

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-2137**

25 JULY 2024



Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*. This publication sets eligibility guidelines, application requirements, and responsibilities for undergraduate flying training and astronaut programs. This publication applies to uniform members of the Regular Air Force (RegAF), United States Space Force (USSF), Air Force Reserve (AFR), and Air National Guard (ANG). The authorities to waive wing, unit, or delta level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority or alternately to the requestor’s commander for non-tiered compliance items. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by DoDI 5400.11, *DoD Privacy and Civil Liberties Programs* and Executive Order 9397 (as amended by Executive Order 13478). The applicable System of Record Notice (SORN) DoD-0020 *Military Human Resource Records* available at: <http://dpcl.d.defense.gov/Privacy/SORNs.aspx>. Refer to the following policies for additional guidance: AFI 33-332, *Air Force Privacy and Civil Liberties Program*, DoDI 5400.11-R, *Department of Defense Privacy Program*. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the OPR for coordination, and all Major Command (MAJCOM) or Field Command (FLDCOM)-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847,

Recommendation for Change of Publication; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This guidance was previously published in AFMAN 36-2100, Chapter 3. Major changes from previous guidance include: restructure and realignment of all Chapters; clarified roles and responsibilities, eligibility, required documentation, waivers and exception to policies; deleted duplicate information; adopted forms and incorporated changes; identified tiered waiver authorities for unit-level compliance items. Other major changes include reducing the use of acronyms, limiting the scope of this publication to DAF guidance, and lowering compliance tiers where possible.

Chapter 1

OVERVIEW AND PURPOSE

1.1. Overview. This publication prescribes policies, responsibilities, and procedures for applying for flying training, Air Battle Manager (ABM) training, and astronaut programs. Information regarding exceptions to policy is located in **Chapter 5**.

1.1.1. Procedural guidance and additional eligibility requirements to accompany this publication are found in annual Personnel Services Delivery Memorandums (PSDM) and implementation communications located on the myFSS website and the Assignment Management System.

1.2. Purpose.

1.2.1. The purpose of the Undergraduate Flying Training Selection Board is to select individuals whose previous experience and qualifications merit assignment to the rated specialties of Pilot, Remotely Piloted Aircraft (RPA) Pilot, Combat Systems Operator (CSO), and ABM.

1.2.2. The purpose of the Department of the Air Force Astronaut Nomination Program is to ensure Air Force and Space Force members have the opportunity to compete for the National Aeronautics and Space Administration (NASA) crew positions.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Commander, Air Education and Training Command (AETC/CC). Approves and disapproves medical exceptions to policy (ETP).

2.2. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) will:

2.2.1. Maintain overall responsibility for the execution and oversight of program in concert with the Deputy Chief of Space Operations for Human Capital (SF/S1), AFR and ANG.

2.2.2. Collaborates with the Commander, Air Force Reserve Command (AFRC/CC) and Director of the Air National Guard (NGB/CF) to develop, manage, and execute Undergraduate Flying Training policies, with a Total Force perspective.

2.2.3. Approves eligibility requirements.

2.2.4. In concert with the SF/S1, approves DAF ineligibility factors for the astronaut nomination program.

2.3. Deputy Chief of Space Operations for Human Capital (SF/S1) will:

2.3.1. Maintain overall responsibility for the execution and oversight of the astronaut nomination program in concert with the AF/A1.

2.3.2. In concert with the AF/A1, approves DAF ineligibility factors for the astronaut nomination program.

2.4. Director, Military Force Management Policy (AF/A1P) will:

2.4.1. Approve and disapprove qualification standard ETPs.

2.4.2. Approve age and Total Federal Commissioned Service (TFCS) ETPs for all RegAF.

2.4.3. Approve all ineligibility factor ETPs for all RegAF applicants.

2.5. Deputy Chief of Staff, Operations (AF/A3) will: establish rated specific career field goals and stop limits to maintain acceptable operational manning levels.

2.6. Director, Military Policy and Management (SF/S1P) will: coordinate astronaut nomination program DAF ineligibility factors with SF/S1.

2.7. Air Force Reserve Command Directorate of Air, Space, and Information Operations (AFRC/A3) will:

2.7.1. Conduct Undergraduate Flying Training selection boards as required for accessions or affiliations into AFR rated positions.

2.7.2. Advertise AFR Undergraduate Flying Training Boards.

2.7.3. Select Undergraduate Flying Training board members, including a rated colonel board president.

2.7.4. Ensure the board receives all required application materials.

2.7.5. Approve AFR Undergraduate Flying Training Board results, notifies non-selects, and prepares message to be released through command channels for maximum dissemination of select list.

2.8. Commander, Air Force Personnel Center Commander (AFPC/CC) will:

2.8.1. Recommend eligibility requirements to AF/A1.

2.8.2. Approve RegAF Undergraduate Flying Training Selection Board results.

2.9. Directorate of Personnel Operations (AFPC/DPM) will:

2.9.1. Implement and manage RegAF Undergraduate Flying Training Boards.

2.9.2. Announce each RegAF Undergraduate Flying Training Board no later than 120 days before the board date.

2.9.3. Ensure the board receives all required application materials.

2.9.4. Process applications.

2.9.5. Review and coordinate ETP requests.

2.9.6. Convene a RegAF Undergraduate Flying Training Board consisting of the following members:

2.9.6.1. Board president (non-voting), rated colonel.

2.9.6.2. Board members are to be lieutenant colonels who are current or graduated flying squadron commanders (minimum one from AETC).

2.9.6.3. To the greatest extent possible, different MAJCOMs and at least one rated Air Force Specialty Code (AFSC) from each rated category should be represented.

2.9.7. Notify selectees following AFPC/CC approval of board results.

2.9.8. Collaborate with NASA to support the Astronaut Nomination Program.

2.10. Enterprise Talent Management Organization (ETMO) Assignments Branch will: collaborate with NASA to support the Astronaut Nomination Program.

2.11. Headquarters (HQ) Air Force Direct Reporting Units, Field Operating Agencies and MAJCOMs will: review and process ETP requests.

2.12. Military Personnel Flight.

2.12.1. Base focal point for applications in accordance with the annually released board PSDM which can be found at the myFSS website.

2.12.2. Shall provide a copy of the program messages to Commanders, First Sergeants, Career Assistance Advisors, and Military Personnel Flight (MPF) Career Development Elements.

2.13. Squadron Commanders will:

2.13.1. Verify applicant meets requirements and standards of this manual.

2.13.2. Sign the DAF Form 215, *Aircrew Training Candidate Data Summary* (as applicable) and provides a recommendation or non-recommendation in the comments section. Legible, handwritten comments are acceptable, not applicable for AFR.

2.13.3. Forward application and required documentation to the Senior Rater. The Senior Rater is a wing commander or equivalent in a Senior Rater position.

2.13.4. Coordinate on ETP.

2.13.5. Monitor selectee's (if applicable) performance from selection until they depart for training. Notify HQ Air Force Personnel Center for RegAF, NGB for ANG, and Operations Resource Division, AFRC (AFRC/A3R) for AFR if a selectee's performance or conduct becomes questionable and provide a recommendation as to whether the selectee should be removed from the select list for cause.

2.14. Senior Raters will:

2.14.1. Verify applicant meets requirements and standards of this manual.

2.14.2. Sign the DAF Form 215 (as applicable), not applicable for AFR.

2.14.3. Coordinate on ETP.

2.14.4. Submit complete applications including all required waivers and ETPs to Operations and Special Duty Airmen Career Management Division (AFPC/DPMO) for RegAF; to Numbered Air Force (NAF/CC) for AFR; and to Adjutant General (TAG) for ANG.

2.15. Individual Applicant will:

2.15.1. Meet eligibility criteria as specified in [paragraph 3.1](#) (Undergraduate Flying Training) or [paragraph 4.1](#) (NASA) of this manual.

2.15.2. Initiate ETPs.

2.15.3. Advise commanders and supervisors who are providing comments on the DAF Form 215 of the application deadline.

2.15.4. Attend medical flight screening prior to entry into Undergraduate Pilot Training or Undergraduate RPA Pilot Training, to include Initial Flight Training or RPA Flight Training, if required.

2.16. Air National Guard Directorate of Operations (NGB/A3/10) will:

2.16.1. Schedule ANG selectees for all mandatory Undergraduate Flying Training prerequisites after applicants complete and submit all required officer commissioning and Undergraduate Flying Training application documentation.

2.16.2. ANG applicants do not meet a central Undergraduate Flying Training Board. Each ANG unit holds its own Undergraduate Flying Training Board for its Undergraduate Flying Training allocations.

Chapter 3

UNDERGRADUATE FLYING TRAINING BOARD (REGAF, AFR, AND ANG ONLY)

3.1. Eligibility Requirements.

3.1.1. Age and TFCS.

3.1.1.1. RegAF and AFR applicants must not be beyond their 33rd birthday nor have more than 8 years of TFCS by the date as specified in the Undergraduate Flying Training Selection Board announcement message (generally two months after board convenes). **(T-1)**

3.1.1.2. ANG applicants must not be beyond their 33rd birthday nor have more than 8 years of TFCS by the date as specified in the individual unit's Undergraduate Flying Training Selection Board announcement message. **(T-2)**

3.1.1.3. Exception for Undergraduate RPA Training: must meet maximum age for appointment. Appointment guidance may be found in DAFMAN 36-2032, *Military Recruiting and Accessions*.

3.1.1.4. Undergraduate Flying Training eliminees recommended for another Undergraduate Flying Training program may exceed the age and TFCS limits if they meet all of the following requirements:

3.1.1.4.1. Must be selected for initial skills training reclassification while in eliminee status and the Undergraduate Flying Training program must be the initial follow-on training. **(T-1)**

3.1.2. Must meet the minimum Air Force Officer Qualifying Test (AFOQT) requirements. Guidance may be found in DAFMAN 36-2664, *Personnel Assessment Program*, Attachment 2, and academic requirements established by AETC.

3.1.3. RegAF eliminees will lose their eliminee status if they depart PCS from the Undergraduate Flying Training location or are awarded a new AFSC. **(T-1)**

3.1.4. AFR and ANG Undergraduate Flying Training eliminees may return to their home station to await the next available training class start date without having to apply for an ETP.

3.2. AFOQT Standards.

3.2.1. AFOQT.

3.2.1.1. Shall attain minimum required AFOQT scores as outlined in DAFMAN 36-2664. **(T-1)**

3.2.1.1.1. For the purpose of this publication, AFOQT scores do not expire. **(T-1)**

3.2.1.2. Applicants should contact the MPF or the base education office, or refer to DAFMAN 36-2664, Attachment 2, for more information regarding the AFOQT.

3.3. Test of Basic Aviation Skills (TBAS).

3.3.1. Pilot, RPA Pilot, CSO, and ABM applicants must complete TBAS. **(T-1)**

3.3.2. Contact the MPF or the base education office, or refer to DAFMAN 36- 2664, Attachment 3, for more information regarding the TBAS.

3.4. Pilot Candidate Selection Method (PCSM).

3.4.1. Applicants must obtain minimum required PCSM score as outlined in DAFMAN 36-2664, Attachment 3 if qualified and applying for Pilot and RPA Pilot training through any of the Air Force accession sources. **(T-1)**

3.4.2. The PCSM combines the TBAS scores (aptitude) with the AFOQT pilot composite score (knowledge) and previous flying time (experience) to predict probability of success in pilot training. DAFMAN 36-2664 clarifies the procedure for applicants to follow when updating flying hours used in the PCSM calculation. Applicants must enter the PCSM score in the block provided on the DAF Form 215. The DAF Form 215 will be submitted per the instructions in the Personnel Services Delivery Memorandum (PSDM) (Active Duty Undergraduate Flying Training (UFT) Board applicants only).

3.4.3. Candidates may update flying hours used in the PCSM calculation by follow the procedures listed on the PCSM Website at <https://access.afpc.af.mil/pscmdmz/flighthourupdate.html>. Questions can be directed to the Pilot Candidate Selection Method Program Office at AFPC.pcsm@us.af.mil or (877) 977-8995.

3.5. Medical.

3.5.1. Shall meet all medical standards for Pilot, RPA Pilot, CSO, or ABM training. Guidance may be found in DAFMAN 48-123, *Medical Examination and Standards*.

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

3.6. Ineligibility Factors. The following individuals will be ineligible for Undergraduate Flying Training consideration:

3.6.1. Officers not on Extended Active Duty (EAD) for 1 year by first available class start date for a given Undergraduate Flying Training board, RegAF only. **(T-1)**

3.6.2. Officers selected for or currently enrolled in a course of training as a Pilot, RPA Pilot, CSO or ABM, RegAF only. **(T-1)**

3.6.3. USAFA Cadets, Air Force Reserve Officer Training Corp (AFROTC) Cadets, and Officer Training School (OTS) Cadets not on EAD, RegAF only. **(T-1)**

3.6.4. Officers of the Biomedical Sciences Corps, Medical Service Corps, Dental Corps, Nurse Corps, Judge Advocate General's Corps, or Chaplain's Corps unless submitting a written request for transfer out of their respective AFSC with the application package. **(T-1)**

3.6.5. Members permanently disqualified for aviation service. **(T-1)**

3.6.6. Officers with a pending or established Date of Separation (DOS). **(T-1)**

3.6.7. Officers who have any quality control assignment restrictions per DAFI 36-2110, *Total Force Assignments*. **(T-1)**

3.6.8. Individuals enrolled in an Alcohol and Drug Abuse Prevention and Treatment Program per DAFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*. **(T-1)**

3.6.9. Nonrated officers who will not have completed at least half of any incurred ADSC for training prior to their selected Undergraduate Flying Training class start date, RegAF only. **(T-1)**

3.6.10. Officers currently performing duty as a Pilot, RPA Pilot, CSO or ABM who will not have served a minimum of two and a half years after award of aeronautical rating in that specialty prior to the date specified in the UFT Selection Board Announcement message (RegAF) or prior to the assigned UFT class start date (ANG and AFR). **(T-1)**

3.6.11. Officers selected for or currently attending Air Force Institute of Technology (AFIT)-funded education programs (e.g., Airman Education and Commissioning Program, AFIT School of Engineering, or AFIT Civilian Institution (AFIT/CI) regardless of scholarship or non-scholarship status). **(T-1)** Officers may apply to meet any board that, if selected, will result in serving the entire education ADSC by their selected class start date for a given selection board, (RegAF only).

3.6.12. Officers, enlisted members, or cadets, regardless of branch of service, who have at any time:

3.6.12.1. Voluntarily declined flying training (including, but not limited to, Undergraduate Pilot Training, European-North Atlantic Treaty Organization Joint Jet Pilot Training, Undergraduate RPA Training, Undergraduate CSO Training, ABM Training, and any prerequisite training programs required for these course) after being selected more than once. **(T-1)**

3.6.12.2. Been eliminated from a flying training course conducted by or for the Armed Forces of the United States for military deficiency, academic deficiency, or due to self-initiated elimination reasons before, during, or after actual course completion. **(T-1)**

3.6.12.3. Been eliminated for reasons other than those mentioned above, unless specifically recommended for further flying training by the eliminating (or approving) authority. Members are only eligible for the type of Undergraduate Flying Training recommended by the eliminating (or approving) authority. **(T-1)**

3.7. Application Documentation.

3.7.1. DAF Form 215 (not applicable for civilian applicants).

3.7.2. Non-rated applicants must rank order all Air Force Specialties for which they are qualified. **(T-1)** Applicants who are currently rated seeking to cross-train to another rated specialty may rank order only those specialties for which the applicant is a volunteer. If an ETP is requested and approved, applicants consider any restrictions associated with ETP approval when making their training selections, (RegAF only).

3.7.3. ANG and AFR applicants must only rank order the types of training requested. Applicants are considered to be volunteers for any selection they include on the DAF Form 215. **(T-1)**

3.7.4. Letter of Recommendation.

3.7.5. Personal Letter, (Not Applicable for AFR).

3.7.5.1. Civilian applicant's personal letter will include their rank order for Air Force Specialties, highest academic degree held, any civilian flight rating, and AFOQT and PCSM scores.

3.7.6. Applicants currently performing duty and/or holding an aeronautical rating in a rated AFS are to include:

3.7.6.1. Copy of current DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty* .

3.7.6.2. Copy of most recent AF Form 942, *Record of Evaluation*.

3.7.6.3. Copy of any Q-3 (qualification level three) AF Form 8, *Certificate of Aircrew Qualification* evaluation.

3.7.7. Copy of Federal Aviation Administration Certificate.

3.7.8. Private and/or Commercial Airman Certificate (pilot's license), if applicable.

3.7.9. Flying Class physical with DD Form 2808, *Report of Medical Examination*, complete and certified by appropriate certification authority, which corresponds with all applicant rated preferences and must remain valid through the last available training class start date. Guidance may be found in DAFMAN 48-123. **(T-1)**

3.7.9.1. Undergraduate Pilot Training applicants require a Flying Class I physical (must be current within 48 months prior to starting Undergraduate Pilot Training). **(T-1)** Undergraduate Pilot Training applicants must meet Flying Class I standards to be eligible for entry into the Medical Flight Screening program. **(T-1)**

3.7.9.2. Undergraduate RPA Training applicants require a Flying Class II physical (must be current within 48 months prior to starting Undergraduate RPA Training). **(T-1)** Undergraduate RPA Training applicants must meet Flying Class II standards to be eligible for Medical Flight Screening-Neuropsychiatric screening. **(T-1)**

3.7.9.3. Undergraduate CSO Training applicants require a Flying Class IA physical (must be current within 48 months prior to starting Undergraduate CSO Training). **(T-1)**

3.7.9.4. Undergraduate ABM training applicants require a Flying Class III physical.

3.7.9.5. All RPA applicants requiring RFT must have a FAA Class III physical.

3.7.10. Statement of agreement to serve the minimum service commitment. (See [Attachment 2](#))

3.7.10.1. RegAF applicants must sign an ADSC. Guidance may be found in DAFMAN 36-2100, *Military Utilization and Classification*. **(T-1)**

3.7.10.2. AFR applicants must sign a contract for Reserve Service Commitment. **(T-1)**

3.7.10.3. ANG applicants must sign an ANG service commitment in accordance with AFI 36-2136, *Reserve Personnel Participation* (ANG). **(T-1)**

3.7.11. Copy of approved or requested ETP, if applicable, see **Chapter 5** for ETP guidance.

3.7.12. Written request for transfer to the Line of the Air Force, if applicable – see **paragraph 3.6.4**.

3.7.12.1. Transfers become effective on the date flying training is entered. Individuals eliminated from flying training may or may not be returned to the previous AFSC, depending on the needs of the Air Force.

3.7.12.2. Members must acknowledge that they understand and accept the possibility of appointment to a lower grade and a date of rank adjustment. **(T-1)** The request must be signed and dated. **(T-1)**

Chapter 4

DEPARTMENT OF THE AIR FORCE ASTRONAUT NOMINATION PROGRAM

4.1. Eligibility Requirements.

4.1.1. RegAF and USSF members may apply to NASA military positions. AFR and ANG members may apply to civilian NASA positions. Eligibility Requirements will be determined and published by NASA. Upon nomination, members compete with representatives from the other services for the chance to become an astronaut candidate and serve with NASA.

4.2. Ineligibility Factors.

4.2.1. Ineligibility factors will be determined and published by NASA. In addition to NASA ineligibility factors, DAF ineligibility factors include:

4.2.1.1. DAF members with a pending or established DOS, unless applying for a civilian position following established DOS. **(T-0)**

4.2.1.2. DAF members who have any quality control assignment restrictions per DAFI 36-2110. **(T-0)**

4.2.1.3. DAF members with an Unfavorable Information File or any past/current UCMJ action.

Chapter 5

ETP

5.1. ETP Requests.

5.1.1. An ETP may be requested when an Undergraduate Flying Training Board applicant does not meet requirements. ETP should only be requested in rare circumstances when a commander can document sustained, exceptional performance and the deviation from policy is minor.

5.1.2. Commanders should specifically and explicitly justify why supporting an ETP for an individual, considering a large pool of fully qualified applicants, is in the best interests of the RegAF, AFR or ANG. Only the rare, truly exceptional individual should be endorsed and forwarded through the chain of command for ETP consideration.

5.1.3. ETP requests judged, by the Wing/CC or equivalent for RegAF and AFR applicants or TAG for ANG applicants, to have insufficient support or merit should be denied and returned to the applicant.

5.1.4. All questions regarding NASA eligibility requirements or ineligibility factors for astronaut programs will be directed to NASA's astronaut nomination program guidance contacts. ETPs for DAF astronaut ineligibility factors will not be considered.

5.2. Types of UFT ETPs. An ETP may be requested only for the following circumstances:

5.2.1. Applicant exceeds age and/or TFCS limits in [paragraph 3.1.1. \(T-1\)](#)

5.2.2. Applicant possesses one or more of the ineligibility factors listed in [paragraph 3.6. \(T-1\)](#)

5.2.3. Applicant does not meet medical standards in [paragraph 3.5](#) and has been denied a medical waiver in accordance with DAFMAN 48-123. AETC/SGPS is the certification and waiver authority for Undergraduate Flying Training medical examinations. **(T-1)**

5.3. UFT ETP Documentation.

5.3.1. For age, TFCS, ineligibility factor, and medical ETP requests, include the following documentation with the request:

5.3.1.1. Memorandum from the applicant that clearly describes the circumstances of the ETP request.

5.3.1.2. Recommendation memorandum from the Squadron Commander or equivalent.

5.3.1.2.1. Must include applicants name, date of birth, any civilian ratings, AFOQT and PCSM scores.

5.3.1.3. A completed Flying Class Physical (with DD Form 2808) and any approved medical waivers or ETP, certified by AETC/SGPS. If requesting a medical ETP, applicants may submit their non-certified Flying Class physical.

5.3.1.4. Official AFOQT and PCSM scores.

5.3.2. OTS applicants requesting an age ETP per DAFMAN 36-2032, include the following documentation with the request:

5.3.2.1. Memo that clearly describes the circumstances of the ETP request.

5.3.2.2. Applicant details to include date of birth, total years of active federal service (if applicable), any civilian ratings, and planned OTS start date.

5.3.2.3. Official AFOQT and PCSM scores.

5.4. UFT ETP Routing. Submit ETP requests in endorsement memorandum format, see DAFH 33-337, *The Tongue and Quill*.

5.4.1. For Age, TFCS, and Ineligibility Factor ETP, refer to [Table 5.1](#).

5.4.2. For Medical ETP, refer to [Table 5.2](#).

Table 5.1. Age, Total Federal Commissioned Service, and Ineligibility Factor ETP Routing.

RegAF	Submit request with MAJCOM/A1 concurrence to AFPC/DPMO. AFPC/DPMO reviews and coordinates for AF/A1P approval.	(T-1)
Air Force Reserve Command (AFRC)	Submit request to AFRC/A3. AFRC/A3 reviews and coordinates with Rated Management and Personnel Policy sections for AFRC/CC approval.	(T-2)
ANG (Colonel and below)	Submit request to ANG, Director, Manpower, Personnel, Recruiting, and Services Directorate (NGB/A1). NGB/A1 reviews and coordinates with Rated Management and Personnel Policy sections for NGB/CF approval.	(T-2)

Table 5.2. Medical ETP Routing.

RegAF	Submit request with MAJCOM/CC to AETC/CC for approval.
AFR	Submit request with AFRC or HQ RIO (IR) through air Force Reserve Rated Policy (AF/REP) for AETC/CC approval.
ANG	Submit request with NGB/A1, through all appropriate organizations including TAG for AETC/CC approval.

ALEX WAGNER
Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

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

10 USC § 1168, *Discharge or release from active duty: limitations*

10 USC § 12301(d), *Reserve Components generally*

32 USC § 502(f), *Required drills and field exercises*

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

Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 8 December 2020

DAFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 25 August 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

DAFI 36-2110, *Total Force Assignments*, 2 August 2021

AFI 36-2136, *Reserve Personnel Participation*, 15 December 2023

DAFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 18 July 2018

DAFI 51-101, *The Air Force Judge Advocate General's (AFJAG) Corps Operations, Accessions, and Professional Development*, 20 June 2023

DAFMAN 36-2032, *Military Recruiting and Accessions*, 27 September 2019

DAFMAN 36-2100, *Military Utilization and Classification*, 7 April 2021

DAFMAN 36-2664, *Personnel Assessment Program*, 18 January 2023

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFH 33-337, *The Tongue and Quill*, 27 May 2015

Prescribed Forms

DAF Form 215, *Aircrew Training Candidate Data Summary*

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 942, *Record of Evaluation*

DD Form 2808, *Report of Medical Examination*

DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

Abbreviations and Acronyms

ABM—Air Battle Manger

ADSC—Active Duty Service Commitment

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFIT/CI—Air Force Institute of Technology Civilian Institution

AFOQT—Air Force Officer Qualifying Test

AFPD—Air Force Policy Directives

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRCI—Air Force Reserve Command Instruction

AFROTC—Air Force Reserve Officer Training Corps

AFS—Air Force Specialty

AFSC—Air Force Specialty Code

AGR—Active Guard and/or Reserve

ANG—Air National Guard

ANGI—Air National Guard Instruction

ARPC—Air Reserve Personnel Center

CSO—Combat System Operator

DAF—Department of the Air Force

DAF Form—Department of the Air Force Form

DAFPD—Department of the Air Force Policy Directive

DET—Detachment

DoD—Department of Defense

DoDI—Department of Defense Instruction

EAD—Extended Active Duty

ETP—Exception To Policy

FLDCOM—Field Command

FSS—Force Support Squadron

FY—Fiscal Year

HAF—Headquarters Air Force
HQ—Headquarters
IR—Individual Reservist
IRR—Inactive Ready Reserve
JA—Judge Advocate
MAJCOM—Major Command
MPF—Military Personnel Flight
myFSS—My Force Support System
NAF—Numbered Air Force
NASA—National Aeronautics and Space Administration
NGB—National Guard Bureau
OPR—Office of Primary Responsibility
OTS—Officer Training School
PCS—Permanent Change of Station
PDS—Personnel Data System
PDSM—Personnel Delivery Service Module
PME—Professional Military Education
RegAF—Regular Air Force
RPA—Remotely Piloted Aircraft
RSC—Reserve Service Commitment
SEI—Special Experience Identifier
SG—Surgeon General
SORN—System of Record Notice
TBAS—Test of Basic Aviation Skills
TFCS—Total Federal Commissioned Service
TDY—Temporary Duty
UCMJ—Uniform Code of Military Justice
UFT—Undergraduate Flying Training
UPT—Undergraduate Pilot Training
US—United States
USC—United States Code
USAFA—United States Air Force Academy

USAFR—United States Air Force Reserve

USAF—United States Air Force

USSF—United States Space Force

Office Symbols

AF/CV—Vice Chief of Staff

AF/A1—Deputy Chief of Staff, Manpower, Personnel and Services

AF/A1P—Director of Military Force Management Policy

AF/A1PPR—Chief of Rated Force Policy

AF/A3—Deputy Chief of Staff, Operations

AFPC/CC—Commander, Air Force Personnel Center Commander

AFPC/DPM—AFPC Directorate of Personnel Operations

AFPC/DPMO—Operations and Special Duty Airmen Career Management Division

AFRC/A3—Directorate of Air, Space, and Information Operations

AFRC/A3R—Operations Resource Division, AFRC

AFRC/CC—Commander, Air Force Reserve Command

ETMO—Enterprise Talent Management Organization

NBG/A1—ANG, Director, Manpower, Personnel, Recruiting, and Services Directorate

NGB/A3/10—Air National Guard Directorate of Operations

NGB/CF—Director of the Air National Guard

SAF/MR—Deputy Secretary of the Air Force, Manpower and Reserve Affairs

SF/S1—Deputy Chief of Space Operations for Human Capital

Terms

Accession—Newly commissioned officer or new enlisted recruit entering EAD with no prior military service. Refers to student entries rather than graduates.

Active Component—Any organization of a regular component or defense agency to which an IR is assigned.

Active Duty—Full-time duty in the active military service of the United States, including active duty or full-time training duty in the Reserve Component. The term active duty for a period of more than 30 days means active duty under a call or order that does not specify a period of 30 days or less.

Active Duty Service Commitment (ADSC)—A period of active duty a member must serve before becoming eligible for voluntary separation or retirement.

Active Guard and Reserve (AGR)—National Guard and Reserve members who are on voluntary active duty providing full-time support to National Guard, Reserve, and Active Component

organizations for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components. Members of a reserve component who are on active duty pursuant to 10 USC § 12301(d), *Reserve Components generally* or a member of the Air National Guard, on full-time National Guard duty pursuant to 32 USC § 502(f), *Required drills and field exercises* and who is performing AGR duty. The Secretary of the Air Force may order a member of the AFR to active duty at any time, or retain him or her on active duty, with the consent of that member, to perform AGR duty organizing, administering, recruiting, instructing, or training the reserve components.

Agency—A military organization constituted by directives issued by the Department of the Air Force.

Air Force Specialty (AFS)—A group of positions requiring common qualifications. Each AFS has a title and a code.

Air Force Specialty Code (AFSC)—A combination of numbers and letters used to identify an AFS. Officer AFSCs consist of four characters and/or digits. Airmen AFSCs consist of five characters and/or digits. When more specific identification of position requirements and individual qualifications is needed, alpha prefixes and suffixes are used with the numerical codes.

Air Reserve Component—An overarching term used when referring to both the ANG and AFR together.

Airman or Airmen—A member or members of the US Air Force, which include officer and enlisted and civilian members.

Aptitude Index—A number that represents the percentile score made on a single cluster.

Assignment—The permanent change of an service member's duty station from one location to another. Also refers to duties performed, which is used alternately with the term "reassignment."

Career Field—A group of closely related Air Force Specialties (or a single Air Force Specialty when there are not related specialties) requiring basically the same knowledge and skills. A career field includes subdivisions and ladders.

Command—and/or Commander—The authority that a commander in the armed forces lawfully exercises over subordinates by virtue of rank or assignment. A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a command. This designation is used in all DAF units authorized to be led by a commander except the USAF Academy, which is commanded by a superintendent, and school and/or academic units, which may be commanded by commandants.

Date Eligible for Return From Overseas (DEROS)—Date established for a member to complete the member's overseas tour and be eligible to return from overseas.

Date of Separation (DOS)—Date established by law and/or policy for the termination of active or Reserve duty.

Eliminee—Member who has been eliminated from training.

Exception—A request involving guidance, procedures, or other actions in this manual which is prohibited; is not addressed; a criterion is not met and there are no waiver provisions established;

or, there are waiver provisions but that criteria is not met. A circumstance that does not conform to the normal rules, standards, usual occurrences, general principles, or the like.

Extended Active Duty—A tour of active military service (usually for more than 90 active duty days) performed by a member of the Air Reserve Component when strength accountability changes from the ARC to the active Air Force.

Field Command—A major subdivision of the Space Force, directly subordinate to HQ US Space Force.

Force Support Squadron—This squadron provides personnel, manpower, morale and recreation services, food service and lodging support, child care, training, education and family readiness functions to military personnel, their dependents and other eligible parties.

Guardian—A member of members of the US Space Force, which include officer, enlisted, and civilian members.

Headquarters Active Guard and Reserve—AGRs at the seat of government (or office that exercises its authority to govern), and at HQ responsible for reserve affairs, to participate in preparing and administering the policies and regulations affecting those reserve components

Individual Ready Reserve—A manpower pool consisting of individuals who have had some training or who have served previously in the Active Component or in the Selected Reserve, and may have some period of their military service obligation remaining. This section consists of both participating and non-participating members. Some of these members are those who completed their 4 years of AD and serve the remainder of their 8 year obligation in the IRR. These members are subject to involuntary recall by the President and Congress, and are also required to participate in Muster or Push-Pull screenings.

Judge Advocate Officer—An officer of the Judge Advocate General's Corps of the Army, Air Force, or Navy, or officers of the Marine Corps or Coast Guard designated as a judge advocate. Officers designated as judge advocates do so in accordance with DAFI 51-101 and serve in the Judge Advocate General's Corps. Selectees and officers in training are not judge advocates until designated by The Judge Advocate General. By statute, only attorneys qualified and designated by TJAG as judge advocates may perform judge advocate functions. 10 U.S.C. § 9063(g); AFI 51-101, Chapter 6.

Major Command—A major subdivision of the Air Force, directly subordinate to HQ US Air Force.

MilPDS—A collective term encompassing the total vertical computerized MilPDS. It is used when a specific subsystem is not being referenced. The system is designed to provide capability for equitable, responsive, uniformly administered, and cost effective management and administration of active duty military, ANG, USAFR, retired, and civilian personnel.

Military Personnel Section—Is the strategic advisor for military personnel policies and programs. The mission of the MPS is to provide quality personnel support in both peacetime and wartime to commanders, service members and their families.

Officer Initial Skills Training—Provides skill sets required to be successful in awarded AFSC. Officer initial skills training is not AFSC awarding, but is used in conjunction with experience, on-the-job-training, and other supplemental training to provide required skill sets.

Permanent Change of Station (PCS) Notification—Official notification that Airmen have been selected for reassignment. Airmen receive notification by accessing the Virtual Military Personnel Flight after receiving an email advising they have been selected for an assignment. Alternatively, commanders or other authorized officials notify Airmen by requiring them to sign the PCS notification report on individual person notification message or notification memorandum acknowledging assignment selection. When Airmen are TDY or on leave, notification is the date they receive the notice.

Personnel Data System—A collective term encompassing the total vertical computerized personnel data system. It does not refer to a specific subsystem. The system provides capability for equitable, responsive, uniformly administered and cost-effective management, and administration of active duty military, ANG, AFR, retired, and civilian personnel.

Program Guidance Letters—Establishes training requirements for AETC execution. Program Guidance Letters are the official tasking documents enabling AETC planners and programmers to acquire the necessary resources for accomplishment of the tasking. The Program Guidance Letters align the AF requirements with the Planning, Programming, Budgeting, and Execution process. Includes Enlisted Initial Skills, Officer Initial Skills, Trained Dog Requirements, Mission Readiness Training, Field Training, and Non-Resident training. If the funding changes in the DoD Program Objective Memorandum process, AF/A1 determines how the changes will affect the Program Guidance Letters and publishes official amendments as necessary.

Rated AFSC—Aircrew AFSCs (11XX, 12XX, 13BX, and 18XX) identify aircrew members serving in, or qualified to serve in, Pilot, CSO, flight test positions, astronaut, ABM, and RPA Pilot.

Reserve Service Commitment (RSC)—A period of SELRES duty a member must serve before becoming eligible for voluntary separation or retirement.

Reserve Service Commitment Date—The date the RSC expires.

Reserve Service Commitment Incurring Event—Any event for which a member incurs an RSC.

Retainability—Obligated military service. Time remaining on an overseas tour (including any extensions) or time remaining in the Air Force SELRES.

Retrainee—A previously trained enlisted Airman in the process of gaining qualifications in a new AF specialty under an approved retraining program.

Retraining—Either formal school or on-the-job training which qualifies an Airman for award of a new AFSC or AFSC shred and/or suffix, to include lateral AFSCs.

Separation—A general term encompassing discharge, retirement or release from reserve duty. Separation and discharge are frequently simultaneous but not identical actions. A discharge severs all ties to the military and occurs in accordance with the requirements of 10 USC § 1168, *Discharge or release from active duty: limitations*. Release occurs when a member leaves one status and goes to another (e.g., active to Reserve; release from ANG to Reserve; release from Reserve to non-participating). Retirement places a member into an inactive reserve status potentially subject to recall.

Sister Service—Another branch of military service within the DoD, i.e., Army, Navy, Marine Corps, and Coast Guard.

Sister Service—and/or Other Agency Capacity—When Air Force members attend sister service and/or other agency training, the number of seats given to Air Force can be a limiting factor that can drive a capacity constraint. Air Force must follow the sister service and/or other agency processes and timelines when requesting training seats.

Special Duty Identifier—A four- or five-digit code and title used to identify manpower positions and persons performing duties not clearly within a specific career field. A complete specialty description. Examples: 83RO Recruiting Service (Officer), 8P000 Courier (Enlisted).

Specialty Description—A description of an Air Force Specialty or SDI that includes a title, code, specialty summary, duties and responsibilities, qualifications, other specialty data, and, when established, suffixes.

Total Force—Overarching term used when referring to the combination of RegAF, ANG, AFR, and DoD civilians.

Waive or Waiver—To refrain from insisting upon compliance, enforcement; voluntarily give up or relinquish; put aside or put off for a time or permanently. To allow deviation from a policy, procedure, provision, standard, requirement, limitation, minimum, maximum, etc.

Attachment 2

SERVICE COMMITMENT STATEMENTS OF AGREEMENT

Figure A2.1. Active duty Service Commitment (ADSC) Statement of Agreement Sample (RegAF).

Active Duty Service Commitment (ADSC) Statement of Agreement Sample (RegAF).

If selected for a Pilot, Remotely Piloted Aircraft Pilot, Combat Systems Officer, or Air Battle Manager training slot by the Undergraduate Flying Training Selection Board, I accept the appropriate ADSC as specified in Table A2.1 in AFMAN 36-2100.

(Signature and Date) Name (last, first, middle) Grade
 Witnessed by MPF official:

Figure A2.2. Active duty Service Commitment (ADSC) Statement of Agreement Sample (ANG).

Reserve Service Commitment (ANG) Statement of Agreement (SAMPLE)

MEMORANDUM FOR RECORD FOR TAG

I accept the appropriate service commitment as specified in Attachment A9X, Rule XXX.

This statement must be signed, dated by the applicant and witnessed by a servicing 3F0X1 in the FSS.

(Signature and Date) Applicant's Rank and Full Name

(Signature and Date) Witness's Rank and Full Name