

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE MANUAL 11-402

**AIR FORCE MATERIEL COMMAND
Supplement**

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Flying Operations

AVIATION AND PARACHUTIST SERVICE

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(Brig Gen Evan C. Dertien)

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(AFMC) AFMAN 11-402, Aviation and Parachutist Service, is supplemented as follows: It sets guidance for the aviation and parachutist service programs, including topics such as: awarding United States Air Force (USAF) aeronautical ratings and aviation badges, convening the Flying Evaluation Board, and management of data used in the Aviation Resource Management System. It applies to Air Force Materiel Command (AFMC) and Air Force Reserve Command (AFRC) units under AFMC oversight. This supplement also applies to members of Civil Air Patrol United States Air Force (CAP-USAF) and other commands, direct reporting units (DRUs), and field operating agencies (FOA) (assigned and attached) when performing crew duties in AFMC aircraft and under AFMC oversight (ANG/AFRC). Local base supplements may further restrict the provisions of this supplement. Units will provide a draft copy of their supplement to HQ AFMC/A3V, and their respective FOA before publication and will forward one copy to HQ AFMC/A3V after publication. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items. Send comments and suggested improvements to this supplement on AF Form 847. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, Recommendation for Changes of Publication; route AF Form 847 from the field through command channels, to HQ AFMC/A3V, 508 W. Choctawhatchee Ave

Ste 4. Eglin AFB, FL 32548-5713. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, Records Management and Information Governance Program and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This manual requires the collection and or maintenance of information protect by the Privacy Act of 197 authorized by Title 10 United States Code, Section 8013, Secretary of the Air Force.

1.2.1. **(Added)** For the purpose of this supplement, major command (MAJCOM) A3T refers to AFMC/A3V.

1.2.1.1. **(Added)** Waiver Request. Unless otherwise specified in this supplement, waiver authority for this supplement is AFMC/A3/6. Waiver request (AFMC Form 73) will be coordinated through the OG/CC or FOA and uploaded to the HQ AFMC/A3V SharePoint Site <https://cs2.eis.af.mil/sites/12875/default.aspx>.

1.4. (AFMC) Templates. Air Force Materiel Command (AFMC) attachments and additional information can be found at <https://cs2.eis.af.mil/sites/12875/default.aspx>.

2.2.1. **(Added)** Route Flying Evaluation Board (FEB) packages to AFMC 1C0X2 MFM prior to submitting to AFMC/A3V Chief of Standard/Evaluations for approval.

2.4.1. **(Added)** Commanders will review the aviation status of personnel assigned Aviation Service Code "04" at the 150th day to determine if the member should be disqualified from aviation service, returned to flying, assigned to a non-flying position or requires a waiver from HQ AFMC/A3V. **(T-2)**. If a determination was not met by the member's unit commander, a waiver/extension request will be submitted prior to the 180-day limit. **(T-2)**.

2.4.1.1. **(Added)** Commanders will ensure aircrew members that have been disqualified from aviation service have the appropriate disqualification Aeronautical Order published, even if the member may have already separated from the Air Force. Every effort should be made to accomplish the disqualification action before the aircrew member is separated. **(T-2)**.

2.4.1.2. **(Added)** In cases where the member has separated, or retired and the Flight Record Folder (FRF) is still maintained at the Host Aviation Resource Management (HARM) office. The HARM office will forward (via First Class mail) the FRF to the address listed on the member's separation or retirement orders. If the member cannot be located, retain flight record IAW records disposition schedule. **(T-2)**.

3.4.1. **(AFMC)** The HARM office will courtesy copy HQ AFMC MFM when submitting aviation service date adjustment request for rated officers for periods in which their aviation service was invalid, such as during breaks in service (flying status codes "R" or "P") and non-permanent disqualifications. **(T-2)**.

Table 3.2. (AFMC) Flying Activity Code Listing.

| | | |
|----------|---|---|
| 6 | <p>MAJCOM/A3T</p> <p>Host Aviation Resource Management office</p> | <p>Active. Officers not eligible for flying activity codes “1” through “5” whose current assignment(s) require active temporary operational flying.</p> <p>(Added) Waiver requests (AFMC Form 73) will be coordinated through appropriate channels and uploaded to HQ AFMC/A3V SharePoint Site https://cs2.eis.af.mil/sites/12875/General/Waivers(1).aspx</p> <p>Exception:</p> <ol style="list-style-type: none"> 1. The servicing Host Aviation Resource Management office may assign flying activity code “6” to permit inactive aircrew to accomplish and maintain currency/qualification/requalification training prior to reassignment to active flying (while still assigned to an inactive aircrew position indicator). 2. The servicing Host Aviation Resource Management office may assign flying activity code “6” for members assigned to inactive flying positions deployed to an active flying billet. |
| E | <p>MAJCOM/A3T</p> <p>Host Aviation Resource Management office</p> | <p>Active. Career enlisted aviators not eligible for flying activity code “A”, “B”, “D”, or “Z”) assigned to fly aircraft assigned to flying training units or equivalent.</p> <p>(Added) Waiver requests (AFMC Form 73) will be coordinated through appropriate channels and uploaded to HQ AFMC/A3V SharePoint Site https://cs2.eis.af.mil/sites/12875/General/Waivers(1).aspx.</p> <p>Exception:</p> <ol style="list-style-type: none"> 1. The servicing Host Aviation Resource Management office may assign flying activity code “E” to permit inactive aircrew to accomplish/maintain currency/qualification/requalification training prior to reassignment to active flying (while still assigned to an inactive aircrew position indicator). 2. The servicing Host Aviation Resource Management office may also assign flying activity code “E” for career enlisted aviators assigned to inactive flying positions but deployed to an active flying billet. |

3.8.1.1. **(Added)** All request for active temporary operational flying will be coordinated using waiver request AFMC Form 73 and uploaded to the HQ AFMC/A3V SharePoint Site <https://cs2.eis.af.mil/sites/12875/default.aspx>.

3.8.2.1. **(Added)** Officers performing non-rated duties will log second character crew position code Z on the AFTO Form 781 IAW AFI 11-401 Table A2.3 Note 6. Flight time does not count towards operational flying duty accumulator or aviation incentive pay entitlement. **(T-2)**.

3.9.3.4.1.1. **(Added)** HQ AFMC approved certified simulator listing can be found on the HQ AFMC/A3V SharePoint Site <https://cs2.eis.af.mil/sites/12875/default.aspx>. **(T-2)**.

3.9.3.4.1.2. **(Added)** Members who are in DOWN status must be medically cleared for simulator duties through a DD Form 2992 annotating “May participate in simulator duties” IAW AFI 48-123 to credit simulator time towards OFDA. **(T-2)**.

3.9.3.4.2.1. **(Added)** The aircraft commander, flight simulator instructor, or the pilot in command must certify and ensure the certified simulator is documented on the AFTO Form 781 and or AF Form 3520. Once certified, the form will be processed in the Aviation Resource Management System database with the “C” prefix MDS. If the simulator is not certified, the AFTO Form 781 and or AF Form 3520 will be annotated and processed in the Aviation Resource Management System with the “S” prefix (ex. SC012D). **(T-2)**.

3.10.6.2.1. **(Added)** Submit waiver request through center commander (or equivalent) and wing CC to HQ AFMC/A3V no earlier than on full year.

3.10.6.2.1.1. **(Added)** The request template for an operational duty accumulator waiver can be found on the HQ AFMC/A3V SharePoint Site <https://cs2.eis.af.mil/sites/12875/default.aspx>. **(T-3)**.

5.10.1. **(AFMC) Note:** Courtesy copy HQ AFMC 1C0X2 MFM when submitting aviation service date adjustment requirements to AF/A3TM (for RegAF members). **(T-3)**.

6.2.1. **(AFMC)** If a commander specifically initiates new action for suspension, the commander must submit a new memorandum for record and aircrew member’s acknowledgement (in writing) of the commander’s notification shall be within two-duty days. The commander shall send a copy of this memorandum to the servicing Host Aviation Resource Management office. **(T-2)**. **Note:** Host Aviation Resource Management office will keep both the original and new suspension memorandum until actions are completed.

6.2.1.1. **(Added)** If the original suspension action is later revoked the new suspension period begins the date of the second commander’s notification memorandum for record. **(T-2)**. For example, Capt Coke was suspended while awaiting investigation for substantiate substance abuse. During this time Capt Coke also became the subject of a criminal charge for domestic violence. If the drug abuse investigation is unsubstantiated the original suspension will be revoked and suspension will resume based on the date of the second memorandum for record for the criminal charge.

6.3. (AFMC) Disqualification from Aviation Service. Commanders should make every attempt to request permanent disqualification from Aviation Service, immediately after the determination that the member is unavailable or unsuitable for continued aviation service. (see [paragraph 6.3.2.4.3](#))

6.3.1. **(AFMC)** Commanders must ensure disqualification package are staffed to AFMC/A3V within 2 weeks of administrative action being complete. **(T-2)**.

6.4.2. **(AFMC)** Courtesy copy HQ AFMC 1C0X2 MFM when submitting aviation service date adjustment requirements to AF/A3TM (for RegAF members). **(T-2)**.

6.6.2.2. **(AFMC)** Rated officers returning under the Voluntary Retired Return to Active Duty (VRRAD) program eight years or longer after the date aviation service was invalidated do not need

appear before a Flying Evaluation Board. The waiver can be found on the Air Force Aviation Resource Management SharePoint site at: <https://cs2.eis.af.mil/sites/12984/default.aspx>.

7.4.2.1. **(Added)** For detailed information regarding non-interference flying program, see AFI11-401_AFMCSUP Figure A9.2 and Attachment 9, A9.8.

8.4.1. **(AFMC)** Exception: Retired rated officers who have been hired under Air Force Personnel Center voluntary recall programs, to fill an inactive rated position without in-flight duties, are not required to appear before a Flying Evaluation Board. **(T-2)**. See [paragraph 6.6.2.2](#) for additional information.

8.5.1.7. **(AFMC)** Notify AFMC/A3V when convening authority expects the established timelines may be exceeded. **(T-2)**. Any deviations from the established timeline should be coordinated and approved by AFMC/A3V.

8.5.2.1.1. **(Added)** For HQ AFMC assigned personnel, the flying evaluation board convening authority is designated FOA within the respondents flying unit chain of command. For members attending a formal flying training course, the host flying wing commander will serve as the convening authority. **(T-2)**.

8.7.3. **(AFMC)** Command Channels and MAJCOM A3T- Must go through appropriate center or FOA. For the FOA list, go to AFI11-401_AFMCSUP folder under General Folder of the HQ AFMC/A3V SharePoint Site.

8.7.6.2. **(AFMC)** Forward the evidence or a summary with recommendations through commands to the appropriate Center (if applicable) and AFMC/A3V. **(T-2)**.

8.10. (AFMC) Assignment after Flying Evaluation Board. AFMC/A1 will work with the AFMC/A3V MDS OPRs to attempt to retain member in an aircraft within AFMC. **(T-2)**.

EVAN C. DERTIEN, Brigadier General, USAF
Director of Air, Space and Cyberspace Operations

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

AFPD 11-4, *Aviation Service*, 12 April 2019

AFI 11-401_AFMCSUP, *Aviation Management*, 10 December 2010

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

AFI 33-322, *Records Management and Information Governance Program*, 6 March 2020

AFI 33-360, *Publications and Forms Management*, 1 December 2015

Adopted Forms

AFMC Form 73, *AFMC Waiver and Approval Request*

AF Form 847, *Recommendation for Change of Publication*

AF Form 3520, *ARMS Aircrew/Mission Flight Data Extract*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

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

Abbreviations and Acronyms

AFMC—Air Force Materiel Command

DRU—Direct Reporting Unit

FEB—Flying Evaluation Board

FOA—Field Operating Agencies

FRF—Flight Record Folder

HARM—Host Aviation Resource Management

VRRAD—Voluntary Retired Return to Active Duty