48-123 requirements.

4.4.9.2. AOs awarding aeronautical rating or aviation badge, and ASC.

4.4.9.3. Any orders disqualifying the respondent from aviation service or imposing restrictions on aviation service.

4.4.9.4. The respondent's current ARMS IDS, ITS, IFR, and FHR.

4.4.9.5. Those parts of the flight evaluation folder (FEF) documenting the respondent's aircrew qualification history, such as AF Form 942, AF Form 1381, *USAF Certification of Aircrew Training*, and AF Form 8 or AF Form 8a.

4.4.9.6. Training records, to include UFT/FFT and ARMS training summaries.

4.4.10. **Respondent's Right to Review Evidence**. Give the respondent a chance to review all documents submitted as evidence. This should, if practical, be accomplished with sufficient time for the respondent to adequately review any proposed evidence.

4.4.11. **Use of Evidence by the Board**. FEBs are not bound by the formal rules of evidence prescribed for trials by courts-martial. However, a general observance of these rules promotes orderly procedures and a thorough investigation. The fact that evidence would not be admissible in a judicial proceeding does not preclude its use in an FEB.

4.4.11.1. The decision as to proof of authenticity rests with the senior board member. The board may dispense with formal proof of authenticity if it is impractical to produce a witness to identify the document. In most cases, authenticity may be established by stipulation. Copies are acceptable as exhibits if and when the recorder has authenticated each copy. (See Rule 1004, Federal Rules of Evidence.) Copies of public record are sufficiently authenticated when obtained by or for the board.

4.4.11.2. The recorder and respondent (or the respondent's counsel) may make a written or oral stipulation regarding any fact or expected testimony of a particular witness as if that witness testified at the hearing. However, the stipulation need not be accepted by the board and should not be accepted if any doubt exists as to the respondent's understanding of it or of the consequences of its admission.

4.4.11.3. If documentary evidence provides information relative to the matters being considered and such certificates, affidavits, depositions, or stipulations are accepted as exhibits during board proceedings, it is not necessary to reestablish such points in actual testimony. However, a witness should identify any evidence the witness originated.

4.4.12. **Evidence Leading to Additional Allegations**. Review all facts relative to an aircrew member's aircrew qualifications. If facts are made available that do not allude to the allegations in the notification letter, follow the procedure in **Attachment 19**. If evidence indicates lack of supervision or supervisory error, explore the subject and consider it for inclusion as a board finding.

4.4.13. **Calling Witnesses**. Call military witnesses to appear if they are reasonably available and can present material evidence. The senior board member will determine, with the advice of the legal advisor, whether a witness is reasonably available. If not reasonably available, depositions or telephonic testimony are acceptable. If using telephonic testimony, include a transcript in the report. Although civilian witnesses may appear, an FEB cannot compel their attendance. (Articles 46 and 47, UCMJ, do not apply to FEB proceedings) Consult with the servicing staff judge advocate as to the procedures to request the presence of civilian DoD employees. Unless specifically authorized, the government does not reimburse a civilian witness. Commanders who exercise review authority will not participate in the review process if called as a witness during the FEB proceedings.

4.4.14. **Who Will Attend FEB Sessions**. During all FEB proceedings except closed sessions, a reporter or stenographer, a recorder, and the respondent with counsel are present.

4.4.14.1. Witnesses are in the board room only when presenting evidence. Keep witnesses to be heard or recalled separate from the board room.

4.4.14.2. FEBs are closed administrative proceedings. Spectators are not permitted.

4.4.15. **Administering Oaths**. Any member of an FEB can administer oaths; however, this duty is usually delegated to the recorder.

4.4.15.1. FEB members need not be sworn.

4.4.15.2. The reporter and each witness are sworn.

4.4.16. **Challenging Board Members** (**Attachment 17**). The respondent may challenge voting members for cause. The burden of sustaining a challenge is on the respondent, and the board may take testimony on the challenge in open session.

4.4.16.1. Disputed challenges are voted on by the voting board in closed session with the challenged member excluded. A majority vote is required to sustain a challenge to remove a challenged member. (A tie vote disqualifies the member challenged from the board.) The remaining members constitute the board, except additional members are detailed when the board is reduced below a quorum. Peremptory challenges are not authorized.

4.4.16.2. If it is necessary to replace a member, the hearing proceeds from that point after the opportunity to challenge the new member has been afforded the respondent. If recorded, all proceedings will be played back for the new board member. The respondent, respondent's counsel, recorder, and legal advisor have the option to be present when the tapes are played. If proceedings have been transcribed, the new board member should read the record. The new board member must certify in writing he or she has listened to or read the complete record.

4.4.17. Soliciting Testimony. The respondent may not be compelled to testify. However, if the respondent elects to testify under oath, the respondent is subject to questioning by the recorder and the board members as with all other witnesses. If the testimony of a military witness raises the possibility of implicating that witness of criminal misconduct, the senior board member will adjourn the proceedings and consult with servicing staff judge advocate. If the senior board member determines after such consultation that the witness may incriminate himself, the senior board member will not proceed further with taking testimony

from that witness without advising the witness of his rights in accordance with Article 31, UCMJ. If the same situation applies with regard to a civilian witness, consult with the servicing staff judge advocate before proceeding with taking testimony from that witness. If the respondent, or the respondent's counsel, is allowed to cross-examine all witnesses, call witnesses, and present evidence in the respondent's behalf. At any time during the proceedings, the respondent or counsel may submit a written brief covering any of the matters under investigation. Give the respondent full opportunity to answer all allegations before concluding the proceedings.

4.4.18. Profession of Fear of Flying. If an aircrew member professes a fear of flying in testimony before an FEB, the board adjourns while the member is legally counseled (see **paragraph 3.7.1.3**). After counseling, give the member an opportunity to retract the fear of flying statement. If retracted, the board resumes and it is made a matter of record. If the member does not retract the fear of flying statement, the board ends its proceedings and fear of flying procedures are initiated IAW **paragraph 3.7.1.3.2**

4.4.19. Reviewing Previous Aircrew History. Regardless of the reason for convening an FEB, the board's recommendations are based on facts including all available evidence of the respondent’s aircrew performance history, to include UFT/FFT. During proceedings, determine whether the respondent previously submitted a voluntary request for suspension or disqualification from aviation service. Determination is also made on whether the respondent previously met an FEB or Faculty Board that resulted in elimination from a course of training related to the aeronautical ratings or designations possessed.

4.4.20. Board Findings. On completion of the hearing, clear the boardroom except for voting board members. Any phase of the hearing may be restudied. However, any reexamination of witnesses must be done in open session.

4.4.20.1. The board should consider extenuating circumstances surrounding the case. Extenuating circumstances may indicate whether the respondent had control over the factors involved.

4.4.20.2. To resolve conflicting evidence, each board member will use his or her professional knowledge, best judgment, and common sense. Each finding must be supported by a preponderance of evidence. For example, findings that state an aircrew member cannot safely perform aircrew duties must include specific information to support this conclusion. With evidence of unsafe past performance, continued unsafe performance may be reasonably inferred providing rationale for recommending disenrollment from training and permanent disqualification.

4.4.20.3. The findings include comments on each allegation or point in question. Each finding is stated separately in brief, clear language to include dates, times, places, and events.

4.4.20.4. An FEB convened to revalidate or requalify for aviation service states in its findings whether the respondent was qualified for aviation service when the individual's records were invalidated. This includes indicating if the individual:

4.4.20.4.1. Holds a current aeronautical rating or designation.

4.4.20.4.2. Is less than the current maximum age in grade according to AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force*.

4.4.20.4.3. Is medically qualified for aviation service.

4.4.20.4.4. Was qualified for aviation service when orders were invalidated.

4.4.20.4.5. Is qualified and available for performance of flying duties appropriate for his or her aircrew specialty, grade, and age.

4.4.20.5. The board may submit an additional finding that the respondent is unsuited for duty in a particular type aircraft, role, or mission.

**4.5. Board Recommendations.** Recommendations must be consistent with the findings. The FEB's basic charter is to determine whether or not an aircrew member has the potential to continue in USAF aviation service. Except as noted below, FEBs address only the respondent's qualification for aviation service, i.e., remain qualified or be disqualified. FEBs do not make recommendations regarding follow-on assignments. However, the FEB may recommend placement in a different airframe, e.g. a multi-place, crew-type aircraft. FEBs may make the following additional recommendations:

4.5.1. If the FEB was convened as a result of an aircrew member's inability to meet standards while enrolled in a formal flying training program, and the board recommends the member remain qualified, it may also recommend the member be reinstated in training. Do not make any recommendation regarding training unless this is the case.

4.5.2. If an FEB recommends a dual-rated officer be disqualified in one rated specialty, it must address the additional rating. For example, if a former CSO meets an FEB as a pilot and the board recommends disqualification, it also makes a recommendation on continued rated service as a CSO.

4.5.3. An FEB, or any subsequent authority in the FEB review process, may recommend the respondent be prohibited from wearing the aviation badge. This recommendation is appropriate only when: (a) An individual is disqualified for discrediting the badge through misconduct or willful violation of flying regulations or procedures, (b) fear of flying, (c) cowardice or refusal to fly in combat, or (d) when the aircrew member fails to become a productive member of the aircrew force through factors over which he or she has control to include attempts to resign from training, attempts to impose limits on rated/CEA service, and/or failure within rated/CEA specialty clearly due to lack of effort or motivation. If an FEB recommendation is to prohibit wearing the aviation badge, separation action according to AFI 36-3206, AFI 36-3208, or AFI 36-2209 as applicable should be considered with respect to the needs of the Air Force.

4.5.4. An FEB convened because of extended suspension or disqualification from aviation service limits its recommendation to whether aviation service should be revalidated or the individual should be requalified for aviation service.

4.5.5. A minority report is appropriate if there is disagreement among board members. A minority report may address findings, recommendations, or both. In such cases, ensure the FEB report shows the scope and content of the minority report, as well as which members support the minority opinion.

4.5.6. Recommendations To Disqualify. The best interest of the Air Force is the prime criterion when evaluating each case.

4.5.6.1. Do not base a recommendation to disqualify on a single incident disregarding an otherwise sound record. However, if the incident demonstrates unacceptable performance or an intentional disregard of regulations or procedures, a recommendation to disqualify is appropriate.

4.5.6.2. If an aircrew member has marginal potential for continued aviation service (e.g., cannot upgrade, has a history of poor checkride performance, or requires continuous additional supervision), recommend disqualification.

4.5.6.3. Disqualification is appropriate for an aircrew member who attempts to DOR from formal training, or attempts to place limits on aviation service or future assignments.

**4.6. The FEB Review Process.**

4.6.1. Review for Legal Sufficiency. The convening authority's staff judge advocate will review the report for legal sufficiency. The staff judge advocate limits comments to sufficiency of evidence and compliance with procedural requirements and will not make recommendations regarding the respondent's rated qualifications. When an FEB is convened below the MAJCOM, the MAJCOM staff judge advocate should conduct an additional legal review. When an FEB is convened at MAJCOM level or above, the Air Force staff judge advocate should conduct a legal review.

4.6.2. Action by Convening Authority. After reviewing the report and the review for legal sufficiency, the convening authority adds comments and recommendations. If the convening authority does not concur with the findings or recommendations, identify the areas of contention and explain the reasons for non-concurrence. If lack of supervision or supervisory error is a finding, include a statement regarding the corrective action. The convening authority may find the aircrew member is unsuited for duty in a particular aircraft, role, or mission and make recommendations regarding follow-on assignments. After making recommendations, the convening authority forwards the report (with original transmittal letter and attachments) directly to the member's MAJCOM/A3 for review. (When the respondent is an ANG resource or mobilization augmentee, forward to ANG/A3, or AFRC/A3, as appropriate. Provide the active duty MAJCOM a copy of all documentation.) In addition, send one copy of the complete report to each reviewing headquarters.

4.6.3. Reviewing Authorities and MAJCOM Command Review. Each level in the command chain reviews the report. Reviewing authorities may direct an additional review for legal sufficiency before making their recommendation. Reviewing authorities may determine the aircrew member is unsuited for duty in a particular aircraft, role, or mission, and may make recommendations regarding follow-on assignments. To expedite the review process, accomplish preliminary staff reviews pending receipt of subordinate commander's recommendations. A reviewing commander need forward only his or her comments and recommendations.

4.6.4. Non-concurrence with FEB Recommendation. Reviewing authorities must specify reasons for non-concurrence.

4.6.5. Reconvening and Rehearing. Any reviewing authority may direct reconvening an FEB or a rehearing (new board). (See **paragraph 4.8** for special administrative suspense instructions.) Reconvening an FEB is appropriate if:

4.6.5.1. The board did not comply with procedures in this chapter.

4.6.5.2. New evidence that could affect the findings and recommendations is brought to the attention of the convening or reviewing authority.

4.6.6. Submitting New Evidence (After the Board). If a reviewing authority receives additional evidence before forwarding recommendations to the next higher authority, review the evidence and have the convening authority reconvene the board if appropriate. Use as many of the original board members as possible if reconvening an FEB.

4.6.6.1. If the convening authority reconvenes the board, give the respondent enough time to prepare, but no more than ten working days.

4.6.6.2. If the convening or reviewing authority does not reconvene the board, forward the evidence or a summary with recommendations to the NAF and MAJCOM. Include a statement concerning the reasons for not reconvening the board.

4.6.6.3. If the convening or a subordinate reviewing authority receives additional evidence after forwarding recommendations to the next higher reviewing authority, notify the higher reviewing authority immediately.

4.6.7. When to Order a Rehearing. A rehearing is appropriate if any review for legal sufficiency determines there was prejudicial error to the substantial rights of the respondent that occurred in the proceedings.

4.6.8. Final Action on the Board. The respondent's MAJCOM commander is the final approval authority for FEBs convened at the MAJCOM level or below. This authority may be delegated no lower than MAJCOM/A3. MAJCOMs will notify AF/A3O-AT in writing when approval authority is delegated. For FEBs conducted by convening authorities designated by the CSAF or CSAF's delegate, the CSAF or delegate, as applicable, is the final authority. **Exception:** For active duty aircrew members attending a formal flying training course in AETC, HQ AETC/CC will be final approval authority for all FEB actions.

4.6.8.1. The respondent's MAJCOM will review the FEB report and all recommendations before determining final action.

4.6.8.2. For FEBs convened for cause involving ARC aircrew members, the NGB/CF or AF/RE (as appropriate) ARC commander makes the final FEB decision. This includes ARC aircrew members on active duty for flying training.

4.6.8.3. When a board is convened for failure to meet training standards, the MAJCOM commander conducting the training may discontinue processing of the FEB and direct the respondent to resume training. If the decision is to disqualify the aircrew member, forward the report and all recommendations to AF/A3O-AT for publication of a DAF AO assigning ASC 05 (Disqualified--Flying Evaluation Board). AF/A3O-AT will forward a copy of the AO to the individual's HARM office. The HARM office will revoke the original suspension and update the ASC in ARMS.

**4.7. Functions and Duties of Board Members.**

4.7.1. Convening Authority Responsibilities. The convening authority determines if FEB action is appropriate. If waiver of an FEB is approved, forward a copy of the approved waiver letter to AF/A3O-AT or HQ AFRC/A3TB (ARC members) and the member's HARM office to file permanently in the member's FRF.

4.7.1. **(AFSOC)** If the convening authority is convinced that the reviewing authorities would recommend the member remain qualified in the aircraft and/or crew position in which previously qualified, the convening authority will utilize an FEB waiver to conserve time and resources. When a member chooses to submit a waiver request, ensure the member meets with military legal counsel (normally the ADC) prior to submitting a waiver. Approval authority is delegated to AFSOC/A3 for AFSOC members. Approval for NGB or AFRC members is handled through their respective chain of commands. Contact NGB/A3OS or HQ AFRC/A3TB to determine the appropriating approval authority. **(T-1)**

4.7.1.1. When an FEB is appropriate, the convening authority:

4.7.1.1.1. Selects aircrew members to make up the FEB according to **paragraph 4.4.3**

4.7.1.1.1. **(AFSOC)** Commanders and convening authorities will ensure recorders and board members fulfill their FEB duties prior to engaging in any other duties. **(T-1)**

4.7.1.1.1.1. **(Added-AFSOC)** AFSOTC units will provide board member requirements (number, rank, aircrew specialty, Air Force Specialty Code [AFSC]) and suspense date to the convening authority's executive staff for tasking to appropriate flying unit commanders. **(T-1)**

4.7.1.1.2. Directs the BLA or the HARM office in writing to publish a SO IAW AFI 33-328, *Administrative Orders* appointing the FEB members (**Attachment 12**). The convening authority will provide board member composition (i.e., names, grade) and position (voting and non-voting) information. Refer to paragraph 4.4.3. HARM offices will number SOs sequentially beginning each Fiscal Year.

4.7.1.1.2.1. **(Added-AFSOC)** The recorder prepares the draft SO identifying primary and alternate board members (Attachment 32). The convening authority's signature block will be used as the approving authority on the letter. The recorder will coordinate preparation of the SO with the servicing HARM office. The servicing HARM office provides the SO number. Board appointment letters and the SBM letter are combined on a single letter (Attachment 32). In addition, alternate board members are identified using the same letter. In the event that a primary board member must be replaced, the SBM will notify the alternate board member of his or her responsibilities. The SBM will also notify the convening authority of the change. The recorder will provide a copy of the signed SO to the servicing HARM office. **(T-1)**

4.7.1.1.2.1.1. **(Added-AFSOC)** SOs will be numbered sequentially in the following format: A-YY (last two digits of the fiscal year)-0001. Example: A-12-0001, A-12-0002, A-12-0003. **(T-3)**

4.7.1.1.3. Directs the HARM office in writing to publish an AO assigning ASC 04, effective the date of respondent notification, and terminating the member's flight pay one calendar day prior to the date of the AO. ***NOTE:*** If unable to convene a suitable board because of exigencies of the military situation, the convening authority's immediate commander may appoint a board or authorize the appointment of aircrew members under the immediate commander as members of a board convened by the referring commander.

4.7.1.1.4. Directs the HARM office to notify the appropriate authorities (e.g., flight surgeon, legal, convening MAJCOM/A3T & the respondent's MAJCOM/A3T OPR.).

4.7.1.1.4. **(AFSOC)** Appropriate authorities include the wing commander, AFSOC/A3, and HQ AFPC/DPAOT. If the officer is TDY from another MAJCOM, ensure the individual's MAJCOM is an info addressee. **Note:** IAW paragraph 3.7.1.1.4., in the basic instruction, notify Outbound Assignments at the MPS that the aircrew members is not to PCS or be reassigned until FEB action is complete (includes FEB waiver and VILO action). **(T-1)**

4.7.1.1.4.1. **(Added-AFSOC)** To meet this requirement, HARM offices will forward a signed copy of the respondent's FEB or FEB waiver notification letter to HQ AFSOC/A3TR upon receipt. For overseas SOGs, the group ARM function will also provide notification in addition to the servicing HARM office. **(T-2)**

4.7.1.1.4.1.1. **(Added-AFSOC)** Request ARC units provide notification in the same manner when convening an FEB or FEB waiver on an active duty AFSOC member. **(T-2)**

4.7.1.1.4.2. **(Added-AFSOC)** AFSOC HARM offices will provide notification to the appropriate ARC MAJCOM/A3 staff when an AFSOC convening authority initiates an FEB or FEB waiver on ARC member enrolled in an AFSOC formal course. **(T-1)**

4.7.1.1.5. Notifies the senior member of the board of the circumstances and directs the board to convene at the earliest practical date (**Attachment 13**). If additional time is required, forward an explanation for the delay and the planned convening date to the MAJCOM.

4.7.1.1.6. Directs the board recorder to make sure the respondent is notified of the FEB and directed to appear (**Attachment 14**).

4.7.1.1.7. **(Added-AFSOC)** Directs the board recorder to update the AFSOC FEB milestone tracker maintained on the AFSOC FEB SharePoint site. **(T-2)**

4.7.1.1.8. **(Added-AFSOC)** Assigns priority to FEB processing and coordination that occurs before and after the board convenes. **(T-3)**

4.7.1.2. After the board adjourns, the convening authority:

4.7.1.2.1. Assigns priority to preparing the report.

4.7.1.2.2. Directs a review for legal sufficiency of the report.

4.7.1.2.3. Reviews the report and takes action.

4.7.2. Senior Board Member (SBM) Responsibilities. The SBM is a voting member and the final authority regarding the conduct of the board.

4.7.2.1. Pre-hearing Preparations. Before the board convenes, the SBM will***:***

4.7.2.1.1. Inform the recorder of his or her responsibilities, and turn over all documents, evidence, and correspondence relative to the case.

4.7.2.1.2. Specify the time and place for the FEB.

4.7.2.1.3. Evaluate respondent requests for delays to allow time to secure witnesses or evidence. The SBM's decision is final.

4.7.2.1.3. **(AFSOC)** If granting a witness request would delay convening the board, then, to the extent practicable, consider granting the witness request with the stipulation that the witness testify by telephonic or VTC testimony so that the board is not delayed. **(T-3)**

4.7.2.2. During the hearing the SBM:

4.7.2.2.1. Convenes the board.

4.7.2.2.2. Conducts the hearing in an orderly manner.

4.7.2.2.3. Excuses voting members if a member cannot give a fair and impartial hearing or if a challenge is sustained.

4.7.2.2.4. Defines and explains rights of the respondent.

4.7.2.2.5. Rules on admissibility of evidence, questions of order, or procedure.

4.7.2.2.6. Assists in examining witnesses.

4.7.2.2.7. Makes sure the respondent is allowed to present his or her side of the case.

4.7.2.2.8. Closes the board hearing.

4.7.2.2.9. Makes sure the findings of the board are clearly stated and supported by evidence.

4.7.2.2.10. Makes sure recommendations are consistent with findings and within the limitations of the board's authority.

4.7.2.2.11. Announces findings and recommendations when all parties are present.

4.7.2.2.12. Adjourns the board.

4.7.2.3. Post hearing Duties. Reviews the FEB report and makes sure all members sign all copies of the report.

4.7.3. Board Member Responsibilities. Board members should review AFI 11-402 and all evidence made available by the recorder. During the hearing, listen and ask questions to make sure evidence is fully developed and all facts are identified. In closed session, review the facts to arrive at findings and recommendations.

4.7.4. Advisory Board Members (Non-Voting). Non-voting members give advice in open sessions only. If advice becomes necessary during a closed session, open the board and obtain it with all parties present. EXCEPTION: If the board needs assistance solely to put

findings or recommendations into proper form, the legal advisor and reporter may enter the closed session. Board members will not engage in discussion with the legal advisor and the proceedings will be recorded and added to the FEB transcript.

4.7.5. Recorder responsibilities. The recorder is responsible for FEB administrative duties. Use the Checklist for FEBs (**Attachment 21**) and ensure all items are accomplished. Although the recorder prepares the case and conducts examination of witnesses, the recorder is not an adversarial role. To perform recorder duties, relieve the recorder from all other duties.

4.7.5. **(AFSOC)** The recorder is appointed by and reports directly to the convening authority for all matters pertaining to the FEB. Recorder responsibilities and duties take precedence over flying, training, TDY, and leave. Since the recorder is relived of all other duties, convening authority coordination and approval is required to deviate from this requirement. Recorders will ensure convening authorities are briefed periodically on the status of FEB reports pending MAJCOM/CC approval. **Note:** Status updates may be given to the wing or group director of staff (DS) (or equivalent) as appropriate. HQ AFSOC/A3TR will grant DS access to wing (or group) FEB dashboards maintained on the AFSOC FEB SharePoint site. **(T-2)**

4.7.5.1. Pre-hearing Preparations. Before the board convenes, the recorder.

4.7.5.1.1. Uses **Attachment 14** to notify the respondent to appear.

4.7.5.1.1. **(AFSOC)** Consult with the SBM and base legal office prior to contacting the ADC to schedule the board hearing. See also paragraphs 4.7.2.1.2., and 4.4.3.4.1.1., in this supplement. **Note:** Since the recorder provides information and coordinates scheduling with the respondent's ADC, it is ***imperative*** the recorder contact the ADC as **EARLY** as possible after FEB action is initiated. **(T-1)**

4.7.5.1.2. Becomes familiar with the investigation and pertinent directives. Obtains and analyzes all records, evidence, and correspondence pertaining to the case.

4.7.5.1.3. Conducts interviews to identify witnesses and makes notes of expected testimony. If a witness cannot appear before the board, the recorder obtains testimony by deposition, certification, or affidavits. If the recorder discovers facts that were not recognized in the original allegations but bear on the respondent's qualification for aviation service, bring these to the convening authority's attention. If the convening authority elects to include additional allegations, advise the respondent and allow time to prepare.

4.7.5.1.4. Assures a quorum is always available.

4.7.5.1.5. Informs the respondent of any changes to time or place for convening the board.

4.7.5.1.6. Arranges for military witnesses requested by the respondent if they are reasonably available.

4.7.5.1.7. Arranges for qualified reporter and advisory board members, if appropriate.

4.7.5.1.7.1. **(Added-AFSOC)** Consult with the base legal office for advice on

the scheduling of a court reporter. In some cases, the base legal office may be able to support a request for court reporter assistance. However, base legal court reporters have a primary duty of transcribing for courts-martial. When a base legal court reporter is not available, the unit should coordinate for a contracted court reporter as soon as possible so not to delay the board hearing or post-hearing transcription. Refer to the AFSOC FEB SharePoint site for additional information on contracted court reporter alternatives. **(T-1)**

4.7.5.1.7.1.1. **(Added-AFSOC)** If a contract court reporter is required, to include post-hearing transcription, contact HQ AFSOC/A3TR for funding options. **(T-3)**

4.7.5.1.7.1.2. **(Added-AFSOC)** Contact the base legal office if the board requires a court reporter with a specific security clearance as early in the process as possible. The base legal office may be able to assist in finding one. However, the court reporter may need to be read into certain programs, so court reporter clearance may need to be coordinated with your security manager. See paragraphs 4.4.1.5.–4.4.1.5.4., in this supplement. **(T-2)**

4.7.5.1.8. Notifies the members, witnesses, advisors, and reporter of the time and place of the board.

4.7.5.1.9. Makes sure all evidence is available when the board convenes.

4.7.5.1.10. Ensures that no privileged safety information is included in the evidence to be presented to the board.

4.7.5.1.11. Gives the respondent and board members an opportunity to review all documents submitted as evidence.

4.7.5.1.12. Assembles pertinent instructions, regulations, directives, and manuals for reference during the hearing.

4.7.5.1.13. Informs the SBM when pre-hearing administrative actions are complete.

4.7.5.1.14. **(Added-AFSOC)** Monitors and updates the AFSOC FEB dashboard maintained on the AFSOC FEB SharePoint site at URL **https://eis.afsoc.af.mil/sites/A3/A3T/A3TM/FEB/default.aspx.** Contact HQ AFSOC/A3TR by e-mail at **afsoc.a3tm@hurlburt.af.mil** or through the SharePoint site to request read/write access. **(T-2)**

4.7.5.1.15. **(Added-AFSOC)** Contact all of parties scheduled to participate in the board hearing process **EARLY** to ensure they are briefed on when the board will convene, determine their availability, and convey information and/or instructions necessary for board preparation. **Failure to do this may result in board delays and missed FEB suspense dates. (T-2)**

4.7.5.2. During board proceedings, the recorder:

4.7.5.2.1. Enters the orders appointing the board as government exhibit 1.

4.7.5.2.2. Enters the letter directing the SBM to convene the FEB as government exhibit 2.

4.7.5.2.3. Enters the respondent's notification and the respondent's endorsement as government exhibit 3.

4.7.5.2.4. Administers the oath to the reporter.

4.7.5.2.5. States the purpose of the board.

4.7.5.2.6. Indicates for the record names of all members present.

4.7.5.2.7. Indicates for the record names of all members who have been excused or are absent.

4.7.5.2.8. Determines legal qualifications of the respondent's counsel.

4.7.5.2.9. Informs the respondent of the allegations and reads aloud appropriate sections of this chapter.

4.7.5.2.10. Determines if any voting member is unable to give the respondent a fair and impartial hearing.

4.7.5.2.11. Determines if the respondent wants to challenge any voting member for cause.

4.7.5.2.12. Enters any additional evidence as exhibits and lists the exhibits in sequence.

4.7.5.2.13. Gives the respondent and board members an opportunity to review all documents submitted as evidence.

4.7.5.2.14. Advises respondent of testimonial privileges under Article 31, UCMJ (if required). See **paragraph 4.4.17**

4.7.5.2.15. Examines witnesses and identifies any relevant written evidence.

4.7.5.2.16. Presents evidence relating to the respondent's professional qualifications.

4.7.5.2.17. Summarizes proceedings for the board's convenience if requested by the SBM.

4.7.5.3. Post-hearing Duties. Following the board, the recorder:

4.7.5.3.1. Supervises preparation and audits the FEB report.

4.7.5.3.2. Prepares a transmittal letter (**paragraph 4.4.17**).

4.7.5.3.3. Ensures all voting and non-voting members who were present throughout the hearing signed all copies of the report.

4.7.5.3.4. Arranges the material in accordance with **Attachment 22**.

4.7.5.3.5. **(Added-AFSOC)** Continues to monitor and update the AFSOC FEB dashboard maintained on the AFSOC FEB SharePoint site at URL **https://eis.afsoc.af.mil/sites/A3/A3T/A3TR/FEB/default.aspx**. **(T-2)**

4.7.5.3.5.1. **(Added-AFSOC)** Enters required information of respondent, unit commander, SBM, and recorder into the AFSOC FEB dashboard. Coordinate with HQ AFSOC/A3TR to add a new FEB to the AFSOC FEB dashboard maintained on the AFSOC FEB SharePoint site. **(T-2)**

4.7.5.3.5.2. **(Added-AFSOC)** Maintains accurate FEB status by updating milestone (suspense) dates and remarks for all accomplished FEB actions. The AFSOC FEB dashboard will be kept up-to-date until AFSOC/CC approves or disapproves the FEB recommendation. For assistance with the AFSOC FEB dashboard, contact the base CHARM (for overseas AFSOC units, contact the group 1C0 FM). **(T-2)**

4.7.6. Questioning Witnesses. The transcript of testimony is an essential part of the review of the FEB, which leads to the final decision. Facts supporting the findings and recommendations must be clearly established. Therefore, make sure all evidence is fully developed.

4.7.6.1. A specific series of questions may not be formulated. Use the following general guidance:

4.7.6.1.1. Review all evidence and prepare questions in advance to ensure all points are covered.

4.7.6.1.2. Establish the identity of the witness (usually done by the recorder) and their relationship to the respondent.

4.7.6.1.3. Restrict questions to one subject at a time and progress logically into the next subject.

4.7.6.1.4. Avoid leading questions.

4.7.6.1.5. Avoid words that may not be understood by the witness.

4.7.6.1.6. Do not interrupt one question with another.

4.7.6.1.7. Avoid questions that require hearsay responses unless such hearsay is the only credible information available on a particular issue.

4.7.6.1.8. Do not ask questions that would require the witness to discuss privileged safety information.

4.7.6.1.9. Apply the cardinal rule of determining what, when, where, why, how, and who.

**4.8. Administrative Instructions.** (See **Attachment 22**).

4.8.1. FEB Suspenses. Process the FEB report as soon as possible. Recommendations are due at the MAJCOM/A3 staff within 60 workdays after the board adjourns. MAJCOMs may authorize additional time for unforeseen circumstances. When extensions are granted, include the reason for delay in the transmittal letter to the MAJCOM. MAJCOMs establish procedures to expeditiously notify a respondent of the final decision in the FEB process. As a guide, inform the respondent within five duty days after making the final decision.

4.8.1. **(AFSOC)** The convening authority will ensure the original copy of the FEB, FEB waiver, or VILO report/package is submitted to HQ AFSOC/A3TR for further processing according to the timelines in Table 4.1.1., in this supplement. **Note:** Packages will be sent via certified mail (i.e., U.S. Postal Service) or via some other service (e.g., FedEx) that provides package tracking. **(T-2)**

4.8.1.1. **(Added-AFSOC)** Convening authorities submit requests for extension to AFSOC/A3. Request must cite reasons for delay and the expected date the FEB report will be forwarded to HQ AFSOC. **(T-2)**

4.8.2. Disposition of Reports. Distribute and forward reports for review. Refer to AFRIMS for reports disposition.

4.8.2.1. **(Added-AFSOC)** Once the convening authority has reviewed the FEB package and signed the FEB transmittal letter, the recorder will scan and upload the entire FEB package to the AFSOC FEB SharePoint site and provide written notification of board findings and recommendations to the respondent‘s unit and group commander. The recorder will notify the respondent‘s group Stan/Evaluation function as required. **Note:** Coordinate with HQ AFSOC/A3TR before uploading documents to the AFSOC FEB SharePoint site. **(T-2)**

4.8.3. Review of Special Cases. Command review and recommendations concerning FEBs vary slightly under certain circumstances. When the respondent is:

4.8.3.1. Attached to an organization for flying only, is member of a tenant unit or a unit without convening authority, the convening authority makes recommendations and forwards the report to the respondent's immediate commander. The commander reviews the proceedings, makes recommendations, and forwards the report for review within command channels.

4.8.3.2. An active duty member TDY to a non-AETC formal training course, the report and recommendations are reviewed and final action is taken within the respondent’s command. Ensure the parent/gaining MAJCOM and home unit of the individual are provided courtesy copies of all FEB actions.

4.8.3.3. For mobilization augmentees of the Air Force Reserves, the report and recommendations are reviewed within the command channels of the gaining command. After the MAJCOM commander concerned makes the final recommendation, forward the package to HQ AFRC/A3. HQ AFRC/A3 reviews and makes recommendation to HQ AFRC/CC for final approval. HQ AFRC/CC informs the gaining MAJCOM commander.

4.8.3.4. For Reserve officers on extended active duty (EAD) for flying training and projected to return to a non-active duty flying unit on graduation, the convening authority makes recommendations and forwards copies of the board report for final decision by AFRC (forward to: HQ AFRC/A3, 155 Richard Ray Boulevard, Robins AFB GA 31098-1635), or the Director, Air National Guard (forward to: NGB/A3, 1411 Jefferson Davis Hwy, Arlington VA 22202-3231).

4.8.4. Reconvening or Rehearing the Board. When reconvening or rehearing is directed after forwarding the proceedings for review, the reviewing authority who directs the action notifies each recipient of the report and requests each copy be promptly returned to the convening authority.

4.8.4. **(AFSOC)** Immediately notify HQ AFSOC/A3TR by message if any reviewing authority determines that reconvening/rehearing of the board is appropriate. Include reason(s) why the board is reconvening/rehearing. **(T-2)**

4.8.4.1. When a board is reconvened, all correspondence and additional transcripts of testimony, exhibits, findings, recommendations, and reviews for legal sufficiency are added to the initial report for submission to reviewing authorities under a new transmittal letter.

4.8.4.2. In a rehearing, the original report (less prejudicial material) becomes an exhibit for the new board.

**4.9. Assignment after FEB.** If the MAJCOM commander determined the aircrew member should remain qualified for aviation service, that MAJCOM/A3 will work with the MAJCOM/A1 and make every reasonable attempt to retain the aircrew member in an aircraft within that command. Transfer to another MAJCOM will occur only in cases involving an active duty aircrew member attending a formal flying training course in AETC, an aircrew member assigned to an overseas command if the aircrew member's DEROS would make retraining not cost effective, or when the aircraft in which the member was previously qualified is not supported by the MAJCOM that conducted the FEB. This procedure includes waiver of FEB cases.

**4.9. (AFSOC)AFSOC aircrew members (students) in continuous pipeline training status (never been mission qualified) attending an AFSOC formal training course who are retained in aviation service as a result of FEB (including waiver) action may be transferred to another MAJCOM.** However, every effort will be made to retain these members in an aircraft and/or crew position in AFSOC. **(T-1)**

4.9.1. Respondent’s unit commander will consult AFI 36-2110 for removal of assignment availability codes.

4.9.2. Assign FSC "K" to members awaiting reassignment IAW **paragraph 4.9** Also reference **paragraph 3.7.1.1**.

## Chapter 5

## AVIATION AND PARACHUTIST SERVICE OF NON-RATED OR NON-CEA AIRCREW OR PARACHUTIST MEMBERS (AIRCREW OR JUMP PREFIXED SPECIALTIES)

**5.1. Purpose of Chapter.** This chapter contains aviation/parachutist service policies regarding non-rated officers and non-CEA enlisted personnel (other than AFSCs 1AXXX or 1UXXX), performing in full-time positions as aircrew or parachutist members.

**5.1. (AFSOC)Purpose of Chapter.** In addition to commander‘s briefings, the CHARM, SARM NCOICs will brief their squadron leadership, to include commanders, operations officers, chief enlisted managers, and first sergeants, on aviation/parachutist service policies outlined in Chapter 5 of the basic instruction. Furthermore, commanders will consult with their unit 1C0 personnel and CHARM on matters affecting aircrew members’ continued aviation/parachutist service. **(T-2)**

**5.2. Applicable to Whom.** This chapter applies to all non-rated USAF officers and non-CEA enlisted personnel authorized use of an aircrew prefix IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* for performance of full-time non-rated crewmember duties, assigned aircrew positions for specific MAJCOM MDS identified in AFI 65-503, *US Air Force Cost And Planning Factors*, Table A36-1, *Authorized Aircrew Composition – Active Forces*, and/or assigned to a parachutist DAFSC or “J” prefix UMD DAFSC IAW AFI 11-410. Normally, non-rated officer and non-CEA enlisted aircrew members are identified by X, K, or Q prefix on the DAFSC/CAFSC when assigned against a valid full-time flying position. Parachutists are identified by a jump inherent DAFSCs IAW AFI 11-410 or “J”-prefix DAFSC. (For non-rated officers who fly and have a commander AFSC, they may use the commander AFSC.) ***NOTE:*** AFI 65-503, Table A36-1 lists crew complements for each aircraft**.** This table is broken out by MAJCOM. An AFSC may be considered an authorized aircrew position in one command but not in another command. A member assigned an AFSC that is not part of a crew complement may qualify for operational support flier status IAW **Chapter 6** of this instruction.

**5.3. Procedures:**

5.3.1. Enter non-rated officers into aviation service when rated officers are not available or qualified to accomplish specific in-flight duties. Initiate aviation service when assigning these officers to positions where the primary duty requires them to perform full-time in-flight duties. A non-rated officer qualified for aviation service according to this instruction and AFI 11-401 will receive Hazardous Duty Incentive Pay (HDIP) as prescribed in AFI 11-421.

5.3.2. Enter non-CEA enlisted personnel serving in technical career fields, e.g. 1TXXX, 1NXXX, 2AXXX, etc. into aviation service when these members are assigned to positions where the primary duty requires performance of in-flight duties on a full-time basis. Flying positions for staff members outside line flying units will be closely monitored. Non-CEA enlisted aircrew members qualified for aviation service according to this instruction and AFI 11-401 earn HDIP at a variable rate as prescribed in AFI 11-421.

5.3.3. Enter parachutists into parachutist service IAW this instruction and AFI 11-410. HARM offices will not publish AOs for jump incentive pay entitlement before the member is medically qualified and assigned to a valid jump inherent DAFSC position or a “J” prefixed

DAFSC position on the UMD. To initiate AOs for a parachutist member "in training", the member must be qualified in a jump inherent AFSC IAW AFI 11-410 or in training leading to assignment to a full-time, valid "J" coded UMD authorization.

5.3.3.1. Do not credit cadet jumps accrued at the USAFA. USAFA cadet jumps are not creditable towards AFI 11-410 requirements. Therefore, the jumps are not included in a member's flying/jump history in the member's FRF and will not be input into an operational ARMS database. HARM offices will publish AOs authorizing jump duties only for members either assigned to a valid jump position, in training that will lead to assignment against a valid jump position, or granted temporary jump status. If not currently assigned to a valid jump authorization on the UMD or in temporary jump status, the member must be within one year of being assigned to a valid jump position or approved to retrain to a jump inherent AFSC IAW AFI 11-410.

5.3.4. All aircrew/parachutist personnel will be medically qualified according to AFI 44-170 and AFI 48-123 (prior to publication/effective date of an AO) and complete physiological training (if applicable) before performing flying/parachutist duties. Aircrew/parachutist members must maintain established professional standards and medical certification, and satisfy flight/jump performance standards.

5.3.5. Do not enter a member with a record of substantiated drug abuse into aviation/parachutist service.

**5.4. Who Authorizes Aviation Service.** Authority to enter or withdraw non-rated officers and non-CEA enlisted members from aviation/parachutist service is vested in:

5.4.1. Chief of Staff (CSAF) of the Air Force.

5.4.2. AF/A3/5, Deputy Chief of Staff, Operations, Plans & Requirements.

5.4.3. AF/A3O, Director of Current Operations and Training.

5.4.4. AF/A3O-AT, Chief, Operational Training Division.

5.4.5. MAJCOM commanders or commanders of field operating agencies of the ARC.

5.4.6. MAJCOM A3, Director of Operations

5.4.7. Flying unit commanders, working through the base HARM office responsible for flight/jump records.

**5.5. Preparing AOs.** Commanders submit requests to the HARM office for AOs to enter non-rated officers and non-CEA enlisted members into official aircrew/parachutist member status via a letter (**refer to Attachment 10**). The commander will ensure authorized manning levels are not exceeded for inherent jump DAFSC positions. Total UMD authorizations are the sum of all jump inherent DAFSC positions IAW AFI 11-410. The HARM office will monitor authorized aircrew and parachutist manning positions to determine the need to terminate aviation service and HDIP for double billeted positions not approved for extended periods. For exceptions, see **paragraphs 8.4.2.1** ***NOTE*** and **8.4.2.1.3.1** of this instruction.

5.5.1. Commanders will submit a letter to the HARM office certifying a member's eligibility for aviation/parachutist service. This certification will include verification that the member is medically qualified IAW AFI 44-170 and AFI 48-123 and assigned to a valid UMD flying/jump position, or enrolled in a formal flying/jump training course enroute to a valid

UMD flying/jump position. The HARM office will not publish an AO to initiate aviation/parachutist service for any member unless the individual possesses a valid flight physical and is assigned to a valid UMD flying/jump position or formal flying/jump training course. The effective date of an AO to initiate aviation/parachutist service will be the formal flying/jump training class start date, in unit flying training start date, or effective date of flight physical, whichever is latest.

5.5.1.1. Commanders will verify that the member successfully completed physiological training IAW AFI 11-403 (if required). If required for the aircraft/jump mission, physiological training must be completed before the member participates in his/her first flight/jump (Military Free Fall only). The commander will also verify the member possesses the appropriate level of security clearance for the aircraft/mission, review the member's past aviation/parachutist service qualification, and verify that the member's primary, full-time duty requires the performance of in-flight/jump duties. Any impediment to the crewmember's aviation/parachutist service will be brought to the commander's attention. ***NOTE:*** Prior non-rated or non-CEA aircrew/parachutist members reassigned to aircrew/parachutist duty, to include members returning from a period of separation or retirement, will be placed on AOs to initiate aircrew/parachutist service IAW **paragraph 5.5.1** Non-rated or non-CEA aircrew/parachutist members that have been disqualified from aviation service must request requalification IAW **paragraph 5.10**

**Table 5.1. (Added-AFSOC) Permanent Disqualification/Requalification/Revalidation Action Coordination (Note) (T-2).**

| STAFF SUMMARY SHEET | | | | | | | |
|---|---|---|---|---|---|---|---|
| | TO | ACTION | SIGNATURE (*Surname*), GRADE AND DATE | | TO | ACTION | SIGNATURE (*Surname*), GRADE AND DATE |
| 1 | SARM | *COORD* | | 6 | AFSOC/ A3T | | |
| 2 | HARM | COORD | | 7 | AFSOC/ A3 | | Only for disqualification actions |
| 3 | WG/JA | COORD | | 8 | AF/ A3O-AT | | Only for those requiring AF approval |
| 4 | OG/CC | *COORD* | | 9 | | | . |
| 5 | AFSOC/ A3TR | *COORD* | | 10 | | | |
| **Note:** The SARM and HARM offices will ensure current ARMS products and suspension AO is included in disqualification packages. | | | | | | | |

5.5.1.1. **(AFSOC)** Students must deliver AF Forms 1042, *Medical Recommendation for Flying* or *Special Operational Duty*, and AF Form 702, *Individual Physiological Training*

*Record*, and in-process with the unit SARM office and servicing HARM office prior to formal flying training start date. **(T-1)**

5.5.2. The HARM office publishes AOs to assign ASCs 9D (non-rated or non-CEA aircrew) and 9E (non-rated/non-CEA parachutists). If known, the AO should specify a termination date. Refer to AFI 11-421 for valid effective dates of AOs that initiate aviation/parachutist service. ***NOTE:*** The HARM office will assign ASC 9D to non-rated or non-CEA crewmembers who are also parachutist qualified and assigned to an authorized parachutist DAFSC UMD position that requires performance of aircrew and parachuist duties (e.g., pararescue).

**5.6. Termination of Aviation/Parachutist Service.** Since termination of aviation service results in loss of incentive pay, provide as much notice as possible. (See **paragraph 5.7** for the 120-day advance notification policy for non-CEA enlisted aircrew members.) The commander, HARM office, and MPS will work together to notify aircrew members if termination of aviation/parachutist service is due to an assignment action. The unit commander will also advise the member and the HARM office if other cause exists to terminate the member's aviation service that would preclude 120-day notification. Parachutists are not entitled to a 120-day notification. ***NOTE:*** Aviation/parachutist service ends when a member's AO is no longer valid or when a member is suspended, disqualified, separates, or retires.

5.6.1. **Supercede AOs and terminate incentive pay when**:

5.6.1.1. The Air Force reassigns a member to a non-aircrew/parachutist position (including Special Duty Identifier (SDI) duty positions) via PCA or PCS action or the member is selected to attend training, including OTS, that does not require active flying/jumping. If the losing HARM office does not complete the required actions, the gaining HARM office will ensure the AO is superseded when the member arrives and turns in his or her FRF. Assign ASC 9J (Inactive—Aviation Service Terminated) to non-rated or non-CEA aircrew and ASC 06 (Jump Requirement Terminated) to parachutists upon change of DAFSC. ***NOTE:*** Do not supersede AOs if a member is on Temporary Assignment Duty (TAD) or Temporary Duty (TDY) status for less than 180 days and will return to aircrew/parachutist duty in the same DAFSC. If attending a course of instruction of 180 days or longer that does not require active flying/jumping, assign ASC 9L (Inactive—School, Academic) effective the class start date. If the member will retrain into another specialty after attending a non-flying/jumping course, the HARM office will terminate aviation service effective the class start date or the date of removal from the aircrew/parachutist AFSC, whichever is earlier. The HARM office will publish an MPO to terminate flight/jump incentive pay effective one calendar day prior to the effective date of aviation service termination (ASC 9J or 9L), unless entitlement to incentive pay terminated earlier. The HARM office will also print an IDS and file this product, along with the MPO and AO, in the member's FRF.

5.6.1.2. The member retires or separates (include effective date of retirement or separation). ***NOTE:*** Publish a new AO to change the termination date for discharged enlisted members who immediately reenlist without incurring a break in service. The new AO extends the termination date of the previous AO; the effective date remains the same as the previous AO. Credit previous flights/jumps to meet incentive pay requirements IAW DoD FMR, Volume 7A, Chapter 22 or 24 as applicable.

5.6.1.3. Category E reservists perform duties for points only, not pay. Even when on MPA orders, these members remain in Category E status. Since Category E members are not entitled to basic pay, they are not entitled to incentive pay per DoD FMR, Volume 7A, Chapter 22. For enlisted members only, The HARM office will publish an AO to assign FSC "J" effective the date of assignment or the 120th calendar day following date the member was notified (if he/she did not volunteer for the assignment – reference **paragraph 5.7**), whichever is later.

5.6.2. When a non-rated or non-CEA member separates from active duty, his or her aviation/parachutist status terminates. The losing HARM office will publish an AO to assign FSC J—(Inactive-Restricted), effective the DOS or date of retirement. (**Exception**: Do not publish FSC J AOs for members transferring to ARC or active duty who do not incur a break in service. The gaining component will publish a new AO with the current ASC so the correct component is indicated on the AO.) See AFI 11-421 for AO procedures and remarks.

5.6.3. Suspension (ASC 04). Commanders suspend non-rated or non-CEA aircrew members and parachutists in the same manner as rated officers and CEAs IAW **Chapter 3** of this instruction.

5.6.4. Non-rated officers and enlisted members enrolled in basic airborne training are trainees in conditional parachutist status. When training for these members is terminated for failure to maintain medical fitness, physical fitness, or failure to satisfactorily meet training requirements, the servicing HARM office will publish an AO assigning ASC 06 effective the date of removal from training (if not previously disqualified by the flight surgeon). If the member was entitled to receive parachutist incentive pay on the effective date of removal from training, terminate parachutist incentive pay effective one calendar day prior to effective date of the AO that assigned ASC 06. The HARM office will specify the reason for removal from training in the remarks section of the AO.

5.6.4.1. If a parachutist qualified non-rated officer or enlisted member assigned to a valid parachutist position is removed from Military Free-fall (MFF) training, the servicing HARM office will publish a new AO IAW AFI 11-421 with a remark authorizing static line jumps only. Do not publish an AO to change the member's ASC. HALO pay is authorized only for the period the member was on MFF status and performed a qualifying MFF jump. The HARM office will specify the reason for removal from training in the remarks section of the AO.

5.6.5. Disqualification from Aviation Service. Commanders disqualify nonrated aircrew members and parachutists in the same manner as rated officers and CEAs IAW **Chapter 3** of this instruction, with the exception of specific differences listed in **paragraph 5.7** below.

**5.7. 120-Day Advance Notification Policy (Non-CEA Enlisted Aircrew Members Only).** Commanders will provide non-CEA enlisted aircrew members at least 120 calendar days notification (in writing) before involuntarily terminating aviation service. This policy lessens the impact of financial loss due to short notice PCS, receipt of non-volunteer assignment, base closure, unit deactivation, and double billeting due to PCS when there are no vacant billets. A member is not considered to be involuntarily removed from flying duty upon separation, confinement, relief for cause, reduction in grade, medical unfitness, medical disqualification, absence without leave, transfer to ground duty at own request, or other reasons determined by the

unit commander to be within the member's control. ***NOTE:*** The 120-day advance notification policy does not apply to entitlement to parachutist HDIP.

5.7.1. IAW DoD FMR, Volume 7A, Chapter 22 non-CEA enlisted aircrew members involuntarily removed from flying duties are entitled to hazardous duty incentive pay until the termination date of the current AO or for 120 calendar days from the official notification of removal, whichever occurs first. The following dates constitute the start of the 120-day period:

5.7.1.1. The date the commander verbally advises the crewmember that his or her aviation service will terminate. The commander will direct the HARM office to publish the ARMS 120-day notification report. The commander will document the date and time of the notification in writing on the 120-day notification report and obtain the member's signature. The HARM office will provide a copy of this notification to the member and file a copy in the FRF.

5.7.1.2. The date the crewmember acknowledges notification of assignment selection to duties that do not require qualification for aviation service (AFI 36-2102, *Base-Level Relocation Procedures*).

5.7.2. A non-CEA enlisted aircrew member may waive the 120-day notification requirement. A voluntary request for assignment to duty or an educational training program not requiring aviation service constitutes automatic waiver of the notification requirement.

5.7.3. The 120-day notification policy requires close management of the non-CEA enlisted aircrew member flying force to ensure projected changes are known as far in advance as possible. Therefore, include the 120-day notification requirement in all program directives.

**5.8. Permanent Disqualification Actions.** Except for specific differences noted below, commanders will permanently disqualify non-rated or non-CEA aircrew members and parachutists in the same manner as rated officers and CEAs IAW **Chapter 3**.

5.8.1. **Failure to Satisfactorily Perform Jump Duty**. IAW AFI 11-401 a commander will recommend permanent disqualification through command channels to the MAJCOM/A3 if a member refuses to jump or fails to satisfactorily perform jump duties.

5.8.2. **Voluntary Termination of Parachutist Service**. Any parachutist may request termination of parachute duty by submitting a voluntary request for disqualification IAW **Attachment 4**. Approval results in permanent disqualification.

5.8.3. **Other Reasons for Permanent Disqualification**. Permanent disqualification is appropriate when: (a) the member no longer desires to perform required jump duties, (b) the member has been selected for assignment to jump duties and requests disqualification or, (c) the commander determines the situation warrants permanent disqualification.

**5.9. Non-permanent Disqualification Actions.** Except for specific differences noted below, commanders disqualify non-rated or non-CEA aircrew members and parachutists in the same manner as rated officers and CEAs for: failure to maintain medical certification (**paragraph 3.7.2.2**), disenrollment from USAF survival school (**paragraph 3.8.3**), conscientious objector or noncombatant status, (**paragraph 3.8.4**), and PRP decertification (**paragraph 3.8.5**).

5.9.1. **Failure to Maintain Medical Fitness**. If a nonrated aircrew member or parachutist is medically unfit for flying duty, terminate aviation/parachutist service no sooner than the first

day following a 180-day period that commences on the date of incapacitation. When a flight surgeon determines an aircrew member or parachutist is unfit to perform flying/jump duty, he or she completes an AF Form 1042 and directs the FME to advise the HARM office accordingly.

5.9.1.1. When a member is medically unfit, a flight surgeon completes the AF Form 1042 and forwards it to the flying/jump unit of assignment and HARM office that maintains the member's FRF/JRF.

5.9.1.2. If a flight surgeon is unable to determine the period of incapacitation, the HARM office will suspense the AF Form 1042 to ensure publication of an AO effective the first day following a 180-day period beginning on the date the member was medically incapacitated. The HARM office publishes an AO assigning ASC 03 if the medical problem is not resolved by the 181st day, and terminates hazardous duty incentive pay effective one calendar day before the effective date of the disqualification AO.

5.9.1.3. If the flight surgeon determines the incapacitation will not be resolved within 180 days, he or she will indicate this determination on the AF Form 1042 and advise the HARM office accordingly. The HARM office will publish an AO to assign ASC 03 effective the date the MAJCOM/SG indicated on the AF Form 1042 that the medical incapacitation is permanent, and terminate hazardous duty incentive pay effective one calendar day before the effective date of the disqualification AO. ***NOTE:*** Determining entitlement to HDIP as a result of a medical action is often a complex task. As a technique, determine entitlement to HDIP as a result of medical fitness by considering a member in one of two groups. The first group consists of those members who are incapacitated regardless of whether or not the incapacitation resulted from the performance of hazardous duty. In this situation, use the DoD FMR, Volume 7A, Chapter 22, paragraphs **220106** and **220107** to determine entitlement. The second group consists of those members described in **paragraph 5.9.1.2** In this situation, use DoD FMR, Volume 7A, paragraph **220107**, to determine entitlement. In either case, do not exceed 180 days total eligibility.

5.9.2. **Humanitarian Disqualification in Lieu of Voluntary Request**. When a nonrated/non-CEA aircrew member or parachutist with an active ASC encounters personal issues that may be resolved if assigned to non-flying/jumping duties for a short time, the member may request humanitarian disqualification from aviation or parachutist service. The member's commander will suspend the member's aviation or parachutist service pending final outcome of the request. The HARM office will publish an AO to assign ASC 04 effective the date of the member's request and terminate flight pay effective one calendar day before the AO effective date. ***NOTE:*** The period of non-flying/jumping is usually no longer than 12 months.

5.9.2.1. Base approval on the same guidelines used for processing humanitarian reassignment or deferment requests under AFI 36-2110. Grant approval only when it is in the best interest of the Air Force. Submit requests according to **Attachment 7**. The MAJCOM/A3T or equivalent will review the request and render the final decision. If approved, forward the case file to AF/A3O-AT for publication of a DAF AO to assign ASC 00 (Disqualified—Administrative Reasons). The effective date of the DAF AO will be the same as the effective date of the original AO that suspended the member.

AF/A3O-AT will forward a copy of the DAF AO to the servicing HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, FHR/JHR, and IFR/IJR, publish an MPO to terminate flight/jump incentive pay effective one calendar day before the effective date of the AO that assigned ASC 04, and file the AO, MPO, and ARMS products in the member's FRF/JRF.

**5.10. Aviation Service Requalification.** MAJCOMs may requalify aircrew and parachutists previously disqualified for non-permanent reasons when the impediment to aviation or parachutist service no longer exists. There is no obligation to requalify members; approval is based on needs of the Air Force.

5.10.1. **Medical Disqualification**. When a member is medically disqualified and is later medically recertified for flying duty, use the following guidelines:

5.10.1.1. If the duration of medical disqualification was less than one year, the local medical authority certifies medical fitness. Requalification is immediate and an application is not required. Upon receipt of AF Form 1042, the HARM office publishes an AO with the same effective date as the AF Form 1042.

5.10.1.2. If the duration of medical disqualification was one year, but less than five years, the MAJCOM/SGPA must certify medical acceptability. AFMSA/SG3PF is the certifying authority for members disqualified for medical reasons (not for failure to maintain medical certification).

5.10.1.3. If the duration of medical disqualification was five years or longer, AFMSA/SG3PF must certify medical acceptability. ***NOTE:*** A former rated officer medically disqualified from rated duties who can medically qualify for non-rated officer aircrew member duties may request requalification for non-rated aviation service by submitting a letter IAW **Attachment 6**. The request must specify requalification is to perform as a non-rated officer aircrew member.

5.10.2. **Disenrollment from USAF Survival School**. Refer to **Chapter 3**.

5.10.3. **Conscientious Objector Status or Noncombatant Status**. Refer to **Chapter 3**.

5.10.4. **PRP Decertification**. Refer to **Chapter 3**.

5.10.5. **Humanitarian Requalification**. When humanitarian provisions are terminated, requalify or disqualify the aircrew member under **paragraphs 5.8** or **5.9** Do not extend humanitarian disqualification beyond 24 months without initiating action to requalify or permanently disqualify the member. The MPS will monitor the status of the humanitarian deferment and advise the HARM office regarding termination or cancellation. Once notified by the commander, the HARM office will publish an AO to requalify the individual IAW **Chapter 3**.

## Chapter 6

## AVIATION SERVICE OF OPERATIONAL SUPPORT FLIERS

**6.1. Purpose of Chapter.** This chapter establishes procedures for operational support flying programs. Each Fiscal Year (FY) AF/A3O-AT reviews and approves all operational support allocation requirements submitted from MAJCOMs.

**6.2. Applicable to Whom.** Operational support flying applies to operational flying units tasked with special missions requiring non-aircrew personnel to perform in-flight duties that cannot be accomplished by rated, CEA or non-rated/non-CEA aircrew members. Operational Support Fliers (OSF) are not assigned to the crew complement of the aircraft IAW AFI 65-503, Table A36-1 and are not normally required for the aircraft to accomplish its assigned primary mission. Therefore, flying unit commanders should schedule an OSF to fly only when his or her primary in-flight expertise is required for mission accomplishment.

6.2.1. Operational support applies to personnel fully qualified in non-aircrew specialties and required to temporarily perform duties of the specialty in-flight. OSF are required to occasionally fly. Since the member's primary full-time duties do not require him or her to be on board an aircraft, performance of in-flight duties is a special duty for the particular career field. The following provisions apply to active duty USAF personnel. The ARC may adopt similar procedures to meet the command's requirements; such procedures however, must not be less restrictive than identified in this chapter or DoD FMR, Volume 7A, Chapter 22. ***NOTE:*** Operational Support personnel are not aircrew members and are not authorized wear or award of the non-rated aircrew member badge unless previously awarded an aircrew member badge while on AOs and performing duties as an aircrew member. (See **paragraph 7.4.2**).

**6.3. Qualifications.** Operational support fliers must be medically qualified according to AFI 44-170 and AFI 48-123 and complete physiological training (if required) before flying. DNIF status does not preclude publication of an AO when an OSF has a current physical; however, the member will not perform in-flight duties until cleared from DNIF status.

**6.3. (AFSOC)Qualifications.** Operational support fliers (OSF) must be thoroughly familiar with aircraft emergency procedures. All applicable requirements listed in AFI 11-202V1, *Aircrew Training*, and applicable AFI 11-2MDS series will be completed before first flight. Also, aircrew flight equipment training (including egress) will be accomplished in each MDS prior to first flight. **(T-1)**

6.3.1. Operational support members perform career field duties in which they are already qualified (e.g. medical technicians, test analysts). They are not aircrew members, do not have a formal flying training school specific to aircraft qualification, are not obtaining or maintaining qualification in the aircraft resulting in an aircrew evaluation, and therefore do not log time for training purposes.

6.3.2. Do not enter a member with a record of drug abuse into operational support flying duties.

6.3.3. **(Added-AFSOC)** OSFs must in-process at the HARM office and turn in AF Forms 1042, AF Form 702, and commander's AO request for creation of ARMS electronic flight

record. They must also receive, review, and sign a flight pay entitlement briefing sheet before being placed on active (ASC 9C) OSF status. **(T-1)**

**6.4. Types of Operational Support Duties:** Duties include but are not limited to in-flight diagnostics of aircraft or equipment malfunctions that cannot be duplicated on the ground, in-flight medical assistance on actual emergency medical evacuation missions, instruction on High Altitude Airborne Mission Support (HAAMs), security support on air-to-ground surveillance of missile convoys, or an in-flight test of specific hardware items when such testing cannot be duplicated on the ground.

6.4.1. **Do not request operational support man-months**:

6.4.1.1. To provide HDIP to personnel who fly as passengers. This restriction also pertains to mission essential ground personnel required to accompany aircraft during deployments to perform preflight or post-flight duties at the point of destination. Example: Combat Controllers do not have in-flight duties.

6.4.1.2. To provide HDIP as an incentive or reward for performing other than in-flight duties.

6.4.1.3. To allow individuals to fly solely for incentive pay.

6.4.1.4. To allow individuals to fly solely to log time for credit towards Aerial Achievement or Air Medals.

6.4.1.5. To authorize HDIP to a member who is currently authorized special duty assignment pay for performing the same non-aircrew related duties. For example: Flying crew chiefs.

6.4.1.6. To allow members to assist in aircrew duties (anti-hijack procedures, emergency egress, in-flight inspection, verification of aircraft equipment, passenger safety, escort duty, security of documents, etc.), perform routine administrative duties, conduct evaluation of equipment and personnel, perform routine maintenance, perform mission essential ground duties, or perform equipment inventories. Refer to AFI 11-401**,** Chapter 2 under non-interference flying for other flying status options.

**6.5. Submission Procedures.**

6.5.1. **Commander's Responsibilities**. Line operational flying unit commanders submit OSF fiscal and supplemental man-month requests when primary aircrew members (rated, CEA, or non-rated/non-CEA) are not qualified to accomplish specific required in-flight duties. Commanders will ensure the operational support flier program is not abused or used as an incentive pay program. AF allocates man-months to meet actual operational mission needs (for example, a real life medical evacuation mission or to perform temporary in-flight test and analysis duties on equipment recently repaired). To minimize costs involved in medical qualification, issuing and maintaining personal equipment, and attending physiological training, commanders must ensure only the minimum participants needed to be part of the program are placed in operational support flying status. Submit requests each fiscal year using **Attachments 8** and/or **9** of this instruction. If a unit exhausts all available man-months before the end of the fiscal year and requires an additional allocation, commanders may submit a supplemental request. Each submission will state if the request is an annual or supplemental request and for which fiscal year it applies. Commanders should

work with the applicable DAFSC Functional Manager (FM) when the mission dictates the need for OSFs. **Exception**: HQ AMC manages the Critical Care Air Transport Team (CCATT) and HAAMS programs. HQ AMC/A37TF will coordinate requests and allocations with AF/A3O-AT via CCATT and HAAMS program managers, who in-turn coordinate requests and allocations with the respective HARM offices. HQ AFSOC manages the Casualty Evacuation (CASEVAC)/ Special Operations Casualty Care Evacuation Team (SOCCET) programs. HQ AFSOC/A3TM will coordinate requests and allocations with AF/A3O-AT and in-turn, AFSOC/A3TM will develop procedures for coordination requests and allocations with the respective HARM offices.

6.5.1. **(AFSOC) Casualty Evacuation (CASEVAC)/Special Operations Casualty Care Evaluation Team (SOCCET) programs.** Non-flying unit commanders will submit OSF man-month requests for CASEVAC/SOCCET requirements directly to the servicing AFSOC HARM office or overseas group ARM function. AFSOC HARM offices or overseas group ARM functions coordinate, validate, and submit initial OSF fiscal year and supplemental man-month requests in support of CASEVAC/SOCCET missions directly to HQ AFSOC/A3TR. Requests will be submitted using Attachments 8 and/or 9 in the basic instruction and include justification IAW paragraph 6.5.1.1., in the basic instruction. Submissions to HQ AFSOC may include other man-month requests; however, non-CASEVAC/SOCCET requests will be submitted IAW paragraph 6.5.1., in the basic instruction before reaching HQ AFSOC. **(T-2)**

6.5.1.1. **Justification**. Requests will include man-month requirements for each DAFSC, the aircraft MDS, number of man-months requested for each DAFSC, and number of personnel requested in each AFSC**.** Justification will also include a description of in-flight duties to be performed, total number of personnel in the program, estimated frequency and duration of flights each month, and reason(s) why duties cannot be performed by aircrew members. Commanders will identify in the request the minimum operational support members needed per mission. For recurring requests, submit the annual man-month tracker showing hours flown and months paid per individual for the previous 12 months. If the request is for a new requirement, or there was no activity in the previous 12 months, annotate "No Activity in the Past Year" and provide the tasking that generated the request. Requests that do not meet the requirements of **Attachments 8** and **9** will be denied for insufficient justification.

6.5.2. **HARM office procedures**. Each HARM office will review the request and forward it to the MAJCOM/A3T or equivalent to arrive by 15 June. HARM offices will send requests for officer and enlisted man-months separately. Geographically separated units submit requests through the servicing HARM office.

6.5.2. **(AFSOC)** Submit all requests to HQ AFSOC/A3TR for review and further coordination. Ensure requests include justification IAW paragraph 6.5.1.1 in the basic instruction. Requests submitted after 15 June require OG/CC endorsement and justification for the delay. **(T-2)**

6.5.3. **MAJCOM procedures**. MAJCOM/A3T or equivalent designated representatives, in conjunction with the AFSC FMs of the affected DAFSC(s), will review and validate each man-month request. This review will ensure each request contains sufficient justification and the previous year's operational utilization statistics. For recurring requests, submit man-

month allocation requests only if the utilization statistics warrant. For example, if utilization statistics indicate the unit required an OSF to perform primary duties for five hours per month for three months the previous year, allocate three months for the upcoming year. A request for an allocation that exceeds historical usage figures will include substantiating justification for the expected increase.

6.5.3.1. MAJCOMs consolidate man-month requirements into two categories: an officer requirement (Officer Operational Support Man-Year Requirements Report), and an enlisted requirement (Airman Operational Support Man-Year Requirements Report), and forward a MAJCOM/A3T or equivalent recommendation with previous utilization statistics and specific AFSC justifications to AF/A3O-AT to arrive NLT 15 July. This will not be delegated lower than MAJCOM/A3T or equivalent. MAJCOMs will justify any increase over the previous year's allocation.

6.5.3.1. **(AFSOC)** HQ AFSOC/A3T will submit command OSF man-month requests to AF/A3O-AT for review and approval. **(T-2)**

6.5.4. **AF/A3O-AT Procedures**. AF/A3O-AT will allocate new and recurring man-year requirements to the MAJCOMs on a FY basis and supplemental allocations as required to meet mission requirements (when requested). AF/A3O-AT will evaluate, approve, disapprove, or modify the request and allocate man-years as appropriate.

6.5.4.1. AF/A3O-AT will advise the MAJCOMs of annual man-month allocations not later than 15 September. Man-months will be issued in two categories: officer AFSCs and enlisted AFSCs. Supplemental requests will be processed when received.

6.5.4.1.1. Once MAJCOMs receive allocated man-months from AF/A3O-AT, each MAJCOM/A3T or equivalent will validate, allocate and distribute new, recurring and supplemental requests to HARM offices and command units. MAJCOMs will track allocated, used, and remaining man-months for each AFSC and wing/group on a spreadsheet.

6.5.4.1.1. **(AFSOC)** Once allocations have been received from AF/A3O-AT, HQ AFSOC/A3TR will validate, allocate, and distribute new, recurring, and supplemental requests to command HARM offices (or overseas group ARM functions). **(T-2)**

6.5.4.1.2. The HARM office will load man-month allocations per approved AFSC in the ARMS database. The HARM office and the unit(s) that requested the man-months will track and monitor man-month utilization on a spreadsheet. The spreadsheet will track each AFSC, allocated man-months, each member's name with a 12-month breakout to track hours flown and paid months, and overall totals for each AFSC listing man-months allocated, used, and remaining. The HARM office will update the spreadsheet monthly to keep a current status of man-months used. The HARM office will maintain spreadsheet on file for two years IAW AFRIMS Table 13-10 R 07.00. Submit utilization data with the next FY operational support request.

## 6.6. Supplemental Requests.

6.6.1. If a unit requires additional man-months or a new operational requirement arises during the FY, submit supplemental requests through the HARM office to the MAJCOM/A3T or equivalent. Prepare the supplemental request according to **Attachment 8**

and **9**. Supplemental requests will include justification for the increased man-year requirements and the MAJCOM's current (as of the date of request) FY man-month utilization, by AFSC.

6.6.1. **(AFSOC)** Unit commanders will submit supplemental requests through the servicing HARM office to HQ AFSOC/A3TR. **Exception:** For overseas units, submit CASEVAC/SOCCET requests through the SOG ARM function to HQ AFSOC/A3TR. **(T-2)**

6.6.2. Operational support flier program managers will work with commanders to ensure man-months are exhausted prior to submitting a supplemental request to the MAJCOM. Groups are authorized to transfer man-months within the same category of operational support fliers (i.e., enlisted to enlisted, or officer to officer) on **previously** approved DAFSCs within that year's allocation. For example: 1CXXX and 4NXXX were approved man-months for FY04. DAFSC 1CXXX supported numerous emergency evacuations during a contingency and exhausted all man-month authorizations. DAFSC 4NXXX had eight man-months remaining, with only two qualified specialists and two months remaining in the FY (possibility of using four). This group may transfer switch four excess man-months to 1CXXX without MAJCOM approval.

6.6.2.1. If man-months are available, HARM offices will coordinate with respective AFSC FMs to transfer man-months from approved AFSCs before submitting supplemental requests. HARM offices may transfer man-months only from officer to officer AFSCs and enlisted to enlisted AFSCs. HARM offices will track the transfer of man-months across AFSCs on spreadsheets.

6.6.2.2. If the MAJCOM needs additional man-months for an already approved AFSC, forward the request to AF/A3O-AT. **New AFSC** requests (not already approved for that FY) must be sent to AF/A3O-AT. ***NOTE:*** All levels will review requests based on previous year's utilization and the requirements of this chapter. Any level may reduce or deny a request based on insufficient justification, utilization statistics, or failure to meet submission requirements. Example: HARM office may deny a request because request letter was submitted without justification. HARM office may reduce number of man-months required based on the number of hours and paid months from the previous FY.

## 6.7. Monthly AO Requests.

6.7.1. **Flying Unit Commanders**. Flying unit commanders submit requests to the HARM office responsible for maintaining local flight records to enter and terminate operational support flying status for a member based on approved man-month allocations. Commanders will review the member's past aviation service and certify the member's medical qualification, completion of physiological training (if required), and security clearance (if required). After evaluation of mission requirements and each member's qualifications, commanders will submit a request to the HARM office identifying the member(s) required to support mission requirements each month. Ensure only the minimum required number of OSF personnel are placed on AOs. Since AF and MAJCOMs review and allocate operational support requirements on a FY basis, commanders will ensure the unit does not exceed its annual man-month allocation. Submit monthly AO requests only if man-months have been verified as available. ***NOTE:*** Requests for AFOTEC, CCATT, CASEVAC/SOCCET and HAAMS submitted by a non-flying unit commander will be routed through the servicing HARM office for validation.

6.7.1. **(AFSOC)** Non-flying commanders may submit requests to the servicing HARM office to place CASEVAC and SOCCET members on OSF status. All other requests must be submitted by a flying unit commander IAW the basis instruction. In all cases, as a minimum, AO request letters will include member‘s name, rank, DAFSC, and date(s) requested on flying status. Request letters must be submitted to the HARM office on or before the requested effective date to allow for AO processing time. **Note:** For overseas SOG units, submit requests through the SOG ARM function before submitting to the servicing HARM office. **(T-2)**

6.7.1.1. When an operational support requirement is terminated, commanders will direct the HARM office to terminate AOs (even if prior to end of the man-month).

6.7.1.1. **(AFSOC)** Commanders will not place CASEVAC/SOCCET members on OSF status for the sole purpose of performing in-flight duties on training missions. In these cases, members will be placed on non-interference AOs IAW AFI 11-401. Neither flight time or flight pay is authorized. When CASEVAC/SOCCET members on OSF (ASC 9C) AOs are required to perform in-flight duties on training missions, they will log “other” time on the AFTO Form 781. Place a remark on back of the AFTO Form 781 to denote member(s) did not perform “real-world” CASEVAC/SOCCET duties. **(T-1)**

6.7.1.2. Commanders will terminate operational support aviation service when:

6.7.1.2.1. The project or mission that justified operational support status is completed, canceled, or delayed excessively.

6.7.1.2.2. The member is no longer available or qualified to fly.

6.7.1.2.3. Required by the unit to remain within its allocated man-months.

6.7.1.2.4. OSF personnel are in extended TDY status that does not involve flying. ***NOTE:*** Due to the limited aviation involvement of an operational support flier, disqualification is usually not appropriate. When reason exists to preclude a member from future aviation service, disqualification action may be initiated according to **Chapter 3**.

6.7.2. **HARM office**. Prior to publishing AOs, the HARM office will review the DAFSC spreadsheet to validate how many months are available for each AFSC. After confirmation of available man-months, the HARM office will review the commander’s request and publish AOs accordingly. The HARM office will coordinate with the SARM office to ensure input and review of all **AFTO Forms 781**. The HARM office will publish AOs to assign ASC 9C (operational support).

6.7.2.1. AOs that place a member in operational support status are effective on a monthly basis. Orders are effective when certification and validation are complete. Unless an earlier termination date is known, these AOs terminate on the last day of each month. Unit commanders may request members be placed on an AO for a minimum of one day or longer, not to exceed the end of the calendar month.

6.7.2.1. **(AFSOC)** The AO effective date cannot be before commander‘s request letter is received, member is physically qualified (current periodic) and has physiological training, and man-months are approved and available for the member‘s AFSC. Flying unit commanders will ensure OSFs are not placed on the flight authorization unless they

are required for that specific mission and are on active (ASC 9C) AOs IAW AFI 11-401. On a case-by-case basis, the HARM office may publish AOs in advance for one month at a time (e.g., 1–31 January 2011, 1–28 February 2011), providing physical requirements are met and man-months are available for the entire period. **(T-1)**

6.7.2.1.1. If a member will perform OSF duties for multiple months, unit commanders may request that the HARM office publish multiple AOs in advance. The HARM office will publish a separate AO for each calendar month that a member is required to perform operational support duties.

6.7.2.2. Normally, when the AO expires, the HARM office will remove the member from aviation service and assign ASC 06 in ARMS. If the AO expires at the end of a month, and the commander directs the HARM office to publish an AO to continue operational support status, and man-months are available in the member's AFSC, the HARM office will publish a subsequent AO effective the first day of the following month. In these cases, the HARM office will not assign ASC 06 in ARMS.

6.7.2.3. Although a member will be placed on AOs when man-months have been allocated, the man-month is not used until the member meets minimum monthly flying hour requirements for entitlement to HDIP for the entire month. If the member was placed on AOs and paid for a fraction of the month, then the unused portion of the month remains available for allocation. Prorate flying hours required IAW the Fractions of a Calendar Month table in DoD FMR, Volume 7A, Chapter 22.

**6.8. Monthly Verification of Entitlements.** Officers and enlisted members on operational support flier AOs who perform operational support flying duties according to this instruction and AFI 11-401 are entitled to HDIP as prescribed in the DoD FMR, Volume 7A, Chapter 22. An operational support flier receives HDIP only for those months or portions of months in which he or she met the minimum flying hour requirements. Operational support fliers will not bank flight time.

6.8.1. **Flying Unit Commander Responsibilities**. Except as noted above (CCATT or HAAMS), flying unit commanders will ensure use of OSF to meet actual mission needs only. OSF authorized to fly when no in-flight duties are performed will log other time (this includes specialty training). An OSF will receive flight credit and qualify for HDIP only when: (a) member is on operational support AOs, (b) man-months are available, and (c) member satisfies flight requirements for receipt of HDIP IAW DoD FMR, Volume 7A, Chapter 22.

6.8.2. **Operational Support Member Responsibilities**. Operational support members fly on missions that require them to perform temporary primary in-flight duties. Because OSF do not obtain/maintain aircraft qualification, these members will log primary time only when actually performing primary in-flight duties related to the specialty. OSF will log "Other" time when not performing in-flight duties directly related to the specialty. For example: An operational support member is scheduled to fly to perform tests on a piece of equipment that was just put back in the aircraft. This member performed tests on the equipment for one hour of a four-hour mission. The OSF will ensure only one hour of primary time and three hours of other time are logged IAW AFI 11-401.

6.8.3. **Aircraft Commander, Senior OSF, and Medical Crew Director (MCD) Responsibilities**. Aircraft commanders, senior OSF, and MCD will ensure OSF fly only on missions that require performance of valid in-flight duties and will ensure primary flying time is logged only during portions of the mission when valid in-flight duties are performed. Aircraft commanders or senior OSF will ensure actual duties performed are documented in the remarks section of the AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document* and certify by signing under the remark.

6.8.3. **(AFSOC)** When the statement is missing from the AFTO Form 781, the SARM office will coordinate with the aircraft commander to determine if duties were performed. The senior OSF for that mission will document in the remarks section of the AFTO Form 781, ARMS *Aircrew/Mission Flight Data Document*, even if duties were not performed. **(T-2)**

6.8.4. **SARM Responsibilities**. Ensure OSF are on valid operational support AOs, complete go-no-go requirements, and flight time is logged properly before update to ARMS. Contact the aircraft commander for corrections to the AFTO Form 781 when needed. SARM offices will ensure proper remarks are documented and certified before update in ARMS.

6.8.4.1. SARM offices will work with the HARM office during the monthly validation of flying time and before the HARM office publishes MPOs. SARM offices will ensure the HARM office receives AFTO Forms 781 with OSF listed prior to the 5th day following the month sorties were flown to allow proper validation of flying time, remarks, and publication of MPOs. ***NOTE:*** AOs alone do not authorize a member to fly and log time for entitlement to incentive pay. The member must be required for the mission and actually perform in-flight duties. Do not log on the AFTO FORM 781 **t**ime spent in observation, familiarization, or point-to-point travel. **Exception:** For medical personnel, enroute missions to pick up patients requiring medical care may be logged as other time when patients are not on board the aircraft. For example: A medic is tasked to fly with the 44 SOS to pick up a patient downrange. On the enroute mission to pick up the patient, the medic logs other time. Primary time will be logged when the patient is on board the aircraft and the medic provides medical assistance in-flight.

6.8.5. **HARM Office Responsibilities**. HARM office personnel will review individual flying hours and required AFTO Form 781 remarks before submitting the military pay order to the finance office authorizing flight pay. This review will ensure minimum primary flying hour requirements were satisfied for the month or period the member was on OSF AOs.

**6.9. Mid-Year/End-of-Year Turn-in.** The HARM office will ensure all hours flown by operational support members are recorded prior to the closeout of the fiscal year. Each HARM office will consolidate excess man-months from the previous FY and forward to the MAJCOMs with a copy of base utilization (by AFSC) to arrive NLT 15 October. Geographically separated units submit excess man-months through the servicing HARM office. Each MAJCOM will submit the command's excess man-months with a copy of MAJCOM's utilization (by AFSC) to arrive at AF/A3O-AT NLT 1 November.

6.9.1. **(Added-AFSOC)** The HARM office is authorized to publish noninterference AOs for operational support medical personnel to perform simulated medical duties IAW AFI 11-401. Members who fly in this status are not authorized to log flight time and are not entitled to Hazardous Duty Incentive Pay (HDIP). Medical personnel may also coordinate with units to perform simulated duties on static aircraft. **(T-2)**

# Chapter 7

## AVIATION AND PARACHUTIST BADGES

**7.1. Basic Policy.** The USAF authorizes the award and wear of basic aviation badges to USAF members and members of other military services who complete applicable USAF flying training requirements. The USAF authorizes the award and wear of basic parachutist badges to USAF members and members of other military services who complete applicable USAF parachutist training requirements IAW AFI 11-410. The Air Force also awards badges to members who complete flying training conducted by other US Military services leading to aviation service in the USAF. Former members of other US military services are eligible for the basic USAF pilot, RPA, piot, CSO, ABM, and observer aviation badges if qualified for USAF aviation service by an ARB. Aviation badges are not awarded to civilian government employees.

7.1.1. The HARM office that manages an aircrew or parachutist member's record publishes AOs to award aviation and parachutist badges. Although published on an AO, parachutist badges are not considered aviation badges. Aircrew members and parachutists awarded aviation and parachutist badges wear them IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

**7.2. Specific Guidelines.** USAF aviation badges symbolize attainment of a high degree of professionalism in a flying specialty and are permanently awarded only to those aircrew members who, by virtue of extensive training, experience, and assignment to primary aircrew duty are considered part of the career flying force. Over the years the prestige of aviation badges has been carefully and closely guarded through consistent and strict adherence to the award criteria. **Proposals for waivers of award criteria are not appropriate**.

7.2.1. Commanders will make every effort to maintain the prestige and tradition of award and wear of the USAF aviation and parachutist badges.

7.2.1. **(AFSOC)** Commanders will ensure aircrew and parachutist members do not wear advanced aviation or parachutist badges until all requirements of Table 7.1., in the basic instruction are met, the member has submitted application through the HARM office (if required), and the advanced badge has been updated in the members' ARMS record. **(T-2)**

7.2.2. Presenting badges is not an appropriate method for recognizing meritorious service, achievement, or international friendship.

7.2.3. Rated officers are not eligible for non-rated or non-CEA aviation badges. A rated officer previously awarded a non-rated officer or aircrew member badge (for previous non-rated officer or non-CEA aircrew duty) may wear the previously awarded badge, providing he or she wears the most current aviation badge.

7.2.4. **Wear of Badges.**

7.2.4.1. 1AXXX CEAs may wear the airman aircrew member basic badge upon award of the 1AX3X AFSC, prior to meeting the requirements for permanent award (**paragraph 7.4**). When the member satisfies requirements for permanent award, publication of the AO is authority to continue the wear of the specified badge.

7.2.4.1.1. RPA Sensor Operators may wear the RPA Sensor Operator basic badge upon award of the 1UXXX DAFSC, prior to meeting the requirements for permanent award (**Table 7.1**). When the member satisfies requirements for permanent award, publication of the AO is authority to continue the wear of the RPA Sensor Operator badge.

7.2.4.2. Non-rated officer and non-CEA aircrew members may wear the officer or airman aircrew member basic badge upon completion of aircrew qualification (AF Form 8) prior to satisfying the requirements for permanent award (**paragraph 7.4**). When the member satisfies requirements for permanent award, publication of the AO is authority to continue the wear of the specified badge. **Note:** Members terminated or disqualified prior to 36 months of aviation service are not authorized the wear of the airman/officer aircrew member and the RPA sensor operator badge. Publication of the "06" AO or disqualification AO is the authority to restrict the wear of the badge.

7.2.5. A USAF member placed on AOs authorizing permanent ("J" prefixed DAFSC, or jump inherent DAFSC UMD positions IAW AFI 11-421), or temporary jump status who satisfies the requirements of **Table 7.2** may be awarded the parachutist badge. Publication of the AO is the authority to wear the specified badge.

**7.3. Award of Rated Aviation Badges to US Air Force Officers.** The USAF rated aviation badges correspond to USAF aeronautical ratings. Rated officers must satisfy all applicable eligibility criteria listed in **Table 2.1** before the HARM office or AF/A3O-AT will publish the AO to authorize the rating. The AO awarding the aeronautical rating constitutes authority to wear the badge. Dual-rated officers may wear a previously awarded badge with the most current rating (badge) placed above the previously awarded badge.

7.3.1. HARM offices will not use current eligibility requirements to retroactively award a badge for past aviation service (previous to the date of this AFI). Compare accomplishments against AFI criteria for the year that the member may have been eligible for the award to ensure correct effective date (if applicable). Go through command Aviation Resource Management channels to retrieve past criteria. AF/A3O-AT maintains historical AFIs.

**7.4. Permanent Award of Aircrew Member Badges to US Air Force Members.** A USAF CEA, non-rated officer aircrew member, or non-CEA enlisted aircrew member may qualify for an aircrew member badge if he or she is: (a) qualified for USAF aviation service, (b) assigned an active or inactive FSC (not separated, suspended, or disqualified from aviation service) and (c) not considered a rated asset in the ARC. See also paragraph 7.2.

7.4.1. Permanently award the basic aircrew member badge to a CEA or other nonrated aircrew member effective the date he or she satisfies the requirement listed in **Table 7.1** <u>or</u> meets one of the requirements in **paragraphs 7.4.1.1 – 7.4.1.4** below: **Note:** Not applicable for the permenant award of the RPA Sensor Operator Badge. These individuals must meet the requirements listed in **Table 7.1**

7.4.1.1. Member was medically disqualified for further performance of aircrew member duty as a result of wounds received in action while in a designated combat zone and performing primary duty as an aircrew member. The effective date for award of the badge is the same as the effective date of the AO that assigned ASC 03.

7.4.1.2. Member was medically disqualified for further performance of aircrew member duty as a result of injuries received in an aircraft mishap while performing primary duty as an aircrew member. The effective date for award of the badge is the same as the effective date of the AO that assigned ASC 03.

7.4.1.3. Member participated in at least 10 combat missions as a primary aircrew member in a designated combat zone (Combat support missions do not qualify for purposes of this computation. See AFI 11-401 for explanation of missions), or…

7.4.1.4. Member was assigned to perform aircrew member duties and completed a minimum of one operational mission in space (50 miles above the earth). In addition to eligibility for permanent award of the aircrew member badge, the individual is eligible for the astronaut qualifier. Submit application for award of the astronaut qualifier (**Attachment 2**).

7.4.2. **Effective Dates for Award of Aviation Badges**.

7.4.2.1. The servicing HARM office will publish an AO to permanently award the basic aircrew member badge to a CEA effective the date the member satisfies requirements IAW **paragraph 7.4.1**

7.4.2.1.1. For nonrated aircrew members not previously awarded the basic badge who were classified as a CEA after 1 Oct 99, use the date the member was classified as a CEA providing the member also satisfied the requirements of **paragraph 7.4.1** on that date. Otherwise, the effective date is the date member satisfied requirements.

7.4.2.2. The servicing HARM office will publish an AO to permanently award the basic aircrew member badge to a non-rated officer or enlisted aircrew member (non-CEA) effective the date the member satisfies requirements IAW **paragraph 7.4.1**

7.4.3. Non-rated officers who previously earned the airman aircrew member badge may continue to wear it. Credit aviation service as an enlisted aircrew member towards award of the non-rated officer aircrew member badge if the officer is assigned to a valid officer aircrew member position and performing associated duties.

7.4.4. For award of advanced badges, the aircrew member must first meet the requirements listed in **Table 7.1** and be awarded the previous badge(s).

7.4.5. See **paragraph 7.8** for guidance on prohibiting the wear of aviation badges.

7.4.6. Operational support fliers will not wear an aviation badge unless permanently awarded the badge as a result of previous aircrew member duty. Do not count any time accrued as an operational support flier (FZ aircrew certification code) toward requirements for permanent award of an aviation badge. If an individual occupies a specific UMD position that requires operational support flying, and the position is approved for aircrew member status while the member is still assigned to the position, the individual may use the prior operational support flier time accumulated while assigned to that position toward requirements for permanent award of the badge.

7.4.7. **Award of Parachutist Badges/Devices**. The USAF awards basic parachutist badges/devices to USAF members and members of other military services on AOs authorizing jump status who complete AF recognized parachutist training IAW AFI 11-410 and satisfy the requirements listed in **Table 7.2**. USAF members awarded parachutist badges

by a sister service are authorized to wear the USAF parachutist badge. Commanders will make every effort to maintain the prestige and tradition of USAF parachutist badges/devices. ***NOTE:*** A parachutist badge is not considered an aviation badge.

7.4.7.1. Wear of other US or foreign military service badges, if authorized, will be IAW AFI 36-2903.

7.4.7.2. If worn, the static-line parachutist badge will be worn above all other parachutist and occupational badges IAW AFI 36-2903.

7.4.7.3. Presenting badges/devices is not an appropriate method of recognizing meritorious service, achievement, or international friendship.

7.4.7.4. See **paragraph 7.8** for guidance on prohibiting the wear of parachutist badges.

7.4.7.5. Combat Jump and Bronze Star. Members may wear a Bronze Star for each combat jump accomplished.

7.4.7.5.1. The commander or designated representative will certify qualification for the combat jump award via letter to the servicing HARM office. The letter will specify the date and location of the combat jump. A USAF member who earned a bronze star device(s) while serving in a sister service will maintain appropriate service documentation of the combat jump in the JRF (if applicable) and/or USAF personnel records.

7.4.7.5.2. The servicing HARM office will publish an AO to award the Bronze Star for a combat jump. The remarks section of the AO will specify the date and location of the combat jump. For example: A member performed a combat jump at Drop Zone Simba on 26 Jan 1991, in support of Operation Desert Storm and is awarded a bronze star per commander's letter dated 15 Apr 1991. The HARM office will post member's AF Form 922, *Individual Jump Record*, accordingly, after the jump is certified for a parachutist not assigned to an airborne jump unit. Squadron Aviation Resource Management (SARM) personnel will document the AF Form 922 prior to submission to the HARM office for a unit parachutist member once the form is certified.

7.4.7.6. International Parachutist Badges. Training provided by a foreign country will lead to award of that country's badge only. Such award does not constitute authority to award a USAF parachutist badge. The MAJCOM Director of Personnel is the approval authority for acceptance of foreign decorations (e.g., Canadian Parachutist Badge).

7.4.7.7. **Qualification for Basic/Advanced Parachutist Badges**.

7.4.7.7.1. Qualification for Basic Parachutist Badges. The Host Aviation Resource Management (HARM) office will use the course completion certificate and Army order for award of the basic parachutist and basic military free-fall badge. Personnel who meet the requirements for award of the basic USAF parachutist badge are not required to apply or complete an AF Form 196, *Data for Parachutist Badge*. The HARM office will file a copy of the course completion certificate and Army order in the member's JRF. The HARM office that maintains the member's JRF will publish the AO to award the appropriate badge. The AO will specify the specific **Table 7.2**

criteria that established eligibility. The effective date of the AO will be the date the individual completed training and listed on the Army order.

7.4.7.7.2. Qualification for Advanced Parachutist Badges. Personnel who meet the requirements for award of an advance USAF parachutist badge must apply for the badge by completing AF Form 196, *Data for Parachutist Badge*. The HARM office will file a copy of the AF Form 196 in the member‘s JRF. The HARM office that maintains the member‘s JRF will publish the AO to award the appropriate advance badge. The AO will specify the specific **Table 7.2** criteria that established eligibility. The effective date of the AO and the AF Form 196 will be the date the individual satisfied all applicable criteria in **Table 7.2**

7.4.7.7.3. JM Qualification. A parachutist becomes a qualified jumpmaster via completion of a recognized JM training program IAW AFI 11-410. Commanders will submit to the HARM office a letter and additional documentation that certifies the member is JM qualified (e.g., MAJCOM approved plan of instruction signed by the training certifier, formal class certificate of completion, etc.). The servicing HARM office will publish an AO on AF Form 1887 indicating the specific JM qualification in the remarks section of the AO IAW AFI 11-401. HARM offices will publish the AO before updating JM accomplishments in ARMS. The HARM office will file a copy of the additional documentation (e.g., MAJCOM approved plan of instruction signed by the training certifier, formal class certificate of completion, etc.) in the member’s JRF. AFI 11-401, Chapter 2 establishes the effective period of an AO authorizing jump status. JM orders will include the following applicable categories for JM qualifications (see also AFI 11-410):

7.4.7.7.3.1. Joint Operations Static Line Jumpmaster.

7.4.7.7.3.2. Joint Operations Military Free Fall Jumpmaster.

7.4.7.7.3.3. USAFA Free Fall Jumpmaster (**Note**: Only applicable for USAFA jump activities.).

7.4.7.7.3.4. Experimental/Test Jumpmaster.

7.4.7.7.3.5. Rescue Jumpmaster.

7.4.7.7.3.6. SERE Jumpmaster.

**7.5. Publishing Aeronautical Orders for nonrated or CEA aircrew members.** The HARM office that maintains the member’s FRF publishes AOs to award basic badges and updates advanced aircrew member badges in ARMS. **Exception**: HARM office will publish AOs for award of advance parachutist badges. Preceding badges must have been awarded before award of advanced badges. For example, a member must be awarded the basic aircrew member badge before the senior aircrew member badge. Do not publish more than one badge effective on the same date. For previous military service members who satisfy requirements for basic and advanced badges at the same time, award advanced badge(s) effective the following day (if applicable). The remarks section of each published AO will contain the specific applicable criteria listed in **paragraphs 7.4.1.1** through **7.4.1.4** and/or **Table 7.1**. For example: “Master Sergeant Muszynski completed 15 years of aviation service, accumulated a minimum of 144 paid months of operational flying duty, and has a 7 skill level”.

7.5.1. Aviation service begins on the ASD for CEAs and the effective date of the AO that assigned ASC 9D for non-rated officers and non-CEA enlisted personnel. Do not count periods of breaks in military service, disqualification, or suspension (except ASC 07). The effective date for the basic badge is the date requirements are met IAW **paragraphs 7.4.2.1** or **7.4.2.2**, as applicable.

7.5.2. As of 29 Jul 03, the effective dates for advanced badges are the 7- and 15-year anniversary dates respectively, if all other requirements are satisfied. If a member does not satisfy requirements by the 7- or 15-year anniversary, the effective date will be the date the member satisfied all requirements. For award of advanced badges, non-rated or non-CEA members must satisfy a prorated share of flying hours to credit a month of operational flying IAW DoD FMR, Volume 7A, Chapter 22 when initiating or terminating aviation service. CEA and rated officer advanced badges are based on flying hours or OFDA credit.

7.5.3. **Effective Dates of AOs prior to 29 July 2003.** To determine correct effective dates for award of badges prior to 29 Jul 03, HARM office personnel must consult the AF instruction or regulation in effect at that time.

7.5.3.1. Prior to 1 Sep 97, providing all requirements for award of the badge were satisfied and the badge was not awarded prior to meeting the requirements for award, there was no established standard "effective" date to publish the AO awarding the badge. Badge effective dates cannot be prior to satisfying all eligibility requirements.

7.5.3.2. From 1 Sep 97 to 28 Jul 03 inclusive HARM offices reviewed eligibility requirements, and once the member satisfied criteria for award of the badge, the effective date of the AO was the end of the month in which all requirements were met.

**7.6. Award of the Flight Nurse Badge to US Air Force Officers.** Award the basic badge to flight nurses upon completion of the requirements listed in **Table 7.1** or paragraph 7.4.1.1. through 7.4.1.4.

**7.7. Publishing Aeronautical Orders for Parachutists.** Award parachutist badges when the member completes training at an AF recognized operational parachutist course authorized by AFI 11-410 and satisfies badge requirements IAW **Table 7.2**

7.7.1. HARM offices will award parachutist badges only to individuals who have completed an AF recognized operational parachutist course IAW AFI 11-410 and are on AOs that authorize jump status. To request award of the basic parachutist badge, Air Force members will submit a copy of the AF recognized operational parachutist course graduation certificate to the local HARM office that maintains the JRF. The servicing HARM office will ensure the member satisfied basic parachutist badge award criteria IAW **Table 7.2**

7.7.2. To request award of an advanced parachutist badge, Air Force members will submit to the servicing HARM office an AF Form 196. The servicing HARM office will compare data entered on the AF Form 196 with ARMS database jump accomplishments and ensure the member satisfied badge award criteria IAW **Table 7.2**. HARM offices will not publish an AO to award an advanced parachutist badge without a completed AF Form 196 from the member.

7.7.2. **(AFSOC)** Attach AF Form 196, *ARMS Request Data for Parachutist Badge*, to the request for review and award of an advanced parachutist badge. The servicing HARM office will ensure the proper remarks are documented on the AO according to AFI 11-421. **(T-2)**

7.7.3. The effective date of an AO to award a basic or advanced parachutist badge to a member who completed training while a member of another US military service will not be prior to the date assigned to a valid UMD jump position and placed on AOs authorizing performance of jump duty.

**7.8. Prohibiting the Wear of Aviation or Parachutist Badges.** All aircrew and parachutist members qualify for permanent wear of aviation or parachutist badges via completion of USAF or USAF-equivalent training and/or by performing requisite periods of flying or jump duty. In most cases, members may continue to wear badges if disqualified from aviation or parachutist service. Situations may arise, however, when the continued wear of aviation or parachutist badges is inappropriate. To ensure a consistent policy, adhere to the following guidance:

7.8.1. Commanders at any review level may recommend prohibiting wear of a rated, CEA, or non-rated/non-CEA aviation or parachutist badge if an aircrew member is disqualified from aviation service as a result of failure to maintain professional standards or substantiated drug abuse. In all cases, prohibit a member from wearing the aviation badge if he or she is administratively disqualified for fear of flying, refuses to fly, or exhibits cowardice in combat.

7.8.1.1. **Prohibiting the Wear of the Parachutist Badge**. A member may lose the right to wear the parachutist badge by refusing to jump or requesting removal from jump status with less than 18 months of jump duty experience. The unit commander will recommend that the MAJCOM approve the request to prohibit wear of the Parachutist Badge. If approved, the commander will send the approval memorandum to the servicing HARM office to publish an AO. The AO terminating parachute jump status will include the specific reason for removal.

7.8.2. A FEB, or any authority in the FEB review process, may recommend removal of a badge.

7.8.3. The disqualification approval authority is also the final approval authority for prohibiting the wear of an aviation or parachutist badge. The approval will be forwarded to the HARM office or AF/A3O-AT, as appropriate, to ensure the AO remarks prohibit the wear of the aircrew member badge. For example: “Member is prohibited from wearing the aircrew member badge per MAJCOM/A3 letter dated YYMMDD.”

7.8.3.1. The HARM office will delete the badge history from ARMS, however, do not revoke the AO(s) that awarded the badge(s).

**7.9. Posthumous Award of Aviation Badges.** Commanders authorized to award aviation and parachutist badges may posthumously award the appropriate badge to individuals on AOs who die in an aviation mishap (aviation badge) or parachutist mishap (parachutist badge) that occurred during training leading to award of an aviation or parachutist badge.

**7.10. Award of Aviation Badges to Members of Other US Military Services or Foreign Military Services—Graduates From USAF Training Programs.** Commanders may present basic aviation badges to members of other US military services, foreign military services, or

civilians who successfully complete a USAF training course that would result in award of a basic aviation badge to USAF personnel. Additionally, foreign flight surgeons that complete the Advanced Aerospace Medicine for International Medical Officers Course (B3FAY9356), or a residency in aerospace medicine conducted by the USAF, may be awarded the basic flight surgeon badge if not previously awarded. Announce the award in an appropriate certificate that recognizes training completion and the basic badge awarded. Do not publish an AO to award the badge.

7.10.1. Only the Chief of Staff, USAF will approve award of advanced pilot, RPA pilot, CSO, observer, ABM, or flight surgeon aviation badges for members of foreign military services who satisfy the badge criteria IAW **Table 2.1**

7.10.1.1. The US Air Force Attaché, Chief of US Air Force Mission, or Chief of US Air Force Section Chief (MAAG) residing in the host country requests rated aviation badges for foreign military members. Submit the request in letter format through the International Affairs Division (SAF/IA), 1010 Air Force Pentagon, Washington DC 20330-1010, to AF/A3O-AT. Forward requests for award of the senior or chief flight surgeon badge to SAF/IA, HQ AFMSA/SG3PF IN, 1500 Wilson Blvd, Suite 1200, Arlington, VA 22209, and AF/A3O-AT, in turn. Requesting official verifies the:

7.10.1.1.1. Name and grade of applicant.

7.10.1.1.2. Statement that applicant is currently and actively qualified as a flying member of the foreign military force.

7.10.1.1.3. Name of the base where the applicant completed USAF undergraduate pilot, RPA Fundamentals or CSO training, and the month and year of graduation. For flight surgeon badges, specify the date the applicant completed the Aerospace Medicine Primary Course (B3OBY4G1-000) or the Advanced Aerospace Medicine for International Medical Officers Course (B3FAY48G4-000).

7.10.1.1.4. Statement that the USAF awarded the basic badge to the individual as a result of completing a USAF formal course of flying training. (For pilots only: Statement that the applicant possesses flying qualifications comparable to those required for USAF instrument qualification.).

7.10.1.1.5. Total military flying hours.

**7.11. Award of Advanced Aviation Badges to Members of Foreign Military Services—Graduates from Equivalent Training.** The CSAF may award advanced aviation badges (pilot, RPA pilot, CSO, flight surgeon) to members of foreign military services who graduated from courses considered equivalent to USAF undergraduate flying training programs. The eligibility criteria (years of service, flying hours, medical qualification, and active military flying qualification) are the same as listed in **Table 2.1** The CSAF is the sole USAF approval authority for award and presentation of these advanced aviation badges. Requests for exceptions to this policy are not appropriate.

**Table 7.1. Mandatory Requirements for Permanent Award of Aviation Badges.**

| LINE | A | B | C | D | E |
|---|---|---|---|---|---|
| | Type of Badge (See Note 1) | Years of Service and Formal Training (See Note 2) | Flight Time | Months of Operational Flying Duty (See Note 3 & 4) | Other Requirements and Remarks (See Note 5) |
| 1 | Basic and Advanced Badges (Rated) | Refer to **Chapter 2** and **Table 2.1.** | | | |
| 2 | Officer or Airman Aircrew Member | Refer to **Chapter 7** | | 36 paid months of Operational Flying | For Officers: Currently assigned to aircrew prefixed (B, C, F, X, K, or Q) DAFSC and medically qualified for Flying Class III<br>DNIF status is considered to be medically qualified for the purposes of this table. |
| 3 | | | | | **For Enlisted: Currently qualified in DAFSC 1AXXX or performing in prefixed (X, K, or Q) DAFSC and medically qualified for Flying Class III**<br>DNIF status is considered to be medically qualified for the purposes of this table. |
| 4 | Senior Officer or Airman Aircrew Member | Permanent award of basic badge and completed at least 7 years aviation service (Airman must have at least a 5-skill level as crewmember.) and | 1300 hours (any combination of primary, instructor, **and/or** evaluator time) **or** at least 2000 total hours **or** | 72 paid months of operational flying duty (Note 10) | |

| | | | | | |
|---|---|---|---|---|---|
| 5 | Master Officer or Chief Airman aircrew member (Note 1) | Permanent award of basic and senior badges and completed at least 15 years aviation service (Airman must have at least a 7-skill level as crewmember.) and | 2300 hours (any combination of primary, instructor, **and/or** evaluator time) **or** at least 3000 total hours **or** | 144 paid months of operational flying duty (Note 10) | |
| 6 | RPA Sensor Operator | Refer to **Chapter 7** | | 36 paid months of Operational Flying | Awarded DAFSC 1UXXX, qualified for aviation service (active or inactive FSC) and meet RPA medical qualification.<br>Note: DNIF status is considered to be medically qualified for the purposes of this table. |
| 7 | Senior RPA Sensor Operator | Permanent award of basic badge and completed at least 7 years RPA service (Airman must have at least a 5-skill level as crewmember.) and | 1300 hours (any combination of primary, instructor, **and/or** evaluator time) **or** at least 2000 total hours **or** (Note 11) | 72 paid months of operational flying duty | Currently qualified in DAFSC 1UXXX, qualified for aviation service (active or inactive FSC) and meet RPA medical qualification.<br>Note: DNIF status is considered to be medically qualified for the purposes of this table. |
| 8 | Chief RPA Sensor Operator | Permanent award of basic and senior badges and completed at least 15 years RPA service (Airman must have at least a 7-skill level as crewmember.) and | 2300 hours (any combination of primary, instructor, **and/or** evaluator time) **or** at least 3000 total hours **or** (Note 11) | 144 paid months of operational flying duty | Currently qualified in DAFSC 1UXXX, qualified for aviation service (active or inactive FSC) and meet RPA medical qualification.<br>Note: DNIF status is considered to be medically qualified for the purposes of this table. |

| | | | | | |
|---|---|---|---|---|---|
| 9 | Flight Nurse | Successfully completed course 83OLY9761 at the USAFSAM and 3 years of aviation service and… | | 12 paid months of operational flying duty | For Officers: Currently assigned to aircrew prefixed (B, C, F, X, K, or Q) DAFSC and medically qualified for Flying Class III<br>DNIF status is considered to be medically qualified for the purposes of this table. |
| 10 | Senior Flight Nurse | Permanent award of basic badge and have at least 7 years of aviation service and (Note 9) | At least 350 total hours logged as a flight nurse **or** | **36 paid months of operational flying duty** | |
| 11 | Chief Flight Nurse | Permanent award of basic and senior badges and have at least 15 years of aviation service (Note 9), and | At least 750 total hours logged as a flight nurse **or** | 72 paid months of operational flying duty | |

**NOTES:**

1. Master applies to officer badges and Chief applies to airman badge.

2. Aviation service includes both active and reserve time. Nonrated crewmember duty only includes time performed in ASC 9D. Aviation service begins with the ASD IAW **paragraph 7.5.1.** Periods of suspension, disqualification, or breaks in service do not count towards aviation service.

3. Months of operational flying: For CEAs use months of OFDA. For nonrated flyers to credit months of operational flying refer to Note 4. Periods of suspension, disqualification, or breaks in service do not count towards OFDA.

4. To earn a month of badge credit, members must meet flight performance requirements IAW DoD FMR, Volume 7A, Chapter 22. The standard is a minimum four hours for active duty, and two hours (includes inactive time requirement) for ARC per calendar month, or a pro rata share for lesser periods. A month of HDIP/CEFIP entitlement equals a month of badge credit. Months need not be consecutive.

5. Officers and airman suspended or disqualified from aviation service are ineligible for advanced badges, unless requirements were met prior to suspension or disqualification.

6. To receive credit for one month of flying, CEAs in continuous or conditional CEFIP status must satisfy monthly flight requirements IAW DoD FMR, Volume 7A, Chapter 22. CEAs in continuous or conditional ACIP status after the 20th year of aviation service must occupy an active flying position (API A, B, D, and E) for at least 15 days in a given month, and perform OFDA-creditable flying duties that satisfy conditional CEFIP requirements approved by the FY99 NDAA and listed in DoD FMR, Volume 7A, Chapter 22.

7. Grandfathering: Do not amend or revoke AOs for CEAs, non-rated or non-CEA aircrew

previously awarded badges under different criteria. HARM offices should contact MAJCOM with questions concerning previous year requirements (prior to this revision) for award of badge, before revoking or amending an AO.

8. Prior service aircrew members, previously awarded a basic aircrew member badge from another military service, hired by the Air Force as a CEA (waived from attending initial qualification training due to previous qualifications), use the date the member is assigned to their first operational unit to award the Air Force basic aircrew member badge. This is providing the member meets the requirements listed above for permanent award. If member meets the criteria listed above for award of advanced badges at the time of transferring services, then use the day after award of basic to award senior, and day after senior to award chief.

9. Flight nurse aviation service includes periods assigned to AFSC "46F" coded billets. ARMS will not track these periods. Member must provide supporting documentation that substantiates period(s) assigned to a "46F" coded billet to the servicing HARM office, e.g. Single Uniform Retrieval File (SURF).

10. For "1AXXX" performing RPA duty but not converting to "1UXXX"; OFDA accrued while performing RPA Sensor Operator duties will count towards advanced Airman Aircrew member badges.

11. Do not credit non-RPA sensor operator flying time and OFDA accumulated in another CEA specialty towards advanced RPA badges.

**Table 7.2. Mandatory Requirements for Wear of Parachutist Badges.**

| LINE | A<br>Qualification | B<br>Months of Service and Formal Training | C<br>Number of Jumps (See Note 5) | D<br>Other Requirements and Remarks | E<br>Badges (See Note 6) |
|---|---|---|---|---|---|
| 1 | Basic Parachutist | See AFI 11-410 | 5 | | Basic Parachutist. Officers or Enlisted members qualified for aviation/parachutist service and currently assigned to (or approved for assignment to) a "J" coded DAFSC billet or jump inherent DAFSC billet IAW AFI 11-410. Member must be medically qualified for Flying Class III physical. DNIF status is considered to be qualified for the purpose of this table. (See Note |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | 6) |
| 2 | Senior Parachutist | Complete 24 months on jump status with an organization assigned a parachute jump mission. (See Notes 1 & 2) | 30 Static Line Jumps See Notes (3, 5, & 9) | Jumpmaster qualified | Senior Parachutist See Notes (6 & 8) |
| 3 | Master Parachutist | Complete 36 months on jump status with an organization assigned a parachute jump mission. (See Notes 1 and 2) | 65 Static Line Jumps (See Notes 4, 5, & 9) | Jumpmaster qualified | Master Parachutist (See Notes 6 & 8) |
| 4 | Basic MFF Parachutist | Graduate of the USAJFKSWC MFF Course or a service approved MFF course. (See Note 10) | Based on course. | | Basic High Altitude Low Opening (HALO) Parachutist (See Notes 6 & 7) |
| 5 | Master MFF Parachutist | On MFF status for a total of 36 months with an organization assigned a military free fall parachute jump mission. (See Notes 1 & 2) | N/A | Must be a qualified master parachutist (static line) and MFF Jumpmaster qualified (See Note 9) | Master High Altitude Low Opening (HALO) Parachutist (See Notes 6, 7, & 8) |
| 6 | International | Training/award must be IAW rules leading to award of the rating by the particular country. | A/R | The MAJCOM/ FOA Director of Personnel, approves/ disapproves acceptance of | |

| | | | | | |
|---|---|---|---|---|---|
| | | | | foreign decorations (e.g. Canadian Parachutist Badge). | |

***NOTES:***

1. Time spent in a training course leading to initial qualification as a parachutist does not fulfill the time requirements listed in column B of **Table 7.2.**

2. To earn a month of badge credit, members must meet performance requirements IAW DoD FMR, Volume 7A. A month of HDIP entitlement equals one month of badge credit. Months need not be consecutive.

3. The 30 jumps must include: (1) Two jumps during the hours of darkness; (2) Fifteen jumps with operational equipment IAW AFI 11-410; (3) Actually perform one night jump as a Primary JM (PJM); and (4) Seven jumps performing as PJM.

4. The 65 jumps must include: (1) Four jumps during the hours of darkness; (2) Twenty-five jumps with operational equipment IAW AFI 11-410; (3) Two night jumps performing PJM duties; and (4) Fifteen jumps performing as PJM.

5. Do not count non-military jumps toward individual total jumps.

6. All awarded parachutists badges are permanent unless revoked. Use the course completion certificate and Army order for award of the basic parachutist and basic military free-fall badge. Personnel who meet the requirements for wear of an advanced Air Force parachutist badge must apply by completing AF Form 196. The HARM office will maintain a copy of the member's application in the JRF. The HARM office maintaining the member's JRF will publish the AO for authorized individuals. The AO must specify the **Table 7.2.** criteria that establishes eligibility. In addition, the effective date of the order is the date individual met all applicable criteria in **Table 7.2.**

7. Personnel who obtain MFF qualifications prior to March 1998 are authorized to wear the MFF badges without submitting an application.

8. Parachutists who are disqualified from parachute duty before fulfilling advanced qualification criteria are not eligible for advanced badges.

9. Jumps made on non-standard systems are only counted toward the parachutist badge when those jumps are military in nature or as part of a USAF OT&E process.

10. Includes graduates of the Military Airlift Command High Glide Ratio Parachute (HGRP) Course and USSOCOM certified Navy MFF course.

## Chapter 8

## AIRCREW/PARACHUTIST PREFIX REQUESTS, VALIDATION, FUNDING AND WAIVERS OF AIRCREW/PARACHUTIST MANPOWER POSITIONS

**8.1. Purpose of Chapter.** This chapter describes the procedures, justification process, and policies for requesting and authorizing aircrew and parachutist (jump) prefixed manpower positions in order to manage the HDIP budget.

**8.2. Applicable to Whom.** These procedures apply to all active duty personnel requiring an aircrew or jump prefix to perform full-time duties as an aircrew or parachutist. ARC components will request positions through HQ AFRC/A3T or ANG/A3O. ARC guidance will not be less restrictive than this instruction or AFI 11-412 and AFI 38-201**,** *Determining Manpower Requirements*.

**8.3. Responsibilities for Aircrew or Parachutist Management.**

8.3.1. Base Level. Ensure nonrated aircrew and parachutist prefixes are assigned only to positions that require full-time flying or jump duties. Annually review all aircrew or parachutist prefixed positions not earned through a flying or jump manpower standard (refer to **Attachment 27**). Submit AF Form 480, *Aircrew Justification* IAW AFI 38-201, or AF Form 4322, *Active Parachutist Justification* (**Attachment 26**) to justify new nonrated aircrew or jump prefixed requests IAW this instruction.

8.3.1. **(AFSOC)** Submit AF Forms 480, *Aircrew AFSC/Active Flying Justification*, and AF Forms 4322, *Active Parachutist Justification* to HQ AFSOC/A3TR for coordination. Requests will be coordinated with the command Personnel Parachute Program Manager (PPPM), AFSC functional managers (FM), and HQ AFSOC/A1K as required. **(T-2)**

8.3.2. Manpower Office. Update parachutist or aircrew requirements once an AF Form 480 or AF Form 4322 is approved by the authorizing agency for the specific AFSC and position number. Coordinate with OPRs on parachutist or nonrated aircrew requirements changes and annual review of aircrew requests IAW AFI 38-201, or parachutist requirements IAW this instruction. Manpower offices will not move aircrew or "J" prefixes without final approval by AF/A3O-AT and A3O-AS (parachutists).

8.3.3. MAJCOMs, FOAs, DRUs, and Joint Agencies ensure "J" (parachutist) "B", "C", "F", "K", "Q", and "X" (nonrated officers), and "K", "Q", "X" (non-CEA enlisted aircrew) prefixes are assigned only to those positions with duties clearly requiring full-time parachutist or flying skills to meet mission needs as described in AFI 11-401 and AFI 11-202 Volume 1 (aircrew) and AFI 11-410 (parachutists). In addition to the required AF Form 480 maintained IAW AFI 38-201, maintain an AF Form 480 for all nonrated officer or non-CEA aircrew prefixed positions and an AF Form 4322 for all "J" prefixed UMD positions not gained through a flying/jump unit's manpower standard. For example: a rated staff J011XX UMD position would require an AF Form 4322; a J1T2X1 position in the Special Tactics Squadron (STS) would not require an AF Form 4322.

8.3.3. **(AFSOC)** Parachute qualification and active jump status are awarded based on mission requirements. IAW AFI 11-410, *Personnel Parachute Operations*, there are two types of parachute status: (1) permanent jump status (AFSC inherent 1C2X1 [Combat

Control], 1T2X1 [Pararescue Jumper], 1W0X2 [Special Operations Weather], 13DXX [Combat Rescue and Special Tactics Officers], 15WCX [Special Operations Weather], and "J" prefixed Unit Manning Document [UMD] positions) and (2) temporary jump status. The use of parachutes to employ personnel is inherently risky and expensive to establish and maintain necessary parachuting skills. There should be few instances where mission requirements dictate the need for parachuting as a means of reaching an objective. For these reasons, the need for establishing and maintaining jump inherent AFSCs and "J" coded (non-jump AFSC) positions must be closely scrutinized and validated with unit mission requirements for mandating the hire/retention of an active parachutist assigned to that position. If parachuting is not an inherent skill-set required for a particular AFSC (e.g., 1C072), commanders must closely assess the need for the expense of a "J" prefixed DAFSC manpower position requiring assigned personnel be parachute qualified and jump frequently to maintain currency. Approvals are based on ***unit mission requirements*** and are not authorized to keep a previously qualified parachutist on active status. **(T-1)**

8.3.3.1. Assign an OPR within the MAJCOM, FOA, DRU, and Joint Agency staff to coordinate on additions or changes to nonrated aircrew or parachutist requirements and maintain the command's non-rated or non-CEA aircrew or parachutist active flying/jump justification forms. MAJCOM OPRs will ensure jump or aircrew prefixes are not moved or assigned to other positions without final approval by AF/A3O-AT and A3O-AS (parachutists). Forward OPR information to AF/A3O-AT.

8.3.3.1.1. Coordinate with AF/A3O-AT or AF/A3O-AS for all new positions or changes to existing positions for jump ("J"), nonrated officer ("B", "C", "F", "X", "K", and "Q") or non-CEA aircrew ("X", "K","Q") prefixed positions not gained by a flying or jump unit's manpower standard. Use the flying or jump justification forms IAW paragraph 8.3.3. above. An officer position may be dual coded (B-operations officer, C-commander, or F-flight test); the AO remarks, however, will reflect that the position is an authorized aircrew or parachutist billet.

8.3.3.1.1.1. **(Added-AFSOC)** Permanent Jump Status. DAFSCs 1C2XX, 1T2XX, 1W0X2, 13DXX, and 15WCX or "J" prefixes are added to the UMD positions to validate an operational requirement for frequent and recurring parachute duty. Once assigned to a jump position and currency is obtained and maintained, incumbents are entitled to receive HDIP when jump requirements are met. HQ AFSOC/A3T is the MAJCOM approval authority for permanent jump status requests. HQ AFSOC A3T will forward to HQ AF/A3O-AS for approval and will coordinate with HQ AF/A3O-AT (to validate funds availability) for effective date. **(T-1)**

8.3.3.1.1.2. **(Added-AFSOC)** Temporary Jump Status. Parachutist qualified personnel not assigned to a valid jump position may be authorized temporary jump status for extended periods outlined in AFI 11-410. AOs and HDIP are only authorized for the period of the requirement (e.g., to support an airborne exercise), when jump requirements are met. AFSOC/A3 is the MAJCOM approval authority IAW AFI 11-410 for temporary jump status. **(T-1)**

8.3.3.1.2. AF/A3O-AT approves additions or changes to aircrew prefixed positions and AF/A3O-AS approves additions or changes to parachutist positions with

coordination from AF/A3O-AT. Requests to add aircrew or parachutist prefixes to enlisted AFSCs must first be coordinated through the AFSC career field manager. Requests to add parachutist prefixes to flight surgeon positions must be coordinated through AFMSA/SG3PF. Requests to add aircrew or parachutist prefixes to general officer UMD positions must first be coordinated/ approved by the Air Force General Officer Management Office (AFGOMO).

8.3.3.1.3. Ensure command flying and jump justification requirements are validated annually, NLT 31 August. Notify AF/A3O-AT NLT 30 September, acknowledging completion of annual review (refer to **Attachment 28**).

8.3.3.1.3. **(AFSOC)** HQ AFSOC/A3TR is responsible for reviewing and validating all "J" prefixed UMD positions within AFSOC. After HQ AFSOC/A3TR completes its validation, HQ AFSOC/A3T will review and ensure "J" prefixes are removed from positions that no longer depict an active parachutist requirement or for extended periods (more than a year) of non-jump activity. **(T-2)**

**8.4. Procedures:**

8.4.1. Requesting new aircrew/parachutist authorizations.

8.4.1.1. Forward all requests for new DAFSC authorizations that do not currently contain an aircrew or jump prefix on an AF Form 480 or AF Form 4322 through the MAJCOM AFSC Functional Manager (FM) for validation of jump/flight requirement, then to the MAJCOM Aircrew or Parachutist Management and Manpower offices and, finally, to AF/A3O-AT and AF/A3O-AS (parachutist coding only). Upon receipt, AF/A3O-AT and A3O-AS (jump positions) will approve or disapprove the request.

8.4.1.1. **(AFSOC)** For new parachutist or non-rated aircrew positions, forward packages through the servicing HARM office, member/owning unit's group channels, 720 STG or 724 STG (jump packages only), to HQ AFSOC/A3T. Submitters will ensure the SSS includes MAJCOM and Air Staff coordination: career field/AFSC FM, Personnel Parachutist Program Manager (jump positions only), HQ AFSOC/A1M, HQ AFSOC/A3T, and AFSOC/A3 (temporary jump status only), HQ AF/A3O-AT (permanent), and HQ AF/A3O-AS (permanent). **(T-1)**

8.4.1.2. Requesters should plan at least nine months in advance for inclusion of a new AFSC in a MAJCOM specific aircraft crew complement listed in AFI 65-503, Table A36-1 and securing of funds to process AOs for flight or jump status. Addition to Table A36-1 in AFI 65-503 is the first step. If the AFSC was not previously authorized aircrew member status in a MAJCOM specific aircraft crew complement, HQ AFPC/DPPAC must approve a change proposal to add the specialty as authorized an aircrew prefix in AFI 36-2101. Once a request is approved for an aircrew prefix in AFI 65-503, Table A36-1, approved for inclusion IAW AFI 36-2101, and funding is secured, AF/A3O-AT will notify the requesting MAJCOM Manpower Directorate of both approvals and the effective date for adding the prefix to the UMD. MAJCOM manpower offices will not update aircrew or parachutist prefixes to the respective units without approval from AF/A3O-AT or AF/A3O-AS (parachutist). Units will not assign a member to aircrew duty unless the member's DAFSC is listed in AFI 65-503, Table A36-1 for that MAJCOM. HARM offices will not publish AOs or MPOs without AF/A3O-AT or AF/

A3O-AS (parachutist) documentation approving the specialty for aircrew or parachutist member duties.

8.4.1.3. If the request is disapproved:

8.4.1.3.1. Requests that do not meet the required justification for aircrew prefixes may be recommended for the Operational Support Flyer program (**Chapter 6**), non-interference flying IAW AFI 11-401, or temporary jump status IAW AFI 11-410.

8.4.1.3.2. Organizations that submit requests subsequently returned with a recommendation to request man-years in the operational support program or non-interference AOs, should contact the local HARM office for assistance. Do not assign members to aircrew duty unless the member's DAFSC is listed in AFI 65-503, Table A36-1.

8.4.2. Requests for additional authorizations (existing aircrew/jump AFSCs).

8.4.2.1. The authorized manning level for each aircrew/jump position (on UMD) determines the number of members authorized aircrew or parachutist status at any given time. The total number of non-rated or non-CEA aircrew or jump authorizations determine how many are authorized flying or jump status at one time. Except for the 90-day overlap described below (PCS or PCA actions), no other excess members on AOs are authorized for non-rated or non-CEA aircrew or parachutists without AF/A3O-AT approval. MAJCOMs will establish procedures to ensure units do not exceed authorized manpower levels without waiver approval IAW AFI 11-401, AFI 11-402, or AFI 11-412, as applicable. HARM offices will perform a monthly review of all nonrated/parachutist positions to ensure authorized manning levels are not exceeded. HARM offices will terminate AOs for excess nonrated aircrew members/parachutists unless otherwise authorized by this instruction or a waiver request approved by AF/A3O-AT. ***NOTE:*** During manning shortages, jump unit commanders may authorize excess parachutists in jump inherent DAFSCs billets to have active jump AOs published against empty jump DAFSC UMD authorizations. See **paragraph 1.12.3.6.3**

8.4.2.1.1. Only qualified members assigned to authorized jump or flying billets and on AOs requiring frequent and regular flight/jumps according to this instruction are entitled to HDIP once the jump or flight requirements are met, as prescribed in AFI 11-421 and DoD FMR, Volume 7A, Chapter 22. The base HARM office, MAJCOM Aviation Resource Manager (ARM), and HQ AF/A3O-AT ARM Career Field Manager are responsible for interpreting and validating requirements and to ensure compliance with DOD and Air Force guidance for entitlement to HDIP.

8.4.2.1.2. When a unit level organization requires additional non-rated or non-CEA aircrew members to satisfy the unit or command mission, forward written requests through the MAJCOM AFSC functional manager and the senior enlisted aircrew manager before review by the MAJCOM/A3 and A8. The MAJCOM/A3 will forward recommendations for approval to AF/A3O-AT. These requests constitute changes to the authorized crew complement and will be coordinated with the appropriate Air Staff offices. In addition to the justification, the package will include the manpower offset for the FYDP. Requests received without manpower justification will be returned.

8.4.2.1.3. Except as noted below, authorized nonrated aircrew or parachutist manning provides for TDY, contingency requirements, leaves, replacement training, and so forth. However, temporary overmanning may be necessary. If so, coordinate requirements through the MAJCOM (active duty units), NGB/TE (National Guard units), or HQ AFRC/A3T (Reserve units) to the MAJCOM/A3 for over manning of periods not to exceed 180 calendar days that requires a waiver for both incumbents to fly (aircrew) or jump (parachutist). Send an information copy to AF/A3O-AT. Commanders will not request AOs or direct excess members not authorized AOs by this instruction to fly/jump without an approved waiver from MAJCOM/A3; this includes formal flying/jump school (**Attachment 25**). Except for short durations as noted below, HARM offices will not publish AOs authorizing excess members (double billeted) flying or jump status without approval from MAJCOM/A3. AF/A3O-AT is the approval authority for all cases waived beyond 181 days.

8.4.2.1.3.1. Commanders may request AOs for members who are excess due to PCS/PCA actions provided they have filled all open aircrew or parachutist billets first (not more than 90 days).

8.4.2.1.3.2. Commanders may request AOs for members assigned against approved manpower position increases not yet published on the UMD. Before publication of the AO, the HARM office must receive confirmation (copy of the document) from the owning unit of the future funded billet. Active duty HARM offices will forward a copy of this AO to AF/A3O-AT to adjust the HDIP budget.

8.4.3. Force structure changes. MAJCOMs that are fielding a new weapons system should ensure the MAJCOM Manpower and Operations functional communities coordinate the new requirements with AF/A3O-AT. The purpose of this coordination is to: (a) ensure the new weapons system is reflected in AFI 65-503, Table A36-1 and AFI 36-2101, (b) allow for budgeting of aircrew member incentive pays, (c) allow accessions personnel to program for the new requirements, and (d) allow assignment personnel sufficient time to supply all units accordingly.

**8.5. Staff Positions Changes and Additions.** When a Wing, NAF, or MAJCOM organization has a requirement to add nonrated aircrew or jump prefixed authorizations, forward requests via AF Form 480 or AF Form 4322 as applicable to AF/A3O-AT or A3O-AS (parachutists) for validation and approval of funding.

8.5.1. **(Added-AFSOC)** Jump packages will include request letter, AF Form 4322, ARMS Jump History Report (JHR), and previous jump status and qualification AOs. **(T-2)**

**8.6. Funding for Non-rated, Non-CEA, or Jump Incentive Pay Requirements.** There is no requirement for MAJCOMs to submit annual requests for HDIP funding. Funds to support incentive payments are budgeted as a result of AF/A3O-AT validation of the aircrew and parachutist requirements and award of the flying DAFSC. At least nine months are required to ensure funds are secured for future non-rated or non-CEA aircrew and parachutist coded UMD DAFSCs and temporary "J" coding.

8.6.1. The number of non-rated aircrew and parachutist positions (“J” prefixed DAFSC or jump inherent UMD positions IAW AFI 11-410) authorized on the UMD determines the

incentive pay allocation. This includes those members who are excess due to PCS/PCA overlaps, future funded billets, and those members assigned by waiver approval.

8.6.1.1. AF/A3O-AS will closely monitor how many new "J" coded requests are approved and ensure funds are secured by current or future AF/A3O-AT HDIP budgets prior to approval of such requests.

8.6.1.1.1. MAJCOMs will anually audit jump and non-rated or non-CEA aircrew positions not gained through a flying or jump unit manpower standard to ensure a full-time jump or flying requirement exists.

8.6.1.1.2. AF/A3O-AS will send to AF/A3O-AT an approved active parachutist justification, specifying the period "J" coding will be effective to ensure funds are available. AF/A3O-AT will provide a date funds will be available for approval of coding for processing of AOs. "J" coding will not be approved nor AOs processed prior to authentication of fund availability.

8.6.1.2. MAJCOM commanders will closely monitor and ensure funds are secured by AF/A3O-AT prior to approving temporary jump status or requesting new permanent "J" prefixed UMD positions. Send AF/A3O-AT an approved AF Form 4322, specifying the period that temporary "J" coding is needed, to ensure funds are available.

8.6.1.3. Unit commanders will closely monitor UMD authorizations and allow only the minimum number of people necessary for successful in-flight and parachutist mission accomplishment.

8.6.1.4. MPFs will establish controls to ensure UMD-authorized manning levels are not exceeded.

8.6.1.5. HARM offices will brief commanders if manning levels exceed authorized limits. HARM offices will validate UMD authorizations prior to publishing AOs and will not initiate AOs for members in excess of the authorized non-rated/non-CEA aircrew or parachutist manning level unless authorized by this instruction or a waiver from AF/A3O-AT.

8.6.1.5.1. AOs for excess nonrated officer/enlisted aircrew and parachutist members are authorized for no more than a 90-day period for PCS/PCA actions or awaiting a DAFSC conversion. Double billeted flight surgeons and staff flyers (APIs B, D, 5, 6, and 8) will not have active flying AOs and fly more than a 30-day period without a waiver IAW AFI 11-401. Terminate AOs for excess parachutists/non-rated or non-CEA aircrew members on the 91st day of overlap unless authorized to continue jumping/flying by this instruction or a waiver from AF/A3O-AT.

8.6.2. **Prescribed Forms:** AF Form 196, *Data for Parachutist Rating* and AF Form 4322, *Active Parachutist Justification*.

8.6.3. **Adopted Forms:** AF Form 8, *Certificate of Aircrew Qualification*, AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*, AF Form 480, *Aircrew AFSC/Active Flying Justification*, AF Form 942, *Record of Evaluation*, AF Form 988, *Leave Request/Authorization*, AF Form 1042, *Medical Recommendation for Flying Duty or Special Operational Duty*, AF Form 1381, *USAF Certification of Aircrew Training*, DD Form 214, *Certificate of Release or Discharge from Active Duty*, DD Form 2808, *Report of Medical Examination*, and DD Form 2807-1, *Report of Medical History*.

PHILIP M. BREEDLOVE, Lt Gen, USAF
DCS, Operations, Plans and Requirements

**(AFSOC)**

J. MARCUS HICKS, Brigadier General, USAF
Director of Operations

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

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***Abbreviations and Acronyms***

**AAC**—Assignment Availability Code

**ABM**—Air Battle Manager

**ABCCC**—Airborne Communications and Control Center

**ACC**—Air Combat Command

**ACIP**—Aviation Career Incentive Pay

**ADSC**—Active Duty Service Commitment

**AETC**—Air Education and Training Command

**AFBCMR**—Air Force Board for Correction of Military Records

**AFELOA**—Air Force Educational Leave of Absence Program

**AFGOMO**—Air Force General Officer Management Office

**AFGSC**—Air Force Global Strike Command

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMS**—Air Force Manpower Standard

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AFPC**—Air Fore Personnel Center

**AFSC**—Air Force Specialty Code

**AGR**—Active Guard Reserve

**AMS**—Academy of Military Science

**ANG**—Air National Guard

**AO**—Aeronautical Order

**API**—Aircrew Position Indicator

**ARB**—Aeronautical Rating Board

**ARC**—Air Reserve Component (included AFRC and ANG)

**ARMS**—Aviation Resource Management System

**ART**—Air Reserve Technician

**AS**—Aviation Service

**ASC**—Aviation Service Code

**ASD**—Aviation Service Date

**AWACS**—Airborne Warning and Control System

**AFELOA**—Air Force Educational Leave of Absence Program

**BDU**—Battle Dress Uniform

**BLA**—Base Legal Advisor

**CC**—Commander

**CCAT**—Critical Care Air Transport

**CCATT**—Critical Care Air Transport Team

**CCM**—Command Chief Master Sergeant

**CCT**—Combat Crew Training

**CEA**—Career Enlisted Aviator

**CEFIP**—Career Enlisted Flyer Incentive Pay

**CMR**—Combat Mission Ready

**CSAF**—Chief of Staff of the Air Force

**CSS**—Commander Support Staff

**CSO**—Combat Systems Officer

**DAF**—Department of the Air Force

**DDLDS**—Date Departed Last Duty Station

**DEROS**—Date Estimated Return from Overseas

**DFAS**—Defense Finance Accounting Service

**DIERT**—Date Initially Entered Retraining

**DNIF**—Duty Not Involving Flying

**DoD**—Department of Defense

**DOS**—Date of Separation

**DQ**—Disqualification

**DRU**—Direct Reporting Unit

**EAD**—Extended Active Duty

**EAUC**—Enlisted Aircrew Undergraduate Course

**ESC**—Entitlement Status Code

**ETS**—Expiration of Term of Service

**FAC**—Flying Activity Code

**FEB**—Flying Evaluation Board

**FEF**—Flight Evaluation Folder

**FFT**—Formal Flying Training

**FHR**—Flying History Report

**FM**—Functional Manager

**FMR**—Financial Management Regulation

**FME**—Flight Medicine Element

**FOA**—Field Operating Agency

**FRF**—Flight Record Folder

**FSC**—Flying Status Code

**FSO**—Flight Surgeon Office

**FTU**—Formal Training Unit

**FWQ**—Fixed Wing Qualification

**FY**—Fiscal Year

**HAAMS**—High Altitude Airborne Mission Support

**HALO**—High Altitude Low Opening

**HARM office**—Host Aviation Resource Management

**HDIP**—Hazardous Duty Incentive Pay

**HGRP**—High Glide Ratio Parachute

**IAW**—In Accordance With

**IDS**—Individual Data Summary

**IFF**—Introduction to Fighter Fundamentals

**IFR**—Individual Flight Record

**IJR**—Individual Jump Record

**IQT**—Initial Qualification Training

**ITS**—Individual Training Summary

**JHR**—Jump History Report

**JM**—Jumpmaster

**JRF**—Jump Record Folder

**MAJCOM**—Major Command (for the purpose of this instruction, the NGB is considered a MAJCOM)

**MAJCOM SG**—Major Command Surgeon General

**MEP**—Mission Essential Personnel

**MFF**—Military Free Fall

**MilPDS**—Military Personnel Data System

**MPF**—Military Personnel Flight

**MPO**—Military Pay Order

**MQT**—Mission Qualification Training

**NAF**—Numbered Air Force

**NASA**—National Aeronautics and Space Administration

**NDAA**—National Defense Authorization Act

**NGB**—National Guard Bureau

**NLT**—Not Later Than

**OFDA**—Operational Flying Duty Accumulator

**OPR**—Office of Primary Responsibilities

**OSD**—Officer Service Date

**OSF**—Operational Support Fliers

**OT & E**—Operational Testing and Evaluation

**OTS**—Officer Training School

**PAA**—Primary Aircraft Assigned

**PAO**—Public Affairs Office (Officer)

**PCA**—Permanent Change of Assignment

**PCS**—Permanent Change of Station

**PFT**—Programmed Flying Training

**PIT**—Pilot Instructor Training

**PJM**—Primary Jumpmaster

**PME**—Professional Military Education

**PRP**—Personnel Reliability Program

**RDS**—Records Disposition Schedule

**RI**—Reporting Identifier

**RIP**—Records Review Report of Individual Personnel

**RPA**—Remotely Piloted Aircraft

**RQT**—Requalification Training

**SARM**—Squadron Aviation Resource Management

**SBM**—Senior Board Member

**SDI**—Special Duty Identifier

**SECAF**—Secretary of the Air Force

**SERE**—Survival, Evasion, Resistance, and Escape

**SO**—Special Order

**STS**—Special Tactics Squadron

**STUS**—Student Squadron

**SUNT**—Specialized Undergraduate Navigator Training

**TAD**—Temporary Assignment Duty

**TARM**—Tenant Aviation Resource Management

**TDY**—Temporary Duty

**UABMT**—Undergraduate Air Battle Manager Training

**UCMJ**—Uniformed Code of Military Justice

**UCT**—Undergraduated Combat Systems Officer Training

**UFT**—Undergraduate Flying Training

**UMD**—Unit Manpower Document

**UNT**—Undergraduate Navigator Training

**UPT**—Undergraduate Pilot Training

**UPT**—H-Undergraduate Pilot Training – Helicopter

**URT**—Undergraduate Remotely Piloted Aircraft Training

**USAFA**—US Air Force Academy

**USAFSAM**—US Air Force School of Aerospace Medicine

**USAJFKSWC**—US Army John F. Kennedy Special Warfare Center

**U.S.C.**—United States Code

**VILO**—Voluntary Disqualification from Aviation Service in Lieu of FEB

***Terms***

**Aeronautical Order (AO)**—Start or end aviation or parachutist career service, determine entitlement to ACIP, HDIP, CEFIP, disqualify or requalify members for aviation or parachutist service, authorize operational support or noninterference flying, update/change an Aviation Service Code and award basic and advanced aeronautical ratings and aviation and parachutist badges.

**Aeronautical Rating Board (ARB)**—A board of rated officers tasked to review the professional flying credentials of officers whose undergraduate flight training was conducted by another US Military Service. The ARB makes recommendations to higher authorities on the individual's potential for award of a USAF aeronautical rating.

**Active Guard Reserve (AGR)**—Air National Guard or Air Force Reserve officers on full-time active duty status (extended active duty).

**Active-Pipeline**—A student officer/CEA who has not successfully completed mission qualification in an MDS (non-Trainer AETC aircraft), never received a Form 8, or was not previously qualified in a different aircrew position.

**Aviation Career Incentive Pay (ACIP)**—Entitlement to ACIP shall be restricted to regular and reserve officers who hold, are in training leading to, an aeronautical rating, or designation and who engage and remain in aviation service on a career basis.

**Aviation Service**—"Aviation service" applies to all USAF and ARC members who hold an aeronautical rating, qualified for aviation service, are required to obtain/maintain flying skills, perform essential in-flight duties, or have met their flying gate requirements and are on AOs as career aviators. Policy distinguishes between rated officer, CEA, non-rated officer, or non-CEA aircrew members, and operational support fliers. Differences regarding qualifications, termination, and entitlements show varying degrees of aviation career involvement. Nonetheless, all members must be professionally and physically qualified and on an AO requiring frequent and regular flight.

**Aviation Service Career (extended active duty or on Active Duty Guard and Reserve)**—An officer on extended active duty who holds an aeronautical rating and is qualified for aviation service IAW AFI 11-401 and this instruction, shall be considered to be performing aviation service on a career basis, as prescribed in Title 37, U.S.C. 301a, so long as they are performing operational flying duty, or are assigned to a rated position in a Reserve component, or are considered by that component as an asset to the rated inventory IAW AFI 11-412.

**Aviation Service Career (Not on Extended Active Duty nor on Active Guard and Reserve (AGR) duty)**—An officer not on extended active duty who holds an aeronautical order and is qualified for aviation service IAW AFI 11-401 and this instruction, shall be considered to be performing aviation service on a career basis, as prescribed in Title 37, U.S.C. 301a, so long as they are performing operational flying duty, or are assigned to a rated position in a Reserve component, or are considered by that component as an asset to the rated inventory, and within the preceding 24 months was either on extended active duty as a rated officer or assigned to a rated (API 1, 2, 3, 4, 5, 6, 7, 8, or 9) position in a Reserve component IAW DoD FMR, Volume 7A.

**Aviation Service Code (ASC)**—An ASC is a two-character code indicating incentive pay entitlement and flying status. (Refer to AFI 11-401.

**Career Enlisted Aviators (CEAs)**—AFI 65-503, Table A36-1 identifies authorized aircrew positions and individuals must hold the correct Air Force Specialty Code (AFSC) and AFSC prefix (when appropriate). AF considers aircrew members in the 1AXXX or (Remotely Piloted Aircraft (RPA) Sensor Operator) 1UXXX (Airman Aircrew Operations) career field to be career aviators.

**Career Enlisted Flyer Incentive Pay (CEFIP)**—Incentive pay for CEAs in an aviation career as authorized in the National Defense Authorization Act of 2000. Exception: Remotely Piloted Aircraft Sensor Operators are not entitled to CEFIP.

**Command Channels**—Aviation service matters are usually processed in the chain of command within the MAJCOM the individual is assigned for flying. Actions enter command channels through the Host Aviation Resource Management (HARM office) office. MAJCOM Aviation Management offices must review all aviation and parachutist related actions. If an individual is attached for flying, this may require the commander of a unit under one MAJCOM to initiate the action and command channels of another MAJCOM to complete the review process.

**Commander**—"Commander" refers to a squadron commander (or comparable level) of a flying unit to which an individual is assigned or attached for flying. If an ARC indivdual is activated, authority is delegated to the active duty commnder they are assigned or attached to for flying.

**Disqualification of a Member**—When no longer medically or professionally qualified to perform aviation service, a member is disqualified. Disqualification terminates flying incentive pay.

**Entitlement**—Members under competent orders to participate in regular and frequent aerial flights as crew or non-crew members, who otherwise meet the requirements of this AFI and DoD FMR, Volume 7A.

**Flying Evaluation Board (FEB)**—An administrative, fact-finding proceeding designed to ensure the quality control of the rated, CEA, non-rated officer, or non-CEA aircrew force. A board consists of officers (rated and non-rated) and NCOs who are qualified for aviation service and are serving in an active ASC. Board members examine an aircrew members professional qualification for aviation service, evaluate potential for use in future aviation duties, and make recommendations to higher authorities

**Frequent and Regular**—"Frequent and regular" is a DoD FMR, Volume 7A term which establishes the minimum monthly flight requirements to be entitled to conditional ACIP or HDIP, or CEFIP. The DoD FMR Volume 7A sets the minimum at four hours for active duty and two hours for ARC per calendar month, or a prorated share for lesser periods. By itself, the requirement to fly frequently and regularly is not justification to assign an individual to aircrew or operational support flier status. There must be a need to perform in-flight duties.

**In-flight Duties**—In-flight duties are duties essential to the operation of specified aircraft, i.e., essential to the in-flight mission, test, operation, or maintenance of the aircraft, or the in-flight test, operation, or maintenance of aircraft-installed equipment basic to the mission of the aircraft.

**Man-Year**—A specific budgetary obligation of funds to support payment of incentive pay for one individual for one fiscal year. AF/A3O-AT allocates man-years and fractions of man-years

for each approved aviation service duty requirement. Commanders can supply man-years as one individual for one year, three individuals for four months, two individuals for six months and so forth.

**Non-rated or Non-CEA Aircrew Member**—A non-rated officer or non-CEA enlisted member aircrew member qualified for aviation service, assigned to an approved aircrew prefixed position, listed in an aircraft's crew composition complement in AFI 65-503, Table A36-1 and required to perform aircrew duties on a full-time basis in order for the aircraft to perform its primary mission. They are responsible for the safe ground and flight operations of the aircraft and onboard systems.

**Operational Support Flier (OSF)**—An individual whose primary, full time duty does not require flying. However, the Air Force may require these individuals to fly on an occasional basis in order to perform a specific, essential in-flight duty that a regularly assigned aircrew/mission crewmember cannot perform. Duties may include, but are not limited to, in-flight test, operation or maintenance of aircraft systems or installed equipment. Commanders must place operational support fliers on AOs for them to be entitled to receive hazardous duty incentive pay.

**Parachutist**—AFI 11-412 identifies authorized parachutist UMD positions and individuals must hold the correct Air Force Specialty Code (AFSC) and AFSC prefix (when appropriate).

**Parachutist Service**—"Parachutist service" applies to all USAF and ARC members required to obtain/ maintain jumping skills and perform essential jump duties. Policy distinguishes between aircrew member parachutists (dual requirements to fly and jump) required to maintain parachutist status and non-aircrew parachutist status (officer and enlisted) only. Differences regarding qualifications, termination, and entitlements show varying degrees of parachutist career involvement. Nonetheless, all members must be professionally and physically qualified and on an AO requiring frequent and regular jump.

**Rated Aircrew Member**—A rated aircrew member is a commissioned officer who holds a USAF aeronautical rating. The USAF considers rated officers to be in career aviation status and awards ratings only to pilots, RPA pilot, CSOs, ABMs, observers, and flight surgeons. Only USAF or USAF-approved rated officers are entitled to ACIP or HDIP. Note: References to "CSO" include individuals previously awarded the "Navigator" rating.

**Rated Duty**—A rated aircrew member qualified for aviation service performing rated duties while assigned to a rated API (1, 2, 3, 4, 5, 6, 7, 8, or 9) UMD coded position**.**Rated duty terminates upon separation, retirement, suspension, and disqualification from aviation service.

**Suspension of Member**—Suspension is a temporary termination of aviation service while a member's future aviation service is under review. Suspension stops flying incentive pay until the member's aviation status is resolved. IAW DoD FMR, Volume 7A, if a member remains qualified for aviation service, the commander may remove the suspension and restore the member's back pay for all or part of the suspension.

## Attachment 2

## APPLICATION FOR ASTRONAUT QUALIFIER

(Date)

MEMORANDUM FOR (Your MAJCOM's Address)

AF/A3O-AT

IN TURN

FROM: Unit of Assignment/Functional Address Symbol

Applicant's address

SUBJECT: Application for Astronaut Qualifier

1. Request award of the (current aeronautical rating) astronaut qualifier.

2. The following information supports this application:

a. Applicant's full name, grade, and SSN.

b. Applicant's military address.

c. Copy of AOs awarding current rating.

d. Qualifying flight.

(Signature)

(TYPED NAME, Grade, USAF)

Attachment:

AO

## Attachment 3

## REQUEST FOR APPEARANCE BEFORE AN AERONAUTICAL RATING BOARD

(Date)

MEMORANDUM FOR (Functional address of immediate commander or convening authority)

FROM: Applicant's Name

2321 North Apache Drive, Suite 111

Butte, MT 25490-1324

SUBJECT: Request for Appearance/Waiver of Appearance before an Aeronautical Rating Board

1. Request (an appearance before an Aeronautical Rating Board) (a waiver of appearance before an Aeronautical Rating Board) leading to the award of the USAF (pilot/RPA pilot/CSO/ABM/observer) aeronautical rating. I understand the request may be approved only if an operational flying duty position exists. If awarded the rating, I will be considered qualified to perform all flying duties required of a USAF rated officer of comparable training and experience.

2. The following information supports my application:

a. Current Aviation Designation Orders.

b. Summary of Military Flying Training. (Include copies of orders or certificates that verify successful completion of all formal courses of flying training. If possible, include course names or titles, course numbers, class numbers, dates, and bases or facilities where training was accomplished.)

c. Aviation Service Orders. (Official military document(s) that show current qualification to perform duties in the aeronautical specialty, qualification at the time of separation from the military, or termination of military status that required flying duty.)

d. Medical Records. (DD Form 2808 and DD Form 2807-1, or other valid forms appropriate for the medical examination, certifying medical qualification for flying duty in the requested rating, completed within the past year.) IAW AFI 48-123, physical must be certified by MAJCOM/SG prior to submission.)

e. Military Flying Record. A record of all military flying time (USAF Flight Record Folder, Naval Aviator Aviation Training Jacket Summary Card and/or Army Officer Record Brief with Aviation Service Entry Date). Include a breakout of hours flown, including undergraduate flight training, by aircraft type, total time in each aircraft by primary, secondary, instructor, or evaluator hours, and date of last flight. This record may be a typed list or a copy of an official document showing the information. In either case, an air operations officer or equivalent should certify the record.

f. Duty History. A brief resume of military flying service to include time at various installations, aircraft in which qualified, and highest aircrew qualification attained in each aircraft.

g. Service Documentation. Copies of official documents that reflect the dates of commissioning, appointments, separations, and discharges.

***NOTE:*** Active duty applicants should submit a copy of a leave and earnings statement. This document will be used to establish the ASD.

h. Statement of Aviation Service Qualification. Statement by the applicant that he or she was never disqualified from aviation service for cause.

i. Statement of Aviation Service Accidents. A statement by the applicant summarizing any accidents in which he or she was involved as a crewmember, or negative statement if applicable.

j. Assignment Limitation Statement. Former helicopter- only pilots must include the following statement: "If approved for award of the USAF pilot aeronautical rating, I understand I cannot be assigned to an active flying position in other than helicopters unless I complete USAF Specialized Undergraduate Flying Training or Fixed Wing Qualification Training. This restriction does not apply if I previously completed USAF/USN Primary Fixed Wing Qualification Training."

k. Summary of Civilian Flying Since Separation from Active Duty. Include record of civilian flying time by type aircraft and date of last flight if applicable. ANG applicants should include copies of all certificates and ratings held.

(Signature of applicant)
(TYPED NAME, Grade, USAF)
(SSAN)

Attachments:
List Attachments

## Attachment 4

## REQUEST FOR VOLUNTARY DISQUALIFICATION FROM AVIATION/PARACHUTIST SERVICE

(Date)

MEMORANDUM FOR (Functional Address/Name of Immediate Commander)

FROM: (Functional Address Symbol/Name of Applicant)
3041 North Oak Lane
Baltimore, Maryland 21210

SUBJECT: Request for Voluntary Disqualification from Aviation/Parachutist Service

1. I voluntarily request disqualification from aviation/parachutist service. I understand voluntary disqualification from aviation/parachutist service is permanent.

2. The following information supports this request:

a. Current AFSC, duty title, ASC, and military address:

b. Date of current aeronautical rating or aviation service:

c. Flying/jump time during past 12 months:

d. Air Force Specialty:

e. A copy of my last Individual Flight Record (IFR) or Individual Jump Record (IJR), a copy of my Individual Data Summary (IDS) reflecting my records review and a Report of Individual Personnel (RIP).

3. Request disqualification for the following reasons: Provide narrative of reason(s) for disqualification. Disqualification is not automatic. Members will continue to perform aviation/parachutist duties and conduct themselves in a professional manner during the decision phase of the disqualification process.

(Applicant's Signature)

(Applicant's TYPED NAME, Grade, USAF)

(SSAN)

Attachments:

As Required

1st Ind, (Functional Address Symbol/Name of Immediate Commander)

TO: (Functional Address Symbol of Next Higher Reviewing Authority)

1. Applicant (is) (is not) under consideration for involuntary disqualification for aviation/parachutist service.

2. Applicant (is) (is not) awaiting trial by court-martial.

3. Applicant (is) (is not) being considered for (voluntary) (involuntary) separation.

4. Applicant (is)(is not) (projected) (selected) for assignment to a (rated) (CEA) (parachutist) position.

5. If the applicant is disqualified from aviation service, I (will) (will not) require a replacement.

6. I have interviewed the applicant and believe granting this request (is )(is not) in the best interest of the Air Force for the following reasons:

(Commander's Signature)
(Commander's TYPED NAME, Grade, USAF))

(Commander)

Attachments:
As Required

## Attachment 5

## NOTIFYING INDIVIDUAL OF REVIEW OF AVIATION SERVICE STATUS RESULTING FROM PERSONNEL RELIABILITY PROGRAM DECERTIFICATION

(Date)

MEMORANDUM FOR Functional Address Symbol (Name of Individual)

FROM: (Functional Address Symbol of Individual's Unit Commander)
1209 Rescue Way, Suite 101
Moody AFB GA, 30909-1112

SUBJECT: Review of Aviation Status as a Result of Personnel Reliability Program Decertification

1. As a result of decertification from the personnel reliability program (PRP), the Air Force must make a determination regarding your continued aviation status.

2. I intend to recommend that you (remain qualified for) (be disqualified from) aviation service based upon the following: (Provide the rationale for the recommendation).

3. You have 14 days to provide statements or documents on your behalf. I will forward all documentation, including those you provide, for review and further recommendations concerning future aviation service status. HQ (MAJCOM) will make the final determination.

4. Acknowledge receipt of this letter and return it to me within two working days.

(Commander's Signature)
(Commander's TYPED NAME, Grade USAF)

(Commander)

Attachments:
As Required

1st Ind, (Name of Individual)

TO: (Functional Address Symbol/CC)

I acknowledge receipt of this letter and (do/do not) intend to submit a statement and/or documents for consideration.

(Individual's Signature)
(Individual's TYPED NAME, Grade, USAF)

(SSAN)

## Attachment 6

## REQUEST FOR REQUALIFICATION/REVALIDATION FOR AVIATION SERVICE

(Date)

MEMORANDUM FOR (Servicing HARM Office)
(Commander's Functional Address Symbol)
NAF/A3T (if applicable)
MAJCOM/A3T (if applicable)
AF/A3O-AT (if applicable)
IN TURN

FROM: (Applicant's Functional Address Symbol, Name)
1089 Aircrew Way, Suite 8
Grand Forks AFB ND 73232-1112

SUBJECT: Request for Requalification/Revalidation for Aviation Service

1. In accordance with AFI 11-402, paragraph ____**,** request requalification/revalidation for aviation service and an adjustment to my ASD (for medical requalification or breaks in military/aviation service). I understand the Air Force will not approve this request unless a rated, CEA, non-rated, or non-CEA aircrew position/vacancy exists (needs of the Air Force), and my requalification/revalidation will not become effective until the effective date of assignment to rated/CEA/non-rated/non-CEA aircrew duty.

2. The following information supports my request:

a. Current duty AFSC, duty title, and military address:

b. Previous aviation service duty AFSC and duty title:

c. AOs (**Attachment 1**). (Include copies of AOs confirming previous aviation service and imposing disqualification.)

d. Medical Records (**Attachment 2**). (DD Form 2808 and DD Form 2807-1, or other valid forms appropriate for the medical examination, certifying medical qualification for flying duty in the requested rating, completed within the past year. IAW AFI 44-170 and AFI 48-123, medical qualification must be certified by MAJCOM/SG prior to submission.

e. Flying History Report, Jump History Report (FHR/JHR, Attachment 3). (Include copy of FHR/JHR reflecting last date flown/last jump and total hours by type aircraft/total jumps and those parts of the flight evaluation folder (FEF) documenting aircrew qualification history.)

f. AF Form 142 (**Attachment 4**).

g. Additional Statements (Attachment 5). (For rated officers/CEAs, include a statement of involvement in any aircraft accident (military and civilian) as an aircrew member. For all, include a statement to verify the applicant did not fail to attain or maintain aircrew qualification nor submit a request for voluntary disqualification from aviation service. Negative statements will be furnished, if applicable.)

h. Active Duty Service Commitment (ADSC) Date:

i. Service Documentation (**Attachment 6**). (Include copies of official documents that reflect the date of initial commissioning, appointments, separations or discharges (DD Form 214 or NGB Form 22). (ARC only.)

j. Civilian Flying Record (**Attachment 7**). (Include record of civilian time by aircraft and last flown date.) (ARC only.) ANG applicants should include copies of all certificates and ratings held.

3. I have accomplished all required actions to remove previous impediments to aviation service. Documentation of these actions is attached.

(Applicant's Signature)
(Applicant's TYPED NAME, Grade, USAF)

Attachments:
1. AOs
2. Medical Class II Examination
3. Flying History Report/Jump History Report
4. AF Form 142
5. Additional Statements
6. Service Documentation (ARC only)
7. Civilian Flight Records (ARC only)

## Attachment 7

## REQUEST FOR HUMANITARIAN DISQUALIFICATION IN LIEU OF VOLUNTARY DISQUALIFICATION FROM AVIATION SERVICE

(Date)

MEMORANDUM FOR (Unit Commander's Functional Address Symbol)

FROM: (Member's Functional Address Symbol, Name)
122 Bartley Street, Suite 156W
Eglin AFB FL 32454-1235

SUBJECT: Request for Humanitarian Disqualification in Lieu of Voluntary Disqualification from Aviation Service.

1. Request humanitarian disqualification in lieu of voluntary disqualification from aviation service.

2. The following information supports my request:

a. Current duty AFSC, duty title, ASC, and military address:

b. Date assigned aviation service:

c. Individual Flying Time Summary (IFTS) for the past 12 months.

d. Projected non-flying Air Force Specialty:

e. A copy of the last sheet of the Individual Flight Record (IFR) and a copy of the records review Report of Individual Personnel (RIP).

3. My reasons for requesting disqualification are: (Give short summary of associated AFI 36-2110 humanitarian reassignment, deferment, or permissive reassignment action. Include the reason why participation in flying duties must be discontinued and an estimated time for resolution of the problem.)

(Member's Signature)
(Member's Type Name, Grade, USAF)
(SSAN)

Attachments:
1. IFR
2. Records Review RIP

1st Ind, (Unit Commander's Functional Address Symbol)

TO: (MPF Functional Address Symbol)

Servicing HARM office Office
IN TURN

1. Applicant (is/is not) under consideration for involuntary disqualification from aviation service.

2. Applicant (is/is not) currently awaiting trial by court- martial.

3. Applicant (is/is not) currently being considered for (voluntary/involuntary) separation.

4. If the applicant is disqualified for aviation service, a replacement (will/will not) be required.

5. I interviewed the individual making this request and believe granting this request (is/is not) in the best interest of the US Air Force for the following reason(s):

(Unit Commander's Signature)
(Unit Commander's TYPED NAME, Grade, USAF)
(Commander)

## Attachment 8

## OPERATIONAL SUPPORT MAN-YEAR REQUEST

(Date)

MEMORANDUM FOR (Servicing HARM Office)
(MAJCOM/A3T or equivalent
AF/A3O-AT
IN TURN

FROM: (Requesting Line Flying Unit Commander/Functional Address Symbol)
408 Bilge Road
Selfridge AFB MI, 89708-2135

SUBJ: (Officer Operational Support Man-Year Requirements Report) or (Airman Operational Support Man-Year Requirements Report (See Note 1).

1. Request (annual or supplemental) man-months for the following FY__ operational support requirements:

| DAFSC | Type Aircraft | Total # OSF Members | Man-Months Requested | Mid-Year Turn-In |
|---|---|---|---|---|
| 4N0XX | MH53/MC130H | 10 | 30 | 0 |
| 4M0XX | MC130H/MC130E | 2 | 10 | 3 |

Justification (Attachment #)

2. Operational support flyers will be scheduled to fly only on missions that require in-flight (hands-on) duties. Members will comply with applicable AFI 11-402 provisions for logging flight time.

3. All personnel affected by this request have current medical certification and physiological training and will complete other training prescribed by the 11-series MDS AFI.

4. The (line flying unit) project officer is _____, DSN _____.

(Flying Unit Commander's Signature)
(Unit Commander's TYPED NAME, Grade, USAF)
(Commander)

Attachment:

Justification

***NOTES:***

1. Submit officer and airman requests under separate cover letter.

2. Request minimum amount to cover known duration of requirement.

3. Flying unit commanders whose mission requires OSF to perform in-flight duties must sign requests for man-months. Commanders may delegate this authority within the flying unit (Operations Officer or equivalent). If more than one unit in an operations group requires a specific career field to perform operational support duties, ensure the respective commanders coordinate on the SSS and the Operations Group Commander acknowledges the need for the request.

## Attachment 9

## OPERATIONAL SUPPORT MAN-YEAR JUSTIFICATION

Units will provide the information required by items a-d below with each man-year request. List aircraft tasked with the type of mission that requires OSF. MAJCOMs will disapprove requests not submitted by a flying unit commander or with insufficient justification or utilization statistics. MAJCOMs will include all justifications with the annual MAJCOM request to AF/A3O-AT for review. AF/A3O-AT is the final approval authority for annual requests.

a. Description of in-flight duties to be performed by operational support flier (s) and total number of individuals necessary to fulfill requirement

b. Reason why duty cannot be performed by authorized aircrew personnel.

c. Estimated frequency and duration of flights per month. Use last year's flying hours to determine average sortie duration and how often OSF were required.

d. Provide previous 12 months' record of flying hours and months paid per individual. If the request is for a new requirement, or there was no activity in the previous 12 months, so state and provide the tasking which generates the request.

**NOTE: Do not include classified information**.

## Attachment 10

## COMMANDER'S INITIAL NONRATED AO REQUEST

(Date)

MEMORANDUM FOR (Servicing HARM office Office)

FROM: (Functional Address Symbol)

SUBJ: Initial Nonrated AO request

I confirm the following member is qualified for aviation service, has a full-time requirement to perform nonrated aircrew duties, and is assigned to an authorized "X", "K", or "Q" nonrated aircrew prefixed DAFSC manning postion on the UMD. Request the HARM office publish the initial Aeronautical Order to place this member on flying status IAW AFI 11-402:

1. Applicant's full name, grade, SSAN.

2. Unit of assignment.

3. Current UMD DAFSC (with prefix), and position number.

4. Date of current flying Class III physical:

5. Date of Physiological Training (if applicable):

6. Formal flying training course (or in-unit formal flying training) class-start date:

7. I confirm this member is not double billeted against this nonrated aircrew position.

(Flying Unit Commander's Signature)
(Unit Commander's TYPED NAME, Grade, USAF)
(Commander)

Attachments:

1- AF Form 1042

2- UMD data sheet or TDY/PCS orders to formal flying/jump training course

## Attachment 11

## FLYING EVALUATION BOARD (FEB) PROCEDURES

**A11.1. Initial HARM office Actions:**

A11.1.1. When the convening authority orders an aircrew member to appear before an FEB, the servicing HARM office notifies the MAJCOM/A3T OPR and AF/A3O-AT (for ANG officers, notify NGB/A3O, for AFRC officers, notify HQ AFRC/A3T). Include HQ AETC/A3F and A3FV as an addressee when recent UFT graduates are eliminated from training for failure to meet training standards. Include the reason for convening the board; the name, grade, SSN, AFSC, rating, and unit of assignment of the respondent; the proposed date of board; and a point of contact with phone number. Coordinate with the servicing MPS to ensure the aircrew member is not reassigned via PCS action or allowed to complete a PCS until FEB action is complete. (If the aircrew member is on temporary duty (TDY), AFI 36-2110 applies.)

A11.1.2. Prepare orders appointing the board. Indicate aeronautical rating/designation and ASC of each member.

**A11.2. FEB Processing.** Ensure the report is clear and legible. The recorder or a board member must initial erasures and additions.

A11.2.1. Use 8-1/2 by 11-inch paper, one side only, with a double space between questions and answers. Paragraph long questions or answers at convenient intervals. Number pages at the bottom center. Margins will conform to rules for correspondence; however, allow a margin of at least 2 1/2 inches at the top of each page. At the bottom of each page in the left-hand margin, note the principal matter appearing on the page; for example, JONES/Direct/Cross/Excused, or Findings, or Explanation of Rights, or Govt EX 1/Admitted, and so forth. When preparing the transcript, use the following abbreviations to identify board members and other participants:

| | |
|---|---|
| Senior board member | SBM |
| Member of the board | MEM (name) |
| Recorder | REC |
| Legal advisor | LA |
| Medical advisor | MA |
| Reporter | REP |
| Respondent | RESP |
| Respondent's counsel | RC |
| Witness | WIT (name) |

A11.2.2. The index must contain (tab all exhibits):

Witnesses and the page number of their testimony.

The page number showing when each exhibit was offered and admitted.

Proceedings must be verbatim.

A11.2.3. Preparing Copies. Send the original to the MAJCOM/A3 staff and a copy to the convening authority, each reviewing authority, and the respondent.

A11.2.4. Arrangement of Material. Assemble the material into sets. Arrange originals to make one set. Each set has one copy of each of the following documents filed in the order shown:

Index of board proceedings.

FEB report.

Exhibits.

If volume permits, fasten all sets to the inner right side of a standard Kraft folder with prong fastener. Otherwise, covers and tabs may be reproduced locally to accommodate bulky records.

Paper clip the transmittal letter to the front of the folder.

A11.2.5. Prepare the transmittal letter for the convening authority to sign and include the following respondent information:

Name, grade, and SSN.

Primary and additional AFSC.

Aeronautical rating/designation affected.

Additional aeronautical ratings/designations, if applicable.

A11.2.5.1. Provisions of **Chapter 4** and specific allegations that are the basis for the aircrew member meeting the FEB.

A11.2.5.2. On the convening authority's transmittal letter, his/her recommendation is Attachment 1 to the transmittal letter; review for legal sufficiency is **Attachment 2**; and the FEB report with index and exhibits is Attachment 3.

## Attachment 12

## APPOINTING MEMBERS OF A FLYING EVALUATION BOARD

DEPARTMENT OF THE AIR FORCE

(Unit)
(Date)
(Base)

SPECIAL ORDER #

The following individuals are appointed members of the Flying Evaluation Board to be convened at (time and place determined by the senior board member). The purpose of the board is to examine an aircrew member's professional qualification for aviation service, evaluate the aircrew member's potential for future aircrew duties, and submit recommendations to higher authorities. The order confirms the (date) verbal orders of (convening authority, unit). Authority: AFI 11-402, paragraph **____.**

(List Board position, name, grade, SSN, unit and station of assignment, MAJCOM, aeronautical rating, and ASC of all members.)

## Attachment 13

## CONVENING THE FLYING EVALUATION BOARD

(Date)

MEMORANDUM FOR (Senior Board Member)
Flying Evaluation Board
(SBM's Organization)

FROM: (Convening Authority's 3-line Functional Address/Symbol)
1280 Scott Boulevard, Suite 2
Scott AFB, IL 60760-1240

SUBJECT: Flying Evaluation Board

1. In Accordance With AFI 11-402, **Chapter 4**, paragraphs (appropriate paragraphs), you will convene the Flying Evaluation Board appointed by (special order, headquarters, date), on (date established by special order). The board will develop and consider evidence concerning the professional qualifications as a (aeronautical rating or designation) of (grade, name, SSN), (organization), and will make recommendations regarding the future use of this aircrew member in the performance of flying duties. The basis for board action is (appropriate paragraphs of AFI 11-402, **Chapter 4**).

2. Conduct and report all proceedings according to this instruction.

FOR THE COMMANDER

(Convening Authority's Signature)

(Convening Authority's TYPED NAME, Grade, USAF)

## Attachment 14

## RESPONDENT NOTIFICATION OF FLYING EVALUATION BOARD

(Date)

MEMORANDUM FOR (Respondent's Functional Address Symbol, Name of Respondent)

FROM: (Convening Authority's 3-line Functional Address/Symbol)
1230 SAC Boulevard, Suite 1
Offutt AFB, NE 12307-3201

SUBJECT: Flying Evaluation Board Notification Letter (See ***NOTE***)

1. A Flying Evaluation Board will convene in (room and building number, hour, date), to develop and consider evidence concerning your professional qualifications as a (aeronautical rating or designation) and make recommendations regarding your future use in flying duties. The proceedings of the board are subject to review and further recommendation by the convening authority and intermediate commanders. HQ (MAJCOM)/CC will determine final action.

2. IAW AFI 11-401, paragraph, 3.6., your aviation service is suspended effective the date of this letter and will remain suspended throughout the FEB process. Your flight pay will be terminated the day prior to the effective date of your suspension.

3. You are directed to meet the board IAW AFI 11-402, paragraphs (appropriate paragraphs). It is alleged that (state the exact reasons why the respondent is meeting the FEB).

4. The following people will be witnesses:

(Name, Grade, and Organization) or

Mr. (civilian)

5. You may be represented by counsel.

6. If you desire, the board will arrange for the presence of military witnesses who are reasonably available to testify on your behalf.

7. You will have the opportunity to examine and cross-examine witnesses, submit evidence, testify or make a statement, and submit a brief.

8. If you cannot appear before the board at the time and place specified, you may request another date or meeting place. If a delay is essential to the proper defense of your case, you may request another date or meeting place.

9. IAW AFI 11-402 you may submit an application for voluntary disqualification from aviation service in lieu of this Flying Evaluation Board action.

10. Acknowledge receipt of this notification by endorsement no later than *date* (two duty days). Your reply will include the following:

a. A statement that the time and place for the board meeting is satisfactory, or a request that the time or place be changed. (Justification must accompany a request to reschedule the board.)

b. A statement that you do or do not desire the board to arrange for certain persons to appear as witnesses in your behalf. Complete data on each of these witnesses must be included in your request.

c. A statement that you do or do not desire assistance of the board in obtaining military counsel.

d. A statement that you do or do not intend to request voluntary disqualification from aviation service in lieu of Flying Evaluation Board. If you elect to make this application, submit it within 5 workdays.

11. A copy of AFI 11-402 is attached for your use.

***NOTE:*** Delete inappropriate paragraphs in FEBs for requalification or for Aeronautical Rating Boards.

(Convening Authority Signature)
(TYPED NAME, Grade, USAF)
(FEB CONVENING AUTHORITY)

Attachment:

AFI 11-402

cc:
Respondent's Commander
Servicing HARM office

## Attachment 15

## REQUEST FOR VOLUNTARY DISQUALIFICATION IN LIEU OF FLYING EVALUATION BOARD (VILO)

**(DATE)**

MEMORANDUM FOR Functional Address (Name of Immediate Commander)
Wing/CC or Convening Authority

FROM: Functional Address Symbol (Name of Respondent)

SUBJECT: Request for Voluntary Disqualification In Lieu of Flying Evaluation Board

1. In accordance with AFI 11-402, I voluntarily request disqualification from aviation service in lieu of a FEB. I understand voluntary disqualification from aviation service is permanent, and will prohibit the wear of the aviation badge.

2. I submit the following information as required:

a. Duty title, and military address:

b. Current ASC, and date of current aeronautical rating or designation:

c. Flying time during past 12 months:

d. Air Force specialty and current duty AFSC:

e. A copy of the last sheet of my individual flight record (IFR) and a copy of my records review report of individual personnel (RIP).

(Respondent 's Signature)
(Respondent 's TYPED NAME, Grade, USAF)

(SSAN)

Attachment(s):

As Required

1st Ind, Functional Address Symbol (Name of Immediate Commander)

TO: Functional Address Symbol of Next Higher Reviewing Authority

1. Applicant (is) (is not) under consideration for involuntary disqualification from aviation service.

2. Applicant (is) (is not) awaiting trial by court-martial.

3. Applicant (is) (is not) being considered for (voluntary) (involuntary) separation.

4. Applicant (is)(is not) (projected) (selected) for assignment to an aircrew or rated position.

5. If the applicant is disqualified for aviation service, I (will) (will not) require a replacement.

6. I have interviewed the officer making this request, and I believe granting this request (is)(is not) in the best interest of the Air Force for the following reasons:

(Commander's Signature)
(Commander's TYPED NAME, Grade, USAF)

(Commander)

Attachment(s);

As Required

## Attachment 16

## SUGGESTED PRELIMINARY INSTRUCTIONS FOR A FLYING EVALUATION BOARD

SAMPLE

INTRODUCTION: These instructions are not required but are provided as guidance for legal advisors. Do not use these instructions without modifying them to meet the existing circumstances.

LA

My duty as legal advisor is to help ensure a fair, impartial, and orderly hearing. I can make advisory rulings on the admissibility of evidence, procedural matters, and other questions and objections arising during the hearing. However, my rulings are not final. The senior board member will make the final determination. After all evidence is presented, I will advise the board on procedures to follow in closed session. Your responsibility as board members is to act as impartial fact finders. Your findings will have great significance to the respondent and the United States Air Force. Given the facts, you will have to draw conclusions, determine findings, and make recommendations concerning the disposition of this case. Your findings must be consistent with the facts and your recommendations consistent with the findings and IAW AFI 11-402. Each of you must be satisfied you can fairly and impartially hear this case. Later, the respondent and the respondent’s counsel may question you on this point. If you are not convinced you can act impartially, say so now.

(Let the record reflect a negative response.)

The recorder will present evidence concerning the reasons for convening the board. When the recorder's presentation is concluded, the respondent, with the assistance of counsel, has the right to submit additional evidence. Evidence consists only of documents and testimony admitted before you. Disregard extraneous matters and evidence excluded by the senior board member. When evaluating the evidence, use the training and experience you have gathered throughout your careers.

Examination of witnesses is conducted first by the party calling the witness. After direct examination, cross-examination may follow. After questioning by both the recorder and the respondent's counsel, members of the board may ask questions. In addition, members of the board may call witnesses before the board if they feel those witnesses have information that is relevant. The same is true of documentary evidence. You should exercise caution in this area. It is sometimes easy to become overzealous and forget or ignore the responsibility to remain impartial. If it is necessary to ask questions, confine your questions to matters before the board.

Some or all of you may have had access to privileged information that may be relevant ot the matters before this board. I strongly caution you to completely insulate these proceedings from such information, refrain from discussing it in your deliberations, whether it be in documentary form (such as material taken from Part 2 of formal safety reports, status and final safety messages or any other reports or documents containing privileged safety information) or through witness testimony. AFI 91-204, paragraph 3.2.2.3., specifically prohibits the use of privileged safety information as evidence in flying evaluation board hearings or reviews, and violations of that provision are punishable under Article 92(1), UCMJ.

It is a good idea to take notes as the testimony proceeds. The notes are invaluable in your later deliberations and they help avoid repetitive questioning.

When you wish to ask a question, please identify yourself so the reporter may identify you for the record. Members of the board are prohibited from making off-the-record statements. If comment on a witness' testimony is necessary, the recorder or respondent's counsel may refer to it in final argument or the board members are not bound by the formal rules of evidence prescribed for deliberations. Finally, administrative boards are not bound by the formal rules of evidence prescribed for trials by court-martial. All reliable evidence should be considered. You should consider all evidence admitted by the Senior Board Member, giving each item the weight it merits

Are there any questions?

END OF PRELIMINARY INSTRUCTIONS

## Attachment 17

## CHALLENGE PROCEEDINGS

SAMPLE

REC (continuing to address respondent)

Q. Who do you challenge and what are the grounds for challenge?

A.

(His or her counsel, the voting members, and the recorder of the board may question Respondent. Limit questions to the grounds of the challenge.)

REC (addressing challenge member)

Q. Do you want to make a statement regarding the challenge?

A.

(The respondent, the respondent's counsel, all voting members, and the recorder may question challenged member.) When it is clear the member cannot conscientiously participate or the challenge would be unanimously sustained, the senior board member should state:

SBM

Provided no voting member objects, (grade and name) is excused.

***NOTE:*** If the challenge is disputed, the senior board member states:

SBM

This session will be closed to consider the challenge. (Session is closed. Respondent, his or her counsel, and the challenged member withdraw. Determination is made by majority vote of the other voting members; a tie disqualifies the member challenged.)

(Session opens.)

SBM

The board is open. The challenge (is/is not) sustained.

***NOTE:*** If the challenge is sustained, the challenged member is excused and the action is noted in the record. The remaining members constitute the board unless additional members are necessary to constitute a quorum. If a challenge reduces the number of members below a quorum (three), the board will recess until additional members are obtained. If alternate members must be obtained, all proceedings will be read to the new member in the presence of the respondent and his/her counsel. Give the respondent the opportunity to challenge the new member for cause.

END OF CHALLENGE PROCEEDINGS

## Attachment 18

## PROCEDURE FOR EXAMINATION OF WITNESSES

REC (if witness is a civilian)

Q. State your name and address.

A.

Q. What is your occupation and where do you work?

A.

REC (if witness is a military member)

Q. State your name and address.

A.

Q. What is your occupation and where do you work?

A.

WIT

(Witness testifies)

(The recorder questions the witness. The respondent or his/her counsel may cross-examine the witness. The voting members may examine the witness if any particular point requires clarification or amplification. The witness is required to identify evidence originated by him/her.)

SBM

Thank you for your testimony in this hearing. You are directed (if military) / requested (if civilian) to not discuss the substance of your testimony here today with anyone, other than the recorder, counsel and the respondent. Do you have any questions about this order/request? You are dismissed/excused.

***NOTE:*** Use the same procedures for obtaining the testimony of each witness.

END OF PROCEDURE FOR CIVILIAN WITNESS

## Attachment 19

## PROCEDURE FOR ADDING AN ALLEGATION TO THE NOTIFICATION LETTER

1. Add a new basic allegation to the notification letter any time it becomes evident an addition is appropriate. This allegation will conform to one of the conditions specified in **Chapter 4**.

2. The usual procedure is for the recorder to present the proposed additional allegation as an exhibit for adoption.

3. However, the board, on its own motion, may initiate this action. The board should request the legal advisor (if appointed) or legal officer to prepare a draft allegation and, in open hearing, hand it to the recorder to process as if the recorder has initiated the allegation.

4. The following procedures are appropriate:

SBM

Consideration should be given to the addition of a new allegation to the notification letter. The legal advisor has drafted the proposed additional allegation as "Government Exhibit (no.)".

LA

I now hand to the recorder "Government Exhibit No.____".

REC

The recorder moves that the board amend the notification letter to include an additional allegation. Had the commander been aware of the information, (he/she) would have included the allegation in the original notification letter.

SBM

The recorder's motion is (granted) (denied). "Government Exhibit No. ___ (is) (is not) accepted into evidence and the notification letter (is) (is not) amended.

SBM (to respondent)

You have up to 10 days to prepare your defense to this additional allegation. You are entitled to the maximum time. However, you may agree to a shorter time or you may continue this hearing without interruption. Consult with your counsel and state your desires.

RC

Respondent (is prepared to proceed at this time and waives further delay) or (the respondent requests
____ days to prepare a reply).

SBM

The respondent may present evidence on the additional allegation (or the board will adjourn until (time and date).

SBM

The board is open.

REC

Let the record show the board adjourned at (time and date), and reconvened at (time and date). All parties who were present when the board adjourned are again present.

SBM

Is the respondent prepared to present evidence concerning the additional allegation(s)?

RC

The respondent is prepared to proceed.

(Each side according to normal procedures will introduce Testimony.)

END OF ADDITIONAL ALLEGATIONS

## Attachment 20

## SUGGESTED FLYING EVALUATION BOARD CLOSING INSTRUCTIONS

These instructions serve as a guide for legal advisors. Do not use them without modifying them to meet specific circumstances.

In a few moments, you will go into closed session to determine findings and recommendations. Your objective is to determine findings based upon the facts of the case and make recommendations consistent with the findings. This information will assist the proper authority when making a final decision. Carefully phrase your findings to include the substance of the facts established by evidence and make a finding on each allegation. Do not comment on collateral matters raised by the evidence.

Findings must be specific and supported by the preponderance of evidence. A preponderance of evidence means that evidence which, when fairly considered, produces the stronger impression, has the greater weight, and is more convincing, as to its truth when weighed against any evidence in opposition to it. It does not refer to the greater number of witnesses or documents. Use your best judgment and common sense to resolve disputed or conflicting evidence. When assessing the credibility of a witness, consider all the circumstances; for example, demeanor, manner of testifying, interest in the outcome of the case, friendships, biases, and prejudices.

Voting on the findings and recommendations should be by written ballot and a majority must agree on each finding and recommendation. If necessary, you may submit a minority report. If you need additional legal assistance or there is a question regarding procedure, you may reopen the board. If the assistance is solely to put findings and recommendations into proper form, I may enter the closed session. If I enter the closed session, the recorder must be present and the proceedings become part of the transcript.

Please disregard any statements I made during these proceedings that may indicate my opinion regarding what the findings and recommendations should be. You alone are responsible for those determinations.

Are there any questions?

## Attachment 21

## CHECKLIST FOR FLYING EVALUATION BOARDS

**Figure A21.1. Checklist for Flying Evaluation Boards.**

| # | Item | Reference | Yes | No |
|---|---|---|---|---|
| **1. CONVENING THE FLYING EVALUATION BOARD** | | | | |
| 1.1. | Does cause exist to convene an FEB? | Para 4.3 | | |
| 1.2. | If the FEB is to consider evidence of failure to meet training standards, was the respondent offered the opportunity to request a waiver of FEB? | Para 4.3.3 | | |
| 1.3. | If the FEB is to re-qualify an officer or CEA who has been disqualified for more than eight years, have rated or CEA requirements and assignment availability been coordinated with AFPC? | Para 4.3.1.2 | | |
| 1.4. | Is just one respondent to appear? | Para 4.4.1.1 | | |
| 1.5. | Is the FEB convened by a flying unit commander (wing commander or higher)? | Para 4.4.2 | | |
| 1.6. | Is the convening special order (SO) in the proper format? | Para 4.7.1.1.2 and Attachment 12 | | |
| 1.7. | Has the Host Aviation Resource Management (HARM office) notified the appropriate authorities? | Para 4.7.1.1.4 | | |
| 1.8. | Is the convening date within 30 days of appointment of the board members? If not, was the MAJCOM/A3 staff notified of the delay and the anticipated date? | Para 4.4.4 | | |
| **2. BOARD MEMBERSHIP** | | | | |
| 2.1. | Has the convening authority selected three voting members and an additional rated officer (or CEA for an enlisted FEB) to act as recorder? | Para 4.4.3 | | |
| 2.2. | Have any of the board members been directly involved in the case? | Para 4.4.3 | | |
| 2.3. | Are all voting members qualified for aviation service, holding an active ASC, and senior in rank to the respondent? | Para 4.4.3.1 | | |
| 2.4. | To the greatest extent possible, does at least one voting member hold the same duty AFSC as the respondent? | Para 4.4.3.3 | | |
| 2.5. | Has a legal advisor, if required, been appointed? | Para 4.4.3.4 | | |
| 2.6. | Was an FEB procedural briefing scheduled for the senior board member and the recorder? | Para 4.4.3.4.1 | | |
| **#** | **Item** | **Reference** | **Yes** | **No** |
| **3. PRE-HEARING RESPONSIBILITIES** | | | | |
| 3.1. | Has the senior board member (SBM):<br><br>a. Briefed the recorder of his/her responsibilities and ensured he/she was relieved of other duties to properly perform recorder duties? | Para 4.7.2 – 4.7.2.3 | | |

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| | b. Given the recorder all documents, evidence, and correspondence relative to the case?<br><br>c. Specified a time and location for the FEB?<br><br>d. Ruled on any respondent requests for delay?<br><br>e. Verified the authenticity of the evidence? | | | |
| 3.2. | Has the recorder:<br><br>a. Reviewed AFI 11-402 and this checklist?<br><br>b. Notified the respondent to appear?<br><br>c. Obtained and analyzed all records, evidence, and correspondence regarding the case?<br><br>d. Interviewed everyone who may have knowledge of the case and determined who to call as witnesses?<br><br>e. Obtained testimony by deposition or affidavit from witnesses who are unable to appear?<br><br>f. Kept the respondent notified of any changes to time or place of the FEB?<br><br>g. Arranged for the presence of the respondent's military witnesses?<br><br>h. Arranged for a reporter and any required advisory members?<br><br>i. Notified every one of the time and place for the FEB?<br><br>j. Ensured all evidence is available when the board convenes? | Para 4.7.5 – 4.7.5.3.4 | | |
| **#** | **Item** | **Reference** | **Yes** | **No** |
| | k. Given the respondent and board members a chance to review all of the evidence?<br><br>l. Assembled appropriate instructions and regulations for reference during the FEB?<br><br>m. Authenticated copies of exhibits to be used as evidence? | | | |

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| | n. Informed the SBM when all pre-hearing actions are complete? | | | |
| **4. RESPONDENT NOTIFICATION** | | | | |
| 4.1. | Has the respondent been notified? | Para 4.4.5 and Attachment 14 | | |
| 4.2. | Did the respondent respond to the notification within two duty days? If not, did the convening authority grant an extension? | Para 4.4.5 | | |
| 4.3. | Did the respondent request voluntary disqualification in lieu of (VILO) FEB? If so, was it within five workdays of notification? | Para 4.4.6 | | |
| 4.4. | If the respondent requested a VILO, was the officer suspended (ASC 04) by the HARM office until the request can be acted upon? | Para 4.4.5 and 4.4.6 | | |
| 4.5. | Was the VILO request forwarded through channels to the MAJCOM/A3T staff? | Para 4.4.6.1 | | |
| 4.6. | If the respondent requested a particular military counsel, was the request honored or documented if denied? | Para 4.4.5 | | |
| **5. EVIDENCE AND EXHIBITS** | | | | |
| 5.1. | Does the evidence accurately fix dates, places, people, and events? | Para 4.4.8 – 4.4.8.8 | | |
| 5.2. | Is all reasonable evidence examined and are all facts relative to rated or CEA qualification reviewed? | Para 4.4.11 – 4.4.11.3; 4.4.12 | | |
| 5.3. | Has all privileged safety information been excluded from the evidence to be presented to the board? | Para 4.4.8.8 | | |
| 5.4. | Are only the applicable pages of publications or regulations submitted as exhibits and are they properly annotated? | Para 4.4.8.7 | | |
| 5.5 | Are all mandatory exhibits included? | Para 4.4.9 – 4.4.9.6 | | |
| 5.6. | Was the respondent given a chance to review all documents submitted as evidence? | Para 4.4.10 | | |
| **#** | **Item** | **Reference** | **Yes** | **No** |
| **6. CONDUCTING THE FEB** | | | | |
| 6.1. | Are a reporter, recorder, respondent, counsel, and quorum of board members present during the FEB when all required parties are present? | Para 4.4.14 | | |
| 6.2. | Are witnesses present only while giving testimony? | Para 4.4.14.1 | | |
| 6.3. | Are the reporter and witnesses sworn? | Para 4.4.15.2 | | |
| 6.4. | Did the SBM explain the rights of the respondent when all required parties are present? | Para 4.4.10, 4.4.16 | | |
| 6.5. | Was the respondent offered the right to challenge voting members for cause? | Para 4.4.16 | | |
| 6.6 | If a new member was appointed during the proceedings, did the new member review all proceedings up to that | Para 4.4.16.2 | | |

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|---|---|---|---|---|
| | point in the FEB? | | | |
| 6.7. | Was the identity of each witness and their relationship to the respondent established when all required parties are present? | Para 4.7.6.1.2 | | |
| 6.8. | Was the respondent or respondent's counsel allowed to cross-examine all witness called by the board? | Para 4.4.17 | | |
| 6.9. | Was all evidence received when all required parties are present? | 4.4.14 | | |
| 6.10. | Was the respondent compelled to testify? | Para 4.4.17 | | |
| 6.11. | Did advisory members give advice only when all required parties were present? | Para 4.7.4 | | |
| 6.12. | If a respondent professes a fear of flying, did the board adjourn for the respondent to get counseling? If the fear of flying statement was not retracted, was the FEB terminated and the respondent disqualified IAW AFI 11-402, paragraph 3.7.1.3.? | Para 4.4.18 | | |
| 6.13. | Was the respondent given an opportunity to answer all allegations? | Para 4.7.5.1.3 and 4.7.5.2.9 | | |
| 7. FINDINGS AND RECOMMENDATIONS | | | | |
| 7.1. | Are all findings supported by the evidence? | Para 4.4.20 – 4.4.20.4.5 | | |
| 7.2. | Do the findings comment on each allegation? | Para 4.4.20.3 | | |
| 7.3. | Did the FEB note any extenuating circumstances? | Para 4.4.20.1 | | |
| 7.4. | Did the FEB determine if the respondent ever voluntarily requested suspension or disqualification from aviation service, met an FEB, or met a training review board that resulted in elimination from flying training? | Para 4.4.19 | | |
| **#** | **Item** | **Reference** | **Yes** | **No** |
| 7.5. | If the legal advisor was present during deliberations, were questions limited to putting findings in proper form? Were transcripts deliberations with the legal advisor present included in the FEB report? | Para 4.7.4; 4.8.4.1 | | |
| 7.6. | Did the FEB find the respondent's aviation service should be limited to certain aircraft, roles, or missions? | Para 4.5 | | |
| 7.7 | Are the recommendations consistent with the findings? Are they limited to the respondent remaining qualified for or disqualified from aviation service? | Para 4.5 | | |
| 7.8. | If the respondent was in training and the recommendation was to remain qualified, did the board make a recommendation whether or not the respondent should continue training? | Para 4.5.1 | | |
| 7.9. | If dual rated, did the board make a recommendation regarding each rating? | Para 4.5.2 | | |
| 7.10. | If there was disagreement among voting members, was a minority report properly filed? | Para 4.5.5 | | |
| 7.11. | Were the findings and recommendations announced | Para 4.7.2.2.11 | | |

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|---|---|---|---|---|
| | when all required parties were present? | | | |
| **8. POST-HEARING RESPONSIBILITIES** | | | | |
| 8.1. | Has the recorder:<br><br>a. Supervised preparation of the report and ensured there are enough copies?<br><br>b. Ensured all members who were present throughout the hearing have signed all copies of the report?<br><br>c. Arranged the material in the correct order?<br><br>d. Prepared a transmittal letter for the convening authority? | Para 4.7.5.3 – 4.7.5.3.4 | | |
| 8.2. | Has the SBM reviewed the report? | Para 4.7.2.3 | | |
| **9. FEB REPORT** | | | | |
| 9.1. | Is the transcript verbatim, double-spaced, and on 8 1/2 by 11 inch paper? | Para A11.2.1 | | |
| 9.2. | Are all exhibits tabbed? | Para A11.2.2 | | |
| 9.3. | Does the index include witnesses and the page where their testimony appears? Is there a list of exhibits with the page where they were introduced? | Para A11.2.2 | | |
| 9.4. | Is the report arranged properly? | Para A11.2.4 | | |
| **#** | **Item** | **Reference** | **Yes** | **No** |
| 9.5. | Are all required exhibits included in the following order?<br><br>a. Special order appointing the board.<br><br>b. Letter directing the board to convene.<br><br>c. Letter notifying the respondent to appear.<br><br>d. Report of Medical Examination (DD Form 2808) and Report of Medical History (DD Form 2807-1) or other documents certified by the MAJCOM/SG. RCPHA for reservists or PHA for active duty is acceptable and preferred.<br><br>e. Aeronautical orders awarding aeronautical rating or designation and ASC.<br><br>f. Aeronautical orders suspending or disqualifying the respondent from aviation service.<br><br>g. Copy of current ARMS IDS, ITS, IFR and FHR. | Para A11.2.4 | | |

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|---|---|---|---|---|
| | h. Copy of flight training or Flight Evaluation Folder (FEF) (AF Form 942, AF Form 1381, and AF Form 8(a)) records.<br><br>i. All DD Forms 214, *Certificate of Release or Discharge.*<br><br>j. Unit Assignment orders or AF Form 1288, *Application for Ready Reserve Assignment*, for ARC packages.<br><br>k. AF Form 142, *Aviation Audit Worksheet*.<br><br>l. Current Individual Record Review Report from the Virtual Military Personnel Flight (VMPF), if individual is assigned to a unit. | | | |
| 9.6. | Are all pages clearly labeled? | ?? | | |
| 9.7. | Is one copy of the report given to the respondent? | ?? | | |
| 9.8. | Are the original and other copies delivered to the convening authority for review, recommendations, and transmittal? | Para 4.6.2 | | |
| **#** | **Item** | **Reference** | **Yes** | **No** |
| 9.9 | Are copies of the report mailed to each reviewing authority and to the MAJCOM? | Para 4.6.3 and 4.8.2 | | |
| 9.10. | Are FEB suspense's met? If not, are extensions requested and approved? | Para 4.8.1 | | |
| 9.11. | If the board is reconvened after forwarding copies of the report, was each copy returned to the convening authority? | Para 4.8.4 | | |
| **10. THE REVIEW PROCESS** | | | | |
| 10.1. | Legal Sufficiency Review<br><br>a. Is the reviewer someone other than the FEB legal advisor?<br><br>b. Is the review limited to determining procedural compliance and sufficiency of evidence?<br><br>c. Was there any prejudicial error?<br><br>d. Is the review dated and signed? | Para 4.6 and 4.6.7 | | |
| 10.2. | Convening authority review<br><br>a. Did the convening authority add comments and recommendations, date, and sign each copy of the report to be forwarded? | Para 4.6.2 | | |

| | | | | |
|---|---|---|---|---|
| | b. If nonconcurring, did the convening authority specifically identify the areas of contention and reason for nonconcurring?<br><br>c. If a FEB finding indicated a lack of supervision or supervisory error, did the convening authority include a statement regarding corrective action taken or contemplated? | | | |
| 10.3. | Intermediate Review<br><br>a. If nonconcurring with the board or convening authority, are specific reasons cited?<br><br>b. If new evidence is received and the FEB is not reconvened, is the evidence (or summary) forwarded with recommendations?<br><br>c. Are suspense's being met? | Para 4.6.3 – 4.6.7 | | |

**Figure A21.1. (AFSOC) Checklist for Evaluation Boards.**

| # | Item | Reference | Yes | No |
|---|---|---|---|---|
| **1. Convening the Flying Evaluation Board (FEB)** | | | | |
| 1.1. | Does cause exist to convene an FEB? | Para 4.3. | | |
| 1.2. | If the FEB is to consider evidence of failure to meet training standards, was the respondent offered the opportunity to request a waiver of FEB? | Para 4.3.3. | | |
| 1.3. | If the FEB is to re-qualify an officer or CEA who has been disqualified for more than eight years, have rated or CEA requirements and assignment availability been coordinated with AFPC? | Para 4.3.1.2. | | |
| 1.4. | Is just one respondent to appear? | Para 4.4.1.1. | | |
| 1.5. | Is the FEB convened by a flying unit commander (wing commander or higher)? | Para 4.4.2. | | |
| 1.6. | Is the convening special order (SO) in the proper format? | Para 4.7.1.1.2. & Attachment 12 | | |
| 1.7. | Has the Host Aviation Resource Management (HARM office) notified the appropriate authorities? | Para 4.7.1.1.4. | | |
| 1.8. | Is the convening date within 30 days of appointment of the board members? If not, was the MAJCOM/A3 staff notified of the delay and the anticipated date? | Para 4.4.4. | | |
| **2. Board Membership** | | | | |

| # | Item | Reference | Yes | No |
|---|---|---|---|---|
| 2.1. | Has the convening authority selected three voting members and an additional rated officer (or CEA for an enlisted FEB) to act as recorder? | Para 4.4.3. | | |
| 2.2. | Have any of the board members been directly involved in the case? | Para 4.4.3. | | |
| 2.3. | Are all voting members qualified for aviation service, holding an active ASC, and senior in rank to the respondent? | Para 4.4.3.1. | | |
| 2.4. | To the greatest extent possible, does at least one voting member hold the same duty AFSC as the respondent? | Para 4.4.3.3. | | |
| 2.5. | Has a legal advisor, if required, been appointed? | Para 4.4.3.4. | | |
| 2.6. | Was an FEB procedural briefing scheduled for the senior board member and the recorder? | Para 4.4.3.4.1. | | |
| **3. Pre-Hearing Responsibilities** | | | | |
| 3.1. | Has the senior board member (SBM):<br><br>a. Briefed the recorder of his/her responsibilities and ensured he/she was relieved of other duties to properly perform recorder duties?<br><br>b. Given the recorder all documents, evidence, and correspondence relative to the case?<br><br>c. Specified a time and location for the FEB? Note: (AFSOC) Consult with the base legal office prior to contacting the ADC to schedule the board hearing. See also paragraph 4.4.3.4.1.1., in the basic instruction and paragraph 4.7.5.1.1., in this supplement.<br><br>d. Ruled on any respondent requests for delay?<br><br>e. Verified the authenticity of the evidence? | Para 4.7.2.–4.7.2.3. | | |

| # | Item | Reference | Yes | No |
|---|---|---|---|---|
| 3.2. | Has the recorder:<br><br>a. Reviewed AFI 11-402 and this checklist?<br><br>b. Notified the respondent to appear? Note: (AFSOC) Consult with the base legal office prior to contacting the ADC to schedule the board hearing. See also paragraphs 4.4.3.4.1.1., and 4.7.5.1.1., in this supplement.<br><br>c. Obtained and analyzed all records, evidence, and correspondence regarding the case? | Para 4.7.5.–4.7.5.3.4. | | |

| # | Item | Reference | Yes | No |
|---|---|---|---|---|
| 3.2. | d. Interviewed everyone who may have knowledge of the case and determined who to call as witnesses?<br><br>e. Obtained testimony by deposition or affidavit from witnesses who are unable to appear?<br><br>f. Kept the respondent notified of any changes to time or place of the FEB?<br><br>g. Arranged for the presence of the respondent's military witnesses?<br><br>h. Arranged for a reporter and any required advisory members?<br><br>**Note:** Consult with the base legal office for advice on the scheduling of a court reporter. If a contract court reporter is required, to include post-board transcription, contact HQ AFSOC/A3TR for funding options.<br><br>i. Notified every one of the time and place for the FEB?<br><br>j. Ensured all evidence is available when the board convenes?<br><br>k. Given the respondent and board members a chance to review all of the evidence?<br><br>l. Assembled appropriate instructions and regulations for reference during the FEB?<br><br>m. Authenticated copies of exhibits to be used as evidence?<br><br>n. Informed the SBM when all pre-hearing actions are complete? | Para 4.7.5.–4.7.5.3.4. | | |
| **4. Respondent Notification** | | | | |
| 4.1. | Has the respondent been notified? | Para 4.4.5. & Attachment 14 | | |

| # | Item | Reference | Yes | No |
|---|---|---|---|---|
| 4.2. | Did the respondent respond to the notification within two duty days? If not, did the convening authority grant an extension? | Para 4.4.5. | | |
| 4.3. | Did the respondent request voluntary disqualification in lieu of (VILO) FEB? If so, was it within five workdays of notification? | Para 4.4.6. | | |
| 4.4. | If the respondent requested a VILO, was the officer suspended (ASC 04) by the HARM office until the request can be acted upon? | Para 4.4.5 and 4.4.6. | | |
| 4.5. | Was the VILO request forwarded through channels to the MAJCOM/A3T staff? | Para 4.4.6.1. | | |
| 4.6. | If the respondent requested a particular military counsel, was the request honored or documented if denied? | Para 4.4.5. | | |
| **5. Evidence and Exhibits** | | | | |
| 5.1. | Does the evidence accurately fix dates, places, people, and events? | Para 4.4.8.–4.4.8.8. | | |
| 5.2. | Is all reasonable evidence examined and are all facts relative to rated or CEA qualification reviewed? | Para 4.4.11.–4.4.11.3., 4.4.12. | | |
| 5.3. | Has all privileged safety information been excluded from the evidence to be presented to the board? | Para 4.4.8.8. | | |
| 5.4. | Are only the applicable pages of publications or regulations submitted as exhibits and are they properly annotated? | Para 4.4.8.7. | | |
| 5.5 | Are all mandatory exhibits included? | Para 4.4.9.–4.4.9.6. | | |
| 5.6. | Was the respondent given a chance to review all documents submitted as evidence? | Para 4.4.10. | | |
| **6. Conducting the FEB** | | | | |
| 6.1. | Are a reporter, recorder, respondent, counsel, and quorum of board members present during the FEB when all required parties are present? | Para 4.4.14. | | |
| 6.2. | Are witnesses present only while giving testimony? | Para 4.4.14.1. | | |
| 6.3. | Are the reporter and witnesses sworn? | Para 4.4.15.2. | | |
| 6.4. | Did the SBM explain the rights of the respondent when all required parties are present? | Para 4.4.10., 4.4.16. | | |
| 6.5. | Was the respondent offered the right to challenge voting members for cause? | Para 4.4.16. | | |
| 6.6 | If a new member was appointed during the proceedings, did the new member review all proceedings up to that point in the FEB? | Para 4.4.16.2. | | |
| 6.7. | Was the identity of each witness and their relationship to the respondent established when all required parties are present? | Para 4.7.6.1.2. | | |

| # | Item | Reference | Yes | No |
|---|---|---|---|---|
| 6.8. | Was the respondent or respondent's counsel allowed to cross-examine all witness called by the board? | Para 4.4.17. | | |
| 6.9. | Was all evidence received when all required parties are present? | Para 4.4.14. | | |
| 6.10. | Was the respondent compelled to testify? | Para 4.4.17. | | |
| 6.11. | Did advisory members give advice only when all required parties were present? | Para 4.7.4. | | |
| 6.12. | If a respondent professes a fear of flying, did the board adjourn for the respondent to get counseling? If the fear of flying statement was not retracted, was the FEB terminated and the respondent disqualified IAW AFI 11-402, paragraph 3.7.1.3.? | Para 4.4.18. | | |
| 6.13. | Was the respondent given an opportunity to answer all allegations? | Para 4.7.5.1.3., and 4.7.5.2.9. | | |
| 6.12. | If a respondent professes a fear of flying, did the board adjourn for the respondent to get counseling? If the fear of flying statement was not retracted, was the FEB terminated and the respondent disqualified IAW AFI 11-402, paragraph 3.7.1.3.? | Para 4.4.18. | | |
| 6.13. | Was the respondent given an opportunity to answer all allegations? | Para 4.7.5.1.3., and 4.7.5.2.9. | | |
| **7. Finding and Recommendations** | | | | |
| 7.1. | Are all findings supported by the evidence? | Para 4.4.20.–4.4.20.4.5. | | |
| 7.2. | Do the findings comment on each allegation? | Para 4.4.20.3. | | |
| 7.3. | Did the FEB note any extenuating circumstances? | Para 4.4.20.1. | | |
| 7.4. | Did the FEB determine if the respondent ever voluntarily requested suspension or disqualification from aviation service, met an FEB, or met a training review board that resulted in elimination from flying training? | Para 4.4.19. | | |
| 7.5. | If the legal advisor was present during deliberations, were questions limited to putting findings in proper form? Were transcripts deliberations with the legal advisor present included in the FEB report? | Para 4.7.4., 4.8.4.1. | | |
| 7.6. | Did the FEB find the respondent's aviation service should be limited to certain aircraft, roles, or missions? | Para 4.5. | | |
| 7.7 | Are the recommendations consistent with the findings? Are they limited to the respondent remaining qualified for or disqualified from aviation service? | Para 4.5. | | |

| # | Item | Reference | Yes | No |
|---|---|---|---|---|
| 7.8. | If the respondent was in training and the recommendation was to remain qualified, did the board make a recommendation whether or not the respondent should continue training? | Para 4.5.1. | | |
| 7.9. | If dual rated, did the board make a recommendation regarding each rating? | Para 4.5.2. | | |
| 7.10. | If there was disagreement among voting members, was a minority report properly filed? | Para 4.5.5. | | |
| 7.11. | Were the findings and recommendations announced when all required parties were present? | Para 4.7.2.2.1.1. | | |
| **8. POST-HEARING RESPONSIBILITIES** | | | | |
| 8.1. | Has the recorder:<br><br>a. Supervised preparation of the report and ensured there are enough copies?<br><br>b. Ensured all members who were present throughout the hearing have signed all copies of the report?<br><br>c. Arranged the material in the correct order?<br><br>d. Prepared a transmittal letter for the convening authority? | Para 4.7.5.3.–4.7.5.3.4. | | |
| 8.2. | Has the SBM reviewed the report? | Para 4.7.2.3. | | |
| **9. FEB Report** | | | | |
| 9.1. | Is the transcript verbatim, double-spaced, and on 8 1/2 by 11 inch paper? | Para A11.2.1 | | |
| 9.2. | Are all exhibits tabbed? | Para A11.2.2 | | |
| 9.3. | Does the index include witnesses and the page where their testimony appears? Is there a list of exhibits with the page where they were introduced? | Para A11.2.2 | | |
| 9.4. | Is the report arranged properly? | Para A11.2.4 | | |
| 9.5. | Are all required exhibits included in the following order? | Para A11.2.4 | | |

| # | Item | Reference | Yes | No |
|---|---|---|---|---|
| 9.5. | a. Special order appointing the board.<br><br>b. Letter directing the board to convene.<br><br>c. Letter notifying the respondent to appear.<br><br>d. Report of Medical Examination (DD Form 2808) and Report of Medical History (DD Form 2807-1) or other documents certified by the MAJCOM/SG. RCPHA for reservists or PHA for active duty is acceptable and preferred.<br>e. Aeronautical orders awarding aeronautical rating or designation and ASC.<br><br>f. Aeronautical orders suspending or disqualifying the respondent from aviation service.<br><br>g. Copy of current ARMS IDS, ITS, IFR and FHR.<br><br>h. Copy of flight training or Flight Evaluation Folder (FEF) (AF Form 942, AF Form 1381, and AF Form 8(a)) records.<br><br>i. All DD Forms 214, *Certificate of Release or Discharge*.<br><br>j. Unit Assignment orders or AF Form 1288, *Application for Ready Reserve Assignment, for ARC packages*.<br><br>k. AF Form 142, *Aviation Audit Worksheet*.<br><br>l. Current Individual Record Review Report from the Virtual Military Personnel Flight (VMPF), if individual is assigned to a unit. | Para A11.2.4 | | |
| 9.6. | Are all pages clearly labeled? | | | |
| 9.7. | Is one copy of the report given to the respondent? | | | |
| 9.8. | Are the original and other copies delivered to the convening authority for review, recommendations, and transmittal? | Para 4.6.2. | | |
| 9.9. | Are copies of the report mailed to each reviewing authority and to the MAJCOM? | Para 4.6.3., and 4.8.2. | | |

| # | Item | Reference | Yes | No |
|---|---|---|---|---|
| 9.10. | Are FEB suspense‘s met? If not, are extensions requested and approved? | Para 4.8.1. | | |
| 9.11. | If the board is reconvened after forwarding copies of the report, was each copy returned to the convening authority? | Para 4.8.4. | | |
| **10. The Review Process** | | | | |
| 10.1. | Legal Sufficiency Review<br><br>a. Is the reviewer someone other than the FEB legal advisor?<br><br>b. Is the review limited to determining procedural compliance and sufficiency of evidence?<br><br>c. Was there any prejudicial error?<br><br>d. Is the review dated and signed? | Para 4.6., and 4.6.7. | | |
| 10.2. | Convening authority review<br><br>a. Did the convening authority add comments and recommendations, date, and sign each copy of the report to be forwarded?<br><br>b. If non-concurring, did the convening authority specifically identify the areas of contention and reason for non-concurring?<br><br>c. If a FEB finding indicated a lack of supervision or supervisory error, did the convening authority include a statement regarding corrective action taken or contemplated? | Para 4.6.2. | | |
| 10.3. | Intermediate Review<br><br>a. If non-concurring with the board or convening authority, are specific reasons cited?<br><br>b. If new evidence is received and the FEB is not reconvened, is the evidence (or summary) forwarded with recommendations?<br><br>c. Are suspense‘s being met? | Para 4.6.3.–4.6.7. | | |

## Attachment 22

## FORMAT FOR FLYING EVALUATION BOARD REPORT

Headquarters designation
Place
Proceedings of the Flying Evaluation Board that convened at (place), pursuant to paragraph _____, special order_____, Headquarters_____, dated_____, a copy of which attached as "Government Exhibit 1." The board met at _____ hours, _____, 19___.

MEMBERS PRESENT:
_____(Grade)_____(Name)_____(SSN)_____(Function)_____
MEMBERS ABSENT:
_____(Grade)_____(Name)_____(SSN)_____(Function)____

PURPOSE:

The purpose of the Flying Evaluation Board (FEB) was to consider evidence concerning the professional qualifications as a (rating) of (grade, name, SSN, organization) and to make recommendations regarding (his) (her) future performance of flying duties.

The respondent appeared before the FEB (with/without) counsel. The order appointing the FEB was entered into the record and the instruction under which the FEB convened was read aloud. The respondent was asked if (he) (she) desired to challenge any member of the board for cause and replied (insert here entry of any challenge and the action taken). Advanced notification of this board was entered in evidence as "Government Exhibit 3."

The respondent was present during all sessions except deliberations of the FEB and was given the opportunity to cross-examine witnesses, to present evidence in (his/her) own behalf, to testify in person or submit a written statement, and to submit a brief. The proceedings were as follows:

The board will come to order.

REC

Let the record show that the respondent, (grade, name, SSN, organization) is present and junior in rank to all the voting members. This board was appointed by paragraph ___, special order ___, dated ____, 19___, Headquarters, _____. A copy of the appointing order is "Government Exhibit 2."

The respondent has acknowledged receipt of notice of this hearing. The notice of hearing and acknowledgment are "Government Exhibit 3."

REC

The reporter, (name), will be sworn.

REC (to reporter)

Please stand and raise your right hand:

"Do you swear that you will faithfully perform the duties of reporter?”

REP

I do.

REC

The purpose of this Flying Evaluation Board is to consider evidence concerning the respondent's professional qualifications as a (aeronautical rating or designation) and to make recommendations regarding (his/her) future performance of flying duties.

REC (addresses respondent)

Q. Is the respondent represented by Counsel?

A.

Q. What is (his/her) name, grade, SSN, and organization?

A.

REC

It is alleged that the respondent (state the exact reasons why the respondent is meeting the FEB). AFI 11-402, paragraph _____, reads as follows; (read appropriate paragraphs).

***NOTE:*** The legal advisor may now give preliminary instructions to the board, if desired.
REC (addresses the board)

Is any voting member unable to give the respondent a fair and impartial hearing?

***NOTE:*** If the answer is "no" or there is no response, REC will state: Let the record show all members answered in the negative.

***NOTE:*** If anyone answers "yes", ask for the reason. If it is apparent the member should be released because of bias or prejudice against the respondent, the senior board member will release the member. Otherwise, follow the challenge proceedings. If this results in an insufficient number of voting members to constitute a quorum (three), the board will recess to get an alternate member. Ask the alternate member the same question. His or her qualification to sit depends on his or her answer.

SBM

It is my duty to explain the following rights to the respondent:

1. You may appear in person at all proceedings of this board, except deliberations.

2. You may be represented at all sessions except deliberations by military counsel of your choice, if reasonably available, or civilian counsel of your choice at your own expense; or you may request that military counsel be assigned to represent you.

3. You may challenge any voting member of this board, for cause.

4. You, or your counsel, may question any witness who testifies.

5. You may call witnesses and present evidence in your behalf and you may submit a written brief covering all or any part of the proceeding.

6. You may or may not submit to examination. If you submit to examination, you will be sworn and will have to answer all questions. However, you will not be compelled to incriminate yourself, to answer any question that might tend to incriminate you, or to answer any question not material to the issue when the answer might tend to degrade you. These are your rights under Article 31, Uniform Code of Military Justice.

SBM (addresses respondent)

Q. Do you desire further explanation of your rights?

A.

REC (addresses respondent)

You now have the opportunity to exercise your right of challenge. Any voting member of the board may be challenged for cause only. The legal advisor, medical advisor, and recorder are nonvoting members and not subject to challenge. Do you want to challenge any voting member?

A.

(If the answer is "no", the recorder should make the following statement before proceeding with the introduction of evidence.)

REC

Let the record show the respondent challenged no member. (If answer is "yes," the recorder should proceed with the challenge proceedings.)

REC (addresses board)

I now offer into evidence the respondent's DD Form 2807-1, Report of Medical Examination, dated _____. I ask that this report be marked "Government Exhibit 4," and received into evidence.

SBM

Unless there is an objection, mark the report and admit it into evidence.

***NOTE:*** The recorder offers each document, order, letter, or report bearing on the case and requests they be marked as exhibits and attached to the report. The senior board member ascertains whether there are any objections and rules on the admissibility of the evidence.

REC

I call (name) as a witness.

***NOTE:*** The witness, if military, reports to the senior board member. The witness faces the recorder to be sworn.

REC (stands and addresses witness)

Please stand, raise your right hand, and be sworn. "Do you swear the evidence you shall give is the truth, the whole truth, and nothing but the truth?"

REC (use the procedures at **Attachment 18** for procedures for examining witnesses.)

REC

I have no other witnesses and no other evidence to present.

SBM (addresses respondent)

You now have the opportunity to introduce evidence in your behalf, either by calling witnesses or by introducing documentary evidence. As previously explained, you have the right to submit to examination under oath or to remain silent.

Q. Do you desire to submit documentary evidence in your behalf?

A.

Q. Do you want to submit depositions, certificates, or affidavits instead of the testimony of witnesses who are absent?

A.

***NOTE:*** Documentary evidence, depositions, certificates, and affidavits submitted by the respondent will be marked as exhibits and identified alphabetically.
Q. Do you want to call any witnesses to testify in your behalf?

A.

***NOTE:*** After being sworn by the recorder, each witness may be questioned by the respondent or the respondent's counsel and may be cross-examined.

SBM (at end of examination of witness)

Q. Do you wish to testify, under oath on your own behalf?

A.

***NOTE:*** If the respondent testifies as a witness, the recorder administers the oath and explains Article 31, UCMJ. If the respondent does not testify as a witness, go to page 154 after the respondent is excused as a witness.

REC (stands and addresses respondent)

Please stand, raise your right hand, and be sworn. "Do you swear the evidence you shall give is the truth, the whole truth, and nothing but the truth?"

REC (addressed respondent)

Q. Are you the respondent in this case?

A.

I will now read from Article 31, Uniform Code of Military Justice:

(a) No person subject to this code shall compel any persons to incriminate themselves or to answer any question the answer to which may tend to incriminate them.

(b) No person subject to this code shall interrogate, or request any statement from, an accused or persons suspected of an offense without first informing them of the nature of the accusation and advising them that they do not have to make any statement regarding the offense of which they are accused or suspected and that any statement made by them may be used as evidence against them in a trial by court-martial.

(c) No person subject to this code shall compel any persons to make a statement or produce evidence before any military tribunal if the statement or evidence is not material to the issue and may tend to degrade them.

(d) No statement obtained from persons in violation of this article, or through the use of

coercion, unlawful influence, or unlawful inducement shall be received in evidence against them in a trial by court-martial.

Q. Do you understand your rights?

A.

***NOTE:*** His or her counsel, voting members of the board, and the recorder, may question the respondent.

SBM (at end of examination)

The respondent is excused as a witness.

SBM

SBM (addresses respondent)

Q. Does the respondent desire to make an unsworn statement? An unsworn statement is not evidence and you cannot be cross- examined on it; what weight the board attaches to it rests solely with the board. Furthermore, the board may elicit evidence from other sources to rebut anything in your statement. The statement may be oral or in writing, or both. You may make it yourself, or it may be made by your counsel, or by both of you. Consult with your counsel and advise the board what you want to do.

A.

SMB

Q. Does the respondent desire to present any further evidence to the board?

A.

SBM

Q. Does the recorder have evidence in rebuttal?

A. (If yes, recorder introduces evidence in rebuttal and witnesses are sworn and examined as before.)

SBM

Q. Does any member of the board wish to have any witnesses called or recalled, or does any member of the board desire that the recorder secure any additional information?

A. (If any board member makes a request, the recorder will comply.)

***NOTE:*** SBM may request recorder to give summation of proceedings, closing statement, or both.
SBM (addresses respondent)

Q. Does respondent (or respondent's counsel) desire to present closing argument?
A.

***NOTE***: The legal advisor may now give closing instructions, if desired.

SBM

The board is closed. (The board goes into deliberations and personnel not part of the board withdraw.)

SBM (addresses session)

The board will come to order. Let the record show all members of the board, the respondent, and the respondent's counsel are present.

FINDINGS:

Having carefully considered the evidence, the Flying Evaluation Board finds:
(**NOTE:** For revalidation or requalification, questions IAW AFI 11-402, paragraphs 4.4.20.4.1. through 4.4.20.4.5. must be addressed)

RECOMMENDATIONS:

In view of these findings, the board recommends:

The Flying Evaluation Board adjourned at (time and date).

(member) (senior member)
_____ _____
(member) (recorder without vote)
_____ _____
(medical advisor without vote)
_____

## Attachment 23

## FLYING EVALUATION BOARD REPORT TRANSMITTAL LETTER

(Date)

MEMORANDUM FOR First Reviewing Authority

Next Reviewing Authority, etc.

MAJCOM/A3/CV/CC (As Appropriate)

FROM: (Convening Authority's 3-Line Functional Address/ Symbol)

304 West Randolph Circle, Suite 12

Randolph AFB, TX 700870-1780

SUBJECT: Flying Evaluation Board Report Transmittal

1. Attached are the proceedings of a Flying Evaluation Board convened at this headquarters, (date).

a. The respondent was: (grade, name, and SSN)

b. Present duty AFSC _____; additional AFSC _____ (if appropriate).

c. Aeronautical rating or designation:

d. Additional aeronautical ratings or designations:

e. Basis for meeting the Flying Evaluation Board: (Reference AFI 11-402, **Chapter 4**)

f. Parent organization:

2. Unit POC is _____.

(Convening Authority's Signature)
(Type Name, Grade, USAF)

Attachments:
1. Convening Authority's Recommendation
2. Review of Legal Sufficiency
3. Flying Evaluation Board Proceedings

## Attachment 24

## APPLICATION FOR ADJUSTMENT OF AVIATION SERVICE DATE

**(Example)**

(Date)

MEMORANDUM FOR AF/A3O-AT
HQ AFRC/A3TB (ARC Members)

FROM: Captain Mariana Y. Freeman
38 RSQ, Moody AFB GA 31699

SUBJECT: Request for Aviation Service Date Adjustment

1. Request adjustment of my Aviation Service Date. I was separated (or had a non-permanent medical disqualification) from the Air Force from 18 Jan 98 through 27 Dec 01.

2. The following information supports this application:
a. Applicant's full name, grade, and SSN. Captain Mariana Y. Freeman, 777-77-7777
b. Applicant's military address. 68 FTS, Moody AFB
c. Initial Aviation Service Date. 6 May 91
d. Most Recent Date of Separation. 26 Dec 07
e. Return date. 27 Dec 01

Mariana Y. Freeman, Capt, USAF

Attachments
1. Initial AO
2. Separation Documentation
3. Return Documentation (Assignment Order/AF IMT 1042
4. AF Form 142
5. ARMS Individual Data Summary

## Attachment 25

## REQUEST FOR TEMPORARY DOUBLE BILLETING OF PARACHUTIST OR NONRATED AIRCREW POSITION

(Date)

MEMORANDUM FOR MAJCOM/A3T
AF/A3O-AS (for parachutist position only)
AF/A3O-AT

IN TURN

FROM: (Unit Commander's Functional Address Symbol, Name)

SUBJECT: Request for Temporary Double Billeting of parachutist or nonrated aircrew position

1. Request authorization to double billet IAW AFI 11-402 and publish AOs on (name, rank, SSN), UMD position number ######, for the period of (inclusive dates) to support (exercise or contingency). Member is currently double billeted to a jump or nonrated flying billet and is needed to support: *Use this section to describe the circumstances that necessitate exceeding UMD authorizations, as well as the individual's nonrated aircrew or parachutist qualifications and experience.*

2. The following information also supports this request:

a. Current duty AFSC, duty title, and military address.

b.. Individual's ARMS printouts (IDS and last QJR)

c. Such documentation as Aeronautical Orders supporting previous jump status (include JM AO)

d.. Specific period of double billeting.

e. AF Form 1042

f.. Copy of Unit Manning Document reflecting over manning.

(Commander's Signature)

(Commander's Typed Name, Grade, Title)

Attachments:

1. ARMS documents

2. Aeronautical Orders

3. AF Form 1042

4. Additional Supporting documentation

1st IND, to AF/A3O-AS (if parachutist)

(Group Commanders military address)

Request is approved/disapproved

(Signature)

(Typed Name, Grade, Duty Title)

2nd IND, to AF/A3O-AT

(MAJCOM Commanders military address)

Request is approved/disapproved

(Signature)

(Typed Name, Grade, Duty Title)

## Attachment 26

## AF FORM 4322, ACTIVE PARACHUTIST JUSTIFICATION

**Instructions for Completing AF Form 4322, Parachutist AFSC/Active Justification**

1. **Command:** Enter MAJCOM, FOA, DRU, or joint agency.
2. **Effective Period:** Enter the effective period of the position, (i.e., *From:* FQ 08/1 *To:* FQ 08/4). Use "999" in the 'To' block for positions that will not expire.
3. **Organization Number, Kind, Type, Detachment and Operating Location:** Enter the full organization number and title.
4. **Organization Structure Code (OSC):** Enter the appropriate OSC.
5. **Functional Account Code (FAC):** Enter the appropriate FAC.
6. **Duty Title:** Enter duty position title that clearly identifies the individual position.
7. **API:** If the individual is both a parachutist and an aircrew member enter the appropriate API.
8. **Grade:** Enter the authorized grade.
9. **Prefix/AFSC:** Enter the AFSC and prefix from AFMAN 36-2105 or AFMAN 36-2108 as applicable.
10. **SEI:** Enter Special Experience Identifier from AFMAN 36-2108 as applicable.
11. **Position #:** Enter the position number.
12. **Program Element Code (PEC):** Enter the appropriate PEC.
13. **Type of Parachutist Request:** Identify by checking the correct block if parachutist will be on Permanent or Temporary status I/CW AFI 11-410.
14. **Description:** Describe peacetime and wartime duties of personnel placed on parachute status. Write the description so that someone not familiar with the work center can understand its function and the need for parachutist skills. Include the amount of expertise and the size of the work center. If the position requires active flying duties, provide detailed justification. If no wartime duties are applicable, describe the position as wartime available.
15. **Directives:** List the directive that directly supports the need for the parachutist's skill.
16. **Coordination Blocks:** These blocks are made available for use when needed. There is no requirement to have all blocks filled or used.

All entries are mandatory except: DET, OL, PREFIX and SEI

## Attachment 27

## ANNUAL REVIEW OF JUMP, NONRATED, AND NON-CEA POSITIONS

(Date)

MEMORANDUM FOR AF/A3O-AT

FROM: (Unit Commander's Functional Address Symbol, Name)

SUBJECT: Annual Review of jump or nonrated/non-CEA aircrew positions

1. We have completed our review of all non-rated officer/non-CEA aircrew or parachutist authorizations not gained by a unit manpower standard. All positions meet the justification for full-time aircrew duties IAW AFI 11-401 or parachutist duties IAW AFI 11-410.

2. Our MAJCOM approved one temporary "J" coding request this year for the period of YYMMDD through YYMMDD.

3. MAJCOM/A3T OPR for this matter is SMSgt Junghan, DSN: 222-4444.

(MAJCOM A3T Signature)

(Typed Name, Grade, Title)

## Attachment 28

## REQUEST FOR FEB WAIVER

(Date)

MEMORANDUM FOR Functional Address (Name of Immediate Commander)
Wing/CC or Convening Authority

FROM: Functional Address Symbol (Name of Respondent)

SUBJECT: Request for Waiver of Flying Evaluation Board (FEB)

1. On (*date)*, I was notified by the convening authority that a FEB will convene for the purpose of developing and considering evidence concerning my professional qualifications as an aircrew member. The FEB will submit recommendations regarding my suitability for future aviation service.

2. I hereby waive my right to have a FEB consider my qualifications for continued aviation service. I understand by this action I will be withdrawn from the *(course name)* for failure to meet minimum course training standards or lack of instructor adaptability and will be assigned to aircrew duties for which I am qualified, consistent with the needs of the Air Force.

3. I understand if my request for waiver of FEB is approved, I will be eliminated from *(course name)*. I further understand my request for waiver can be disapproved at any level of command, in which case FEB proceedings will resume.

(Member's Signature)
(Member's Type Name, Grade, USAF)
(SSAN)

The preceding statement is (grade, full name) own decision. It was signed by (*grade, last name)* after being fully counseled by me on (his)/(her) rights under AFI 11-402. (He)/(She) acknowledged this request forfeits (his)/(her) right to appear before an FEB and present evidence on (his)/(her) own behalf.

(Commander's Signature)
(Commander's Type Name, Grade, USAF)
(Commander)

The preceding statement is (grade, full name) own decision. It was signed by (*grade, last name)* after being fully counseled by me on (his)/(her) rights under AFI 11-402. (He)/(She) acknowledged this request forfeits (his)/(her) right to appear before an FEB and present evidence on (his)/(her) own behalf.

(Signature Area Defense Counsel or legal representative)

(Type Name, Grade, USAF, or civilian equivelant)

## Attachment 29

## ASSIGN ASSIGNMENT AVAILABILITY LIMITATION CODE

(Date)

MEMORANDUM FOR (Servicing CSS or MPF)

FROM: (Immediate Commander)

SUBJECT: Suspension of Aviation Service

(Rank/Name/SSAN) is pending permanent disqualification from aviation service. IAW AFI 36-2110, update Assignment Availability Code (AAC) 21 in the member's personnel record to restrict PCA/PCS action until proceedings have been completed.

This letter will not be used as a source document to suspend a member's aviation service.

(Immediate Commander's Signature)

(Immediate Commander's Signature Block)

## Attachment 30

## ASSIGNMENT TO RATED/CEA DUTY AFTER EIGHT YEARS SEPARATION

(DATE)

MEMORANDUM FOR (Unit/CC)

FROM: (Member Full Name/Rank - SSAN)

SUBJECT: Assignment to Inactive Rated/CEA Duties

1. I respectfully request assignment to an inactive rated/CEA position IAW AFI 11-402. Assignment is to (Full Position Number to include MAJCOM) with DAFSC (XXXXX).

2. I acknowledge the following statements:
   a. I do not request revalidation or requalification for aviation service at this time.
   b. I understand I will be assigned Aviation Service Code (ASC) 00, *Administrative Disqualification*, will not receive Aviation Career Incentive Pay (ACIP), and will not accrue Operational Flying Duty Accumulator (OFDA) months.
   c. I was not disqualified from aviation service and my rating was valid upon separation.
   d. I understand I will not be assigned to a rated/CEA active flying position unless approved via a Flying Evaluation Board (FEB) proceeding.
   e. I understand that a FEB proceeding must be completed if I elect to have my aviation service revalidated.

3. Please direct questions to me at (Phone and email).

(Member Full Name, Rank, Service)

1st Ind, (Unit/CC) (Date)

MEMORANDUM FOR (HARM office)

I am hiring this member to the above named position. Member understands he may request revalidation of his aeronautical orders via a Flying Evaluation Board (FEB) at a later time. There is no USAF obligation to requalify officers for aviation service. Approval is based on needs of the Air Force.

(Unit/CC Full Name, Rank, Service)

## Attachment 31 (Added-AFSOC)

## COMMANDER'S INITIAL CEA AO REQUEST

(Date

MEMORANDUM FOR (Servicing HARM Office)

FROM: (Functional Address Symbol)

SUBJ: Initial CEA AO request

1. Request aeronautical orders to initiate aviation service for the member listed below IAW AFI 11-402, paragraph 1.12.1:

a. Applicant_s full name, grade, SSAN.
b. Unit of assignment.
c. Current UMD DAFSC (with prefix), and position number.
d. Date of current flying Class III physical:
e. Date of Physiological Training (if applicable):
f. Formal flying training course (from school registrar) class-start date:
g. Training Aircraft: (**Note:** This letter is used in lieu of AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*)

2. I confirm this member is assigned to a valid CEA student position and has completed requirements for initial AOs IAW AFI 11-402, paragraph 1.12.1.1.

(Flying Unit Commander's Signature)
(Unit Commander's TYPED NAME, Grade, USAF)
(Commander)

Attachments:
1. AF Form 1042
2. MilPDS screen shot or UMPR reflecting current position number

## Attachment 32 (Added-AFSOC)

## FLYING EVALUATION BOARD SPECIAL ORDER (T-2)

(Date)

MEMORANDUM FOR (Senior Board Member)
Flying Evaluation Board
(SBM's Organization)

FROM: (Convening Authority's 3-line Functional Address/Symbol)
_____
Hurlburt Field FL 32566

SUBJECT: Flying Evaluation Board, Special Order #_____

1. In accordance with AFI 11-402, chapter 4, paragraphs (appropriate paragraphs), you are appointed the senior Board Member for Flying Evaluation Board SO #001.

2. The board will develop and consider evidence concerning the professional qualifications as a (aeronautical rating or designation) of (grade, name, SSN), (organization), and will make recommendations regarding the future use of this aircrew member in the performance of flying duties. The basis for board action is (appropriate paragraphs of AFI 11-402, **Chapter 4**).

3. Conduct and report all proceedings according to this instruction.

4. The following individuals are appointed primary members of the Flying Evaluation Board. Refer to AFI 11-402, paragraph 4.2, for board member responsibilities.

Senior Board Member:
Jason R. Wheeler, O-5, 123-45-6789, 19th Special Operations Squadron (AFSOC),
Hurlburt Field, Florida, Commander, AC-130U, Pilot, C11S3G, ASC 3A

Board Members:
Stephanie L. Brooks, O-5, 123-45-9876, 4th Special Operations Squadron (AFSOC),
Hurlburt Field, Florida, Operations Officer, AC-130U, Pilot, B11S3G, ASC 2A
Steven T. Tyler, O-4, 123-54-6789, 4th Special Operations Squadron (AFSOC),
Hurlburt Field, Florida, AC-130U, Pilot, 11S3G, ASC 2A

Recorder:
Thomas P. McNally, O-4, 123-54-9867, 1st Special Operations Support Squadron (AFSOC),
Hurlburt Field, Florida, PC-12, CSO, 12S3G, ASC 2A

Legal Advisor:
Dorothy Lynn Smith, O-3, 123-45-6978, 1st Special Operations Wing (AFSOC),
Hurlburt Field, Florida **218 AFI11-402_AFSOCSUP_I 21 JUNE 2012**

5. The following individuals are appointed alternate board members. In the event a primary board member must be removed from this FEB, the following member(s) will fill the vacant position:

James T. Kirk, O-5, 123-45-9678, 19th Special Operations Squadron (AFSOC),
Hurlburt Field, Florida, AC-130U, Pilot, 11S3G, ASC 2A

Janet B. Jackson, O-4, 123-54-6978, 4th Special Operations Squadron (AFSOC),
Hurlburt Field, Florida, AC-130U, Pilot, 11S3G, ASC 2A

(Convening Authority's Signature)
(Convening Authority's TYPED NAME, Grade, USAF)

**Note 1:** An electronic version of this memo is available on the AFSOC FEB SharePoint site.

**Note 2:** SOs will be numbered sequentially in the following format: A-YY (last two digits of the fiscal year)-0001. Example: A-12-0001, A-12-0002, A-12-0003. See paragraph 4.7.1.1.2.1.1 (Added) in this supplement.

## Attachment 33 (Added-AFSOC)

## FLYING EVALUATION BOARD REPORT (ASSEMBLE) CHECKLIST (NOTE 1)

**Table A33.1. Flying Evaluation Board Report (Assemble) Checklist (Note 1).**

| ✓ | Tab No. | Description | Clarifying Remarks | Mandatory Item (Note 2) |
|---|---|---|---|---|
| ☐ | Cover Sheet | Privacy Act Data Cover Sheet. | DD Form 2923, *Privacy Act Data Cover Sheet*. | |
| ☐ | Table of Contents | Table of Contents. | Include Tab and/or page references. | |
| ☐ | 1a | CA's Transmittal Letter. | | Yes |
| ☐ | 1b | CA's Recommendation Letter. | Transmittal Letter – Attachment 1. | Yes |
| ☐ | 1c | Review of Legal Sufficiency. | Transmittal Letter – Attachment 2. | Yes |
| ☐ | 2 | Verification of Voting and Non-Voting members. | | |
| ☐ | 3 | FEB Proceedings. | Written Transcript. | Yes |
| ☐ | 4 | Government Exhibits. | | Yes |
| ☐ | 4a | **Exhibit 1** – Convening of the FEB and Special Order appointing board members. | | Yes |
| ☐ | 4b | **Exhibit 2** – FEB Notification Letter to Respondent. | Include Respondent acknowledgement and response. | Yes |
| ☐ | 4c | **Exhibit 3** – Respondent's current AF Form 1042. | DD Form 2808, *Report of Medical Examination*, or other valid forms may be used that certify current medical qualification for flying duty in the current or requested aircrew specialty. | Yes |

| ✓ | Tab No. | Description | Clarifying Remarks | Mandatory Item (Note 2) |
|---|---|---|---|---|
| ☐ | 4g | **Exhibit 7** – Respondent's Flight Evaluation Folder (FEF). | Includes AF Forms 942, *Record of Evaluation*, AF Forms 1381, *USAF Certification of Aircrew Training*, and AF Forms 8, *Certificate of Aircrew Qualification* (or AF Forms 8a, *Certificate of Aircrew Qualification (Multiple Aircraft*). Contact the respondent's Stan/Eval office (as required). | Yes |
| ☐ | 4h | **Exhibit 8** – Respondent's aircrew training folder. | Contact the respondent's aircrew training office (as required). | Yes |
| ☐ | 4i | **Exhibit 9** – Current ARMS Aviation Service Audit Worksheet. | Ensure the worksheet reflects the member's aviation service status is suspended, e.g., ASC 04. Contact the servicing HARM office (as required). | |
| ☐ | 4j | **Exhibit 10** – Written affidavits or memorandums of record (MFR). | | |
| ☐ | 4k – z | Other exhibits, as required. | | |
| ☐ | 5 | Respondent's Exhibits. | Exhibits should be sub-divided in the same manner as the government exhibits (Tab 4). | |

**Notes:**
1. Review AFI 11-402, **Attachment 21**, *Checklist For Flying Evaluation Boards.*
2. Mandatory exhibits outlined in paragraphs **4.4.9.** – **4.4.9.6.** of the basic instruction.
3. Contact the servicing CHARM and base legal office for assistance (as required). Refer to the AFSOC FEB Guide maintained on the AFSOC FEB SharePoint site.

## Attachment 34 (Added-AFSOC)

## FLYING EVALUATION BOARD WAIVER REQUEST – CONVENING AUTHORITY INITIATED (T-2)

MEMORANDUM FOR 99 SOS/DOTS, CAPTAIN JOHNNY B. GOODE

FROM: 13 SOW/CC
123 N Commando Blvd Ste 1947
Chindit AFB, AZ 99999-1234

SUBJECT: Notification of Flying Evaluation Board Waiver

1. A Flying Evaluation Board (FEB) was considered to weigh evidence concerning your failure to meet training standards while enrolled in the AC-130H navigator course and make recommendations regarding your future use in flying duties. However, given your prior qualification in the C-130E and C-130J, it is likely that a board would recommend you remain in aviation service and be returned to the aircraft and crew position in which you were previously qualified . IAW AFI 11-402, paragraph 4.7.1., an FEB waiver will be submitted in lieu of an FEB (hearing) to recommend you return to your previously qualified aircraft and crew position. HQ AFSOC/A3 will determine final action.

2. IAW AFI 11-402, paragraph, 3.6., your aviation service is suspended effective the date of this letter and will remain suspended throughout the FEB waiver process. Your flight pay will be terminated the day prior to the effective date of your suspension.

3. Cause exists to convene a board IAW AFI 11-402, paragraph 4.3.3., *Failure to Meet Training Standards*. It is alleged that your performance in the aircraft demonstrates a lack of aircrew proficiency and reveals that you are unsuited for duty as an AC-130H navigator. A trend of substandard performance is documented through three additional Commander Directed Training programs and a Q-3 evaluation on 31 May 2010. Furthermore, at the completion of your additional training, you were recommended to return to your previously qualified aircraft and crew position since your performance did not warrant continued training or an evaluation.

4. IAW AFI 11-402, paragraph 4.4.7.3., you have the option of requesting an FEB instead of accepting the FEB waiver. This would provide you the opportunity to examine and cross-examine witnesses, submit evidence, testify or make a statement, and submit a brief.

5. IAW AFI 11-402, paragraph 4.4.6., and Attachment 15, you may submit an application for voluntary disqualification from aviation service in lieu of an FEB or FEB waiver.

6. Acknowledge receipt of this notification by endorsement no later than _____. Your reply will include the following:

a. A statement that you do or do not accept an FEB waiver.

b. A statement that you either request an FEB in lieu of the waiver, or you waive your right to have an FEB consider your qualifications for continued aviation service.

7. IAW AFI 11-402_AFSOCSUP, paragraph 4.7.1., you are directed to meet with legal counsel prior to issuing your response.

8. A copy of AFI 11-402 is available for your use at http://www.e-publishing.af.mil.

JOSEPH R. BROWN, Colonel, USAF
Commander

cc:
99 SOS/CC
13 SOSS HARM Office