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Test and Evaluation

TEST PILOT SCHOOL

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 99-1, *Test and Evaluation Process*. This publication applies to the Regular Air Force (RegAF), the United States Space Force (USSF), the Air Force Reserve, and the Air National Guard. It defines authority for the Department of the Air Force (DAF) Test Pilot School (henceforth referred to as TPS). It outlines the supervision, operation, and administration of the school's mission, course instruction, eligibility requirements, application procedures, and selection process. This instruction also addresses English language requirements for allied students, Flying Evaluation Board procedures, Space Evaluation Board procedures, and faculty board procedures. The authorities to waive wing, unit and delta level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. 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. 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. This Instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code Section 9013, *Secretary of the Air Force*, and Executive Order 9397. The applicable SORN F036 AF PC A, Effectiveness/Performance Reporting Records is available at: <https://dpcl.d.defense.gov/Privacy/SORNs/>. 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. Refer recommended changes and questions about this publication to the office of primary

responsibility, Air Force Materiel Command (AFMC)/A3F and Space Training and Readiness Command (STARCOM)/S23V, using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Compliance with the attachments in this publication is mandatory. This AFPD may not be supplemented.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include updates to eligibility criteria and the application process, and the inclusion of the Space Force.

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Chapter 1

PROGRAM OVERVIEW

1.1. TPS Mission and Vision. The TPS mission is “to create highly-adaptive critical-thinking test leaders to accelerate multidomain capabilities to the warfighter.” The TPS vision is “impassioned leaders advancing war-winning capabilities.”

1.2. TPS Purpose. TPS graduates are leaders of broad coalitions including operators, operational testers, military staff, acquirers, and industry partners whose objective is to design, prototype, develop, acquire, field and sustain war-winning capabilities in light of the strategic, warfighting and technological contexts.

1.2.1. TPS jointly prepares and trains Airmen and Guardians for this leadership role by: 1) inspiring in its graduates a passion for advocating on behalf of warfighting needs; 2) familiarizing graduates with strategic, technological, and acquisition contexts; 3) educating its graduates in domain-specific theory and engineering principles to decompose mission requirements, develop context-relevant test strategies, and plan, execute, analyze, and report on test activities; 4) developing its graduates’ skillset in safely, effectively, and efficiently conducting evaluations of complex, advanced, and emerging capabilities; 5) developing its graduates’ skillset in leading broad coalitions and influencing stakeholders on behalf of warfighter needs.

1.2.2. Graduates represent a total force approach—Air Force, Space Force, National Guard, Reserve, officer, enlisted, civil servants, and international partners. TPS is the center of gravity for Air Force and Space Force integrated test and evaluation theory and practice and serves as the innovation engine for the entire test and evaluation community.

1.3. The TPS Structure. The graduate-level Flight Test Course consists of four closely related curricula: Experimental Test Pilot; Experimental Test Combat Systems Officer; Experimental Test Remotely Piloted Aircraft (RPA) Pilot; and Experimental Flight Test Engineer. See the Air Force Education and Training Course Announcements located within the Air Force Portal for course details.

1.3.1. The Space Test Course is built on the foundation of the legacy Flight Test Course and uses a parallel educational architecture consisting of four areas with an Integrated Test Force focus: Test Leadership, Test Foundations, Space Sciences, and Mission Systems. See the Air Force Education and Training Course Announcements located within the Air Force Portal for course details.

1.4. Air Force Institute of Technology (AFIT) -TPS Master’s Program. A small number of flight and space test candidates are selected to attend AFIT prior to attending TPS. Students selected for this program will complete course work towards a masters and complete a thesis, ideally, using real-world testing performed as part of their Test Management Program at TPS. See the most current Personnel Services Delivery Memorandum (PSDM) for further information.

1.5. TPS General Eligibility Requirements.

1.5.1. All United States Air Force (USAF) and USSF applicants must meet the eligibility requirements below. Review the latest PSDM for updates to eligibility criteria. Eligibility criteria for international students are located on SANWeb. Direct all questions on DAF TPS

eligibility requirements to AFMC/A3F at AFMC.A3FP.Workflow@us.af.mil (Flight Test Course) or STARCOM/S23V at: hq.starcom.s23v@spaceforce.mil (Space Test Course).

1.5.2. All USAF and USSF officer applicants must have less than 12 years of total active federal commissioned service time at class start for the earliest class selected. Use Total Active Federal Commissioned Service Date (TAFCS D) to compute Commissioned Time in Service. Round down to the nearest month. All USSF enlisted members applying to Space Test Course must have less than 14 years of total federal service. **Note:** There is no time in service requirement for Reserve, Guard, or civilian applicants nor is there a Time in Service limitation for graduates of the USAF Weapons School, who are highly encouraged to apply.

1.5.3. All USAF and USSF applicants must have a current TOP SECRET/SCI clearance or have one initiated without identified concerns prior to arriving at TPS.

1.6. Flight Test Course Specific Eligibility Requirements.

1.6.1. Education. Undergraduate GPA of 3.0 or greater on 4.0 scale. **(T-2)**

1.6.1.1. Bachelor of Science or Master of Science in Engineering, Mathematics, Computer Science, or Physics. A Physical Science degree is acceptable if the applicant has completed the following classes with an average GPA of 3.0 or better: Calculus I, Calculus II, Physics I, Physics II, Probability and Statistics, & Differential Equations (or equivalent).

1.6.1.2. Applicants who meet the preceding GPA requirement but do not meet the preceding degree or course requirements, and who have demonstrable evidence of exceptional operational acumen and leadership, are highly encouraged to apply and will be considered on a case-by-case basis. See [paragraph 1.9](#) for details on requesting a waiver.

1.6.2. Pilot Applicants. Pilots must be in an active flying status with a minimum of 12 months as Aircraft Commander in a Major Weapon System and must be either a qualified Instructor Pilot or meet Minimum Total Flying Hours. Minimum Total Flying hours are: 500 hours for single pilot aircraft and 750 hours for dual-pilot aircraft. Pilots qualified in the F-16 or the T-38 may be required to report to TPS current and with at least 6 months until their next instrument checkride is due. See PSDM for latest guidance. Total Flying hours are defined as all hours credited in accordance with DAFMAN 11-401, *Aviation Management*.

1.6.3. Remotely Piloted Aircraft (RPA) Pilot Applicants. RPA Pilots must be a qualified Instructor Pilot in Major Weapon System or have a minimum of 500 Total Flying Hours. Instructor pilot qualification on an MWS is highly desired. Total Flying hours are defined as all hours credited in accordance with DAFMAN 11-401, *Aviation Management*.

1.6.4. Combat Systems Officer (CSO/WSO/EWO) Applicants. Combat/Weapon System Officers must be a qualified Instructor in a Major Weapon System or have a minimum of 500 Total Flying Hours. Total Flying hours are defined as all hours credited in accordance with DAFMAN 11-401, *Aviation Management*.

1.6.5. Flight Test Engineer (FTE) Applicants. Typical Air Force Specialty Codes (AFSC) include 13BX, 13NX, 13SX, 14NX, 15AX, 17DX, 17SX, 21AX, 21MX, 43A3, 61XX, 62XX, or 63XX

1.6.5.1. AFMC/A3/6 may grant a limited number of flight test engineer course positions in the TPS Flight Test Course to Air Force civilians. Applicants who are not Air Force officers prepare and submit applications in accordance with [paragraph 5](#) of this

instruction. Civilian TPS student selects will be required to accept a position within Air Force Test Center (AFTC) for five years with a minimum of one year at TPS and a four-year follow-on test assignment in AFTC. Graduating civilians must be willing to accept outplacement to any AFTC operating location, to include TPS, during their follow-on commitment.

1.6.5.2. Flight Physical. Both Military and Civilian Flight Test Engineers must be able to obtain a Flying Class III Physical. **Note:** Physicals do not need to be complete by board start. However, selects whose physicals are not complete 120 days prior to class start may forfeit their seat.

1.6.6. Rated Instructor Qualification. TPS graduates are the voice of each operational community in test and acquisition. They will have direct and lasting impact on the warfighting capabilities of the communities that nominate them. Successful completion of a community's instructor upgrade program is both a demonstration of leadership potential and a mark of credibility that significantly enhances a graduate's ability to accelerate change for their community. TPS highly values instructor qualifications, while at the same time seeking younger applicants able to grow and lead in the test community. Commanders are highly encouraged to nominate qualified instructors, to advance promising applicants into the instructor upgrade, and to highlight instructor qualification/instructor upgrade status in their recommendations. Applicants who are in the instructor upgrade at the time of application, and who are subsequently selected for TPS, are expected to complete the upgrade and earn the instructor qualification prior to arrival at TPS. If a TPS-select is subsequently disenrolled from or unable to complete the instructor upgrade prior to class entry, the TPS-select's Wing Commander (WG/CC) (or equivalent) must either submit a waiver request to AFMC/A3/6 no later than 1 month prior to class start date or request deferment or withdrawal.

1.6.7. International Applicants. International applicants interested in applying to TPS must use appropriate channels through their own Air Force. Individual applicants do not enter the application process until their Air Force is provided a quota and they are specifically nominated to attend a USAF TPS course. See [paragraph 7.3](#) process description of how Foreign Military Sales funded quotas are awarded.

1.7. Space Test Course Specific Eligibility Requirements.

1.7.1. The Space Test Course curriculum is still growing and changing as are the eligibility requirements. Space Test Course applicants should reference the most recent PSDM for eligibility criteria information.

1.7.2. All Space Test Course applicants must have an active Top Secret/SCI clearance prior to class start. Responsibility for any needed investigations belongs to the losing organization.

1.7.3. The Space Test Course is available to officers, enlisted, and government civilians from all branches and allied partners.

1.8. TPS Ineligibility Criteria.

1.8.1. Officers eliminated from any DAF or military formal flying training program in their present rated category are ineligible for TPS Flight Test Course.

1.8.2. Navigators eliminated from Air Force Specialized Undergraduate Pilot Training and engineers eliminated from Specialized Undergraduate Pilot Training or Specialized

Undergraduate Navigator Training are eligible unless they left these programs by drop on request.

1.8.3. All applicants who did not finish any US Government-funded, full-time education or training program due to substandard performance or drop on request are ineligible for TPS Flight Test Course (except as noted in [paragraph 1.8.2.](#)).

1.8.4. AFMC/A3/6 or STARCOM/S23V can eliminate any Airman or Guardian candidate, as applicable, who shows indications of substandard performance after becoming a TPS candidate, but before the class start date.

1.9. Requests for Waivers to Non-medical Eligibility Criteria. Requests for waivers to non-medical eligibility requirements listed in paragraphs [1.5.](#) to [1.7.](#) will be submitted as part of the application package in accordance with the most recent PSDM. Waivers are typically evaluated after the application deadline. AFMC/A3/6 is the waiver approval authority for TPS Flight Test Course Applicants. STARCOM/S23V is the waiver approval authority for Space Test Course (STC) Applicants. SF/TE Director will act as resolution authority as needed for STC Applicants.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Air Force Personnel Center/Directorate of Military Operations (AFPC/DPM).

- 2.1.1. Publishes and disseminates the selection notification message following approval of the student selections by AFMC/A3/6.
- 2.1.2. Enters Joint Air University and TPS student selection information into the Education Management System database immediately following the annual selection board notification process.
- 2.1.3. Assigns approved Air Force pilots, Combat System Officers, and military engineers to TPS.
- 2.1.4. Coordinates special non-flying training for appointed students enroute to TPS.
- 2.1.5. Coordinates special non-flying training for TPS graduates enroute to their next assignment.
- 2.1.6. Determines Flight Test Course availability for all applicants.

2.2. USSF Enterprise Talent Management Office (ETMO).

- 2.2.1. Maintains applications for the Space Test Course.
- 2.2.2. Confirms Space Test Course candidate eligibility and forwards ineligible candidates to SF/TE for waiver consideration. SF/TE may delegate to STARCOM/S23V for waiver consideration.
- 2.2.3. Coordinates any non-USSF applications for Space Test Course with the applicant's owning Service prior to convening the Space Test Course selection board for release.
- 2.2.4. Convenes and co-chairs a TPS Space Test Course selection board annually no later than April to select officers, enlisted, and civil servant students.
- 2.2.5. In coordination with AFPC/DPM, will publish and disseminate the selection notification message following approval of the student selections by SF/TE.
- 2.2.6. In coordination with STARCOM S2/3TW, will complete assignment actions for USSF approved candidates to DAF TPS for the Space Test Course. Also, in coordination with STARCOM S2/3TW, complete assignment actions for STC graduates post-graduation.
- 2.2.7. Determines Space Test Course availability for all applicants.

2.3. Commander, Air Force Materiel Command (AFMC/CC).

- 2.3.1. Appoints the TPS Commandant. (This authority may be delegated no lower than Air Force Test Center Commandant (AFTC/CC).) The commandant shall be an Airman or Guardian TPS graduate (in coordination with HQ STARCOM).
- 2.3.2. Is the final approval authority for all Flying Evaluation Board actions in accordance with Air Force Manual (AFMAN) 11-402, *Aviation and Parachutist Service*. (This authority may be delegated no lower than HQ AFMC/A3/6.)

2.4. Air Force Materiel Command/ Air, Space and Cyberspace Operations (AFMC/A3/6).

2.4.1. Directs the development of short courses and other curricula to meet DoD and DAF test and evaluation education and training needs.

2.4.2. Approves changes to the Flight Test Course curricula recommended by the Curriculum Planning Council.

2.4.3. Convenes and presides over the Flight Test Course selection board. AFMC/A3/6 may delegate this responsibility.

2.4.3.1. Maintains applications for the USAF TPS Flight Test Course.

2.4.3.2. Is the non-medical waiver authority for candidate eligibility.

2.4.3.3. Appoints members to the Flight Test Course selection board.

2.4.3.4. Approves final student selections for Flight Test Course class enrollment. Final scores are a combination of Flight Test Course selection board results and the Comprehensive Candidate Evaluation Program (CCEP) administered by TPS. Forwards results to AFPC/DPM for publication.

2.4.3.5. Consults with TPC/CC before finalizing student selections and non-medical waiver approvals.

2.4.4. Organizes and co-chairs a TPS Flight Test Course Graduate Management Council every assignment cycle.

2.4.4.1. Appoints an AFMC/A3/6 functional manager for TPS Flight Test Course policy, selection, and military assignment processes.

2.4.4.2. Requests and validates field requirements for military TPS Flight Test Course graduates. Collects and aggregates student preferences from TPS and its equivalents for follow-on assignment matching by the Graduate Management Council.

2.4.4.3. Mediates between the Flight Test Course Graduate Management Council and AFPC Assignment Teams as necessary to finalize assignments for the graduating classes.

2.4.5. AFMC/A3V designates the Flying Evaluation Board Convening Authority in accordance with AFMAN 11-402_AFMC SUP and this DAFI. (AFMC/A3V typically designates 412 TW/CC but may designate another.)

2.5. Space Force Test and Evaluation (SF/TE).

2.5.1. Will direct and co-chair the TPS Space Test Course selection board. SF/TE may delegate this responsibility.

2.5.2. SF/TE will appoint members for the Space Test Course selection board. SF/TE may delegate this responsibility.

2.5.3. SF/TE will approve final student selection to the Space Test Course. SF/TE may delegate this responsibility.

2.5.4. SF/TE will concur on post TPS Guardian assignments and all STC assignments. SF/TE may delegate this responsibility.

2.5.5. Consults with TPC/CC before finalizing student selections.

2.6. STARCOM/CC.

2.6.1. Convenes and co-chairs with AFTC/CC a Strategic Direction and Resourcing Board. Selects additional delegates from representative stakeholders including: AF/TE, SF/TE, FLDCOMs, Space Development Agency, Air Force Research Labs, Space Rapid Capabilities Office, National Reconnaissance Office, and academia.

2.6.2. STARCOM will set up a specialty management division for all STC graduates as well as designate representatives to the Space Test Course Graduate Management Council.

2.6.3. Coordinates TPS connections to the National Space Test and Training Complex for use as part of curriculum and research activities.

2.7. STARCOM S2/3TW.

2.7.1. Creates and executes a graduate management plan for all USSF STC graduates similarly to the USSF Weapons Instructor Course and Advanced Instructor Course model.

2.7.2. Coordinates Program Objective Memorandum (POM) inputs and other resourcing requirements pertaining to the Space Test Course at USAF TPS with the AFTC; including, but not limited to, facilities, laboratory equipment, supplies, personnel, course materials, temporary duty (TDY) funds, etc. in accordance with DODI 4000.19, DAFI 25-201 and the DOD Financial Management Regulation (FMR).

2.7.3. Provides personnel to Delta 12 OL-C (the STC schoolhouse) for TPS instructor duty. Tier 2 and 3 instructor positions will take priority on the approved graduate management plan.

2.8. STARCOM/S23V.

2.8.1. Provides curriculum direction to the TPS/CC after coordination and receiving concurrence from SF/TE with respect to the Space Test Course. Direction includes the latest USSF test philosophy and methods.

2.8.2. Provides guidance and coordinates with TPS/CC, STARCOM S2/3TW, and USSF ETMO on application processes for the Space Test Course and the placement of USSF TPS Graduates on the Space Test Course Graduate Management Council.

2.8.3. Appoints a functional manager for TPS Space Test Course policy, selection, and military assignment processes.

2.8.4. Provides USAF TPS necessary oversight, authorities, and expertise in support of test management projects, test programs, and research.

2.8.5. Collaborates with USAF TPS on outreach as part of the University Partnership Program, and other civilian universities or organizations on research and curriculum opportunities to support the STC.

2.8.6. Coordinates with AFMC/A3/6 on curriculum requirements affecting both the Flight Test Course and the Space Test Course.

2.8.7. Coordinates with USSF ETMO to request and validate field requirements for military Space Test Course graduates and provides validated requirements to the TPS/CC enabling graduating classes to provide their preferences for available assignments.

2.8.8. Is the non-medical waiver authority for Space Test Course candidate eligibility.

2.9. Air Force Test Center Commander (AFTC/CC).

- 2.9.1. Responsible for TPS mission, vision, and resources.
- 2.9.2. Convenes and co-chairs with STARCOM/CC a Strategic Direction and Resourcing Board. Selects additional delegates from representative stakeholders including AF/TE, SF/TE, and AFMC/A3/6.
- 2.9.3. Budgets and funds the operating costs of USAF TPS.
- 2.9.4. Provides qualitative evaluation flying opportunities in AFTC aircraft.
- 2.9.5. Reviews and determines final approval/disapproval of TPS Academic Evaluation Board recommendations for students considered or recommended for academic elimination. Provides an information copy of final results to AFMC/A3/6 or STARCOM/S23V (as applicable).
- 2.9.6. Co-chairs a TPS Flight Test Course Graduate Management Council every assignment cycle.

2.10. 412th Test Wing Commander (412 TW/CC).

- 2.10.1. Supervises and exercises operational control over TPS (exclusive of curricular control).
- 2.10.2. Allocates resources and facilities required to execute the TPS mission.
- 2.10.3. Ensures appropriate on-base housing for all current students, both USAF and USSF courses.
- 2.10.4. Resolves any resource conflicts between 412 OG test mission requirements and TPS curricular requirements as necessary (aircraft availability, flying hours, range time, etc.).
- 2.10.5. Ensures TPS civilian staff is appropriately manned to meet mission requirements.
- 2.10.6. Convenes Flying Evaluation Boards in accordance with AFMAN 11-402 and this DAFI, unless AFMC/A3V has designated another convening authority.

2.11. Test Pilot School Commandant (TPS/CC).

- 2.11.1. Operates TPS by overseeing all flying activities, academic instruction, budgeting, and school administration. Assures all processes are in place for the effective administration and orderly conduct of TPS.
- 2.11.2. Executes the TPS curricula consistent with TPS Strategic Direction and Resourcing Board guidance, principles of the Department of Education, and the accrediting body of Air University. When required, may waive individual curriculum events based upon resource availability or student status.
- 2.11.3. Coordinates directly with AFMC/A3/6 or STARCOM/S23V on curricular affairs. Develops short courses and other curricula per requirements from AFMC/A3/6 or STARCOM/S23V.
- 2.11.4. Directs a CCEP for flight test candidates to assess leadership, thinking, and flying skills needed to be a successful TPS student but that are difficult to determine by reviewing a candidate's records. The CCEP results will be combined with Selection Board scores to determine overall order of merit for candidates.

- 2.11.5. Prepares and presents topical information briefs to the TPS Strategic Direction and Resourcing Board.
- 2.11.6. Approves the attendance of prospective Allied students to TPS.
- 2.11.7. Coordinates with AFMC/A3/6 and AFPC/DPM or STARCOM/S23V and USSF ETMO to fill enrollment vacancies from the approved list of alternates as required.
- 2.11.8. Convenes and determines membership for a semi-annual Curriculum Planning Council to review and revise TPS curricula in response to the TPS Strategic Direction and Resourcing Board, external stakeholder feedback, and other internal/external feedback. Provides a memorandum to AFMC/A3/6 and STARCOM/S23V for approval of changes to the Flight Test Course and Space Test Course curricula, respectively.
- 2.11.9. Maintains affiliate relationships with Air University and other organizations, as required. Reviews, and if necessary, updates Memorandums of Agreement on a bi-annual basis. Coordinates directly with Air University regarding graduate affiliate affairs and responsibilities.
- 2.11.10. Assigns final grades for academic curriculum courses and forwards them directly to Air University for archiving and the creation of graduate transcripts.
- 2.11.11. Completes an AF Form 475, *Education/Training Report* for each TPS student. In addition to the AF Form 475, completes a Fitness Report for each US Navy and US Marine officer. Adds the course to the professional specialty course list for each DAF graduate.
- 2.11.12. Suspends students when they fail to meet curriculum standards, become medically unqualified, or request elimination.
- 2.11.13. When required, initiates the Flying Evaluation Board process.
- 2.11.14. When required, convenes an Academic Evaluation Board to evaluate students for academic dismissal. Forwards Academic Evaluation Board recommendations to AFTC/CC for final review and approval.
- 2.11.15. When warranted, eliminates a student for gross misconduct, or if the Academic Evaluation Board or Flying Evaluation Board recommendation to eliminate a student is approved.
- 2.11.16. Chairs the Flight Test Course and Space Test Course selection boards. May delegate this responsibility to either the TPS Deputy Commander or TPS Technical Director.
- 2.11.17. Directs TPS participation in the National Space Test and Training Complex, when able and appropriate, as part of curriculum and research activities.
- 2.11.18. Organizes and coordinates participation for the TPS Strategic Direction and Resourcing Board (see paragraphs **2.6.1.** and **2.9.2.**).
- 2.11.19. In consultation with AFMC/A3 and STARCOM/S23V, ensures TPS curricular activities are consistent with HQ USAF and USSF policies and instructions.
- 2.11.20. In consultation with AFMC/A3 and STARCOM/S23V, ensures TPS curricular activities include the latest flight test and USSF philosophy and methods.

2.11.21. Presents the Liethen-Tittle Award, the R.L. Jones Award, and Distinguished Graduate awards.

2.11.22. Works with graduating students in the development and submittal of their follow-on assignment preferences for use by the Flight Test Course and Space Test Course Graduate Management Councils.

2.12. Air University Commander.

2.12.1. Maintains a relationship with TPS in accordance with the AU/USAF Test Pilot School Memorandum of Understanding and this DAFI. Reviews, and if necessary, updates the AU/USAF Test Pilot School Memorandum of Understanding on a bi-annual basis. Coordinates with the USAF TPS/CC regarding graduate affiliate affairs and responsibilities.

2.12.2. Confers diplomas for the Master of Science in Flight Test Engineering upon graduates of Flight Test Course per the authority granted under Title 10 United States Code § 9417, *Degree granting authority for Air University*.

2.12.3. Manages TPS student transcripts based on course grade inputs from TPS. Maintains a repository of transcripts and Education/Training Reports for each student and issues official transcripts as requested.

2.12.4. Provides services, oversight and direction necessary for TPS to satisfy and comply with accreditation standards requirements. Provides representation and assistance to TPS during on-site visits by accreditation officials.

2.12.5. Reviews TPS Advisory Board Executive Summary and integrates TPS into the Air University Board of Visitors oversight.

Chapter 3

TPS STRATEGIC DIRECTION AND RESOURCING BOARD

3.1. Purpose. The board purpose is two-fold. First, the board will assess the alignment of the school's mission, structure, curricula, education methods, and theoretical and practical content to current strategic, technological, and warfighting contexts. Second, the board will assess the school's current and future resource needs.

3.1.1. The board will provide direction on near and mid-term changes that will help TPS/CC develop POM inputs over the Future Years Defense Program (FYDP) for TPS infrastructure investments, modernization of fleet and space-related assets, and manning changes.

3.1.2. The board will convene at least once every 3 years. Significant deviations in planned resourcing or TPS personnel manning levels may necessitate out-of-cycle board direction.

3.1.3. The board will provide an Executive Summary of the proceedings to the Air University Commander. **(T-3)**

Chapter 4

TPS GRADUATE MANAGEMENT COUNCILS

4.1. TPS Flight Test Course Graduate Management Council (GMC). The purpose of the Flight Test Course GMC is to provide deliberate career management, guidance, and vectoring to TPS Flight Test Course graduates throughout the continuum of their careers while balancing the needs of the Air Force Test and Evaluation Enterprise. The GMC ensures career vectors are appropriate for career progression and the needs of the Air Force, and recommends assignments to Air Force Personnel Command in concert with vectors and the needs of the Test Enterprise. The GMC will strive to man TPS at the highest level possible while considering overall Test Enterprise needs. The Graduate Management Council will prioritize TPS instructor outplacement preferences to the maximum extent possible. The GMC will provide requirements to the TPS Flight Test Course Student Selection Board to shape future class size and composition.

4.2. TPS Space Test Course Graduate Management Council. The Space Test Course Graduate Management Council will include designated STARCOM/CC members from the USSF S23V, Delta 12 and Delta 11 units to recommend graduate assignments to the USSF Enterprise Talent Management Office.

Chapter 5

DAF MILITARY AND CIVILIAN SELECTION PROCESS

5.1. USAF TPS Application Procedures. See application instructions in the latest TPS Call for Applications PSDM for the most up to date application procedures. The call for applications for the Flight Test Course is typically released in January-February each year. The call for applications for the Space Test Course is typically released in April-May each year. PSDMs are located at www.myfss.us.af.mil.

5.2. USAF TPS Flight Test Course Selection Process.

5.2.1. AFMC/A3/6 presides over and determines membership of the TPS Flight Test Course Selection Board. Board members should be current or former flight test squadron, test squadron commanders, former Materiel Leaders who are also TPS graduates, and the TPS/CC as board chair.

5.2.1.1. The TPS selection board evaluates candidates based on their leadership potential, career performance, academic performance, technical and flying credentials (for rated applicants), and recommendations.

5.2.1.2. The TPS selection board meets annually to select a pool of student candidates (Primary and Alternate) to participate in the CCEP.

5.2.1.3. AFMC/A3/6, in coordination with AFPC Assignment Teams, selects students for the joint Air University-TPS program (AFIT/USAF TPS Flight Test Course), attendance at the US Naval Test Pilot School, and foreign test pilot schools outlined in **Chapter 9**.

5.2.2. TPS candidates in all categories, except for Rotary Wing candidates, will participate in a CCEP at the TPS. The CCEP consists of a skills evaluation and an interview. The CCEP will assess a candidate's ability to perform in, and adapt to, the experimental or developmental flight test environment. For pilots, the evaluation will consist of sorties in TPS curriculum aircraft flown under the supervision of a TPS instructor pilot. Unsatisfactory flight performance will eliminate a candidate from consideration and may justify permanent ineligibility. The interview will assess a candidate's leadership, critical thinking, communication abilities, and mastery of technical material. The TPS Commandant may modify the CCEP as required to ensure the highest quality candidates are selected. Significant changes to CCEP will be coordinated with AFMC/A3/6.

5.2.3. A candidate's CCEP score will be combined with their TPS Selection Board score to determine overall order of merit. On the rare occasion when CCEP attendance is not possible, AFMC/A3/6 will determine the candidate's overall score. Rotary Wing applicants may be interviewed by the commander of the 413th Flight Test Squadron or their representative.

5.2.4. CCEP travel costs will be funded by the candidate's unit.

5.3. USAF TPS Space Test Course Selection Process.

5.3.1. SF/TE will determine the TPS selection board members. SF/TE may delegate this responsibility to STARCOM/S23V. Board members should be current or former test unit commanders or former Materiel Leaders who are also Test Pilot School graduates. USSF ETMO will plan and execute the selection board.

5.3.1.1. The TPS selection board evaluates candidates based on their leadership potential, career performance, academic performance, technical and operational credentials (for space ops applicants), and recommendations.

5.3.1.2. The TPS selection board meets annually to select a pool of student candidates (Primary and Alternate).

Chapter 6

ASSIGNING OFFICERS TO THE TPS

6.1. Notification to MAJCOMs. HQ AFPC or USSF ETMO notifies MAJCOMs/FLDCOMs which officers and enlisted are selected for TPS or affiliated joint/allied programs. Notification will be made as soon as possible as to not cause a hardship to the member. The MAJCOMs/FLDCOMs issue orders reassigning selected officers to AFTC in accordance with DAFI 36-2110, *Total Force Assignments*, and the Air Force Education and Training Course Announcements Supervisor of the selected officer will counsel the selected officers on the Active Duty Service Commitment associated with selection to TPS in accordance with AFMAN 36-2100, *Military Utilization and Classification*. TPS or affiliated joint/allied program graduates will also incur a Directed Duty Assignment and will sign an AF Form 63, *Active Duty Service Commitment Acknowledgement Statement*, that reflects both the Active Duty Service Commitment and the Directed Duty Assignment. Since TPS is a voluntary school, a Seven Day Option is not required for individuals who are selected but choose not to accept the assignment. For information on the AFIT class start date, contact Admissions Directorate, AFIT/ENE 2950 Hobson Way, Building 641, Wright-Patterson AFB, OH 45433-7765.

6.2. Required Actions for AFIT/USAF TPS Candidates. The Flight Test Course Selection Board may select candidates to attend an AFIT Master's Program prior to and in conjunction with the USAF Flight Test Course. See the most current Flight Test Course PSDM for more information on this program. If AFIT eligibility has not already been established, candidates selected for the AFIT/USAF TPS program should submit an AFIT admissions package to the AFIT Registrar office following selection notification from AFPC. All candidates selected for AFIT/USAF TPS should contact the AFIT Registrar; AFIT/ENER 2950 Hobson Way, Wright-Patterson AFB OH, 45433, DSN 785-6234 x4, Comm 937-255-6234 x4.

Table 6.1. Required Flight Test Course Training Before Reporting.

<i>Student Category</i>	<i>Type Training</i>	<i>Location</i>	<i>Funding Responsibility</i>
All	Altitude Chamber ¹	Various	Losing Unit
Pilot	Jet D Course ²	Randolph	TPS
Remotely Piloted Aircraft pilot Flight Test Engineer	Emergency Parachute and Water Survival Training S-V85-A ³	Various	Losing Unit
All	Defense Acquisition University (Defense Acquisition University) training ⁴	Various	Defense Acquisition University or Losing Unit
Notes:			

<i>Student Category</i>	<i>Type Training</i>	<i>Location</i>	<i>Funding Responsibility</i>
<p>1. All candidates must report to TPS with current physiological training that will not expire before completion of the Flight Test Course. (T-3)</p> <p>2. Fixed-wing pilots who never qualified or trained in fighter/trainer-type aircraft in a formal course (e.g., T-38, T-45, F-18, etc. in an undergraduate or graduate pilot training course) will complete T-38 Transition training prior to reporting to TPS. (T-3) This training is highly desired for international students. Final determination is at the discretion of the TPS/CC. This transition training will be scheduled by TPS.</p> <p>3. Personnel who are not current or never attended initial emergency parachute and water survival or refresher (as appropriate) over-water water survival and emergency parachute training prior to arrival. MAJCOMs are highly encouraged to obtain S-V85-A allocations for grandfathered personnel based on level of risk, point in career, and course availability. See AFI 16-1301, <i>Survival, Evasion, Resistance, and Escape Program</i>.</p> <p>4. Required Defense Acquisition University courses are primarily those needed for Defense Acquisition University certification to Test & Evaluation Foundational. A current list will be distributed by TPS Student Services as part of a student info package but may also be reviewed at the following link: https://icatalog.dau.edu/onlinecatalog/CareerCertGuides.aspx?lvl=1&cflid=13</p>			

6.3. Foreign Test Pilot School Assignment. Officers who will attend a foreign Test Pilot School receive up to 20 days Temporary Duty at Edwards AFB, CA during the 60 days before they leave for permanent change of station. Test Pilot School funds this Temporary Duty. The purpose of this temporary duty is to familiarize themselves with USAF test operations and flight training. Candidates requiring language school will be handled on a case-by-case basis.

6.4. Billeting While Attending TPS. All students, including civilians, and international students, are required to live on base. Requirement may be waived by TPS/CC.

6.5. Promotion Recommendations. All students who expect to meet a promotion board while attending TPS must arrive with a current Narrative Only Promotion Recommendation Form.

Chapter 7

EDUCATING AND TRAINING NON-DAF INDIVIDUALS

7.1. Other US Service Branches. US Naval Test Pilot School selects US Navy and US Marine Corps personnel to attend USAF TPS. The applicant's Service sends the information to TPS/CC for coordination and final approval.

7.2. Other Federal Agency Applicants. AFMC/A3/6 or STARCOM/S23V may grant a limited number of course positions in the Test Pilot School to Federal agencies and allied nations. Applicants prepare applications in accordance with [paragraph 5.1](#) of this instruction and submit them as described below. Applications from other Federal agencies should be processed through the local organizational executive-level supervisor. Submit these applications directly to AFMC/A3/6 or STARCOM/S23V. AFMC/A3/6 or STARCOM/S23V reviews the application and sends copies to the Test Pilot School to determine the applicant's suitability for Test Pilot School education and training. If selected by the TPS selection board, the student will belong to the AFTC or STARCOM for at least three years - one year at TPS and a minimum of a two-year follow-on test assignment in the AFTC. At that time, the TPS graduate may return to their original Federal Agency. All costs associated with TPS attendance will be paid for by AFTC. Costs for other Federal Agency applicants will be negotiated.

7.3. Applicants from Allied Nations. Allied nations request TPS quotas through the standard security cooperation training channels to the Air Force Security Assistance Training Squadron (AFSAT). Based on AFSAT reported partner nation requests, Secretary of the Air Force International Affairs (SAF/IA) conducts a board to award both primary and alternate international quotas. AFSAT notifies Allied nations of allocations via standard training channels, to include providing application submission instructions. Education eligibility requirements for International are the same as US officers. If a candidate does not meet degree or course requirements, see [paragraph 1.9](#) for details on requesting a waiver.

7.3.1. Application requirements. AFSAT coordinates with TPS to ensure candidate application process meets required timelines, to include ensuring specific candidate applications are submitted at least 12 months before the allocated TPS class start date. Applications are required to be in English. Additionally, any required candidate English language training will be completed before course start date.

7.3.2. AFMC/A3/6 will determine the type and number of TPS slots to be allocated to international partners and coordinate with SAF/IA to solve timing issues.

7.4. Funding for Non-DAF Students. Invitational travel orders for international students must include Temporary Duty funds for field trips that are part of the curriculum. The following guidelines determine funding:

7.4.1. Other US Services. Non-reimbursable (reciprocal agreements apply).

7.4.2. Other US Agencies. Fully reimbursable to include military pay at standard rates.

7.4.3. Allied/Friendly Nations. Tuition for international students is reimbursable at four different rates depending on the eligibility of the country and is developed in accordance with the DoD 7000.14-R, *DoD Financial Management Regulations*, Chapter 7., Volume 15. (T-0)

7.5. English Language Requirements for Students from Allied Nations.

7.5.1. All TPS students must be able to use the English language effectively. Candidates whose primary language is English are exempt from the requirements of **paragraph 7.3.** to screen, test, and train.

7.5.1.1. The Defense Language Institute English Language Center English Comprehension Level and Oral Proficiency Interview will be used to screen applicants.

7.5.1.2. Non-English-speaking foreign countries must test students for English language skills before TPS selects them, unless the Secretary of Defense grants an exemption from in-country testing.

7.5.1.3. All students must obtain a rating of 2+/2+ or better on the Oral Proficiency Interview.

7.5.1.4. Administer English Comprehension Level testing in accordance with Defense Language Institute English Language Center Instruction 1025.7, *Planning and Programming Security Assistance English Language Training*, and Defense Language Institute English Language Center Instruction 1025.15, *English Comprehension Level Test Guidelines*. Latest versions are available at <http://www.dlielc.edu/>.

7.5.2. The sponsoring country ensures that:

7.5.2.1. Any candidate selected for TPS who achieves less than 85 English Comprehension Level must attend English language training at Defense Language Institute English Language Center in accordance with the duration tables in Defense Language Institute English Language Center Instruction 1025.7.

7.5.2.2. Any student who achieves 85 English Comprehension Level or above and 2+/2+ or better on the Oral Proficiency Interview attends nine weeks of specialized English aviation language training at Defense Language Institute English Language Center.

7.5.3. Defense Language Institute English Language Center re-examines incoming students to confirm their in-country English Comprehension Level score. If a student qualifies with an 85 English Comprehension Level and a 2+/2+ on the Oral Proficiency Interview, Defense Language Institute English Language Center puts that student into the specialized aviation course.

7.5.4. The TPS Commandant has exclusive authority to approve or deny language training waiver requests. The applicant's country must submit the waiver request with the original TPS application, including a justification for such waiver.

7.6. Billeting at TPS for Non-DAF Individuals. All students, including civilians and international students, are required to live on base.

Chapter 8

TPS GRADUATION AWARDS

8.1. Liethen-Tittle Award. This award is presented to the experimental test pilot graduate with the best overall record for outstanding performance and academic excellence. **(T-1)**

8.2. R.L. Jones Award. This award is presented to the outstanding experimental test combat systems officer, experimental Remotely Piloted Aircraft pilot, or experimental flight test engineer graduate with the best overall record for outstanding performance and academic excellence. **(T-1)**

8.3. Distinguished Graduate. Up to 15% of the graduates of each class are designated as distinguished graduates. Remainders may be rounded up. **(T-1)**

8.4. USSF Outstanding Student Award. This named award is presented to the graduating USSF student with the best overall record for outstanding performance. **(T-1)**

Chapter 9

ASSIGNING GRADUATES

9.1. Assigning Graduates. TPS graduates represent a highly trained, critical resource. A strong personnel management program controls their use as graduates of a specialized flying school.

9.1.1. DAF graduates receive an Active Duty Service Commitment in accordance with AFMAN 36-2100, with a Directed Duty Assignment to a flight test vacancy as an active test flyer in developmental test and evaluation, or another position that uses the education and training.

9.1.2. AFMC/A3/6 or STARCOM S2/3TW will coordinate with AFPC and ETMO to determine future assignments in accordance with their respective graduate management charters.

9.1.3. Graduates of the AFIT/DAF TPS program are required to work in an Advanced Academic Degree coded position for three years within the next six years after graduation.

9.1.4. DAF Civilians assume the positions assigned by AFTC/CC in accordance with [paragraph 1.6.5.1](#). Civilian graduates will incur a Continued Service Agreement obligation to the Air Force in accordance with DAFI 36-2670, *Total Force Development*.

Chapter 10

OTHER FLIGHT TEST COURSE PROGRAMS

10.1. US Naval Test Pilot School Program. The Air Force sends a limited number of flight test Combat Systems Officer, flight test engineer, fixed-wing test pilot, and rotary-wing test pilot students to the US Naval Test Pilot School, Naval Air Station (NAS) Patuxent River, MD. AFMC/A3/6 selects students from the pool of applicants for Test Pilot School to fill the USAF quotas. Eligibility requirements are similar to TPS.

10.1.1. Each Air Force student attending the US Naval Test Pilot School must complete an accredited water survival course. **(T-3)**

10.1.2. Each student must pass a US Navy Class B swimmers course while at the US Naval Test Pilot School. The Navy swimmers course requires the applicant to swim 75 yards using three types of strokes while wearing flight gear, and to tread water or drown proof for 10 minutes. **(T-3)**

10.2. Foreign Test Pilot School. Opportunities periodically occur allowing students to receive their test training at the Empire Test Pilot School at Ministry of Defense Boscombe Down, United Kingdom or the French Test Pilot School (École du Personnel Navigant d'Essais et de Réception - E.P.N.E.R.) in Istres, France. Applicants volunteering for foreign Test Pilot School should include that information on their applications and specify whether or not they have existing foreign language ability. If selected, French Test Pilot School candidates must attend and pass applicable French language training requirements. The spouse of a candidate selected for French Test Pilot School should also be able to attend full-time language training. E.P.N.E.R. selectees will undergo a two-month preparatory education at Institut Supérieur de l'Aéronautique et de l'Espace (French Aeronautics University) in Toulouse, France, before commencing E.P.N.E.R., in order to fully satisfy academic requirements for the Specialized Master's Degree in Experimental Flight Test conferred upon E.P.N.E.R. graduates. **(T-3)**

10.3. Joint Air University and TPS Program (AFIT/TPS Flight Test Course). Occasionally, Air Force officers eligible for Test Pilot School can volunteer for a joint in-residence degree program with Air University that leads to a second advanced academic degree. AFMC/A3/6 selects students from the pool of applicants for TPS to fill the Air Force quotas.

Chapter 11

FAILURE TO MEET SCHOOL STANDARDS AND DISENROLLMENT

11.1. Overview. A TPS student may be disenrolled for deficiencies in academics (including flying performance), professional conduct, medical, or through voluntary drop on request procedures. TPS has three general categories for removing a student from the course: elimination, removal without prejudice, and drop on request. All students removed from the course prior to graduation will still require a training report in accordance with DAFI 36-2406, *Officer and Enlisted Evaluation Systems*, regardless of how many days they attended the course. **(T-3)** See [Attachment 2](#) for guidance on completing training report for TPS students.

11.2. Elimination. Because TPS maintains stringent eligibility requirements and uses a thorough selection process, most students successfully complete the course. However, when a student fails to meet professional conduct, or academic standards, elimination from TPS may be warranted. When a student has been identified for elimination by the Commandant, the student will be removed from the course and applicable boards will be convened as outlined below. Incidents of inappropriate professional conduct not considered by an Academic Evaluation Board or Flying Evaluation Board will be handled via appropriate administrative or legal channels. **(T-3)**

11.2.1. Academic Evaluation Board. The Academic Evaluation Board considers elimination of students from the Flight Test Course or Space Test Course for failure to meet academic standards. TPS conducts Academic Evaluation Board proceedings in accordance with requirements indicated in the following paragraphs.

11.2.1.1. Academic Evaluation Board Membership. The TPS Commandant is the Academic Evaluation Board convening authority and appoints either USAF TPS/CD or USAF TPS/CT to serve as Academic Evaluation Board Chair, with voting membership to include: USAF TPS Director of Education (TPS/ED) and/or USAF Test Pilot School Director of Operations (USAF TPS/DO), technical experts from each sub-discipline, and Chief Test Pilot or Space Course Test Director, as applicable.

11.2.1.2. Academic Evaluation Board Process. The Academic Evaluation Board will thoroughly review the student's academic performance (including flying), evaluating all contributing factors. The board shall provide formal proceedings with a recommendation for retention or dismissal to the TPS Commandant. The Commandant will review and forward the Academic Evaluation Board's recommendation to AFTC/CC for the final decision to retain or dismiss the student. If AFTC/CC directs dismissal of the student, the Academic Evaluation Board report will go to AFMC/A3/6 or STARCOM/S23V to process through AFMC/Personnel Directorate (AFMC/DP) for Air Force military/civilian students or to SAF/AQQC for non-USAF students. Academic Evaluation Board proceedings will be archived by the TPS registrar in the appropriate class archive. **(T-3)**

11.2.2. Flying Evaluation Board Proceedings. A Flying Evaluation Board may be convened after dismissal of a USAF rated student from the experimental test pilot, experimental test Combat Systems Officers, or experimental Remotely Piloted Aircraft course (except when waived) for cases where the academic failure was due to below standard flying performance in the course. If a Flying Evaluation Board waiver request is not warranted or not approved,

AFMC/A3V will designate the convening authority in accordance with AFMAN 11-402 with the following stipulations: **(T-3)**

11.2.2.1. Voting members must include at least three unbiased officers who hold an 11EX or 12EX Air Force Specialty Code. **(T-3)**

11.2.2.2. At least one voting member must be a TPS staff member. **(T-3)**

11.2.2.3. The board can include additional voting members with 11EX or 12EX AFSCs.

11.2.3. Flying Evaluation Board Waiver. The Commandant will make a recommendation to the 412 TW/CC on whether a Flying Evaluation Board waiver is warranted under the provisions of AFMAN 11-402. The Commandant will counsel the student on their right to request a waiver after advising them on the right to seek legal counsel with an "Opportunity to Request a Flying Evaluation Board Waiver" letter. If a student requests a Flying Evaluation Board waiver and it is approved, the student is then administratively removed from the course in accordance with Air University Instruction (AUI) 36-2602, *Command, Governance, and Administrative Policy*.

11.2.4. Board Proceedings Disposition.

11.2.4.1. When a student requests voluntary elimination from TPS, the proceedings of related Flying Evaluation Boards or Academic Evaluation Boards are not subject to the review requirements of DAFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*.

11.2.4.2. When board proceedings form the basis of further administrative action, or inquire into the conduct, efficiency, fitness, or financial liability of the student as a member of the DAF, such proceedings must meet all requirements of DAFMAN 51-507. **(T-3)**

11.2.4.3. Disposition documents from Academic Evaluation Board proceedings in accordance with the Air Force Records Disposition Schedule located at <https://afirms.cce.af.mil/afirms/rims.cfm>.

11.3. Removal Without Prejudice. In some cases, sufficient reasons exist for a student to be removed from the course without prejudice administratively; this includes inadequate resources, humanitarian, medical, security clearance issues, etc. Students removed from the course without prejudice are allowed to re-compete for future TPS courses.

11.3.1. Students removed from the Flight Test Course without prejudice do not require a Flying Evaluation Board or Flying Evaluation Board waiver. These students will be processed in accordance with AFMAN 11-402. **(T-3)**

11.3.2. Use the following non-completion reasons for Block II on the AF Form 475, *Education/Training Report*: "Withdrawn without prejudice for the needs of the Air Force" or "Withdrawn for humanitarian reasons" in accordance with DAFI 36-2406. If none of the above reasons apply, state the reason. To explain further, also enter, "See Comments," and explain in the appropriate comment section.

11.3.3. Only with prior approval by AFMC/A3/6 or STARCOM/S23V may a student be administratively removed from a course and retain primary select status for a future course. Such actions may only be arranged on a space-available basis and are only valid within 12 months or less from the original course start date. This process is usually not feasible due to

the fixed, small number of students selected annually to attend TPS. Normally, the student should plan on re-applying if still eligible for future courses.

11.4. Drop On Request.

11.4.1. Any student contemplating drop on request should be made aware that he or she will receive a Training Report documenting the circumstances of the withdrawal. Additionally, the Flying Evaluation Board process may be initiated if circumstances warrant. The Commandant or a designated representative will provide counseling on the ramifications of drop on request. Counseling will be documented on DAF Form 174, *Record of Individual Counseling*. (T-3)

11.4.2. Following counseling, the student will be given time to reconsider. A student electing to drop on request will be removed from TPS and placed with another unit, pending formal reassignment action. If warranted, the TPS Commandant may initiate the Flying Evaluation Board process. (T-3)

11.4.3. Drop on request Training Reports. The TPS Commandant will decide if the student has sufficient justification to withdraw from the course without prejudice. If the TPS Commandant determines that the student has sufficient justification beyond his or her control, the student will be allowed to withdraw without prejudice and a Final Training Report will be completed (see [paragraph 11.3](#)). If the TPS Commandant determines there is not sufficient justification to withdraw without prejudice, the student will draft a memorandum to the TPS Commandant stating he or she is dropping on request along with the reason(s). The TPS Commandant will complete a Referral Training Report in accordance with DAFI 36-2406. (T-3)

11.4.3.1. The following comments in [Figure 3](#) are mandatory for Block III on the AF Form 475 for a student who elects drop on request and does not have sufficient cause to withdraw without prejudice.

Figure 3. Mandatory Comments on AF Form 475 for Drop On Request.

ACADEMIC/TRAINING ACCOMPLISHMENTS:

“United States Air Force Test Pilot School flight test course is a rigorous 48-week graduate-level, 50 semester hour advanced course designed and structured to produce the world’s finest flight test professionals. Students are selected through a highly competitive selection process; culminated with a board of officers convened at AF Personnel Center.”

“The United States Air Force Test Pilot School’s Space Test Course is a rigorous, advanced course designed and structured to produce the world’s finest space test professionals. Students are selected through a highly competitive selection process; culminated with a board of officers convened by USSF ETMO”

“(Rank/last name) voluntarily dropped on request on the (XX) training day of this course. By making this decision after class start date, the Air Force was unable to activate an alternate candidate for this training. This voluntary drop on request will adversely affect Air Force flight test community officer manning for the next three to five years.”

PROFESSIONAL QUALITIES:

“Voluntary separation after the rigorous nomination and board selection process calls into question (rank/last name)’s dedication to service before self and leadership potential.

“General attitude, military bearing and appearance, conduct, and fitness met standards (if applicable).”

OTHER COMMENTS:

“TPS/CC (or designated representative) counseled (rank/last name) on his/her decision to drop on request. No extraneous circumstances were presented or identified.”

11.5. Notification. For all cases of student removal from TPS, the Commandant or designated representative will directly notify AFMC/A3/6 or STARCOM/S23V that the student was removed from the course with reasons why. **(T-3)**

Chapter 12

TPS DOCTORAL (PH.D.) OPPORTUNITIES

12.1. Purpose. Every year, one or more TPS graduates may be chosen to pursue an Air Force-sponsored Advanced Degree program to earn a Doctor of Philosophy Degree (Ph.D.) in the fields that adequately represent sciences, engineering, or test and evaluation. The primary purpose of this program is to ensure the TPS curriculum and research efforts reflect the state of the art in the technical test profession. In addition, it creates a cadre of officers within DAF who combine current test and evaluation experience with a high level of theoretical knowledge.

12.2. Minimum Eligibility Requirements.

12.2.1. Graduate of TPS (Flight Test or Space Test), US Naval Test Pilot School, Empire, or E.P.N.E.R.

12.2.2. At least two years of test and evaluation experience since TPS graduation before doctoral work begins.

12.2.3. Meet any time-on-station and releasability criteria required by AFPC and AFMC/A3/6 or SF/TE.

12.2.4. Master's Degree appropriate to the Ph.D. program being pursued.

12.3. Application Materials. Application materials will be determined by TPS every year based on the number and types of doctoral programs being sponsored. **(T-3)**

12.4. Selection Process.

12.4.1. TPS will announce Ph.D. opportunities annually via PSDM or other appropriate distribution system. **(T-3)**

12.4.2. TPS will ensure the timeline for requesting applications, review of candidates, selection, and notification processes meet AFPC or USSF ETMO requirements for personnel assignments and relocation. **(T-3)**

12.5. Assigning Graduates.

12.5.1. Upon graduation from the doctoral program, the member will be assigned to the TPS staff. **(T-3)**

12.5.2. Upon graduation from the doctoral program, military officers will receive an Active Duty Service Commitment in accordance with AFMAN 36-2100. **(T-3)**

CHRISTOPHER M. WILCOX
Acting Director of Test and Evaluation

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

5 U.S.C. § 552a, *Privacy Act of 1974*

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

10 U.S.C. § 9417, *Degree granting authority for Air University .)*

DoD 7000.14-R, *Department of Defense Financial Management Regulations (FMRS)*, Volume 15, Chapter 7 (Pricing), August 2022

Defense Language Institute English Language Center Instruction 1025.7, *Planning and Programming Security Assistance English Language Training*, 10 February 2017

Defense Language Institute English Language Center Instruction 1025.15, *English Comprehension Level (ECL) Test Guidelines*, 1 July 2017

DAFPD 99-1, *Test and Evaluation*, 21 May 2021

AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, 3 August 2017

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

DAFI 36-2110, *Total Force Assignments*, 15 November 2021

DAFI 36-2406, *Officer and Enlisted Evaluations Systems*, 4 August 2023

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFI 90-161, *Publishing Processes and Procedures*, 15 April 2022

DAFMAN 11-401, *Aviation Management*, 27 October 2020

AFMAN 11-402, *Aviation and Parachutist Service*, 24 January 2019

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

DAFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*, 27 July 2023

AUI 36-2602, *Command, Governance, and Administrative Policy*, 18 August 2021

Prescribed Forms

None

Adopted Forms

AF Form 63, *Active-Duty Service Commitment Acknowledgement Statement*

DAF Form 174, *Record of Individual Counseling*

AF Form 475, *Education/Training Report*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFTC—Air Force Test Center

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFSAT—Air Force Security Assistance Training Squadron

AFSC—Air Force Specialty Code

ANG—Air National Guard

CSO—Combat Systems Officer

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DoD—Department of Defense

e.g.—*exempli gratia*, meaning “for example”

ECL—English Comprehension Level

E.P.N.E.R.—École du Personnel Navigant d’Essais et de Réception (French TPS)

ETMO—Enterprise Talent Management Office

EWO—Electronic Warfare Officer

FLDCOM—Field Command

FTE—Flight Test Engineer

FYDP—Future Years Defense Program

HQ—Headquarters

HQ USAF—Headquarters United States Air Force

MAJCOM—Major Command

NAS—Naval Air Station

PCS—Permanent Change of Station

Ph.D.—Doctor of Philosophy Degree
POM—Program Objective Memorandum
PSDM—Personnel Services Delivery Memorandum
RPA—Remotely Piloted Aircraft
STARCOM—Space Training and Readiness Command
TAFCSA—Total Active Federal Commissioned Service Date
TDY—Temporary Duty
TMO—Travel Management Office
TPS—Test Pilot School
US—United States
USAF—United States Air Force
USSF—United States Space Force
U.S.C.—United States Code
USN—United States Navy

Office Symbols

AF/TE—Air Force Test and Evaluation
AF/TEP—Air Force Test and Evaluation Policy and Programs
AFIT/ENE—Air Force Institute of Technology/Admissions Directorate
AFIT/ENER—Air Force Institute of Technology/Registrar
AFMC/A3—Air Force Materiel Command, Directorate of Air, Space and Information Operations
AFMC/A3/6—Air Force Materiel Command/Air, Space and Cyberspace Operations
AFMC/A3F—AFMC Test and Evaluation Division
AFMC/CC—Commander, Air Force Materiel Command
AFMC/DP—AFMC Personnel Directorate
AFTC/CC—Commandant, Air Force Test Center
ETMO—USSF Enterprise Talent Management Office
SAF/IA—Assistant Secretary of the Air Force, International Affairs
SAF/AQQC—Assistant Secretary of the Air Force for Acquisition, Technology & Logistics, Global Reach
SF/TE—Space Force Test and Evaluation
STARCOM/CC—Commander, Space Training and Readiness Command
STARCOM/S23V—STARCOM Test Enterprise Division

TPS/CC—Commandant, Test Pilot School

TPS/CT—TPS Technical Director

TPS/DO—TPS Director of Operations

TPS/ED—TPS Director of Education

USSF/ETMO—USSF Enterprise Talent Management Office

WG/CC—Wing Commander

Attachment 2

TPS TRAINING REPORT FACT SHEET

A2.1. Purpose. Documents an officer's accomplishments during formal training and is filed in the member's permanent records at HQ AFPC.

A2.2. Form Used. AF Form 475, *Education/Training Report*.

A2.3. Guidance. DAFI 36-2406, *Officer and Enlisted Evaluation Systems*.

A2.4. Who Requires a Training Report. Training reports are mandatory for all TPS students on completion, interruption of, or elimination from TPS. This training report will be a permanent part of the student's record. The training report is treated just like an officer performance report, regardless of whether the student Dropped on Request, was eliminated, or withdrew prior to course completion (see DAFI 36-2406).

Table A2.1. Training Report Types.

Purpose for Training Report	Type of Training Report
Dropped on Request	Referral Training Report
Eliminated for any reason	Final Training Report (Block II.2. marked "course not completed")
Withdrawn for any reason	Final Training Report (Block II.2. marked "course not completed")
Completed course	Final Training Report

A2.5. Inclusive Dates. The training report will begin the first day following the "THRU" date of the student's last officer performance report. This is important if the student's last officer performance report closed out prior to the TPS class start date. Any significant events which occurred after the previous officer performance report closeout date will need to be included in the training report.

Table A2.2. "THRU" Date for Training Report.

Student Status	"THRU" date on Training Report
Completed course	The date of graduation
Eliminated/withdrawn/DOR	The date student was removed

A2.6. Student's Responsibility. Students are responsible for following up with their squadron's Commander's Support Staff section within 90 days of graduation or elimination to ensure a copy of the training report is in their records at HQ AFPC or USSF ETMO as applicable. If not in the records after 120 days, contact the TPS Registrar at DSN 527-3000 or via email: Test.Pilot.School.registrar@edwards.af.mil.