

**BY ORDER OF THE COMMANDER
AIR FORCE SPECIAL OPERATIONS
COMMAND**



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**AVIATION AND PARACHUTIST
SERVICE**

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This supplement implements and extends the guidance of AFMAN 11-402, *Aviation and Parachutist Service*, 24 January 2019. This supplement applies to all Air Force Special Operations Command units, Air Force Reserve Command units operating under Air Force Special Operations Command oversight, and the Air National Guard units gained by Air Force Special Operations Command. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Record Disposition Schedule. 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 AFSOC/A3 for non-tiered compliance items. Refer recommended changes and questions about this publication to AFSOC/A3TR using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This document requires the collection or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 8013, *Secretary of the Air Force*. The

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. The chapters have been reordered. Flying Evaluation Board (FEB) processes have been updated to reflect changes made in the AFMAN.

4.9.2.1. Aeronautical Rating Board convening authority and all associated processes are delegated to the flying wing commander of a base (or equivalent [group level]), regardless of command. **Note:** For a tenant flying unit (including Direct Reporting Unit [DRU] or Field Operating Agency [FOA] of a higher headquarters without a flying wing commander in the chain of command, the commander of the host flying wing located on the same installation will serve as the convening authority.

4.9.5.1. A waiver of appearance before an Aeronautical Rating Board and all associated processes are delegated to the Aeronautical Rating Board convening authority designated in [paragraph 4.9.2.1](#)

4.9.5.2. The commander appoints a USAF rated officer to review the request. **(T-2)**. The reviewing officer will be in the same rated specialty and be senior in rank to the applicant. **(T-2)**. The following process will occur once a member is offered a rated job that has a vacancy from AFPC:

4.9.5.2.1. Member completes the application and sends application with attachments to the gaining Squadron Commander.

4.9.5.2.2. The Squadron Commander appoints a Reviewing Officer to review the application and interview the member.

4.9.5.2.3. The Reviewing Officer provides the member's application, synopsis and recommendation to the convening authority.

4.9.5.2.4. The convening authority forwards to MAJCOM/A3T for approval.

4.9.5.2.5. MAJCOM/A3T will review the package and forward the package to AF/A3TM to request the DAF/AO awarding the applicable rating/badge. If a member's waiver package is not approved, the reviewing officer will notify the member to complete the ARB process.

5.3.3. For AFSOC, and units where AFSOC is the lead command for the MDS, members may submit AFCENT Form 9, other Ground Control Center (GCC) governed form, AFTO Form 781, or AF Form 3521s. Missions must have distinct/different mission numbers (not subsequent sorties on same mission number). Mission must be logged as combat time with a minimum of one hour of primary time logged.

8.5.1.5. Depending on the circumstances, classified information may be relevant to the Flying Evaluation Board and therefore, must be presented during the board hearing. If classified information is presented follow the checklist in AFI 16-1404. Board members should limit the introduction of classified information and should consider the following:

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

8.5.1.5.2. **(ADDED)** Ask the respondent's counsel to agree to a stipulation fact that can avoid the presentation of classified evidence. Contact the base legal office for assistance on drafting a stipulation of fact.

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

8.5.1.5.4. **(ADDED)** Ensure written transcript and other supporting documents (e.g. exhibits) are properly marked IAW classification guidance when classified material and/or information is included in these documents.

8.5.1.5.5. **(ADDED)** Notify AFSOC/A3TR as soon as possible when the determination is made that classification information will be included in the Flying Evaluation Board report (package).

Table 8.1. 1. (ADDED) Flying Evaluation Board Wing/Unit Action Timeline

Office	Responsibility	Timeline
Board Members	Convenes and completes (adjourns) board (hearing) Note 1: Board must convene within 30 calendar days from board appointment.	NLT 38 calendar days from convening authority appointing board members. Note: 1
Recorder	Transcribes/prepares the official written board (hearing) transcript.	NLT 25 calendar days from board adjournment. Note: 1
Board Members	Review written transcript	NLT 4 calendar days from receipt of written transcript. Note: 1
Board Members	Sign (certify) written transcript	NLT 3 calendar days from last board member reviewing written transcript. Note: 1
Recorder	Assemble FEB report (package). Ensure mandatory exhibits are included IAW paragraphs 8.5.9. in the parent instruction.	NLT 2 calendar days from the last board member signing written transcript. Note: 1
Convening Authority's Staff Judge Advocate	Review FEB report for legal sufficiency.	NLT 7 calendar days from the date the FEB report was assembled.

Convening Authority	Review and sign the FEB report. (including FEB transmittal letter)	NLT 3 calendar days from the date of the Staff Judge Advocate legal review.
Recorder/Convening Authority	Send FEB report (package) to HQ AFSOC.	NLT 2 calendar days from the date the convening authority signs the report.
Notes:		
1. Not applicable for Flying Evaluation Board waiver or voluntary disqualification from aviation in lieu of Flying Evaluation Board. (VILO)		

Table 8.1. 2. (ADDED) Flying Evaluation Board HQ AFSOC Action Timeline

Office	Responsibility	Timeline
HQ AFSOC/A3TR	Review and Process FEB report (package)	NLT 3 calendar days from the date the package was received at HQ AFSOC.
HQ AFSOC/A3T	Review/Comment as required	NLT 3 calendar days from receipt
HQ AFSOC/A3V (note 1)	Review/Comment as required	NLT 3 calendar days from receipt
HQ AFSOC/A31	Review/Comment as required	NLT 3 calendar days from receipt
HQ AFSOC/Staff Judge Advocate	Review package for legal sufficiency	NLT 7 calendar days from receipt
Notes:		
1. Review will include CEA functional if applicable		

Table 8.5. 2. Convening Authority Designation:

When the respondent is assigned to:	Then Convening Authority is:
1 Special Operations Wing (Note 1)	1 SOW/CC
27 Special Operations Wing (Note 1)	27 SOW/CC
352 Special Operations Wing (Note 1)	352 SOW/CC
492 Special Operations Wing (Note 1) (Note 2)	492 SOW/CC
353 Special Operations Group (Note 1)	18 WG/CC (Pacific Forces) PACAF
Headquarters Air Force Special Operations Command	AFSOC/CC will designate

Notes:

1. Includes subordinate units
2. Applies to aircrew members in student status enrolled in an AFSOC formal flying course regardless of the Major Command in which they are assigned. For example, the convening authority for an Air Reserve Component student enrolled in a formal course conducted by the 19 Special Operations Squadron is the 492 Special Operations Wing. (The ARC will be permitted to provide at least one ARC rated officer to serve as a formal board member).

8.5.3. Membership Selection. An Flying Evaluation Board must provide a fair and impartial hearing. (T-2). Ensure voting members have not been directly involved in the case and are the best qualified, most senior aircrew members available. (T-2). Voting members will recuse themselves if they have a conflict of interest. (T-2). If necessary, commanders may request TDY assistance to make up an Flying Evaluation Board. If a board member is a respondent for another FEB, the member must be notified and replaced in writing by the convening authority.

8.5.7.5. (ADDED) The basis for the waiver in [paragraph 8.5.7.4](#) is failure to meet training standards IAW [paragraph 8.4.3.](#), in the basic instruction.

8.5.7.5.1. (ADDED) The respondent's unsatisfactory flying training progress is caused by factors unique to the training program.

8.5.7.5.2. (ADDED) The respondent performs basic flying skills in a satisfactory manner confirmed by his or her completion of a basic qualification check, in the current or previous aircraft, according to AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, or previous qualification in another crew position.

8.5.7.5.3. (ADDED) The respondent displays qualities of judgement commensurate with experience level.

8.5.7.5.4. (ADDED) The respondent does not display dangerous tendencies in the performance of basic flying maneuvers common to the rated or CEA specialty.

8.5.7.5.5. (ADDED) The respondents training progress in academic and simulator areas are otherwise satisfactory.

8.5.7.5.6. (ADDED) The respondent is otherwise assignable to a previously qualified aircraft or for a pipeline student; the convening authority is convinced the respondent should remain qualified for aviation service in another AFSOC airframe.

8.7.7. Final Action on the Flying Evaluation Board. The respondent's MAJCOM/A3T is the final approval authority for boards convened at the MAJCOM-level or below. For boards conducted by convening authorities designated by AF/A3T, AF/A3T is the final authority. Exception: For active duty aircrew members attending a formal flying training course in AETC or ANG, AETC/CC (if not delegated) will be final approval authority for all board actions. (T-2). AFSOC/A3 will serve as the final approval authority for boards convened at the MAJCOM-level or below.

8.8.1. If the convening authority is convinced that the reviewing authorities would recommend the member remain qualified in the aircraft and/or crew position in which previously qualified,

the convening authority will utilize a Flying Evaluation Board waiver to conserve time and resources.

8.8.1.1.3. The servicing HARM office's CHARM will notify AFSOC/A3TR in writing within 24 hours of being notified of a pending Flying Evaluation Board.

8.8.5. The recorder is responsible for the administrative duties outlined in this paragraph. Upon assumption of duties, the recorder will contact AFSOC/A3TR to receive a briefing regarding specific responsibilities.

8.8.5. The recorder is appointed by and reports directly to the convening authority for all matters pertaining to the Flying Evaluation Board. Recorder responsibilities and duties take precedence over flying, training, TDY, deployments and leave. Recorders will ensure convening authorities are briefed periodically on the status of the Flying Evaluation Board reports pending MAJCOM/A3T approval. **Note:** Status updates may be given to the wing, group director of staff (or equivalent) as appropriate.

8.9.1. The recorder is required to keep the FEB Tracker up to date and ensure HQ AFSOC/A3TR is aware of the FEB's current status. The recorder is also required to provide written justification to AFSOC/A3TR if allotted timeline goals exceed established requirements. Requirements can be found in [Table 8.1](#)

8.9.1.1. **(ADDED)** The convening authority will ensure the Flying Evaluation Board package is submitted to HQ AFSOC/A3TR for final processing via the original paper format (if classified) or the approved electronic process. **Note:** Packages will be sent via certified mail (i.e. U.S. Postal Service) or via some other service (e.g., FedEx) that provides package tracking.

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

AFPD 11-4, *Aviation Service*, 01 September 2004

AFI 11-202, Volume 1, *Aircrew Training*, 22 November 2010

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

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

ANG—Air National Guard

ARC—Air Reserve Component (included AFRC and ANG)

ARMS—Aviation Resource Management System

CC—Commander

CSAF—Chief of Staff of the Air Force

DAFSC—Duty Air Force Specialty Code

DoD—Department of Defense

FY—Fiscal Year

HAF—Headquarters Air Force

IAW—In Accordance With

MAJCOM—Major Command (for the purpose of this instruction, the NGB is considered a MAJCOM)

MDS—Mission Design Series

N/A—Not Applicable

NAF—Numbered Air Force

NGB—National Guard Bureau

OPR—Office of Primary Responsibilities

OTS—Officer Training School

RegAF—Regular Air Force

RPA—Remotely Piloted Aircraft

SecAF—Secretary of the Air Force

TDY—Temporary Duty

UCMJ—Uniformed Code of Military Justice

USA—US Army

USAFA—US Air Force Academy

USMC—US Marine Corps

USN—US Navy

Terms

Aeronautical Order—A written communication that administratively certifies that a member satisfies all requirements for aviation and parachutist service. Additionally, an aeronautical order authorizes or terminates authorization to perform in-flight or parachutist duties.

Aeronautical Rating Board—A board of rated officers tasked to review the professional flying credentials of officers whose undergraduate flight training was conducted by another US military service. The Aeronautical Rating Board makes recommendations to higher authorities on the individual's potential for award of a USAF aeronautical rating.

Aircrew Position Indicator—Single digit code that identifies the type and level of flying duty or responsibility associated with a rated/career enlisted aviator authorization.

Aviation Bonus (AvB)—A bonus payment selectively offered to aviation officers who agree to remain on active duty for specified periods of time.

Aviation Service Code—A two-character code indicating incentive pay entitlement and flying status.

Aviation Service Date—The effective date of the first aeronautical order to perform in-flight duties. For rated officers, this date is set when the member first reports to the aviation activity in which the individual will receive flight training in a specific aircraft leading to an aeronautical rating and is placed on aeronautical order, or the date of commission, whichever is later. This date may be adjusted for breaks in military service or periods of non-permanent disqualification.

Aviation and Parachutist Service—Applies to all USAF and ARC members in specific AFSCs and AFSC with a “J”, “X”, “K” or “Q” prefix required to obtain or maintain in-flight duty jumping skills and to perform essential aircrew or jump duties. Policy distinguishes between aircrew member parachutists (dual requirements to fly and jump) required to maintain parachutist status and non-aircrew parachutist status (officer and enlisted) only. Differences regarding qualifications, termination, and entitlements show varying degrees of aviation or parachutist career involvement.

Aviation Incentive Pay—Incentive pay authorized for rated officers (RegAF and ARC) in an aviation career.

Career Enlisted Aviators—Enlisted aircrew in AFSCs 1AXXX/1U0XX.

Critical Skills Incentive Pay—Incentive Pay for Enlisted RPA Pilots and career enlisted aviators in an aviation career.

Disqualification from Aviation/Parachutist—When no longer medically or professionally qualified to perform aviation service, a member is disqualified from aviation or parachutist service.

DOWN—Previously known as Duty Not Involving Flying (DNIF). It is when an individual has been found by medical authority, either temporarily or permanently medically unfit, as defined in block 12 of the DD Form 2992.

Entitlement Status Code—The entitlement status code identifies aviation incentive pay or hazardous duty incentive pay entitlement status.

Flying Activity Code—Details the active or inactive flying activity for each duty position occupied by rated officers and career enlisted aviators.

Flying Evaluation Board—An administrative, fact-finding proceeding designed to ensure the quality control of the rated, career enlisted aviator, non-rated officer, or non-career enlisted aviator aircrew force. A board consists of officers (rated and non-rated) and NCOs who are qualified for aviation service and are serving in an active aviation service code. Board members examine an aircrew member's professional qualification for aviation service, evaluate potential for use in future aviation duties, and make recommendations to higher authorities

Formal Training Unit—A permanent flying unit whose dedicated mission is to provide formal syllabus training at the graduate level using Training (TF) coded assets.

Frequent and Regular—A DoD 7000.14-R Volume 7A term which establishes the minimum monthly in-flight requirements to be entitled to conditional aviation incentive pay or hazardous duty incentive pay. The DoD 7000.14-R Volume 7A sets the minimum at four hours for active duty and two hours for ARC per calendar month, or a prorated share for lesser periods.

Hazardous Duty Incentive Pay—Incentive pay authorized for personnel, to include general officers with over 25 years of aviation service, required to perform in-flight duties on a frequent and regular basis. Entitlement is conditional.

In-flight Duties—Responsibilities that are essential to the operation of specified aircraft, i.e., essential to the in-flight mission, test, operation, or maintenance of the aircraft, or the in-flight test, operation, or maintenance of aircraft-installed equipment basic to the mission of the aircraft.

Lead Command—The Command designated as the primary advocate for a weapon system assigned to more than one MAJCOM as described in AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*.

Man-Year—A specific budgetary obligation of funds to support payment of incentive pay for one individual for one fiscal year. AF/A3TA3TM allocates man-years and fractions of man-years for each approved aviation service duty requirement. Commanders can supply man-years as one individual for one year, three individuals for four months, two individuals for six months and so forth.

Mission Design Series (MDS)—Specific aircraft designations (example: C-17, KC-10).

Non-rated Officer or Non-Career Enlisted Aviator Enlisted Aircrew Member—A non-rated officer or non-career enlisted aviator enlisted member aircrew member qualified for aviation service, assigned to an approved aircrew prefixed position, listed in an aircraft's crew composition complement in AFI 65-503 and required to perform aircrew duties on a full-time basis in order for the aircraft to perform its primary mission. They are responsible for the safe ground and in-flight operations of the aircraft and onboard systems.

Operational Support Flyer—An individual whose primary, full time duty does not require flying. However, the Air Force may require these individuals to fly on an occasional basis in order to perform a specific, essential in-flight duty that a regularly assigned aircrew/mission crewmember cannot perform. Duties may include, but are not limited to, in-flight test, operation or maintenance of aircraft systems or installed equipment. Commanders must place operational support flyers on aeronautical orders for them to be entitled to receive hazardous duty incentive pay.

Operational Flying Duty Accumulator—Flying or ground-based radar duties performed under competent military orders by a Regular or Reserve Component rated officer while holding or training for an aeronautical rating or designation and while serving in assignments in which basic aviation skills normally are maintained in the performance of assigned duties. Operational flying duty accumulator is credited in months. The member must be assigned flying status codes "A", "B", "U", "X", or "Z" for at least 15 days within each calendar month that earned operational flying duty accumulator credit from the current month or previous three months.

Operational Flying Duty Accumulator gates—Specific timeframes within a rated officer's aviation career based on their aviation service date. During an operational flying duty accumulator gate period, the rated officer is receiving either continuous or conditional aviation incentive pay and accruing operational flying duty accumulator credit (if the meeting requirements outlined in **paragraph 3.11.3**).

Parachutist—AFI 11-412 identifies authorized parachutist unit manpower document positions and individuals must hold the correct AFSC and AFSC prefix (when appropriate).

Rated Officer—A commissioned officer who holds a USAF aeronautical rating. The USAF considers rated officers to be in career aviation status and awards ratings only to pilots, RPA pilot, combat systems officers, air battle managers, observers, and flight surgeons.

Rated Duty—The status of an aircrew member qualified for aviation service performing duties while assigned to a rated aircrew position indicators ("1", "2", "3", "4", "5", "6", "7", "8", or "9") unit manpower document coded position. Rated duty terminates upon separation, retirement, suspension, and disqualification from aviation service.

Suspension of Aviation and Parachutist Service—Suspension is a temporary termination of aviation service while a member's future aviation service is under review.