



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON DC

AFMAN11-402\_AFGM2023-01  
14 JUNE 2023

MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FOAs/DRUs

FROM: HQ USAF/A3  
1630 Air Force Pentagon  
Washington, DC 20330-1630

SUBJECT: Air Force Guidance Memorandum to Air Force Manual (AFMAN) 11-402, *Aviation and Parachutist Service*

By Order of the Secretary of the Air Force, this Guidance Memorandum immediately updates the 13 September 2022 Guidance Memorandum to AFMAN 11-402, *Aviation and Parachutist Service*. Compliance with this memorandum is mandatory. This publication applies to Department of the Air Force civilian employees and uniformed members of the Regular Air Force (RegAF), the Air Force Reserve (AFR), and Air National Guard (ANG) personnel. It does not apply to the United States Space Force. To the extent its directions are inconsistent with other Department of the Air Force publications, the information herein prevails in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*.

This Guidance Memorandum reissues the content from the 13 September 2022 version at Attachment 2 and adds additional guidance changes at Attachment 1. The guidance changes at Attachment 1 provide additional direction on assigning flying positions. This Guidance Memo provides clarification and guidance on the management of rated officers requesting to fly during non-flying assignments.

This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of AFMAN 11-402, whichever is earlier.

JAMES C. SLIFE, Lt Gen, USAF  
Deputy Chief of Staff, Operations

Attachments:

- 1: New Guidance Changes
- 2: Carry over guidance changes

## Attachment 1

## New Guidance Changes

3.8.1. Change to read: If special circumstances require active temporary operational flying for rated officers and career enlisted aviators assigned to non-flying positions that is not in accordance with **Table 3.2**, MAJCOM/A3 may approve exceptions for one year at a time on a case-by-case basis. The MAJCOM/A3 will provide an annual report of flying activity by members assigned to non-flying positions to the Aircrew Summit. The servicing Host Aviation Resource Management office will change the flying status code in the Aviation Resource Management System to "A". **(T-1)** This paragraph requires a MAJCOM/A3 recertification of all current special circumstance active temporary operational flying members assigned to a non-flying position (excluding inactive members with a pending active assignment or inactive members deployed to an active flying billet).

3.8.2. Change to read: If MAJCOM/A3 authorizes a rated officer (in an inactive flying status) to perform temporary in-flight non-rated or non-crew (operational support) duties, the servicing Host Aviation Resource Management office will ensure the flying status code in the Aviation Resource Management System is "J". **(T-1)**

3.8.3. Change to read: Rated officers assigned to aircrew position indicator code "0" billets may fly on a non-interference basis when approved by MAJCOM/CC. Incentive pay and operational flying duty accumulator credit are not authorized for non-interference flying. Members will not log flying time on the Air Force Technical Order (AFTO) Form 781 or AF Form 3520. **(T-1)**.

3.10.5.5. Change to read: Consider request packages on a case-by-case basis to include objective and subjective assessment of the member's request. Eligibility for consideration does not ensure exception to policy approval. Individuals with aviation service dates prior to 1 June 2005 are not authorized exceptions to the operational flying duty accumulator requirement to receive pay from 22 to 25 years of aviation service. Individuals with aviation service dates 1 June 2005 and later may request exceptions to the operational flying duty accumulator requirement to receive pay from 22 to 25 years of aviation service. The operational flying duty accumulator exception to policy from 22 to 25 years requires SECAF approval.

3.10.6.8. Change to read: Individuals with an aviation service date prior to 1 June 2005 that received an operational flying duty accumulator exception to policy are not eligible for a second exception. Only the specific number of operational flying duty accumulator credits required for the 12-year or 18-year gate shall be approved. **(T-1)** The award of additional operational flying duty accumulator credits beyond the required operational flying duty accumulator credits for the applicable 12-year or 18-year gate is not authorized.

3.10.6.8.1 (Added): Individuals with an aviation service date 1 June 2005 and later that received an operational flying duty accumulator exception to policy may be considered for a second operational flying duty accumulator exception to policy. The second operational flying duty accumulator exception to policy requires SECAF approval.

Attachment 2

Carry over guidance changes from AFMAN11-402\_AFGM2022-01

1. General guidance changes.

1.1. Throughout “AFI 11-410” is hereby changed to “AFI 10-3503”.

1.2. Throughout “AFI 11-401” is hereby changed to “Department of the Air Force Manual (DAFMAN) 11-401”.

1.1. Change to read: **Purpose.** This manual establishes guidance for managing the USAF aviation and parachutist service programs. This manual applies to all USAF flying and parachutist units, associated commanders, and personnel authorized duties related to the aviation or parachutist service programs. Any reference to Major Command (MAJCOM)/A3Ts in this manual also refers to equivalent MAJCOM operations or training offices not named A3T.

1.2. Change to read: **Waiver Requests.** When complying with official policy, guidance, or procedures, the unit may request a waiver under the guidance listed in DAFI 33-360. AF/A3T is the approval authority for waivers where the approval authority is not already identified in the manual. As much as practicable, utilize the AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, for waiver requests.

3.2.5. Change to read: Aircrew members will not perform in-flight duties during periods of non-flying Temporary Duty (TDY), permissive TDY, or while on leave. **(T-2) Exception:** Air Reserve Component members on terminal leave from active duty who are otherwise eligible to fly may perform in-flight duties in civilian status when hired to a civilian or technician position.

3.3. Aviation Service Date. The aviation service date is used to determine aviation incentive pay and critical skills incentive pay entitlement rate, establish the aviation service anniversaries (operational flying duty accumulator gates), and compute the termination date for continuous aviation incentive pay and critical skills incentive pay. Once established, do not change an aviation service date except for periods the aeronautical rating is invalid (flying status code “R” or “P”) and non-permanent disqualification. **(T-1)**

3.3.1.1. Officers enrolled in undergraduate flying training enter an aviation career on the class start date (if otherwise qualified) listed in the undergraduate flying training document or the date the member is medically certified for in-flight duty, whichever is later. **Example:** Lieutenant Justice’s class start date was 28 December 2017 and the individual was medically certified for in-flight duties 3 January 2018; Lieutenant Justice’s aviation service date is 3 January 2018.

3.3.1.2. Officers and enlisted pilot candidates enter an aviation career on the class start date of Remotely Piloted Aircraft (RPA) Flight Training (if otherwise qualified) or the date the member is medically certified for in-flight duty, whichever is later.

3.3.1.3. Change to read: Officers enrolled in Undergraduate Air Battle Manager Training (on or after 1 April 2010) enter an aviation career on the class start date listed in the Programmed Flying Training document (if otherwise qualified) or the date the member is medically certified for in-flight duty, whichever is later. **(T-1)**

3.3.1.3.1. Change to read: Air battle managers in authorized AFSC 13BX positions (on or after 1 October 1999 and before 1 April 2010) enter aviation service on the class start date of any of the following training programs:

3.3.1.3.1.1. (Added) Airborne Warning and Control System Undergraduate Flying Training.

3.3.1.3.1.2. (Added) Airborne Battlefield Command and Control Center Undergraduate Flying Training.

3.3.1.3.1.3. (Added) Joint Surveillance Target Attack Radar System Undergraduate Flying Training.

\*3.3.1.3.1.4. (Deleted)

3.3.1.3.2. Change to read: Officers awarded the air battle manager aeronautical rating upon graduation from one of the training programs listed in the subparagraphs of **paragraph 3.3.1.3.1** are authorized to use flying hours and operational flying duty accumulator accrued from that day forward towards advanced aeronautical ratings. See **paragraph 4.4.1.1** through **paragraph 4.4.1.4** for additional guidance for aeronautical ratings and entitlement to continuous aviation incentive pay for Air Reserve Component air battle managers.

3.3.1.4.1. Change to read: The 88th Operational Support Squadron's Host Aviation Resource Management office will publish the aeronautical order assigning aviation service code "8J" to establish the aviation service date and basic flight surgeon aeronautical rating effective the date of graduation from the Aerospace Medicine Primary Course. **(T-1)**

3.3.1.4.2. Change to read: The servicing Host Aviation Resource Management office will not publish an aeronautical order assigning aviation service code "8A" prior to the flight surgeon meeting all of the following requirements: 1) completion of the Aerospace Medicine Primary Course (refer to **Table 4.1**) or equivalent training, 2) award of an unrestricted medical license, 3) award of the 48XX AFSC, and 4) assignment to an aircrew position indicator "5" coded billet. **(T-1)** If the flight surgeon met all requirements upon graduation from the Aerospace Medicine Primary Course (refer to **Table 4.1**) or equivalent training, the servicing Host Aviation Resource Management office will revoke the aviation service code "8J" and publish an aviation service code "8A" effective the class graduation date. **(T-1)** Otherwise, the servicing Host Aviation Resource Management office will use the latest date that all requirements were met as the effective date for the aeronautical order assigning aviation service code "8A". **(T-1)**

3.3.1.7. Change to read: Do not count officer preflight training or career enlisted aviator duty when establishing a rated officer's aviation service date. **(T-1)** For officers who received preflight training or were prior career enlisted aviators, the rated aviation service date is the undergraduate flying training class start date (if otherwise qualified for aviation service). **Note:** URT for RPA Pilots (Officers and Enlisted) starts at Pueblo, Co.

3.4.1. Change to read: **Aviation Service Date Adjustment for Rated Officers.** A rated officer's aviation service date may be adjusted 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. The aviation service date for rated officers assigned aviation service code "07" will not be adjusted. **(T-1)** Do not adjust the aviation service date for rated officers to account for previous career enlisted aviators or non-rated aircrew duty history. **(T-1)** For aviation service date adjustments, the servicing Host Aviation Resource Management office will take the following actions: 1) process the aviation service date adjustment in the Aviation Resource

Management System; 2) publish the aeronautical order with the adjusted aviation service date; and 3) send the aeronautical order to AF/A3TM (for RegAF members) or AFRC/A3RA (for ARC members) for MilPDS update. **(T-1)**

3.4.1.5. Change to read: The earliest aviation service date and flying incentive pay adjustments for pilots, combat systems operators, observers, and flight surgeons is 17 October 1998.

3.4.1.6. Change to read: The earliest aviation service date and flying incentive pay adjustments for air battle manager is 1 October 1999.

3.4.1.7. Change to read: All aviation service date and flying incentive pay actions effective prior to the dates in **paragraph 3.4.1.5** and **paragraph 3.4.1.6** were in accordance with governing directives at that time and will not be adjusted. **(T-1) Note:** Whether the aviation service date adjustment is mandatory or as the result of a member's request, all qualifying periods of separation, retirement, and non-permanent disqualification will be included in an aviation service date adjustment and the aviation service history adjusted, accordingly. **(T-1)**

3.4.2. Change to read: **Aviation Service Date Adjustments for Career Enlisted Aviators.** On 1 August 2002, career enlisted aviators were authorized an aviation service date adjustment for periods of break in service (flying status codes "R" or "P") and non-permanent disqualification. Aviation service date adjustments are required for members who return to aviation service on or after 1 August 2002 from a period of separation, retirement, or non-permanent disqualification. **(T-1)** The aviation service date for career enlisted aviators assigned aviation service code "07" will not be adjusted. **(T-1)** For aviation service date adjustments, the servicing Host Aviation Resource Management office will take the following actions: 1) Process the aviation service date adjustment in the Aviation Resource Management System; 2) Publish the aeronautical order with the adjusted aviation service date; and 3) Send the aeronautical order to AF/A3TM (for RegAF members) or AFRC/A3RA (for ARC members) for MilPDS update. **(T-1)**

3.4.2.1. Change to read: The earliest effective date for aviation service date and flying incentive pay adjustments affecting career enlisted aviators is 1 October 1999 or the conversion effective date for career enlisted aviators AFSCs approved after 1 October 1999.

**Table 3.2. Flying Activity Code Listing.** Change Flying Activity Code "H" to read:

<b>H</b>	<b>MAJCOM/A3T</b>	<b>Inactive.</b> Career enlisted aviators (CEAs) in AFSC 9G100 positions approved for operational or indoctrination flying. Career enlisted aviators in AFSC 9E000 positions approved for indoctrination flying. <b>Exception:</b> National Guard Bureau (NGB)/A/3/6/10 and Air Force Reserve Command (AFRC)/A3R may authorize operational flying for Air National Guard and Air Reserve CEAs that are assigned to Command Chief (AFSC 9E000) position and First Sergeant (AFSC 8F000) on a case-by-case basis. See <b>paragraph 6.7.2</b> through <b>paragraph 6.7.2.2</b> for additional guidance.
----------	-------------------	--

**Table 3.3. Entitlement Status Code Listing.** Change Entitlement Status Code "A-H" to read:

<b>A-H</b>	<b>Critical Skills Incentive Pay.</b> The servicing Host Aviation Resource Management office is required to update the entitlement status code for career enlisted aviators to prevent Aviation Resource Management System report errors. Entitlement status code "A" will be used for career enlisted aviators between the member's aviation service
------------	---

	date to 10 years of aviation service. <b>(T-1)</b> Entitlement status code “B” will be used for career enlisted aviators between 10 and 15 years of aviation service. <b>(T-1)</b> Entitlement status code “C” will be used for career enlisted aviators between 15 and 20 years of aviation service. <b>(T-1)</b> Entitlement status code “D” will be used for career enlisted aviators between 20 and 25 years of aviation service. <b>(T-1)</b> Entitlement status code “H” will be for career enlisted aviators who have completed 25 years of aviation service. <b>(T-1)</b>
--	---

**Table 3.4. Flying Status Code List. (Disqualification/Suspension).**

<b>4</b>	<b>Suspended.</b> Permanent disqualification action pending. Host Aviation Resource Management office will not assign for more than 365 days without MAJCOM/A3T approval. <b>(T-2)</b>
----------	--

**Table 3.4. Note:** Change to read: The servicing Host Aviation Resource Management office will change a non-rated aircrew member's aviation service code from “9E” to “06” when the member is no longer assigned to an authorized jump position (as applicable, this includes the period during which enlisted parachutists attend Office Training School). **(T-2)** For members in aviation service code “9D” authorized to perform both parachute/inflight duties and either is terminated, see **Table 3.5. Note 3.**

**Table 3.5. Flying Status Code Listing.** Change Flying Status Code “S” and “X” to read:

<b>S</b>	<b>Active-Nonperformance.</b> A rated officer assigned to operational in-flight duties who did not accomplish operational flying duty accumulator requirements. <b>Exception:</b> N/A for members in ‘down’ status. Commanders must have MAJCOM/A3T approval for a rated officer assigned to operational in-flight duties to remain in “S” status for longer than 365 days. <b>(T-1)</b> See <b>Note 1, 8.</b>
<b>X</b>	<b>Active-Pipeline.</b> An undergraduate flying training graduate from the date of graduation from pilot, CEA, combat systems officer, air battle manager, observer training, or Undergraduate RPA Training graduate selected to return to formal training unit aircraft qualification. See <b>Note 8.</b>

**Table 3.5. Note 5:** Change to read: Rated officers and career enlisted aviators authorized jump status will retain aviation service code based on the assigned aircrew position indicator code. **(T-1)** The servicing Host Aviation Resource Management office may use AF Form 1887, *Aeronautical Order (PA) Aviation Service*, to authorize jump status (for period of jump duty) when in “J” coded billet or authorized temporary jump status without altering termination date or aviation service codes (for example: jump deployment).

### **3.8.4. Change to Read: Flight Surgeon, Pilot-Physician, Critical Care Air Transport Team (CCAT), and Non-Aircrew Aerospace Medicine Personnel.**

3.8.4.4. (Added) Non-aircrew aerospace medicine personnel (DAFSCs 42GX, 46YX, and 4N0XXs) are authorized to participate in aircraft flights as observers on a non-interference flying status in accordance with DAFMAN 11-401. Neither flying incentive pay nor operational flying duty accumulator credit is authorized.

**3.9. Change to read: Operational Flying Duty.** Operational flying duty is in-flight or ground-based radar duty performed under aeronautical orders by rated officers while holding or training

for an aeronautical rating and while serving in assignments in which aviation skills are maintained in the performance of assigned in-flight or ground-based radar duties. See AFMAN 11-421, *Aviation Resource Management*, for guidance on entitlement to incentive pay. **Table 3.6** outlines the operational flying duty accumulator requirements. **Note:** Rated officers will be held to the operational flying duty gate requirements based on the publication applicable at the time of the member's 12 and 18 year operational flying duty accumulator gate. An Operational Flying Duty Accumulator (OFDA) exception to policy must be approved for any exceptions to the 12 and 18 year operational flying duty accumulator gate requirements in accordance with **paragraph 3.10**. See **paragraph 3.10.5.1.3** for an exception that applies to air battle managers.

3.9.3.3.1. Change to read: Rated officers receive operational flying duty accumulator credit from the date of assignment of an active flying status code if they are: initially assigned to in-flight duty (Flying status code "A"/"Z"), initially assigned to ground-based radar duty (flying status code "B"), or returning to such duty from a disqualified or inactive status (including aviation service codes 03 and 07). If the aircrew member does not perform in-flight or ground-based radar duties within three months of that date, the servicing Host Aviation Resource Management office will (1) retroactively change the active flying status code to "S", effective the day following the date of initial assignment of the active flying status code; (2) deduct operational flying duty accumulator credit which began accruing with assignment of the original active flying status code and terminate entitlement to operational flying duty accumulator credit; and (3) assign an active flying status code when flying or ground-based radar duty begins, effective two months before the date of the first flight or controlling duty. **(T-1)** Operational flying duty accumulator credit resumes based on the effective date of the active flying status code (specifically: two months before the date of the first flight). **Exception 1:** Rated officers awaiting a flying training course class start date will be changed to flying status code "K" versus flying status code "S". **(T-1) Exception 2:** This paragraph is not applicable to qualified instructors assigned or attached to perform instructional duties in AETC Undergraduate Remotely Piloted Aircraft Training units.

3.9.3.3.3. Change to read: When a rated officer who is assigned to an active aviation service code does not perform in-flight or ground-based radar duties by the end of the third month following the month in which in-flight or ground-based radar duties were last performed, the servicing Host Aviation Resource Management office will change flying status code to "S" effective the first day of the fourth month following the month in which in-flight or ground-based radar duties were last performed and stop operational flying duty accumulator credit and change the flying status code to "A" effective the date of the member's next operational flying accumulator-creditable flight or ground-based radar duty. **(T-1)** Do not award retroactive credit. **(T-1) Exception:** This paragraph is not applicable to qualified instructors assigned or attached to perform instructional duties in AETC Undergraduate Remotely Piloted Aircraft Training units.

3.9.3.4 Change to read: Flight time logged in accordance with DAFMAN 11-401 and MAJCOM supplement in a certified flight simulator counts for operational flying duty accumulator requirements, aviation incentive pay entitlement, and aeronautical ratings for rated officers (including Flight Surgeons). **(T-1)**

\*3.9.3.4.1. Change to read: The lead command for the mission-design series (MDS) will identify their certified flight simulators in accordance with AFI 16-1007, *Management of Air Force Operational Training Systems*. **(T-1)**

3.9.3.4.2. Change to read: Prior to 1C0X2 personnel updating certified flight simulator time in the Aviation Resource Management System, the AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*, must be certified by the pilot in command, aircraft commander, or flight simulator instructor. (T-2)

**3.10. Change to read: Operational Flying Duty Accumulator Exception to Policy.**

3.10.1. Change to read: Pursuant to Secretary of the Air Force delegation dated 26 Jun 2018, the Vice, Chief of Staff of the Air Force (VCSAF) may approve an exception to policy to operational flying duty accumulator requirements for rated officers who are unable to meet their flying requirements due to reasons beyond their control. MAJCOM/CCs may submit nominations for colonels and below to AF/A3TM.

3.10.2. Change to read: The operational flying duty accumulator exception to policy request packages will include the member's dated request memorandum, Aviation Service Audit Worksheet, justification for the request, Single Unit Retrieval Format, current DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, and any other documents necessary to support justification. (T-1)

3.10.3. Change to read: For operational flying duty accumulator exception to policy requests submitted from the MAJCOM and approved by the VCSAF prior to loss of continuous pay, commanders will ensure that members are authorized continuous aviation incentive pay from the 12/18 year operational flying duty accumulator gate anniversary date. (T-1)

3.10.4. Change to read: For operational flying duty accumulator exception to policy requests submitted from the MAJCOM and approved by the VCSAF after the loss of continuous pay, commanders will ensure that members are authorized continuous aviation incentive pay from the date the member submitted the original request to the first office in the member's MAJCOM or equivalent chain of command. (T-1)

**3.10.5. Change to read: Operational Flying Duty Accumulator Exception to Policy Requirements.**

3.10.5.1. Change to read: Pilots, navigators, observers, and combat systems officers must have at least 72 months of operational flying duty accumulator credits (6 years of aviation service) to apply. (T-1) Effective 29 January 2018, air battle managers must have at least 72 months of operational flying duty accumulator credit. (T-1) Air battle manager operational flying duty accumulator exception to policy requests that were denied by HAF prior to 29 January 2018, based on the member not meeting the minimum 72 months of aircraft-based operational flying duty accumulator credit, will not be reconsidered. (T-1)

3.10.5.1.2. Change to read: Retroactive exceptions may be approved for rated officers who obtain 72 months of operational flying duty accumulator credit after the 12th year of aviation service. Members will be authorized entitlement to continuous aviation incentive pay from the month in which they completed 72 months of operational flying duty accumulator credit. (T-1) Members are not qualified for continuous aviation incentive pay entitlement prior to meeting qualification requirements.

3.10.5.1.3. (Added) An operational flying duty accumulator exception to policy is not required in accordance with **paragraph 3.9** for air battle managers who did not meet operational flying duty accumulator requirements at the anniversary of their operational flying duty accumulator gate under previous guidance but meets the criteria listed in **paragraph 3.10.5.1.3.1** through



**paragraph 3.10.5.1.3.3.** The servicing Host Aviation Resource Management office will validate the member met criteria listed in **paragraph 3.10.5.1.3.1** through **paragraph 3.10.5.1.3.3** and process the required aviation incentive pay action for the applicable operational flying duty accumulator gate period. **(T-1)**

3.10.5.1.3.1. (Added) Awarded an aviation service date in accordance with **paragraph 3.3.1.3.1.** through **paragraph 3.3.1.3.1.4.**

3.10.5.1.3.2. (Added) Meet the operational flying duty accumulator requirement at the anniversary of their aviation service date outlined in **Table 3.6.**

\* 3.10.5.1.3.3. (Added) Qualified for aviation service in accordance with this manual, DAFMAN 48-123, *Medical Examinations and Standards*, and AFI 48-170, *Periodic Health Assessment*.

3.10.5.2. Change to read: Members submitting operational flying duty accumulator exception to policy requests must be medically qualified for aviation service in their aircrew specialty. **(T-1)**

3.10.5.3. Change to read: MAJCOM/CCs may submit operational flying duty accumulator exception to policy nominations only when the member failed to achieve requirements due to reasons beyond their control. Examples include, but are not limited to: member's assigned to flying status code "K", banked undergraduate pilot training graduates, extended down time (including downs due to pregnancy), rated officers assigned to deactivating/draw-down flying units or Air Liaison Officer assignments who cannot be placed into another flying position prior to completion of 120 months of operational flying duty accumulator credit at 18 years of aviation service, or rated officers assigned to non-flying duties in accordance with DAFI 36-2110, *Total Force Assignments*.

3.10.5.5. Change to read: Consider request packages on a case-by-case basis to include objective and subjective assessment of the member's request. Eligibility for consideration does not ensure exception to policy approval. Exceptions to the operational flying duty accumulator requirement to receive pay from 22 to 25 years of aviation service are not authorized.

3.10.5.6. Change to read: Individuals who voluntarily turn down a flying opportunity or elect to move to a non-flying position which would preclude the possibility of meeting operational flying duty accumulator requirements are not eligible for an operational flying duty accumulator exception to policy. **(T-1)**

3.10.5.7. (Added) Periods of medical disqualification (aviation service code "03" and "07") will not be considered for an Operational Flying Duty Accumulator exception to policy. **(T-1)**

3.10.6. Change to read: **Staffing Operational Flying Duty Accumulator Exception to Policy Requests.**

3.10.6.1. Change to read: The member is responsible for establishing adequate justification and submitting the operational flying duty accumulator exception to policy request. **(T-1)**

3.10.6.2. Change to read: The member will submit the exception to policy to the servicing Host Aviation Resource Management office no earlier than the year prior to loss of aviation incentive pay. **(T-2)** For applicants not assigned to a MAJCOM (for example: members assigned to organizations such as US Central Command, US Pacific Command, or US Strategic Command), the member will submit packages to their servicing Host Aviation Resource Management office

for staffing packages to the MAJCOM that is in the Host Aviation Resource Management office's chain of command. **(T-2)**

3.10.6.3. Change to read: For members assigned to HAF, the member will submit requests through the individual's supervisory chain of command (A1, A3, A4, etc.), then to AF/A3TM. **(T-1)**

3.10.6.4. Change to read: The servicing Host Aviation Resource Management office will validate the operational flying duty accumulator exception to policy package and staff requests to MAJCOM/A3T. **(T-3)**

3.10.6.5. Deleted.

3.10.6.6. Change to read: Commanders will ensure that packages forwarded to HAF for VCSAF's approval contain MAJCOM/CC or HAF (2-letter or equivalent in the member's chain of command) endorsement. Forward nominations to AF/A3TM. **(T-1)** If submission is not warranted, MAJCOM/CCs or HAF senior officers may deny requests.

3.10.6.7. Change to read: Prior to MAJCOM/CC/HAF senior officer approval, MAJCOM/HAF POCs may send request packages to AF/A3TM for an informal review; however, POCs will accomplish the initial review prior to submitting packages to HAF offices. **(T-1)**

3.10.6.8. Change to read: An individual who receives an operational flying duty accumulator exception to policy is not eligible for a second exception. Only the specific number of operational flying duty accumulator credits required for the 12-year or 18-year gate shall be approved. **(T-1)** The award of additional operational flying duty accumulator credits beyond the required operational flying duty accumulator credits for the applicable 12-year or 18-year gate is not authorized.

4.3.2.1. Change to read. US military service helicopter-only pilots may be awarded the USAF pilot aeronautical rating (helicopter only). Helicopter-only pilots who have not completed fixed wing training will complete undergraduate pilot training, *or a fixed-wing transition course*, prior to assignment to fixed wing aircraft duties. **(T-1)**

4.4.1. Change to read: The AETC/CC (or delegated approval authority), awards the basic pilot, combat systems officer, air battle manager, and RPA pilot aeronautical rating to USAF officers who complete undergraduate flying training. **Note:** Prior to 25 March 2013, the Air Combat Command (ACC)/CC awarded the RPA basic pilot aeronautical rating upon completion of RPA MQ-1 formal training unit at Creech AFB. **Note:** The AETC/CC (or delegated approval authority) awards the RPA enlisted pilot badge. See **Chapter 5** for requirements to award of the basic and advanced RPA enlisted pilot badge.

4.4.1.1. (Added) NGB/A2/3/6/10 and AFRC/A3R may award the air battle manager aeronautical rating to officers that were previously considered non-rated officers prior to the publication date of AFMAN11-402\_AFGM2019-01 dated 08 April 2019 when the member completes the AETC-approved difference training program. The class start date of the AETC-approved difference training program will be the member's aviation service date. **(T-1)** An air battle manager who was previously not considered a rated asset under previous instructions will not have an aviation service date prior to the publication date of AFMAN11-402\_AFGM2019-01 dated 08 April 2019. **(T-1)**

4.4.1.2. (Added) Air Reserve Component air battle managers (assigned to 13B AFSC) who complete the AETC-approved difference training program will be awarded the basic air battle manager aeronautical rating on the completion date of training. The member may count previous years of combat mission ready experience (as defined by NGB/A2/3/6/10 and AFRC/A3R) and operational flying duty accumulator towards advanced aeronautical ratings. The effective date of the basic air battle manager aeronautical rating will not be prior to the publication date of AFMAN11-402\_AFGM2019-01 dated 08 April 2019. **(T-1)** The effective date of the advanced air battle manager aeronautical rating cannot be prior to the day after the effective date of the basic air battle manager aeronautical rating. **(T-1)**

4.4.1.3. (Added) Air Reserve Component air battle managers (assigned to 13B AFSC) who enroll in the AETC-approved difference training program are entitled to aviation incentive pay on the class start date. **(T-1)** Retroactive aviation incentive pay entitlement is not authorized. **(T-1)**

4.4.1.4. (Added) NGB/A2/3/6/10 and AFRC/A3R will validate air battle managers met all training and aeronautical rating requirements and provide the servicing Host Aviation Resource Management office a memorandum authorizing aviation service as a rated asset and the air battle manager aeronautical rating. **(T-1)** The memorandum will contain: 1) Name of air battle manager, 2) AETC-approved difference training completion date, and 3) Advanced aeronautical rating(s) requirements met by the member. **(T-1)**

4.4.3. Change to read: The Commander, USAF School of Aerospace Medicine, awards the basic flight surgeon aeronautical rating in accordance with **paragraph 3.3.1.4.2**. When approved in accordance with AFI 11-405, *Pilot-Physician Program*, a flight surgeon holding an additional aeronautical rating as a USAF pilot may hold a dual aeronautical rating as a USAF pilot-physician.

4.6.2.5. Deleted.

**4.7. Change to read: Award of the Basic and Advanced USAF Aeronautical Rating.** The servicing Host Aviation Resource Management office publishes aeronautical orders to award basic aeronautical ratings and updates advanced aeronautical ratings in Aviation Resource Management System. The remarks section of each published aeronautical order must contain specific criteria in **Table 4.1** that satisfied the requirement for award of the basic USAF aeronautical rating. **(T-1)**

4.9.2.4. Change to read: The Aeronautical Rating Board advises the applicant, performs inquiries, finds facts, and makes a recommendation. **(T-1)** Intermediate commanders review the report, indicate concurrence or non-concurrence with the Aeronautical Rating Board's recommendation, and forward the case file to MAJCOM/A3T for final approval. **(T-1)** If approved, the servicing Host Aviation Resource Management office publishes an aeronautical order to award the aeronautical rating.

#### **4.9.3. Application Process.**

4.9.3.1. Change to read. Applicants for USAF aeronautical ratings must submit a request to MAJCOM/A3T's designated convening authority for inter-service transfers. **(T-1) Note:** Applicants will not be scheduled for a formal flying training course, perform in-flight duties on USAF aircraft, or be assigned to a non-flying rated position until completion of the Aeronautical Rating Board and AF/A3TM publication of the Department of the Air Force aeronautical order

to award the USAF aeronautical rating and initiate aviation service. **(T-1)** The effective date of the aeronautical order is the date the member is assigned to a rated position (if otherwise qualified, whichever is the latest date). **(T-1)**

**4.9.6. Qualified Helicopter-Only Pilot Applicants.** MAJCOM/A3Ts may hire pilots with a restricted aeronautical order/aeronautical rating (Helicopter Only) to: (1) fly helicopters or CV-22 under the “Helicopter Only” restriction; (2) complete applicable qualification requirements for assignment to an RPA; (3) complete undergraduate pilot training, or fixed wing transition course, for assignment to an operational fixed-wing career; or (4) fill non-flying rated positions based upon the applicant’s qualifications. **Note:** Applicable qualification requirements for assignment to a RPA unit permits helicopter-only pilot to proceed directly to RPA formal training unit without attending undergraduate pilot training. The officer will retain their “helicopter-only pilot” aeronautical rating and will not be permitted to fly non-RPA fixed-wing aircraft without first attending undergraduate pilot training or a fixed wing transition course. **(T-1)** The helicopter-only restricted pilot, who flies the CV-22, will retain their “helicopter-only pilot” aeronautical rating and will not be permitted to fly non-RPA fixed-wing aircraft without first attending undergraduate pilot training or fixed wing transition course. **(T-1) Exception:** (Added) US Army pilots with at least 1,000 hours of fixed-wing time may be awarded an unrestricted USAF aeronautical rating and attend a transition training course at an formal training unit if approved by the aeronautical review board. US Army pilots with less than 1,000 fixed-wing hours attend a B-course unless the aeronautical review board directs them to UPT Phase III or a fixed-wing transition course, if available. **(T-2)**

4.9.6.3. Change to read: For helicopter-only restricted pilots, the award date of the USAF aeronautical rating will remain unchanged for advanced USAF aeronautical ratings. **(T-1)** The original USAF aeronautical rating date is the date of the sister-service aeronautical rating. The servicing Host Aviation Resource Management office will not revoke a USAF aeronautical rating by AF/A3TM unless the revocation is the result of a Flying Evaluation Board action. **(T-1)** The original USAF aeronautical rating date will not be adjusted for officers who completed undergraduate pilot training and are awarded an unrestricted pilot aeronautical rating. **(T-1)**

**Change to read: Table 4.1. Mandatory Requirements for Award of Aeronautical Ratings.** **(T-1)** Use the following Table:

LINE	A	B	C	D	E	F
	Rating	Rated Service or Formal Training	Operational Flying Duty Accumulator	Military Flying Time	Application Required	Applicable Notes and Additional Requirements
1	Pilot	Graduate of USAF pilot training program <u>or</u> graduate of pilot training program conducted by another US service when attendance directed by USAF	N/A	N/A	No	Note(s): 1 and 2, and 14.

2	Pilot	Graduate of pilot training program conducted by another US military service provided training is equivalent to USAF course	N/A	N/A	Yes	Note(s): 1 and 2, and 14.  Additional Requirement(s): - Approved by MAJCOM/A3T thru the Aeronautical Rating Board/Aeronautical Rating Board waiver process prior to award of the aeronautical rating.
3	Pilot (Helo-Only)	Graduate of helicopter training conducted by another US military service	N/A	N/A	Yes	
4	Senior Pilot	At least 7 years rated service as a pilot, permanent award of USAF pilot aeronautical rating, <b><u>and</u></b>	72 Months <b><u>or</u></b>	At least 2000 total pilot hours <b><u>or</u></b> 1300 hours (any combination of primary, instructor, and/or evaluator pilot time)	No	Note(s): 1-9, and 14.  Additional Requirement(s): N/A
5	Command Pilot	At least 15 years rated service as pilot, permanent award of USAF Senior Pilot aeronautical rating, <b><u>and</u></b>	144 Months <b><u>or</u></b>	At least 3000 total pilot hours <b><u>or</u></b> 2300 hours (any combination of primary, instructor, and/or evaluator pilot time)	No	

6	RPA Pilot (AFSC: 11UX and 18X)	Graduate of USAF RPA pilot training program	N/A	N/A	No	Note(s): 1 and 2, and 14.  Additional Requirement(s): N/A
7	RPA Pilot (AFSC: 11UX and 18X) (Inter- service Transfer)	Graduate of pilot training program conducted by another US military service provided training is equivalent to USAF course (Not applicable if a graduate of USAF Undergraduate RPA Training)	N/A	N/A	Yes	Note(s): 1 and 2, and 14.  Additional Requirement(s):  - Approved by MAJCOM/A3T thru the Aeronautical Rating Board/Aeronautical Rating Board waiver process prior to award of the aeronautical rating.
8	Senior RPA Pilot (AFSC: 11UX and 18X)	At least 7 years rated RPA service as a pilot, permanent award of USAF RPA pilot rating, <b><u>and</u></b>	72 Months  <b><u>or</u></b>	At least 2000 total RPA pilot hours <b><u>or</u></b> 1300 hours (any combination of primary, instructor, and/or evaluator RPA pilot time)	No	Note(s): 1-9, and 14.  Additional Requirement(s): N/A

9	Command RPA Pilot (AFSC: 11UX and 18X)	At least 15 years rated service as RPA pilot, permanent award of USAF Senior RPA Pilot rating, <b><u>and</u></b>	144 Months <b><u>or</u></b>	At least 3000 total RPA pilot hours <b><u>or</u></b> 2300 hours (any combination of primary, instructor, and/or evaluator RPA pilot time)	No	Note(s): 1-9, and 14.  Additional Requirement(s): N/A
10	Combat Systems Officer	Graduate of USAF Combat Systems Officer Undergraduate Flying Training Program	N/A	N/A	No	Note(s): 1-10, and 14.  Additional Requirement(s): N/A
11	Senior Combat Systems Officer	At least 7 years rated service as a Combat Systems Officer, permanent award of USAF Combat Systems Officer aeronautical rating, <b><u>and</u></b>	72 Months <b><u>or</u></b>	At least 2000 total hours as Combat Systems Officer <b><u>or</u></b> 1300 hours (any combination of primary, instructor, and/or evaluator time as Combat Systems Officer)	No	

12	Master Combat Systems Officer	At least 15 years rated service as a Combat Systems Officer, permanent award of USAF senior Combat Systems Officer aeronautical rating, <b><u>and</u></b>	144 Months <b><u>or</u></b>	At least 3000 total hours as a Combat Systems Officer <b><u>or</u></b> 2300 hours (any combination of primary, instructor, and/or evaluator time as a Combat Systems Officer)	No	Note(s): 1-10, and 14. Additional Requirement(s): N/A
13	Navigator	Graduate of USAF Undergraduate Navigator Training Program	N/A	N/A	No	Note(s): 1 and 2, and 14. Additional Requirement(s): N/A
14	Navigator	Graduate of the US Naval Observer course VT-29 (Advanced Navigator Training Course)	N/A	N/A	Yes	Note(s): 1-2, and 14. Additional Requirement(s): - Approved by MAJCOM/A3T thru the Aeronautical Rating Board/Aeronautical Rating Board waiver process prior to award of the aeronautical rating.



15	Senior Navigator	At least 7 years rated service as a navigator, permanent award of USAF navigator aeronautical rating, <b><u>and</u></b>	72 Months <b><u>or</u></b>	At least 2000 total hours as navigator <b><u>or</u></b> 1300 hours (any combination of primary, instructor, and/or evaluator time as navigator)	No	Note(s): 1-9, 11, 14. Additional Requirement(s): N/A
16	Master Navigator	At least 15 years rated service as a navigator, permanent award of USAF senior navigator aeronautical rating, <b><u>and</u></b>	144 Months <b><u>or</u></b>	At least 3000 total hours as a navigator <b><u>or</u></b> 2300 hours (any combination of primary, instructor, and/or evaluator time as a navigator)	No	
17	Air Battle Manager	Graduate of Undergraduate Air Battle Manager Training.	None	None	No	Note(s): 1, 2, 13-14. Additional Requirement(s): N/A
18	Senior Air Battle Manager	At least 7 years rated service as an Air Battle Manager, permanent award of USAF Air Battle Manager aeronautical rating, <b><u>and</u></b>	72 Months <b><u>or</u></b>	At least 2000 total hours as an Air Battle Manager <b><u>or</u></b> 1300 hours (any combination of primary, instructor, and/or evaluator time as an Air Battle Manager)	No	Note(s): 1-9, and 13. Additional Requirement(s): N/A

19	Master Air Battle Manager	At least 15 years rated service as an Air Battle Manager, permanent award of USAF senior Air Battle Manager aeronautical rating, <b><u>and</u></b>	144 Months <b><u>or</u></b>	At least 3000 total hours as an Air Battle Manager <b><u>or</u></b> 2300 hours (any combination of primary, instructor, and/or evaluator time as an Air Battle Manager)	No	Note(s): 1-9, and 13. Additional Requirement(s): N/A
20	Observer	Graduate of National Aeronautics and Space Administration Mission Specialist training	None	None	No	Note(s): 1-2, and 14. Additional Requirement(s): N/A
21	Senior Observer	At least 7 years rated service as an Observer, permanent award of USAF observer aeronautical rating, <b><u>and</u></b>	72 Months <b><u>or</u></b>	At least 2000 total hours <b><u>or</u></b> 1300 hours (any combination of primary, instructor, and/or evaluator time) as an observer	No	Note(s): 1-9, and 14. Additional Requirement(s): N/A
22	Master Observer	At least 15 years rated service, permanent award of USAF senior observer aeronautical rating, <b><u>and</u></b>	144 Months <b><u>or</u></b>	At least 3000 total hours <b><u>or</u></b> 2300 hours (any combination of primary, instructor, and/or evaluator time) as an observer	No	

23	Flight Surgeon	USAF Medical Corps officer graduate of the Aerospace Medicine Primary Course (AMP 101, 201, and 202 or equivalent), at the USAF of Aerospace Medicine. Unrestricted Medical License, assigned as a 48XX and awarded AFSC 48XX	N/A	N/A	No	Note(s): 1-2, and 14. Additional Requirement(s): N/A
24		Graduate equivalent training conducted by other US military service and holds a designation comparable to USAF flight surgeon	N/A	N/A	Yes	Note(s): 1-2, and 14. Additional Requirement(s): - Qualified by the USAF Surgeon General Aerospace Medicine Consultant
25	Senior Flight Surgeon	At least 7 years total rated service as flight surgeon, permanent award of USAF flight surgeon aeronautical rating, 36 months on active flying status (Aviation service code "8A" and aircrew position indicator code "5"), <b><u>and</u></b>		At least 275 total hours logged as a flight surgeon <b><u>or</u></b> 72 sorties while on operational flying duty as a flight surgeon or pilot-physician	Yes	Note(s): 1-9, 12, and 14. Additional Requirement(s): - Validated by the USAF Surgeon General Aerospace Medicine Consultant - Selected to serve as a base level SGP (Chief of Aerospace Medicine), Sq/CC, or equivalent.

26	Chief Flight Surgeon	At least 13 years rated service as a flight surgeon, permanent award of USAF senior flight surgeon rating, 36 months on active flying status (Aviation service code "8A" and aircrew position indicator code "5"), <u>and</u>		At least 550 total hours logged as a flight surgeon <u>or</u> 144 sorties while on operational flying duty as a flight surgeon or Pilot-Physician	Yes	Note(s): 1-9, 12, and 14.  Additional Requirement(s): - Validated by the USAF Surgeon General Aerospace Medicine Consultant - Serve in an assignment above base level
----	----------------------	---	--	---	-----	---

**Table 4.1. Notes:**

1. At a minimum, rated officers must meet the following requirements: 1) formal training requirements or years of rated service, 2) minimum military flight time or operational flying duty accumulator requirements, and 3) applicable note and additional requirements listed in column F. **(T-1) Note: (For advanced aeronautical ratings)** Meet minimum military flight time or operational flying duty accumulator requirements.
2. A rated officer must be qualified for aviation service (active or inactive flying status code) and medically qualified in accordance with DAFMAN 48-123. **(T-1)**
3. A member in down status is considered to be medically qualified for the purposes of this table.
4. Do not credit student time or time logged in another aeronautical specialty to award of the basic aeronautical rating. **(T-1)** For example, combat systems officer or student combat systems officer time does not count for advanced pilot aeronautical ratings.
5. Do not credit operational flying duty accumulator earned from performing another aeronautical specialty. **(T-1)** For example, operational flying duty accumulator credited as a combat systems officer is not creditable toward advanced pilot aeronautical ratings. **Exception:** RPA flying time may not be applied towards advance aeronautical ratings in a specific aircrew specialty; however, operational flying duty accumulator accumulated as a RPA pilot may be applied towards advance aeronautical ratings. **(T-1)**
6. Rated officers awarded the command/master/chief rating prior to 29 July 2003 are grandfathered under previous criteria for award of advanced ratings.
7. Rated officers awarded a senior rating prior to 29 July 2003 must accrue 144 months operational flying duty accumulator for the command/master/chief aeronautical rating when operational flying duty accumulator is used as the qualifying criteria for award of the advanced aeronautical rating. **(T-1)**
8. After 7/15 years of rated service, use the 16th of a month when meeting operational flying duty accumulator requirement (prior to 18 year gate) or date of flight when member reached hour milestone requirement for effective date of aeronautical order. **(T-1)**
9. Astronaut space station time may not be applied towards advanced aeronautical ratings in a specific aircrew specialty; however, operational flying duty accumulator accumulated as an astronaut may be applied toward advanced ratings.
10. The combat systems officer rating is awarded to individuals who entered combat systems officer undergraduate flying training after 1 October 2004.

11. Navigators are not eligible for award of advanced combat systems officer aeronautical ratings.
12. Flight surgeons (Aircrew position indicator code “5”) must satisfy conditional aviation incentive pay requirements in accordance with AFMAN 11-421 in order to receive one operational flying duty creditable (paid) month for advanced aeronautical ratings. **(T-1)**
13. See **paragraph 4.4.1.1** through **paragraph 4.4.1.1.3** for additional guidance on Air Reserve Component air battle managers.
14. Periods of suspension, disqualification or breaks in service do not count toward advanced aeronautical ratings/badges (except Aviation Service Code “07”).

\*5.2.2. Change to read: Non-rated officer and non-career enlisted aviator enlisted aircrew members may wear the basic officer or airman aircrew member badge upon completion of aircrew qualification (AF Form 8, Certificate of Aircrew Qualification) prior to satisfying the requirements for permanent award. When the member satisfies requirements for permanent award, the servicing Host Aviation Resource Management office’s publication of the aeronautical order is the authority to continue the wear of the officer/airman aircrew member badge. **Exception:** Airborne Emergency Actions Officers (AEAOs) and Aerospace Physiologists (APs) may wear the basic Officer/Airman aircrew member badge (while assigned to AEAO/AP duties) upon completion of Initial Certification prior to satisfying the requirements for permanent award in accordance with **Table 5.1**.

5.4.1. Change to read: The servicing Host Aviation Resource Management office publishes the aeronautical order to award the basic aviation badge/airman aircrew member badge and only updates advanced aviation badge/airman aircrew member badges in the Aviation Resource Management System. Preceding badges must have been awarded before award of advanced aviation and airman aircrew member badges. (T-1). Example: A member should be awarded the basic airman aircrew member badge before the senior aircrew member badge.

**\*Change to read: Table 5.1. Mandatory Requirements for Permanent Award of Aviation Badges.**

LINE	A	B	C	D	E
	Badge	Years of Service and Formal Training	Months of Operational Flying Duty	Flight Time	Applicable Notes and Additional Requirements
*1	Officer or Airman Aircrew Member	<b>CEAs:</b> Complete 18 months of aviation service	N/A	N/A	Note(s): 3 and 6
		<b>Non-rated officers and non-CEA enlisted aircrew:</b> Complete 18 months of aviation service <b>and</b>	12 paid months of operational flying duty		Note(s): 1-3 and 5-7

		<b>AEAOs:</b> Must be assigned to duties for a period no less than 6 months <b><u>and</u></b>	N/A	At least 100 total hours logged as an AEAO	
2	Senior Officer or Airman Aircrew Member	<b>CEAs:</b> Permanent award of basic badge, complete at least 7 years aviation service, and award of 5-skill level in a CEA AFSC.	N/A	N/A	Note(s): 3
		<b>Non-rated officers and non-CEA enlisted aircrew:</b> Permanent award of basic badge and completed at least 7 years aviation service <b><u>and</u></b>	36 paid months of operational flying duty <b><u>or</u></b>	At least 350 total hours logged as a non-rated officer or non-CEA aircrew.	Note(s): 1-3, 6 and 7
3	Master Officer or Chief Airman Aircrew member	<b>CEAs:</b> Permanent award of basic and senior badges; complete at least 15 years aviation service; and award of the 7-skill level in a CEA AFSC.	N/A	N/A	Note(s): 3
		<b>Non-rated officers and non-CEA enlisted aircrew:</b> Permanent award of basic and senior badges and completed at least 15 years aviation service <b><u>and</u></b>	72 paid months of operational flying duty <b><u>or</u></b>	At least 750 total hours logged as a non-rated officer or non-CEA enlisted aircrew.	Note(s): 7
4	Flight Nurse	Successfully completed course B30BY46FX 0N0A at the USAFSAM and 18 months of aviation service <b><u>and</u></b>	12 paid months of operational flying duty		Note(s): 1-4, 6 and 7
5	Senior Flight Nurse	Permanent award of basic badge and have at	36 paid months of operational	At least 350 total hours logged as a Flight Nurse	Note(s): 1-4, 6 and 7

		least 7 years of aviation service <b><u>and</u></b>	flying duty <b><u>or</u></b>		
6	Chief Flight Nurse	Permanent award of basic and senior badges and have at least 15 years of aviation service <b><u>and</u></b>	72 paid months of operational flying duty <b><u>or</u></b>	At least 750 total hours logged as a Flight Nurse	Note(s): 1-4, 6 and 7

**Table 5.1. Notes:**

1. Aviation service includes both active and reserve time. Non-rated officers and non-CEA enlisted aircrew members duty only includes time performed in aviation service code “9D”. Aviation service begins with the aviation service date. Periods of suspension, disqualification, breaks in service or any time served in other than aviation service code “9D” do not count towards aviation service (except Aviation Service Code “07”).
2. To earn a month of badge credit, non-rated officer or non-CEA enlisted aircrew must meet in-flight duty performance requirements in accordance with DoD FMR 7000-14.R. **(T-0)**
3. Grandfathering: Do not amend or revoke Aeronautical Orders (AOs) for CEAs, non-rated or non-CEA enlisted aircrew previously awarded badges under previous AFI criteria. Members who met the Airman Aircrew Member Badge requirements under AFMAN11-402\_AFGM2020-01 must provide supporting documentation that substantiates period(s) assigned to aviation service code “9D” to the servicing Host Aviation Resource Management office for update of the member’s Aviation Resource Management System record. **(T-1)**
4. Flight nurse aviation service is equal to total years awarded AFSC “46F”. The Aviation Resource Management System does not track these periods. Member must provide supporting documentation that substantiates period(s) assigned to an AFSC “46F” coded billet to the servicing Host Aviation Resource Management office. **(T-1)**
5. For Aeromedical Evacuation Technician (AFSC: X4N0X1), the member must successfully complete course B3ABY4N0X1 0A0A. **(T-1)**
6. Refer to **paragraph 5.3.1** through **5.3.4** for award of the Airman Aircrew Member Badge for reasons other than those listed in **Table 5.1**.
- \*7. For Commanders or Operations Officers (C/B prefix AFSC) 18 months of badge credit equates permanent wear of the basic non-rated officer aircrew member badge. Previously assigned Commanders and Operations Officers are authorized permanent award without a published aeronautical order.

Table 5.2., Line 5, Column E, Additional Notes and Additional Requirements Column: Change to read: Note(s): 1-4, and 8-11. Additional Requirement(s): Military Free Fall (MFF) Jumpmaster qualified

6.2.4.1. (Added) Do not initiate reassignment actions Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA) or allow a member to complete a PCS move until the disqualification action is resolved. **(T-2)** The immediate commander will direct the Commander’s Support Staff to assign Assignment Availability Code 21. **(T-2)** Refer to AFI 36-2110, *Total Force Assignments*, for additional restrictions.

6.2.4.2. (Added) Commanders will ensure members do not separate or retire while in suspended status (aviation service code “04”). **(T-2)**

Table 6.1. Disqualification approval authority for Flying Evaluation Board (aviation service code “05”). Change to read: MAJCOM/A3T.

Table 6.1. Disqualification approval authority for Voluntary Request in Lieu of Flying Evaluation Board (aviation service code “05”). Change to read: MAJCOM/A3T.

6.3.3.1.1. Change to read: If an aircrew member is medically unfit to perform in-flight duties in their current rating or Duty Air Force Specialty Code (DAFSC), disqualify the member effective the first day following a period of 365 days that commences on the date of incapacitation (down status date), or on the date the MAJCOM/SG determines the medical incapacitation to be permanent, whichever is earlier. **(T-1)**

\*6.3.3.1.1.1. Change to read: If a flight surgeon is unable to determine the period of incapacitation, the servicing Host Aviation Resource Management office will suspense the DD Form 2992 to ensure publication of an aeronautical order to medically disqualify the member effective the 366th day. **(T-1)** The date that the member was medically incapacitated (placed in down status) is considered day one. If the medical incapacitation is not resolved prior to the 365th day, the servicing Host Aviation Resource Management office will publish an aeronautical order assigning aviation service code “03” (Disqualified—Medical Disqualification) effective the 366th day of medical incapacitation. **(T-1)** For career enlisted aviators medically disqualified, the servicing Host Aviation Resource Management office will notify the member’s unit commander, Military Personnel Section, and MAJCOM Career Enlisted Aviator Functional Manager. **(T-1)** Personnel offices should initiate personnel classification action in accordance with AFMAN 36-2100, *Military Utilization and Classification*.

6.3.3.1.1.1.3. Change to read: If a rated officer or career enlisted aviator is assigned aviation service code “04”, the aviation service code “04” will remain valid until the disqualification process is complete. **(T-1)** The servicing Host Aviation Resource Management office shall suspend publication of an aeronautical order assigning aviation service code “03” effective the 366th day of down status until the matter is resolved. **(T-1) Note 1:** If aircrew member is reinstated to aviation service, the servicing Host Aviation Resource Management office shall revoke the aviation service code “04” and publish aviation service code “03” effective the 366th day of down status. **(T-1) Note 2:** If an aircrew member is disqualified in all other matters, the servicing Host Aviation Resource Management office shall only publish the disqualifying aeronautical order. **(T-1)**

6.3.3.1.1.2. Change to read: If the flight surgeon determines the incapacitation will not be resolved before the 366th day following the date of medical incapacitation, the flight surgeon annotates this fact on the DD Form 2992 and advise the servicing Host Aviation Resource Management office. **(T-1).** The servicing Host Aviation Resource Management office will publish an aeronautical order assigning aviation service code “03” (Disqualified--Medical Disqualification) effective the date MAJCOM/SG indicated on the DD Form 2992 that the medical incapacitation is permanent. **(T-1)** For career enlisted aviators medically disqualified, the servicing Host Aviation Resource Management office will notify the commander, Military Personnel Section, and career enlisted aviator MAJCOM Functional Manager. **(T-1)** Personnel offices will initiate personnel classification action in accordance with AFI 36-2101. **(T-1)** For guidance on requalification for aviation service after failure to maintain medical fitness, see applicable subparagraph under **paragraph 6.4.**



6.3.3.2.1. Change to read: If an aircrew member's medical certification (flight physical) expires, the member will be considered to have lost medical fitness. **(T-1)** The servicing Host Aviation Resource Management office will publish an aeronautical order to assign aviation service code "07" (Failure to Maintain Medical Fitness/Certification) effective the day after the expiration date on the DD Form 2992. **(T-1) Exception:** Aircrew members assigned entitlement status codes (ESC) 5–9, and assigned to a non-flying API coded position are not required to maintain medical certification in accordance with DAFMAN 48-123. **Note 1:** If the aircrew member is assigned aviation service code "07" and in a down status, the servicing Host Aviation Resource Management office shall not publish an aviation service code "03" on the 366th day and the member will remain aviation service code "07" (unless otherwise indicated on DD Form 2992 of medical disqualification). **(T-1)**

6.3.3.2.2. Change to read: The servicing Host Aviation Resource Management office will establish a process with the Flight Medicine Element to verify the status of all flight physicals expiring the following month. **(T-1)** The servicing Host Aviation Resource Management office will take immediate action upon expiration of flight physical. **(T-1) Note:** If the member has a medical condition that affects completion of the flight physical, the flight surgeon notifies the servicing Host Aviation Resource Management office via a DD Form 2992. The servicing Host Aviation Resource Management office will need a medical waiver from the Flight Medicine Element for the member to remain on active aeronautical orders; otherwise, the member will be assigned an aviation service code "07". **(T-1)**

6.3.3.2.3. Change to read: If a rated officer or career enlisted aviator is assigned aviation service code "04" when medical certification expires, the member's aviation service code "04" will remain valid. **(T-1)** The servicing Host Aviation Resource Management office shall suspense the action of aviation service code "07" until suspension or disqualification issue is resolved. **(T-1)** If the aviation service code "04" is revoked without action, the servicing Host Aviation Resource Management office publishes an aeronautical order assigning aviation service code "07" effective the day after the expiration date on the DD Form 2992. **(T-1)** In all other cases, the service Host Aviation Resource Management office publishes the appropriate disqualification aeronautical order.

6.3.3.2.4. Change to read: **Example:** Captain Hefner has a suspension aeronautical order with an aviation service code "04" for failure to meet professional standards. On 17 December 2017, Captain Hefner's physical expired. The aeronautical order assigning aviation service code "04" will remain until disqualification action is determined. The servicing Host Aviation Resource Management office should suspense action to publish an aeronautical order assigning aviation service code "07". On 3 February 2018, the determination was made for Captain Hefner's aviation service to be reinstated. The servicing Host Aviation Resource Management office should revoke the aviation service code "04" and assign aviation service code "07" effective 18 December 2017.

6.3.3.2.5. Change to read: If an aircrew member is assigned aviation service code "03" (Disqualification--Failure to Maintain Medical Fitness) or aviation service code "07" (Disqualification--Failure to Maintain Medical Certification) and is later suspended pending disqualification the aviation service code "03/07" is still valid. The servicing Host Aviation Resource Management office will publish a suspension aeronautical order assigning aviation service code "04" until the disqualification process is completed. **(T-1)** If member is not disqualified, the aviation service code "04" is revoked and the member will remain aviation

service code “03” or aviation service code “07” until accomplishment of medical certification. **(T-1)**

6.3.3.8. Change to read: **Returning to RegAF or ARC in a Non-rated Officer or Non-Career Enlisted Aviator Capacity.** This provision applies to members returning from separation status and members transferring from the ARC to RegAF or vice versa. The servicing Host Aviation Resource Management will publish an aeronautical order to assign aviation service code “00” (Disqualified--Administrative Reasons) effective the day the member is assigned to active duty in the non-rated officer or non-career enlisted aviator enlisted aircrew member capacity. **(T-2)** A revalidation or requalification aeronautical order is not required and flight pay is not authorized. **(T-1)**

. For guidance on requalification after returning to active duty in a non-rated officer/non-career enlisted aviator capacity, see applicable subparagraph under **paragraph 6.4.**

6.3.3.11. Change to read: **Members not Assigned Against a Unit Manpower Document Position.** Aircrew not assigned to an authorized unit manpower document position (for example: career intermission program, by-pass positions, pseudo positions, participating in an Inactive Ready Reserve Cat E program, etc.) will be administratively disqualified from aviation service. **(T-3)** The servicing Host Aviation Resource Management office will publish an aeronautical order assigning aviation service code “00” (Disqualified—Administrative Reasons) effective the date of assignment. **(T-3)** For requalification guidance upon assignment to a valid unit manpower position, see applicable subparagraph under **paragraph 6.4.**

6.3.3.12. Deleted.

Table 6.2. Note 1. Change to read: The effective date of medical disqualification is the 366th day from the date of down or the date the MAJCOM/SG determines member is medically disqualified (whichever is earlier) on the DD Form 2992.

6.3.3.13. Change to read: **Aviation Service Termination or Disqualification for Officers or Career Enlisted Aviators Enrolled in Undergraduate Flying Training or Formal Flying Training Course.** Commanders shall request, in writing, the servicing Host Aviation Resource Management office to publish a suspension aeronautical order assigning aviation service code “04” pending a final determination for disqualification actions effective the date of notification, withdrawal, or disenrollment, whichever is earliest. **(T-2)**

**6.4. Change to read: Requalification for Aviation Service (Non-Permanent Disqualification Only).** If disqualified for reasons other than those listed under **paragraph 6.3.2** (Permanent Disqualification), rated officers and career enlisted aviators may be requalified. The member must show the impediment to aviation service no longer exists. **(T-1)** Rated officers and career enlisted aviators may submit a memorandum to request requalification for aviation service. If the member has been disqualified for other than medical reasons for eight years or more, the member shall appear before a Flying Evaluation Board. **(T-1)** There is no USAF obligation to requalify rated officers or career enlisted aviators for aviation service. Approval is based on the needs of the USAF. **Note:** If the member is approved for requalification, the servicing Host Aviation Resource Management office processes the aviation service date adjustment and publishes the applicable aeronautical order (if otherwise qualified).

6.4.4. Change to read: **Requalification after Failure to Maintain Medical Certification.** A rated officer or career enlisted aviator, disqualified (aviation service code “07”) for lack of

medical certification, must accomplish a physical examination prior to being requalified for aviation service. **(T-1)** Upon receipt of medical certification via DD Form 2992, the servicing Host Aviation Resource Management office publishes an aeronautical order re-instating aviation service effective the date in block 11b on the DD Form 2992. **(T-1)** Aviation service date adjustments are not authorized. **(T-1)**

6.6.2. Change to read: As a minimum, a revalidation or requalification package will contain the commander's endorsement memorandum to include justification for revalidation or requalification action, member's application memorandum (if applicable), legal review (if applicable), Individual Data Summary, Flying History Report and/or Jump Record Report (as applicable), aviation service audit worksheet, suspension aeronautical order (if applicable) and disqualification aeronautical order, and current DD Form 2992 or MAJCOM SG certified DD Form 2992 (after flying class physical expires/medical disqualification). **(T-2)** **Note:** Career enlisted aviators training into another 1AXXX or 1UXXX AFSC will not be scheduled for training prior to revalidation or requalification approval. **(T-1)**

6.6.2.3. Change to read: If the gaining MAJCOM/A3T approves the revalidation or requalification request, the servicing Host Aviation Resource Management office will take the following actions: 1) Process the aviation service date adjustment in the Aviation Resource Management System; 2) Publish the revalidation or requalification aeronautical order with the adjusted aviation service date; and 3) Send the aeronautical order to AF/A3TM (for RegAF members) or AFRC/A3RA (for ARC members) for MilPDS update.

6.6.2.4. Change to read: Flight surgeons, returning to the RegAF or the ARC after a period of separation of less than eight years, do not require MAJCOM/A3T approval for revalidation of aviation service. Upon receipt of a request for revalidation and verification by the MAJCOM/SG that the individual meets requirements for revalidation, the servicing Host Aviation Resource Management office publishes the revalidation aeronautical order and processes the aviation service date adjustment (if otherwise qualified). **(T-1)** AFMSA/SG3PF is the approval authority for revalidation or requalification of flight surgeons who have been inactive (Flying Status Code "P" or "R") or disqualified for eight years or longer as of the date the application is submitted. AFMSA/SG3PF will request AF/A3TM to publish a Department of the Air Force Aeronautical Order. **(T-1)** The servicing Host Aviation Resource Management office will publish an AO to assign the appropriate aviation service code and process the aviation service date adjustment.

6.6.2.5. Deleted.

6.6.3. Change to read: **Assignment to Non-Rated or Career Enlisted Aviator Duties for Rated Officers or Career Enlisted Aviators Separated.** Commanders may consider, on a case-by-case basis, separated or retired rated officers returning to military service after a break in service for assignment to non-rated staff positions. The servicing Host Aviation Resource Management office publishes the aeronautical order assigning the member aviation service code "00" (Disqualification – Administrative Reasons) effective the date the member is hired into the non-rated position. **(T-2)** If later assigned to an active flying position, the member may request reinstatement of aviation service via revalidation or requalification. Assignment to a non-rated officer or career enlisted aviator position is based on the needs of the USAF. Do not convene a Flying Evaluation Board when the member's rating and badge was valid upon separation. **(T-2)** The servicing Host Aviation Resource Management office will publish an aeronautical order assigning the member an aviation service code "00" (Disqualified – Administrative Reasons)

effective the date the member is hired into the non-rated officer/career enlisted aviator staff position. **(T-2)** After return to military service, convene a Flying Evaluation Board when the member requests aviation service revalidation. **(T-2)**

6.6.4. Change to read: **Rated or Career Enlisted Aviator Positions in the ARC.** An ARC-rated officer or career enlisted aviator may be requalified for aviation service or have aeronautical orders revalidated only when the member is medically qualified and assigned to rated officer or career enlisted aviator duties in the ANG or AFR (Category A or B assignment status). Rated duties include all rated AFSCs (11XX, 12XX, 13BX) with rated aircrew position indicator (“1”, “2”, “3”, “4”, “6”, “7”, “8”, and “9”) codes. Career enlisted aviator duties include all 1AXXX or 1UXXX DAFSC positions with aircrew position indicator (“A”, “B”, “C”, “D”, “E”, and “F”) codes. **Note:** Only applies to air battle managers with an established aviation service date as an air battle manager. **(T-2)**

6.6.4.2.2. Deleted.

6.7.2.1. Change to read: NGB/A2/3/6/10 and AFRC/A3R may authorize operational flying for Air National Guard and Air Reserve career enlisted aviators that are assigned to Command Chief (AFSC: 9E000) position and First Sergeants (AFSC: 8F000) on a case-by-case basis.

7.4.1.2. Change to read: Non-rated officer aircrew members may be assigned to duty positions with an AFSC prefix of “X” (Basic Aircrew), “B” (Squadron Operations Officer), “C” (Commander), “K” (Instructor), or “Q” (Evaluator). MAJCOM/A3T is the approval authority for active aircrew positions for AFSCs with “T” (Formal Training Instructor) and “W” (Weapons Officer) prefixes.

7.7.1. (Added) Non-rated officers and enlisted members enrolled in basic airborne training may be terminated from aviation or parachutist service for failure to maintain medical fitness, physical fitness, or failure to satisfactorily meet training requirements, the servicing Host Aviation Resource Management office will publish an aeronautical order assigning aviation service code “06” effective the date of removal from training (if not previously disqualified by the flight surgeon). **(T-2)**

7.7.2. (Added) If the member was entitled to receive parachutist incentive pay on the effective date of removal from training, terminate parachutist incentive pay effective one calendar day prior to effective date of the aeronautical order that assigned aviation service code “06”. The servicing Host Aviation Resource Management office will specify the reason for removal from training in the remarks section of the aeronautical order. **(T-2)**

**7.8.** Change to read: **Permanent Disqualification Actions.** Permanent disqualification is appropriate when: (a) the member no longer desires to perform required jump duties, (b) the member has been selected for assignment to jump duties and requests disqualification or, (c) the commander determines the situation warrants permanent disqualification. Commanders permanently disqualify parachutist, non-rated officers, and non-career enlisted aircrew members in the same manner as rated officers and career enlisted aviators in accordance with **Chapter 6.** **(T-1)**

8.4.3.4. (Added) Do not convene a Flying Evaluation Board (FEB) for Mission Control Element (MCE) qualified students attending MQ-9 Launch and Recovery Qualification Training (LRQT) who fail to meet training standards as prescribed by the course syllabus. A Flying Evaluation Board (to include Flying Evaluation Board waiver or voluntary disqualification from

aviation service in lieu of Flying Evaluation Board consideration) will be convened when a member's conduct or duty performance becomes suspect as identified in subparagraph of **paragraph 8.4** or as determined by the formal flying training course disenrollment approval authority **(T-2)**

8.5.2.1. Change to read: An officer designated as convening authority by MAJCOM/A3T or AF/A3T must be a flying unit commander, at wing level or higher. **(T-2)**

8.5.10. Change to read: **Respondent's Right to Review Evidence.** Give the respondent a chance to review all documents submitted as evidence. **(T-2)** This should, if practical, be accomplished with sufficient time for the respondent to adequately review any proposed evidence. Once the Flying Evaluation Board proceedings have concluded, a Freedom of Information Act request is required for the respondent to obtain a copy of any Flying Evaluation Board documents in accordance with DoDM 5400.07\_AFMAN 33-302, *Freedom of Information Act Program*, or a Privacy Act request in accordance with AFI 33-332, *Air Force Privacy and Civil Liberties Program*. **(T-1)**

8.7.7. Change to read: **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 RegAF 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)**

9.3.3. (Added) Airmen must volunteer to enter qualification training to perform in-flight duties in an aircraft as an ops support flyer. **(T-1)**

9.8.1. Change to read: The Air Force Specialty man-month program manager or designated representative will submit an aviation service code request letter or email to the servicing Host Aviation Resource Management office to enter and terminate operational support flying status for a member based on approved man-month allocations. **(T-2)** **Note:** If not delegated, the unit commander is the Air Force Specialty man-month program manager. Since MAJCOMs review and allocate operational support requirements on a FY basis, the Air Force Specialty man-month program manager or designated representative will ensure the unit does not exceed its annual man-month allocation. **(T-2)** Submit monthly ops support flyer status requests only if man-months have been verified as available.

9.8.1.1. Change to read: The Air Force Specialty man-month program manager or designated representative will review the member's past aviation service and certify the member's medical certification, completion of physiological training (if required), and security clearance (if required) covers the period of the ops support flyer status request. **(T-2)**

9.8.1.2. Change to read: A single letter or email that lists all names is authorized. Prior to assigning aviation service code "9C", the servicing Host Aviation Resource Management (HARM) office will confirm ops support flyer requirements and allocation of sufficient man-months. **(T-2)** The aviation service code request letter or email will be maintained in a suspense file until the assignment of aviation service code "06". **(T-2)** **Note:** Requests for Air Force Operational Test and Evaluation Center, En Route Critical Care, Casualty Evacuation/Special Operations Casualty Care Evacuation Team, and High Altitude Airborne Mission Support

submitted by a non-flying unit commander will be routed through the servicing Host Aviation Resource Management office for validation. **(T-2)**

9.8.1.3. Change to read: Although a member will be placed on ops support flyer status when man-months have been allocated, the man-month is not used until the member meets minimum monthly flying hour requirements for entitlement to hazardous duty incentive pay for the entire month. **(T-2)**. If the member was placed on ops support flyer status and paid for a fraction of the month then the unused portion of the month remains available for allocation. Prorate flying hours required in accordance with the Fractions of a Calendar Month table in DoD 7000.14-R, Volume 7A. **(T-0)**

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

**AIR FORCE MANUAL 11-402**

**24 JANUARY 2019**

***Flying Operations***

**AVIATION AND PARACHUTIST  
SERVICE**



---

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: AF/A3TM

Certified by: AF/A3T  
(Maj Gen Scott F. Smith)

Supersedes: AFI11-402, 13 December 2010

Pages: 110

---

This manual implements Air Force Policy Directive 11-4, *Aviation Service*. 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. This publication applies to Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) personnel authorized to participate in in-flight and parachutist duties. This publication may be supplemented at any level, but all direct supplements must be routed for coordination prior to certification and approval to the OPR of this publication. 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 the 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 the requestors commander for non-tiered compliance items. 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 the appropriate functional chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the USAF. This manual requires the collection and or maintenance of information protect by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 8013, *Secretary of the Air Force*. The

applicable SORN F011 AF XO A ARMS is available at:  
<http://dpclo.defense.gov/Privacy/SORNS.aspx>

## ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. The chapters have been reordered. Office symbols and terminology have been updated. Aviation Resource Management System code sets (for example: aviation service codes, entitlement status codes, flying status codes, flying activity codes, disqualification codes, etc.), aircrew position indicator codes, and operational flying duty policy have been moved from Air Force Instruction (AFI) 11-401, *Aviation Management*, to this manual. Duplication of content between AFI 11-401, AFMAN 11-421, *Aviation Resource Management*, and this manual has been removed. Most of the attachments listed in the previous editions of this AFI are not included in the attachment section of this manual.

<b>Chapter 1—OVERVIEW</b>	<b>6</b>
1.1. Purpose. ....	6
1.2. Waiver Requests. ....	6
1.3. MAJCOMs.....	6
1.4. Templates.....	6
<b>Chapter 2—ROLES AND RESPONSIBILITIES</b>	<b>7</b>
2.1. AF/A3T.....	7
2.2. MAJCOM Commanders (CCs).....	7
2.3. Judge Advocate General Corp. ....	7
2.4. Subordinate Organizations.....	7
2.5. Servicing Host Aviation Resource Management Office.....	7
2.6. Flight Medicine Element. ....	7
2.7. Aeronautical Rating Board Convening Authority. ....	7
2.8. Flying Evaluation Board Convening Authority. ....	7
2.9. Responsibility of Aircrew, Parachutists, and Operational Support Members. ....	7
<b>Chapter 3—AVIATION SERVICE FOR RATED OFFICERS, CAREER ENLISTED AVIATORS, AND CIVILIAN GOVERNMENT EMPLOYEES</b>	<b>9</b>
3.1. Overview.....	9
3.2. Specific Guidelines for Career Aviation Service.....	9
3.3. Aviation Service Date. ....	9
3.4. Aviation Service Date Adjustments.....	11
3.5. Rated Officer and Career Enlisted Aviators Management.....	13



Table 3.1.	Aircrew Position Indicator Code Listing. ....	13
3.6.	Flying Activity Code Management. ....	14
Table 3.2.	Flying Activity Code Listing. ....	14
3.7.	Aviation Service Codes. ....	17
Table 3.3.	Entitlement Status Code Listing. ....	17
Table 3.4.	Flying Status Code List (Disqualification/Suspension). ....	18
Table 3.5.	Flying Status Code Listing. ....	19
3.8.	In-Flight Duty Authorization (During Non-Flying Assignment). ....	21
3.9.	Operational Flying Duty. ....	22
Table 3.6.	Operational Flying Duty Accumulator Requirements for Rated Officers. ....	22
3.10.	Operational Flying Duty Accumulator Waivers. ....	24

#### **Chapter 4—USAF AERONAUTICAL RATINGS 28**

4.1.	Overview. ....	28
4.2.	USAF Aeronautical Ratings. ....	28
4.3.	Eligibility for Award of USAF Aeronautical Ratings. ....	28
4.4.	Authority to Award USAF Aeronautical Ratings. ....	29
4.5.	Advanced USAF Aeronautical Ratings. ....	29
4.6.	Total Rated Service, Flying Time, and Operational Flying Duty Accumulator for Advanced USAF Aeronautical Ratings. ....	29
4.7.	Award of the Basic and Advanced USAF Aeronautical Rating. ....	30
4.8.	Inter-Service Transfers of Medical Officers. ....	31
4.9.	Validating Flying Credentials for a USAF Aeronautical Rating. ....	31
4.10.	Pilot-Physicians. ....	34
Table 4.1.	Mandatory Requirements for Award of Aeronautical Ratings (T-1). ....	34

#### **Chapter 5—USAF AVIATION AND PARACHUTIST BADGES 41**

5.1.	Overview. ....	41
5.2.	Eligibility Requirements to Wear the USAF Officer and Airman Aircrew Member Badge. ....	41
5.3.	Permanent Award of USAF Aircrew Member Badges. ....	42
5.4.	Award of USAF Aviation and Aircrew Member Badge. ....	42
5.5.	Award of USAF Parachutist Badges/Devices. ....	43
5.6.	Jumpmaster Qualification. ....	44
5.7.	Prohibiting the Wear of USAF Aviation and Parachutist Badges. ....	44

5.8.	Posthumous Award of USAF Aviation Badges.....	45
5.9.	Award of USAF Aviation Badges to Members of Foreign Military Services- Graduates From USAF Training Programs. ....	45
5.10.	Inter-Service Transfer for Career Enlisted Aviators.....	46
Table 5.1.	Mandatory Requirements for Permanent Award of Aviation Badges. (T-1).....	46
Table 5.2.	Mandatory Requirements for Wear of Parachutist Badges. (T-1). ....	48
<b>Chapter 6—SUSPENSION, DISQUALIFICATION, REVALIDATION, AND REQUALIFICATION OF AVIATION SERVICE OF RATED OFFICERS, CAREER ENLISTED AVIATORS, AND CIVILIAN GOVERNMENT EMPLOYEES</b>		<b>51</b>
6.1.	Overview.....	51
6.2.	Suspension from Aviation Service.....	51
6.3.	Disqualification from Aviation Service. ....	52
Table 6.1.	Standards of Application for Permanent Disqualification (DQ) from Aviation Service. ....	56
Table 6.2.	Non-Permanent Disqualification (DQ) from Aviation Service. ....	64
6.4.	Requalification for Aviation Service (Non-Permanent Disqualification Only).....	67
6.5.	Aviation Service for Rated Officers or Career Enlisted Aviators in the ARC or Recalled or Returning to Active duty. ....	70
6.6.	Revalidation and Requalification of Aviation Service. ....	70
6.7.	Reassignment to other than Aircrew Operations or RPA Sensor Operator Duties (1AXXX or 1UXXX). ....	73
6.8.	Suspension and Disqualification of Civilian Government Employees. ....	74
<b>Chapter 7—AVIATION AND PARACHUTIST SERVICE OF NON-RATED OFFICER, NON-CAREER ENLISTED AVIATOR ENLISTED AIRCREW MEMBERS AND PARACHUTIST MEMBERS (AIRCREW OR JUMP PREFIXED SPECIALTIES)</b>		<b>75</b>
7.1.	Overview.....	75
7.2.	Applicable to Whom. ....	75
7.3.	Specific Guidelines for Initiating Aviation Service:.....	75
7.4.	Taking Part in In-Flight Duties by Non-rated Officer Aircrew Members and Non- Career Enlisted Aviator Enlisted Aircrew Members. ....	76
7.5.	Suspension of Aviation Service. ....	76
7.6.	120-Day Advance Notification Policy (Non-Career Enlisted Aviator) Enlisted Aircrew Members Only). ....	76
7.7.	Termination of Aviation and/or Parachutist Service.....	77

7.8.	Permanent Disqualification Actions. ....	77
7.9.	Non-permanent Disqualification Actions. ....	78
7.10.	Aviation Service Requalification (Non-Permanent Disqualification Only). ....	78
<b>Chapter 8—FLYING EVALUATION BOARD</b>		<b>80</b>
8.1.	Purpose of Chapter.....	80
8.2.	Applicable to Whom. ....	80
8.3.	Standards of Application.....	80
8.4.	Reasons to Convene an Flying Evaluation Board.....	80
8.5.	Conducting an Flying Evaluation Board.....	82
Table 8.1.	Flying Evaluation Board Action Timeline.....	83
8.6.	Flying Evaluation Board Recommendations. ....	91
8.7.	Flying Evaluation Board Review Process.....	93
8.8.	Functions and Duties of Flying Evaluation Board Members.....	94
8.9.	Administrative Instructions.....	98
8.10.	Assignment after Flying Evaluation Board.....	99
<b>Chapter 9—AVIATION SERVICE OF OPERATIONAL SUPPORT FLYERS</b>		<b>101</b>
9.1.	Purpose of Chapter.....	101
9.2.	Applicable to Whom. ....	101
9.3.	Qualifications.....	101
9.4.	Types of Operational Support Duties. ....	101
9.5.	Man-Month Request/Allocation Process: ....	102
9.6.	Supplemental Requests. ....	103
9.7.	End-of-Year Turn-in. ....	103
9.8.	Monthly Aeronautical Order Requests. ....	104
9.9.	Logging Time. ....	104
9.10.	In-Flight Duties Incentive Pays. ....	104
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>105</b>

## Chapter 1

### OVERVIEW

**1.1. Purpose.** This manual establishes guidance for managing the USAF aviation and parachutist service programs. This manual applies to all USAF flying and parachutist units, associated commanders, and personnel authorized duties related to the aviation or parachutist service programs.

**1.2. Waiver Requests.** When complying with official policy, guidance, or procedures, the unit may request a waiver under the guidance listed in AFI 33-360. AF/A3TM is the approval authority for waivers where the approval authority is not already identified in the manual. Any reference to MAJCOM/A3Ts in this manual also refers to equivalent MAJCOM operations or training offices not named A3T. As much as practicable, utilize the AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, for waiver requests.

**1.3. MAJCOMs.** MAJCOMs may publish HQ USAF waivers in supplements citing the authority (for instance: AF/A3T memo, date, subject, etc.). Commanders will ensure that supplemental guidance identifies waiver authorities and that higher level coordination authorities approve waivers prior to implementation. (T-1)

**1.4. Templates.** Templates for request memorandums can be found on the Air Force Aviation Resource Management SharePoint® site at: <https://cs2.eis.af.mil/sites/12984/default.aspx>.

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. AF/A3T.** The Director of Training and Readiness (AF/A3T) manages and establishes guidance for the USAF aviation and parachutist service programs as outlined in this manual to ensure compliance with DoD policy. Additionally, AF/A3T is the final approval authority for waivers and exceptions-to-policy to this manual.

2.1.1. On behalf of the Chief of Staff of the Air Force, AF/A3TM validates completion of all requirements and publishes Department of the Air Force aeronautical orders for the following:

2.1.1.1. Astronaut qualifier aeronautical rating.

2.1.1.2. Advanced aeronautical rating for foreign military rated officers.

2.1.1.3. Revalidation of retired rated officers recalled to active duty.

2.1.1.4. Inter-service Transfer USAF aeronautical rating.

**2.2. MAJCOM Commanders (CCs).** Provides guidance, criteria, and supervision to subordinate organizations to ensure compliance with the requirements of this manual. MAJCOM/A3T is the approval authority for aeronautical rating boards, Flying Evaluation Boards, and Flying Evaluation Board waivers.

**2.3. Judge Advocate General Corp.** Provides commanders and Airmen full spectrum legal support for aviation and parachutist service review (specifically: suspension, disqualification, requalification actions, and Flying Evaluation Board proceedings) at the Wing, MAJCOM, and Headquarters, Air Force (HAF).

**2.4. Subordinate Organizations.** Ensures compliance with the requirements outlined in this manual. (T-2).

**2.5. Servicing Host Aviation Resource Management Office.** Advises commanders on required aviation and parachutist service management actions IAW this manual, AFI 11-401, AFI 11-410, *Personnel Parachute Operations*, and Air Force Manual (AFMAN) 11-421. Additionally, the servicing Host Aviation Resource Management office publishes, distributes, and maintains aeronautical orders IAW this manual, AFI 11-401, and AFMAN 11-421. (T-1).

**2.6. Flight Medicine Element.** Provides recommendations on medical requirements and qualifications as they pertain to in-flight and parachutist duties IAW AFI 48-123, *Examinations and Medical Standards*, and AFI 44-170, *Preventive Health Assessment*.

**2.7. Aeronautical Rating Board Convening Authority.** Reviews an applicant's request for a USAF aeronautical rating and provides recommendations through command channels to MAJCOM/A3T. (T-2).

**2.8. Flying Evaluation Board Convening Authority.** Reviews the Flying Evaluation Board report and provides recommendations through command channels to MAJCOM/A3T. (T-2).

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

2.9.1. Maintain medical qualification standards IAW AFI 48-123 and AFI 44-170. (T-1).

2.9.2. Notify the servicing Host Aviation Resource Management office immediately when flight or jump incentive pay has not been terminated for any of the following reasons:

2.9.2.1. Suspended from aviation or parachutist service. **(T-1).**

2.9.2.2. Disqualified from aviation or parachutist service. **(T-1).**

2.9.2.3. In down status longer than 365 days (rated officers and career enlisted aviators). **(T-1).**

2.9.2.4. In down status longer than 180 days (non-rated officers, non-career enlisted aviator enlisted aircrew members, and parachutists). **(T-1).**

2.9.2.5. No longer assigned to an active flying billet (non-rated officer or non-career enlisted aviator enlisted aircrew member). **(T-1).**

2.9.2.6. Member is assigned to an active flying position and receives conditional aviation incentive pay or hazardous duty incentive pay without satisfying requirements for entitlement IAW DoD 7000-14.R *Department of Defense Financial Management Regulation*, Volume 7A and AFMAN 11-421. **(T-1).**

2.9.2.7. Member is a parachutist no longer assigned to a jump inherent Duty Air Force Specialty Code (DAFSC) unit manpower document position IAW AFI 11-410 or "J" prefixed unit manpower document DAFSC. **(T-1).**

2.9.2.8. Member is assigned to a valid jump billet and receives jump incentive pay without meeting requirements for entitlement IAW DoD 7000-14.R and AFMAN 11-421. **(T-1).**

### Chapter 3

## AVIATION SERVICE FOR RATED OFFICERS, CAREER ENLISTED AVIATORS, AND CIVILIAN GOVERNMENT EMPLOYEES

**3.1. Overview.** This chapter provides guidance on the aviation service management of rated officers, career enlisted aviators, and civilian government employees.

### **3.2. Specific Guidelines for Career Aviation Service.**

3.2.1. Assigning a member to an active flying position solely for the purpose of accumulating operational flying duty accumulator credit or qualifying for aviation incentive pay, critical skills incentive pay, or hazardous duty incentive pay is not authorized.

3.2.1.1. Commanders will not allow members with a substantiated record of substance abuse (including alcoholism) to enter or continue aviation service. **(T-1). Exception:** AFI 36-2105, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs*, may provide exceptions.

3.2.1.2. Aircrew members will maintain medical and professional qualification in their current specialty to remain qualified for aviation service. **(T-1).**

3.2.2. Aircrew members will maintain availability for in-flight duties on a worldwide basis. **(T-1).** This includes training for combat and actual combat. Commanders shall take appropriate administrative actions (for example: Flying Evaluation Board or disqualification action) to address moral or ethical compunction, personal or self-imposed reservation, or qualification that limits worldwide availability. **(T-1).** This includes attempts to limit flying duty or training to specific aircraft, roles, or missions.

3.2.3. Aviation service is a privilege, not a right. Entry into training for the rated officer and career enlisted aviator career fields is voluntary. Once awarded the applicable aeronautical rating or aviation badge, the member will perform all in-flight and staff duties assigned. **(T-1).** This requirement includes additional flying training related to the specialty. **(T-1).**

3.2.4. The USAF expects rated officers to progress through appropriate aeronautical ratings and aircrew qualification for their weapons system. Commanders will take appropriate administrative action (for example: Flying Evaluation Board or disqualification action) when a member fails to or is unwilling to progress. **(T-2).**

3.2.5. Aircrew members will not perform in-flight duties during periods of non-flying Temporary Duty (TDY), permissive TDY, or while on leave. **(T-2). Exception:** Air Reserve Component (ARC) members on terminal leave from active duty (Title 10) who are otherwise eligible to fly may perform in-flight duties.

3.2.6. Aircrew members flying in a passenger status will not perform in-flight duties. **(T-2).**

**3.3. Aviation Service Date.** The aviation service date is used to determine aviation incentive pay and critical skills incentive pay entitlement rate, establish the aviation service anniversaries (operational flying duty accumulator gates), and compute the termination date for continuous aviation incentive pay and critical skills incentive pay. Once established, do not change an aviation service date except for periods the aeronautical rating is invalid (flying status code “R” or “P”) and non-permanent disqualification. **(T-1).**

### 3.3.1. Aviation Service Date for Rated Officers.

3.3.1.1. Officers enrolled in undergraduate flying training enter an aviation career on the class start date (if otherwise qualified) listed in the undergraduate flying training document or the date the member is medically certified for in-flight duty, whichever is later. **Example:** Lieutenant Justice's class start date was 28 December 2017 and the individual was medically certified for in-flight duties 3 January 2018; Lieutenant Justice's aviation service date is 3 January 2018.

3.3.1.2. Officers and enlisted pilot candidates enter an aviation career on the class start date of Remotely Piloted Aircraft (RPA) Flight Training (if otherwise qualified) or the date the member is medically certified for in-flight duty, whichever is later.

3.3.1.3. Officers enrolled in Undergraduate Air Battle Manager Training (on or after 1 April 2010) enter an aviation career on the class start date listed in the Programmed Flying Training document (if otherwise qualified) or the date the member is medically certified for in-flight duty, whichever is later. **Exception:** Air National Guard (ANG) air battle managers initially assigned to ground-based control duties are not considered rated assets.

3.3.1.3.1. Air battle managers in authorized AFSC 13BX positions (on or after 1 October 1999 and before 1 April 2010) who attended Airborne Warning and Control System Undergraduate Flying Training and Airborne Battlefield Command and Control Center Undergraduate Flying Training are considered to have entered aviation service on the effective date of the initial aeronautical orders authorizing air battle manager duties.

3.3.1.3.2. Officers awarded the air battle manager aeronautical rating upon graduation from a flying training unit, after 1 October 1999, are authorized to use flying hours and operational flying duty accumulator accrued from that day forward towards advanced aeronautical ratings.

3.3.1.4. Medical officers enter aviation service on the date of graduation from the Aerospace Medicine Primary Course (Course B3OBY48G1-0B1D) or equivalent training (if otherwise qualified) or the date the member is medically certified for in-flight duty, whichever is later. Medical students who attend this course before appointment as a medical officer must have an unrestricted medical license before award of the 48XX AFSC and the basic flight surgeon aeronautical rating. **(T-1).**

3.3.1.4.1. The 88th Operational Support Squadron's Host Aviation Resource Management office will publish the aeronautical order assigning aviation service code "8J" to establish the aviation service date and basic flight surgeon aeronautical rating effective the date of graduation from the Aerospace Medicine Primary Course. **(T-1).**

3.3.1.4.2. The servicing Host Aviation Resource Management office will not publish an aeronautical order assigning aviation service code "8A" prior to the flight surgeon meeting all of the following requirements: 1) completion of the Aerospace Medicine Primary Course (Course B3OBY48G1-0B1D) or equivalent training, 2) award of an unrestricted medical license, 3) award of the 48XX AFSC, and 4) assignment to an aircrew position indicator "5" coded billet. **(T-1).** If the flight surgeon met all requirements upon graduation from the Aerospace Medicine Primary Course (Course B3OBY48G1-0B1D) or equivalent training, the servicing Host Aviation Resource



Management office will revoke the aviation service code “8J” and publish an aviation service code “8A” effective the class graduation date. **(T-1)**. Otherwise, the servicing Host Aviation Resource Management office will use the latest date that all requirements were met as the effective date for the aeronautical order assigning aviation service code “8A”. **(T-1)**.

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

3.3.1.6. For rated officers who change their rated specialties, the initial undergraduate flying training aeronautical order effective date that resulted in the first aeronautical rating establishes the member’s aviation service date.

3.3.1.7. Do not count officer preflight training or career enlisted aviator duty when establishing a rated officer’s aviation service date. **(T-1)**. For officers who received preflight training or were prior career enlisted aviators, the rated aviation service date is the undergraduate flying training class start date (if otherwise qualified for aviation service).

**3.3.2. Aviation Service Date for Career Enlisted Aviators.** Aviation service begins when enrolled in formal weapons system training (where in-flight duties are required onboard an aircraft or in a flight simulator). The aviation service date will not be prior to the date the member is qualified for aviation service. **(T-1)**. For a member disenrolled from a formal weapons system training course who is later selected for training in a different flying specialty, the aviation service date is the reentry date backdated by the initial period of training.

3.3.2.1. The aviation service date remains unchanged for members temporarily disenrolled from a formal weapons system training course and subsequently reentered in a succeeding class to continue training.

3.3.2.2. The aviation service date for a career enlisted aviator with previous US military flying service is the date the individual started flying training leading to the airman aircrew member badge or designation.

### **3.4. Aviation Service Date Adjustments.**

**3.4.1. Aviation Service Date Adjustment for Rated Officers.** The servicing Host Aviation Resource Management office is authorized to adjust a rated officer’s aviation service date 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. The aviation service date for rated officers assigned aviation service code “07” will not be adjusted. **(T-1)**. Do not adjust the aviation service date for rated officers to account for previous career enlisted aviators or non-rated aircrew duty history. **(T-1)**.

3.4.1.1. A flight surgeon who enters undergraduate flying training or Undergraduate Air Battle Manager Training shall have their aviation service date adjusted to the class start date of the applicable course. **(T-1)**.

3.4.1.2. A rated officer's aviation service date remains unchanged for officers temporarily disenrolled from undergraduate flying training who subsequently re-enter a succeeding class (same aeronautical rating) to continue training toward award of an aeronautical rating.

3.4.1.3. For officers disenrolled from one undergraduate flying training course who are later selected for training in a different flying specialty, the aviation service date is the reentry date backdated by the initial period of training. **Example:** A member began undergraduate pilot training on 5 September 2005. The individual was eliminated from training after 135 days. The member later qualified for re-entry into Undergraduate Combat Systems Operator Training with a class start date of 27 December 2006. The aviation service date is adjusted by taking the 27 December 2006 class start date and subtracting the original 135 days in training. The adjusted aviation service date is 14 August 2006.

3.4.1.4. A prior career enlisted aviator attending Officer Training School (OTS) and then entering undergraduate flying training or Undergraduate Air Battle Manager Training shall have their aviation service date adjusted to the class start date of the applicable course. **(T-1).**

3.4.1.5. The earliest effective date for aviation service code and flying incentive pay adjustments affecting pilots, combat systems operators, observers, and flight surgeons is 17 October 1998.

3.4.1.6. The earliest effective date for aviation service code and flying incentive pay adjustments for air battle managers is 1 October 1999.

3.4.1.7. All aviation service code and flying incentive pay actions effective prior to the dates in paragraph 3.4.1.5 and 3.4.1.6 were IAW governing directives at that time and will not be adjusted. **(T-1).** **Note:** Whether the aviation service date adjustment is mandatory or as the result of a member's request, all qualifying periods of separation, retirement, and non-permanent disqualification will be included in an aviation service date adjustment and the aviation service history adjusted, accordingly. **(T-1).**

**3.4.2. Aviation Service Date Adjustments for Career Enlisted Aviators.** On 1 August 2002, career enlisted aviators were authorized an aviation service date adjustment for periods of break in service (flying status codes "R" or "P") and non-permanent disqualification retroactive to 1 October 1999 or date returned to enlisted aircrew duty, whichever is later. Aviation service date adjustment are required for members who return to aviation service on or after 1 August 2002 from a period of separation, retirement, or non-permanent disqualification. The aviation service date for career enlisted aviators assigned aviation service code "07" will not be adjusted. **(T-1).**

3.4.2.1. The earliest effective date for aviation service code and flying incentive pay adjustments affecting career enlisted aviators is 1 October 1999 or the conversion effective date for career enlisted aviators AFSCs approved after 1 October 1999.

3.4.2.2. All aviation service code and flying incentive pay actions effective prior to these dates were IAW governing directives at that time and will not be adjusted. **(T-1).** **Note:** Whether the aviation service date adjustment is mandatory (member returned on or after 1 August 2002) or as the result of a member's request, all qualifying periods of separation, retirement, and non-permanent disqualification will be included in an aviation service date adjustment and the aviation service history adjusted, accordingly. **(T-1).**

**3.5. Rated Officer and Career Enlisted Aviators Management.** The rated officer and career enlisted aviators inventory requires close management at all levels to ensure a high state of readiness is maintained with available resources. The authorized rated inventory includes pilots, navigators or combat systems officers, observers, flight surgeons and air battle managers in the grade of lieutenant colonel and below. To manage these as well as other rated and career enlisted aviator positions, aircrew position indicator codes are assigned to identify these positions. **Note:** Aircrew position indicator codes “1-0” apply to all rated officers, and codes “A-Z” apply to career enlisted aviators. Reference [Table 3.1](#) for a list of Aircrew position indicator codes.

**Table 3.1. Aircrew Position Indicator Code Listing.**

Aircrew Position Code	Explanation	Remarks
<b>1</b>	Pilot positions used primarily for in-flight duty.	
<b>2</b>	Navigator, combat systems officers, or observer positions used primarily for in-flight duty.	
<b>3</b>	Staff or supervisory rated positions, at wing level and below, that have responsibilities and duties that require rated expertise but do not require the incumbent to perform in-flight duties.	
<b>4</b>	Staff or supervisory rated positions, above wing level, that have responsibilities and duties that require rated expertise but do not require the incumbent to perform in-flight duties.	
<b>5</b>	Flight surgeon positions. This code is restricted to AFSC 48XX, or AFSC 40C0C with an additional AFSC of 48XX.	Notes 1 and 2
<b>6</b>	Staff or supervisory rated positions, at wing level and below, that have responsibilities and duties that require the incumbents to perform in-flight duties or perform operational flying duty accumulator-creditable ground based radar duties.	Notes 1 and 2
<b>7</b>	USAF officers not occupying a USAF rated position and required to perform in-flight duties in other than USAF units (exchange officers, etc.). Reserved for use only when directed by AF/A3TM.	
<b>8</b>	Staff or supervisory rated positions, above wing level, that have responsibilities and duties that require the incumbent to perform in-flight duties or perform operational flying duty accumulator-creditable ground based radar duties.	Notes 1 and 2
<b>9</b>	Air battle managers required to perform in-flight duties or perform operational flying duty accumulator-creditable ground based radar duties.	
<b>0</b>	Rated officers assigned to non-rated duties and all non-rated officers.	
<b>A</b>	Career enlisted aviators positions used for line flying unit with primary mission assigned inventory aircraft assigned.	
<b>B</b>	Staff or supervisory career enlisted aviators positions, at wing level and below, that have responsibilities and duties that require the incumbent to perform in-flight duties.	Notes 1 and 2

<b>C</b>	Staff or supervisory career enlisted aviators positions, at wing level and below, that have responsibilities and duties that require aircrew expertise but do not require the incumbent to perform in-flight duties.	
<b>D</b>	Staff or supervisory career enlisted aviator positions, above wing level, that have responsibilities and duties that require the incumbent to perform in-flight duties.	Notes 1 and 2
<b>E</b>	Staff or supervisory career enlisted aviator positions, above wing level, that have responsibilities and duties that require aircrew expertise but do not require the incumbent to perform in-flight duties.	
<b>F</b>	Career enlisted aviators assigned to positions for Operational Test and Evaluation and Foreign Military Sales programs.	
<b>G</b>	Career enlisted aviators not occupying an USAF position and require the member to perform in-flight duties in other than USAF units (exchange programs, etc.). Reserved for use only when directed by AF/A3TM.	
<b>Z</b>	Enlisted personnel not assigned to career enlisted aviators duties and all non-career enlisted aviators enlisted.	

**Table 3.1. Notes:**

1. If the total number of rated staff (Aircrew position indicator code “5”, “6”, “8”, “B”, and “D”), exceeds the number of unit manpower document authorizations, the commander will designate the primary incumbent (member assigned to the position) and will be assigned an active flying activity code and flying status code. **(T-1)**. The MAJCOM/SGPA or higher will determine which flight surgeons are designated as the primary incumbents. **(T-1)**. Refer to AFI 11-401 for required action when a member in aircrew position indicator codes “5”, “6”, “8”, “B”, and “D” are double billeted for more than 30 calendar days.
2. If replacement of the primary incumbent is necessary (for example: permanent change of station, permanent change of assignment, etc.), the replacement may also be authorized an active flying activity code and flying status code, provided the overlap is not more than 30 days. See AFI 11-401 for additional information.

**3.6. Flying Activity Code Management.** Flying activity codes detail the active or inactive flying activity for each duty position occupied by rated officers and career enlisted aviators. See [Table 3.2](#) for a list of flying activity codes.

**Table 3.2. Flying Activity Code Listing.**

<b>Flying Activity Codes</b>	<b>Approval Authority</b>	<b>Explanation</b>
<b>1</b>	<b>Host Aviation Resource Management office</b>	<b>Active.</b> Officers in aircrew position indicator codes “1”, “2”, “5”, “7”, and “9” coded positions not associated with formal flying training course.

2	Host Aviation Resource Management office	<b>Active.</b> Instructors, supervisors, and students (aircrew position indicator codes “1”, “2”, “6”, “8”, and “9”) assigned to fly aircraft assigned to flying training units or equivalent.
3	Host Aviation Resource Management office	<b>Active.</b> Officers in aircrew position indicator codes “6”, “7”, or “8” coded positions not associated with formal flying training course who perform in-flight duties.
4	AF/A3TM	<b>Active.</b> Officers in aircrew position indicator codes “3” or “4” coded positions assigned and performing in-flight duties in direct support of certain Secretary of the Air Force (SecAF) approved flying missions.
5	AF/A3TM	<b>Active.</b> Officers not assigned to a rated position (Aircrew position indicator code “0”) who perform in-flight duties in direct support of certain SecAF approved flying missions.
6	MAJCOM/A3T  Host Aviation Resource Management office	<b>Active.</b> Officers not eligible for flying activity codes “1” through “5” whose current assignment(s) require active temporary operational flying. <b>Exception:</b> 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.
7	Host Aviation Resource Management office	<b>Inactive.</b> Rated officers in inactive status (Aircrew position indicator codes “3” or “4”). <b>Exception:</b> Undergraduate flying training students in aircrew position indicator “0” positions.
8	Host Aviation Resource Management office	<b>Inactive.</b> Rated officers/career enlisted aviators performing in-flight non-crew or inactive RPA duties.
9	AF/A3TM	<b>Active.</b> Flight surgeon who hold the pilot-physician aeronautical rating awarded by AF/A3TM based on AF/SG recommendation.
	AF/A3TM	<b>Other.</b> Reserved for use only when directed by AF/A3TM.
0	Host Aviation Resource Management office	<b>Inactive.</b> Rated officers assigned to non-rated aircrew position indicator code “0” duties not involving in-flight duties.
A	Host Aviation Resource Management office	<b>Active.</b> Career enlisted aviators in aircrew position indicator code “A” or “G” coded positions not associated with formal flying training course.

<b>B</b>	<b>Host Aviation Resource Management office</b>	<b>Active.</b> Instructors, supervisors, and students (Aircrew position indicator codes “A”, “B”, “D”, or “Z”) assigned to fly aircraft assigned to flying training units or equivalent.
<b>C</b>	<b>Host Aviation Resource Management office</b>	<b>Active.</b> Career enlisted aviators in aircrew position indicator codes “B”, “D”, or “G” coded positions not associated with formal flying training course who perform in-flight duties.
<b>D</b>	<b>Host Aviation Resource Management office</b>	<b>Active.</b> Career enlisted aviators assigned to Air Education and Training Command (AETC) non-flying formal school position. (Aircrew position indicator code “C”).
<b>E</b>	<b>MAJCOM/A3T</b>  <b>Host Aviation Resource Management office</b>	<b>Active.</b> Career enlisted aviators not eligible for flying activity code “A”, “B”, “C”, or “D” whose current assignment requires active temporary operational flying.  <b>Exceptions:</b> 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.
<b>F</b>	<b>Host Aviation Resource Management office</b>	<b>Active.</b> Career enlisted aviators assigned to Operational Test and Evaluation and Foreign Military Sales programs.
<b>G</b>	<b>Host Aviation Resource Management office</b>	<b>Inactive.</b> Career enlisted aviators in inactive status (aircrew position indicator codes “C”, “E”, and “Z”).
<b>H</b>	<b>AF/A3TF</b>	<b>Inactive.</b> Career enlisted aviators in AFSC 9G100 positions approved for operational or indoctrination flying. Career enlisted aviators in AFSC 9E000 positions approved for indoctrination flying. <b>Exception:</b> National Guard Bureau (NGB)/A3T and Air Force Reserve Command (AFRC)/A3T may authorize operational flying for ANG and Air Reserve technicians that hold a dual employment both military and civil service status that are assigned to Command Chief (AFSC 9E000) position and First Sergeant (AFSC 8F000) on a case-by-case basis. See <b>paragraphs 6.7.2.</b> through <b>6.7.2.2.</b> for additional guidance.
	<b>AF/A3TM</b>	<b>Other.</b> Other use only as directed by AF/A3TM.

**3.7. Aviation Service Codes.** An aviation service code is a two-character code that indicates incentive pay entitlement and flying status.

3.7.1. The first character of the aviation service code is the entitlement status code. The entitlement status code identifies the type of flight pay entitlement and whether the flight pay entitlement is continuous or conditional. Refer to **Table 3.3** for a list of entitlement status codes. See **paragraph 3.10** for additional info on the Operational Flying Duty Accumulator “Gate” System.

3.7.2. The second character of the aviation service code is the flying status code. The flying status code indicates whether the member is assigned to an active or inactive flying status and the reason. Refer to **Table 3.4** and **Table 3.5** for the flying status codes.

3.7.2.1. Rated officers assigned to a rated position that requires the performance of in-flight duties must fly in an active flying status code. **(T-2)**. If the commander determines that no flying support capability exists for these officers, the servicing Host Aviation Resource Management office will assign an inactive flying status code. **(T-2)**.

3.7.2.2. All rated officers assigned to non-flying duties or non-rated flying are restricted from being assigned an active flying status code. **(T-2)**. MAJCOM/A3Ts assigns support-flying priorities when adequate resources are lacking.

**Table 3.3. Entitlement Status Code Listing.**

<b>1</b>	<b>Continuous Aviation Incentive Pay (0 to 12 years).</b> A rated or student pilot, navigator, combat systems officer, air battle manager, or observer who has up to 12 years of aviation service.
<b>2</b>	<b>Continuous Aviation Incentive Pay (12 to 18 years).</b> A pilot, navigator, combat systems officer, air battle manager, or observer who has from 12 to 18 years aviation service and has performed operational in-flight duties for at least 8 of the first 12 years of aviation service.
<b>3</b>	<b>Continuous Aviation Incentive Pay (18 to 25 years).</b> A pilot, navigator, combat systems officer, air battle manager, or observer who has 18 or more years of aviation service and has performed operational flying/ground-based radar duties for at least 12 of the first 18 years of aviation service.
<b>4</b>	<b>Continuous Aviation Incentive Pay (18 to 22 years).</b> A pilot, navigator, combat systems officer, air battle manager, or observer who has 18 or more years of aviation service and has performed operational flying/ground-based radar duties for at least 10, but less than 12 years of the first 18 years of aviation service.
<b>5</b>	<b>Conditional Aviation Incentive Pay (12 to 18 years).</b> A pilot, navigator, combat systems officer, air battle manager, or observer who has from 12 to 18 years of aviation service and who did not perform operational in-flight duties for at least 8 of the first 12 years of aviation service.
<b>6</b>	<b>Conditional Aviation Incentive Pay (18 to 25 years).</b> A pilot, navigator, combat systems officer, air battle manager, or observer who has completed 18 years of aviation service and did not perform operational in-flight duties for at least 10 of the first 18 years of aviation service; or a pilot, navigator, or observer who has completed 22 years of aviation service and did not perform operational in-flight duties for at least 12 of the first 18 years of aviation service.

7	<b>Conditional Aviation Incentive Pay (After 25 years of aviation service).</b> A rated officer (other than a flight surgeon) who has completed 25 years of aviation service. Officers in this status are not entitled to receive continuous aviation incentive pay, but may be entitled to receive conditional aviation incentive pay if assigned to operational in-flight duties.
8	<b>Conditional Aviation Incentive Pay (Medical).</b> A flight surgeon authorized to participate in frequent and regular in-flight duties, assigned to duties requiring such participation (Aircrew position indicator code “5” position).
9	<b>Conditional Hazardous Duty Incentive Pay.</b> A non-rated/non-career enlisted aviator crewmember or operational support member ordered to participate in frequent and regular in-flight duties or assigned to parachute duty.
0	<b>Disqualified, Suspended, or Non-Interference Flier (No Aviation Incentive Pay or Hazardous Duty Incentive Pay authorized).</b> An individual disqualified or suspended from aviation/parachutist service, or a non-aircrew member assigned to non-interference in-flight duties.
A-H	<b>Critical Skills Incentive Pay.</b> The servicing Host Aviation Resource Management office is required to update the entitlement status code for career enlisted aviators to prevent Aviation Resource Management System report errors. Entitlement status code “A” will be used for career enlisted aviators between the member’s aviation service date to 10 years of aviation service. <b>(T-1).</b> Entitlement status code “B” will be used for career enlisted aviators between 10 to 15 years of aviation service. <b>(T-1).</b> Entitlement status code “C” will be used for career enlisted aviators between 20 to 25 years of aviation service. <b>(T-1).</b> Entitlement status code “H” will be for career enlisted aviators who have completed 25 years of aviation service. <b>(T-1).</b>

**Table 3.4. Flying Status Code List (Disqualification/Suspension).**

0	<b>Disqualified.</b> Administrative Reasons.
1	<b>Disqualified.</b> Fear of Flying.
2	Reserved for future use.
3	<b>Disqualified.</b> Medical disqualification.
4	<b>Suspended.</b> Permanent disqualification action pending. Host Aviation Resource Management office will not assign for more than 180 days without MAJCOM/A3T approval. <b>(T-2).</b>
5	<b>Disqualified.</b> Flying Evaluation Board actions (Example: Lack of Proficiency, Failure to meet training standards, etc.)
6	<b>In-Flight Duties Terminated.</b> Flying (rated/career enlisted aviator trainee and operational support) or jump requirement terminated. <b>(Note)</b>
7	<b>Disqualified.</b> Failure to maintain medical certification.
8	<b>Disqualified.</b> Voluntary request.
9	Air Force Educational Leave of Absence. (Includes excess leave program.)

**Table 3.4. Note:**

Host Aviation Resource Management offices change a nonrated officers/non-career enlisted aviator aircrew member's aviation service code from “9E” to “06” when the member is no longer assigned to an authorized jump position (as applicable, this includes the period during which



enlisted parachutists attend OTS). For members in aviation service code “9D” authorized to perform both parachute/in-flight duties and either is terminated, see **Table 3.5., Note 4.**

**Table 3.5. Flying Status Code Listing.**

A	<b>Active-Operational Flying.</b> A rated officer or career enlisted aviator assigned to operational in-flight duties (excluding undergraduate flying training students) and aircrew members with approved flying activity code “4”, “5”, “6”, “E” and “H” waivers. See <b>Note 5, 6, 8.</b>
B	<b>Active-Air Battle Manager Ground-Based Radar Duty.</b> An air battle manager assigned to operational flying duty accumulator-creditable ground-based radar duties. Aircraft-based operational flying duty accumulator credit is not accumulated when assigned flying status code “B”. The assignment of flying status code “B” does not authorize in-flight duties. See <b>Note 8.</b>
C	<b>Active-Operational Support (Non-crewmember).</b> An individual (not considered rated, career enlisted aviator, or other nonrated aircrew duties) required to perform in-flight non-crew duties that cannot be performed by an aircrew member in that aircraft’s crew complement. See <b>Note 8.</b>
D	<b>Active-Non-rated/Non-Career Enlisted Aviator Aircrew Member.</b> A qualified non-rated/non-career enlisted aviator aircrew member authorized to perform aircrew duties. See <b>Note 4, 8.</b>
E	<b>Active-Parachutist.</b> A qualified non-rated/non-career enlisted aviator member assigned to a valid parachutist DAFSC position, or in training leading to assignment against a valid parachutist DAFSC position, ordered to perform parachute jump duty. See <b>Note 3, 8.</b>
H	<b>Inactive-Double Billeted.</b> Assign flying status code “H” to a rated officer or career enlisted aviator double billeted against an active staff aircrew position indicator “5”, “6”, “8”, “B”, or “D” position IAW AFI 11-401. See <b>Note 9.</b>
J	<b>Inactive-Restricted.</b> Assign flying status code “J” to an aircrew member restricted from in-flight duties while assigned to a non-operational flying position (includes flying activity code “8” flyers). This action terminates incentive pay entitlement for an aircrew member or parachutist in conditional incentive pay status. See <b>Note 3, 9.</b>
K	<b>Inactive-Lack of Support Capability-Restricted.</b> Aircrew member assigned to an active aircrew position indicator who is not authorized to perform in-flight duties due to lack of support capability. See <b>Note 9.</b>
L	<b>Inactive-School (Academic).</b> An aircrew member/parachutist assigned to a non-flying/non-jumping course of instruction of lasting 180 calendar days or longer. See <b>Note 7, 9.</b>
P	<b>Inactive-Separated.</b> A rated officer or career enlisted aviator removed from aviation service on separation from the respective service. See <b>Note 2, 9.</b>
R	<b>Inactive-Retired.</b> A rated officer or career enlisted aviator removed from aviation service on retirement from the respective service. See <b>Note 2, 9.</b>
S	<b>Active-Nonperformance.</b> A rated officer assigned to operational in-flight duties who did not accomplish operational flying duty accumulator requirements. Must have MAJCOM/A3T approval for a member to remain in flying status code “S” status for longer than 180 days. <b>Exception:</b> N/A for members is in ‘down’ status. <b>(T-2).</b> Commanders must

	have AF/A3TF approval for a rated officer assigned to operational in-flight duties to remain in "S" status for longer than 365 days. <b>(T-1). See Note 1, 8.</b>
T	<b>Active-Indoctrination Flier.</b> A rated officer or career enlisted aviator incumbent assigned to a rated/career enlisted aviator position (or rated inventory "P" or "N" prefixed DAFSC) in a non-operational flying position approved to perform in-flight duties as an indoctrination flier. MAJCOM/A3T approval is required for aircrew members in aircrew position indicator code "0" or "Z" billets to be authorized indoctrination flying status. See <b>Note 8.</b>
U	<b>Active-Flying Training Student (Undergraduate).</b> A medically qualified officer undergoing flying training leading to the award of an aeronautical rating or an enlisted member undergoing flying training leading to the award of career enlisted aviator badge. See <b>Note 8.</b>
V	Reserved for future use.
W	<b>Active-Non-Interference Flier (Non-crewmember).</b> Non-rated/non-career enlisted aviator members, non-crew commanders placed on non-interference aeronautical orders. See <b>Note 8.</b>
X	<b>Active-Pipeline.</b> An undergraduate flying training graduate from the date of graduation from pilot, combat systems officer, air battle manager, observer training, or Undergraduate RPA Training graduate selected to return to formal training unit aircraft qualification. Flying status code "X" will apply until the sign-in date at the operational duty assignment following completion of primary aircraft training and has not successfully completed mission qualification in a weapons system (non-trainer AETC aircraft) or received an AF Form 8, <i>Certificate of Aircrew Qualification</i> . <b>(T-1). See Note 8.</b>
Z	<b>Active-RPA Duties.</b> Pilot, navigator/combat systems officer, or air battle manager assigned to an RPA approved by SecAF for operational flying duty accumulator credit and performing operational RPA duties. See <b>Note 8.</b>

**Table 3.5. Notes:**

1. See **paragraph 3.9.3.3.** for further guidance on the application of flying status code "S".
2. The servicing Host Aviation Resource Management office processes an aeronautical order to assign flying status code "P" or "R" effective the date of the separation or retirement. **(T-1).** Members entering a Personal Accounting System Code starting with "S7" are assigned flying status code "P" or "R" upon effective date of orders.
3. When nonrated officer and non-career enlisted aviator enlisted aircrew are assigned to a dual-coded flying and jump position, the servicing Host Aviation Resource Management office will assign flying status code "D". **(T-1).** When no longer assigned to the dual-coded jump/flying position, the servicing Host Aviation Resource Management office will change the member's flying status code from "D" to "J". **(T-1).** When a member is re-assigned from a dual-coded position to a parachutist DAFSC (or J prefixed position) only, the servicing Host Aviation Resource Management office will change the member's flying status code to "E". **(T-1).**
4. The servicing Host Aviation Resource Management office processes an aeronautical order to assign aviation service code "9J" effective the date of separation or retirement for non-rated

officer and non-career enlisted aviator enlisted aircrew members, update Aviation Resource Management System and terminate incentive pay (if applicable). (T-2).

5. Rated officers and career enlisted aviators authorized jump status will retain aviation service code based on the assigned aircrew position indicator code. (T-1). The servicing Host Aviation Resource Management office may use AF Form 1887, *Aeronautical Order (PA) Aviation Service*, to authorize jump status (for period of jump duty) when in “J” coded billet or authorized temporary jump status without altering termination date or aviation service codes (for example: jump deployment). The servicing Host Aviation Resource Management office will use a 3 year termination date on the AF Form 1887, if unknown. (T-1).

6. The servicing Host Aviation Resource Management office may use AF Form 1887 to remove rated officers/career enlisted aviators from jump status when their jump duties terminate and in-flight duties are still required.

7. MAJCOM/A3T may approve exceptions on a case-by-case basis.

8. Active flying status code means the member is authorized to perform in-flight or ground-based radar duties.

9. Inactive flying status code means the member is assigned to a non-flying assignment and/or not authorized to perform in-flight or ground-based radar duties.

### **3.8. In-Flight Duty Authorization (During Non-Flying Assignment).**

3.8.1. For rated officers assigned to non-flying positions, if special circumstances require active temporary operational flying that is not IAW [paragraph 3.8.1](#), MAJCOM/A3T may approve exceptions on a case-by-case basis. The servicing Host Aviation Resource Management office will publish the aeronautical order assigning flying status code “A” and include the following statement in remark section of aeronautical order: “MAJCOM/A3T approved active status of members assigned to inactive flying positions but temporarily assigned to an active flying position”. (T-2).

3.8.2. If MAJCOM/A3T authorizes a rated officer (in an inactive flying status) to perform temporary in-flight non-rated or non-crew (operational support) duties, the servicing Host Aviation Resource Management office publishes the applicable aeronautical order assigning flying status code “J”, and include in the remarks section of aeronautical order: “Rated officer assigned to perform in-flight non-rated (or non-crew) duties.” (T-2).

3.8.3. Rated officers assigned to aircrew position indicator code “0” billets may fly on a non-interference basis when approved by MAJCOM/A3T. Incentive pay and operational flying duty accumulator credit are not authorized for non-interference flying. Members will not log flying time on the Air Force Technical Order (AFTO) Form 781 or AF Form 3520. (T-1).

#### **3.8.4. Flight Surgeon, Pilot-Physician, and Critical Care Air Transport Team (CCAT).**

3.8.4.1. Commanders may authorize inactive flight surgeons to fly and log time on a non-interference basis with unit training and flying schedules. Flight surgeons not qualified in an aircraft, on inactive aeronautical orders, will log only “Other” flight time and include

remarks on the reverse side of AFTO Form 781 (for example, “Inactive flight surgeon” or “Flight surgeon not qualified in aircraft”). (T-1).

3.8.4.2. When a flight surgeon is assigned to an aircrew position indicator code “0” position, the servicing Host Aviation Resource Management office will terminate active flying aeronautical orders and assign the member aviation service code “8J”. (T-1).

3.8.4.3. Inactive flight surgeons assigned to aircrew position indicator code “0” positions, in aviation service code “8J” tasked to perform CCATT non-crew duties, are authorized to log “FZ” crew position and primary time on these missions. Primary time may only be logged when critical care patients are onboard. When authorized, the servicing Host Aviation Resource Management office will process the operational support aeronautical order to assign flying activity code “8” and include aeronautical order remarks: “Rated officer tasked to perform CCATT non-crew flying activity code “8” duties. Crew position FZ and non-crew hazardous duty incentive pay authorized.” (T-1). The member’s aviation service code remains “8J”.

**3.9. Operational Flying Duty.** Operational flying duty is in-flight or ground-based radar duty performed under aeronautical orders by rated officers while holding or training for an aeronautical rating and while serving in assignments in which aviation skills are maintained in the performance of assigned in-flight or ground-based radar duties. See DoD 7000.14-R, Volume 7A for guidance on entitlement to incentive pay. [Table 3.6](#) outlines the operational flying duty accumulator requirements.

3.9.1. Operational flying duty accumulator gates are 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 requirements outlined in [paragraph 3.9.3](#) are met). The first gate is the timeframe of the member’s aviation service date to 12 years of aviation service. The second gate is the timeframe of 12 to 18 years of aviation service based on the member’s aviation service date. Rated officers stop accruing operational flying duty accumulator after the 18th year of aviation service based on the member’s aviation service date. After the 18th year operational flying duty accumulator gate, rated officers may accumulate badge-creditable operational flying duty accumulator months toward advanced aeronautical ratings.

3.9.2. **Anniversary of Operational Flying Duty Accumulator Gates.** At the 12th year of aviation service (end of the 1st gate) and 18th year of aviation service (end of the 2nd gate), the servicing Host Aviation Resource Management office determines the member’s entitlement to continuous aviation incentive pay based on accrued operational flying duty accumulator credits. See [Table 3.6](#) for the operational flying duty accumulator requirements for continuous aviation incentive pay.

**Table 3.6. Operational Flying Duty Accumulator Requirements for Rated Officers.**

Years of Aviation Service Milestone	Operational Flying Duty Accumulator Requirements	Aviation Incentive Pay Eligibility Period:
By 12 years of aviation service.	96	18 years of aviation service from aviation service date.

By 18 years of aviation service.	120	22 years of aviation service from aviation service date.
By 18 years of aviation service.	144	25 years of aviation service from aviation service date.

**3.9.3. Operational Flying Duty Accumulator Computations.** To receive credit for a month of operational flying duty accumulator, the following requirements apply:

3.9.3.1. Be assigned to and perform in-flight or ground-based radar duty. **(T-1).**  
**Exception:** After establishment of an aviation service date as an air battle manager and assigned to operational flying duty accumulator creditable ground-based radar duty, air battle managers will receive operational flying duty accumulator credit for those duties. **(T-1).**

3.9.3.2. The member must be assigned flying status code “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. (T-1). Rated officers assigned to an active flying billet pending a PCS assignment to an inactive billet should sign out from the losing base after the 15th day of the month in order to receive credit for that month. The member must have also performed operational flying duty accumulator-creditable flying within three months of the departure month. (T-1).

**3.9.3.3. Operational Flying Duty Accumulator Creditable Flight.**

3.9.3.3.1. Members receive operational flying duty accumulator credit from the date of assignment of an active flying status code if they are: initially assigned to in-flight duty (Flying status code “A”/“Z”), initially assigned to ground-based radar duty (flying status code “B”), or returning to such duty from a disqualified or inactive status (other than flying status code “S”). If the aircrew member does not perform in-flight or ground-based radar duties within three months of that date, the servicing Host Aviation Resource Management office will (1) retroactively change the active flying status code to “S”, effective the day following the date of initial assignment of the active flying status code; (2) deduct operational flying duty accumulator credit which began accruing with assignment of the original active flying status code and terminate entitlement to operational flying duty accumulator credit; and (3) assign an active flying status code when flying or ground-based radar duty begins, effective two months before the date of the first flight or controlling duty. **(T-1).** Operational flying duty accumulator credit resumes based on the effective date of the active flying status code (specifically: two months before the date of the first flight). **Exception:** Rated officers or career enlisted aviators awaiting a flying training course class start date will be changed to flying status code “K” versus flying status code “S”. **(T-1).**

3.9.3.3.2. **Example:** Captain Miller is assigned flying status code “A” on 19 December but first flies on 17 April: On 20 March, the servicing Host Aviation Resource Management office changed the member’s flying status code “A” to flying status code “S”, effective 20 December. Captain Miller accumulated three months operational flying duty accumulator credit for January, February, and March. The servicing Host Aviation Resource Management office should not credit December because Capt Miller was assigned an active flying status code for less than 15 days during that month. The flying status code “S” action deducted the three months credited

and stopped further accumulation. On 17 April, the servicing Host Aviation Resource Management office should change the flying status code “S” to flying status code “A”, effective 17 February. This retroactive change starts operational flying duty accumulator credit. The servicing Host Aviation Resource Management office should not award operational flying duty accumulator credit for February (less than 15 days assigned), but award credit for March and April.

3.9.3.3.3. When a rated officer who is assigned to an active aviation service code does not perform in-flight or ground-based radar duties by the end of the third month following the month in which in-flight or ground-based radar duties were last performed, the servicing Host Aviation Resource Management office will (1) change flying status code to “S” effective the first day of the fourth month following the month in which in-flight or ground-based radar duties were last performed and stop operational flying duty accumulator credit and (2) change the flying status code to “A” effective the date of the member’s next operational flying accumulator-creditable flight or ground-based radar duty. **(T-1)**. Do not award retroactive credit. **(T-1)**.

3.9.3.3.4. **Example:** Lt Rochon flew on 14 May and did not fly again until 18 November: The Host Aviation Resource Management office assigns flying status code “S” on 1 September. Credit operational flying duty accumulator for May, June, July, and August. The Host Aviation Resource Management office changes the flying status code back to “A” on 18 November. There is no operational flying duty accumulator credit for November because the member was assigned flying status code “A” for less than 15 days during that month. Operational flying duty accumulator credit is not earned in September and October.

3.9.3.4. Flight time logged IAW AFI 11-401 and MAJCOM supplement in a certified flight simulator counts for operational flying duty accumulator requirements, aviation incentive pay entitlement, and aeronautical ratings for rated officers. **Exception:** Flight surgeons must fly in an aircraft to log flight time for conditional aviation incentive pay entitlement and advanced aeronautical ratings. **(T-1)**.

3.9.3.4.1. The lead command for the MDS will identify their certified flight simulators IAW AFI 36-2251, *Management of Air Force Training Systems*. **(T-1)**.

3.9.3.4.2. Crew complement requirements listed in MDS specific publication are applicable in the flight simulator for crediting of operational flying duty accumulator. The AFTO Form 781 must be certified by the pilot in command, aircraft commander, or flight simulator instructor before Host Aviation Resource Management or Squadron Aviation Resource Management office personnel will update the flight time in Aviation Resource Management System. **(T-1)**.

### 3.10. Operational Flying Duty Accumulator Waivers.

3.10.1. The Vice, Chief of Staff of the Air Force (VCSAF) may waive operational flying duty accumulator requirements for rated officers who are unable to meet their flying requirements due to reasons beyond their control. MAJCOM/CCs may submit nominations for colonels and below to AF/A3TM.

3.10.2. The operational flying duty accumulator waiver request packages will include the member’s dated request memorandum, Aviation Service Worksheet, justification for the

waiver request, Single Unit Retrieval Format, current DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, and any other documents necessary to support justification. (T-1).

3.10.3. For operational flying duty accumulator waiver requests submitted from the MAJCOM and approved by the VCSAF prior to loss of continuous pay, commanders will ensure that members are authorized continuous aviation incentive pay from the 12/18 year operational flying duty accumulator gate anniversary date. (T-1).

3.10.4. For operational flying duty accumulator waiver requests submitted from the MAJCOM and approved by the VCSAF after the loss of continuous pay, commanders will ensure that members are authorized continuous aviation incentive pay from the date the member submitted the original request to the first office in the member's MAJCOM or equivalent chain of command. (T-1).

**3.10.5. Operational Flying Duty Accumulator Waiver Eligibility Requirements.**

3.10.5.1. Pilots, navigators, observers, and combat systems officers must have at least 72 months of aircraft-based operational flying duty accumulator credits (6 years of aviation service) to apply for a waiver. (T-1). Effective 29 January 2018 (day after 37 United States Code 301a ended), air battle managers must have at least 72 months of aircraft-based/ground-based air battle manager duty operational flying duty accumulator credits. (T-1). A minimum of 48 months of the required 72 months of operational flying duty accumulator credit must be accrued while air battle managers performed in-flight duties. (T-1). Air battle manager operational flying duty accumulator waiver requests that have been denied by HAF prior to 29 January 2018, based on the member not meeting the minimum 72 months of aircraft-based operational flying duty accumulator credit, will not be reconsidered. (T-0).

3.10.5.1.1. In addition to meeting established criteria in this section, an air battle manager must have an established aviation service date and be eligible to receive aviation incentive pay. (T-1).

3.10.5.1.2. Retroactive waivers may be approved for rated officers who obtain 72 months of operational flying duty accumulator credit after the 12th year of aviation service. **Exception:** Air battle managers must have 72 operational flying duty accumulator months and a minimum 48 operational flying duty accumulator months of the required 72 operational flying duty accumulator months must be accrued while performing in-flight duties. (T-1). Members will be authorized continuous entitlement to aviation incentive pay from the month in which they completed 72 months of operational flying duty accumulator credit. (T-1). Members are not qualified for continuous aviation incentive pay entitlement prior to meeting qualification requirements.

3.10.5.2. Members submitting operational flying duty accumulator waiver requests must be medically qualified for aviation service in their aircrew specialty. (T-1).

3.10.5.3. MAJCOM/CCs may submit operational flying duty accumulator waiver nominations only when the member failed to achieve requirements due to reasons beyond their control. Examples include, but are not limited to: member's assigned to flying status code "K", banked undergraduate pilot training graduates, extended down time (including

downs due to pregnancy), rated officers assigned to deactivating/draw-down flying units or Air Liaison Officer assignments who cannot be placed into another flying position prior to completion of 120 months of operational flying duty accumulator credit at 18 years of aviation service, or rated officers assigned to non-flying duties IAW AFI 36-2110, *Total Force Assignments*.

3.10.5.4. Rated officers selected for highly competitive and nominative assignments merit operational flying duty accumulator waiver consideration when those assignments are specifically responsible for failing to meet operational flying duty accumulator requirements. Should such assignments jeopardize the achievement of operational flying duty accumulator requirements, place appropriate documentation in the member's personnel record. **(T-1)**. Commanders will ensure that documentation includes a justification that supports the assignment to a non-flying position. **(T-1)**.

3.10.5.5. Consider waiver packages on a case-by-case basis to include objective and subjective assessment of the member's request. **(T-1)**. Eligibility for waiver consideration does not ensure waiver approval. Operational flying duty accumulator waivers for continuous aviation incentive pay from 22 to 25 years of aviation service are not authorized. **(T-1)**.

3.10.5.6. Individuals who voluntarily turn down a flying opportunity or elect to move to a non-flying position which would preclude the possibility of meeting operational flying duty accumulator requirements are not eligible for operational flying duty accumulator waivers. **(T-1)**.

### 3.10.6. Staffing Operational Flying Duty Accumulator Waiver Requests.

3.10.6.1. The member is responsible for establishing adequate justification and submitting the operational flying duty accumulator waiver request. **(T-1)**.

3.10.6.2. The member will submit the operational flying duty accumulator waiver requests to the servicing Host Aviation Resource Management office no earlier than the year prior to loss of aviation incentive pay. **(T-2)**. For applicants not assigned to a MAJCOM (for example: members assigned to organizations such as US Central Command, US Pacific Command, or US Strategic Command), the member will submit packages to their servicing Host Aviation Resource Management office for staffing packages to the MAJCOM that is in the Host Aviation Resource Management office's chain of command. **(T-2)**.

3.10.6.3. For members assigned to HAF, the member will submit waivers through the individual's supervisory chain of command (A1, A3, A4, etc.), then to AF/A3TM. **(T-1)**.

3.10.6.4. The servicing Host Aviation Resource Management office will validate the operational flying duty accumulator waiver package and staff requests to MAJCOM/A3T. **(T-3)**.

3.10.6.5. MAJCOM/A3T will coordinate with Air Force Personnel Center (N/A for ARC personnel) to verify the member has an Acknowledgement of Understanding aviation incentive pay in their personnel file. **(T-2)**. **Note:** N/A for ARC. For HAF members, the AF/A1 staff accomplishes the Air Force Personnel Center coordination.

3.10.6.6. Commanders will ensure that packages forwarded to HAF for VCSAF's approval contain MAJCOM/CC or HAF (2-letter or equivalent in the member's chain of



command) endorsement. **(T-2)**. Forward operational flying duty accumulator waiver nominations to AF/A3TM. **(T-1)**. If submission is not warranted, MAJCOM/CCs or HAF senior officers may deny requests.

3.10.6.7. Prior to MAJCOM/CC/HAF senior officer approval, MAJCOM/HAF POCs may send operational flying duty accumulator waiver packages to AF/A3TM for an informal review; however, POCs will accomplish the initial review prior to submitting packages to HAF offices. **(T-1)**.

3.10.6.8. An individual who receives an operational flying duty accumulator waiver is not eligible for a second waiver. Only the specific number of operational flying duty accumulator credits required for the 12-year or 18-year gate shall be waived. **(T-1)**. The award of additional operational flying duty accumulator credits beyond the required operational flying duty accumulator credits for the applicable 12-year or 18-year gate is not authorized. **(T-0)**.

## Chapter 4

### USAF AERONAUTICAL RATINGS

**4.1. Overview.** This chapter provides guidance on eligibility for the award of the USAF aeronautical rating. Additionally, this chapter covers Aeronautical Review Board procedures.

**4.2. USAF Aeronautical Ratings.** Rated policy applies to USAF officers on extended active duty and USAF officers who are active members of the ARC. Under Title 10 United States Code Section 8691, the USAF may award aeronautical ratings. The following are the USAF aeronautical ratings:

- 4.2.1. Pilot, Senior Pilot, and Command Pilot.
- 4.2.2. RPA Pilot, Senior RPA Pilot, and Command RPA Pilot.
- 4.2.3. Combat Systems Officer, Senior Combat Systems Officer, and Master Combat Systems Officer. **Note:** Subsequent references to “Combat Systems Officer” includes individuals previously awarded the “Navigator” rating.
- 4.2.4. Navigator, Senior Navigator, and Master Navigator.
- 4.2.5. Air Battle Manager, Senior Air Battle Manager, and Master Air Battle Manager.
- 4.2.6. Observer, Senior Observer, and Master Observer.
- 4.2.7. Flight Surgeon, Senior Flight Surgeon, and Chief Flight Surgeon.
- 4.2.8. Astronaut Qualifier.

### **4.3. Eligibility for Award of USAF Aeronautical Ratings.**

- 4.3.1. A USAF officer must meet all eligibility requirements IAW [Table 4.1](#) prior to award of an aeronautical rating. **(T-1).**
- 4.3.2. A USAF officer who completed comparable training as a member of another US military service and holds an aviation designation comparable to the USAF aeronautical rating may be eligible for the equivalent USAF aeronautical rating.
  - 4.3.2.1. US military service helicopter-only pilots may be awarded the USAF pilot aeronautical rating (helicopter only). Helicopter-only pilots who have not completed USAF/US Navy (USN) primary fixed wing training will complete undergraduate pilot training prior to assignment to fixed wing aircraft duties. **(T-1).**
  - 4.3.2.2. Former USN or US Marine Corps (USMC) Flight Officers who completed basic Naval Flight Officer training and were qualified in an operational weapon system may apply for the combat systems officer aeronautical rating.
- 4.3.3. A USAF rated officer qualified to perform duties in space (50 miles above the earth's surface) who completes a minimum of one operational mission is eligible for the astronaut qualifier.
- 4.3.4. AF/A3T awards the astronaut qualifier. Applicants will submit a request through MAJCOM channels to AF/A3TM, with a copy of the member's current aeronautical order. **(T-1).** If approved, AF/A3TM publishes the Department of the Air Force aeronautical order awarding the astronaut qualifier.

#### 4.4. Authority to Award USAF Aeronautical Ratings.

4.4.1. The AETC/CC (or delegated approval authority), awards the basic pilot, combat systems officer, air battle manager, and RPA pilot aeronautical rating to USAF officers who complete undergraduate flying training. **Exception:** The AETC/CC (or delegated approval authority) may award the air battle manager aeronautical rating only to ARC officers who complete undergraduate flying training and are immediately assigned to active flying positions in the 116th Air Control Wing, 513th Air Control Group or units approved by AF/A3T. **Note:** Prior to 25 March 2013, the Air Combat Command (ACC)/CC awarded the RPA basic pilot aeronautical rating upon completion of RPA MQ-1 formal training unit at Creech AFB. **Note:** The AETC/CC (or delegated approval authority) awards the RPA enlisted piloted badge. See [Chapter 5](#) for requirements to award of the basic and advanced RPA enlisted pilot badge.

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

4.4.3. The Commander, USAF School of Aerospace Medicine, awards the basic flight surgeon aeronautical rating to Medical Corps officers who complete the Aerospace Medicine Primary Course and have an unrestricted medical license. **(T-1).** The flight surgeon aeronautical rating can only be awarded once a member meets the requirements outlined in [Table 4.1](#) To retain the flight surgeon aeronautical rating, Medical Corps officers must complete 36 months in an aircrew position indicator “5” coded position. **(T-1).** When approved IAW AFI 11-405, a flight surgeon holding an additional aeronautical rating as a USAF pilot may hold a dual aeronautical rating as a USAF pilot-physician.

**4.5. Advanced USAF Aeronautical Ratings.** Advanced USAF aeronautical ratings identify specific levels of flying experience within each rated specialty. For an advanced USAF aeronautical rating, the following requirements apply:

4.5.1. The member must be qualified for USAF aviation service, assigned an active or inactive flying status code, and awarded the previous level of USAF aeronautical rating (for example: awarded basic flight surgeon rating before being eligible for award of the senior flight surgeon rating). **(T-1).** **Note:** The member will not be separated, suspended, or disqualified from aviation service. **(T-1).**

4.5.2. An officer is eligible for an advanced USAF aeronautical rating in the most recent specialty only (for example: a pilot formerly qualified as a combat systems officer is not eligible for an advanced combat systems officer aeronautical rating, etc.). Pilot-physicians who perform as a flight surgeons are eligible advanced USAF aeronautical ratings as both flight surgeons and pilots.

**4.6. Total Rated Service, Flying Time, and Operational Flying Duty Accumulator for Advanced USAF Aeronautical Ratings.** This section pertains to eligibility criteria in [Table 4.1](#).

##### 4.6.1. Total Rated Service.

4.6.1.1. Years of rated service are computed from the date the member received the basic USAF aeronautical rating. Do not include breaks in military service or any time the officer was suspended, disqualified, resigned, separated, or relieved of their commission. **(T-1).** **Exception:** Prior to 1 August 2002, breaks in service did count towards rated service

providing the member was not relieved of the member's commission and was not disqualified from aviation service. **Note 1:** After 1 August 2002, breaks in military service are no longer included when computing years of rated service. Therefore, total rated service for an advanced USAF aeronautical rating with an effective date on or after 1 August 2002 will not include a previous break in rated service. **Note 2:** Do not adjust an advanced USAF aeronautical rating with an effective date before 1 August 2002 that included breaks in military service. (T-1).

4.6.1.2. Officers with previous US military rated or designated service must qualify for a basic USAF aeronautical rating before the member can qualify for an advanced USAF aeronautical rating. (T-1). Once awarded a basic USAF aeronautical rating, all pre-USAF military rated or designated service is creditable toward an advanced USAF aeronautical rating.

#### 4.6.2. Flying Time and Operational Flying Duty Accumulator.

4.6.2.1. Military flying time logged (including undergraduate flying training student time and certified flight simulator time logged IAW [paragraph 3.9.3.4](#)) and operational flying duty accumulator months (including operational flying duty accumulator months accumulated in training for the specialty before award of the USAF basic aeronautical rating) are creditable toward award of an advanced USAF aeronautical rating in that specialty.

4.6.2.2. Do not credit cadets or graduates flight hours accrued at the USAF Academy (USAF A) towards aviation service history as a USAF rated officer. (T-1).

4.6.2.3. Indoctrination flyers do not receive operational flying duty accumulator credit. However, flight time logged IAW AFI 11-401 counts towards the total flying hours requirement for an advanced USAF aeronautical rating in that specialty.

4.6.2.4. Flight surgeons (in aircrew position indicator "5" coded positions) may credit months of in-flight duty performed towards advanced flight surgeon aeronautical ratings. Pilot-physicians may credit pilot time logged while assigned to a pilot-physician position towards advanced pilot and flight surgeon aeronautical ratings. Flight surgeon time will only be applied toward advanced flight surgeon aeronautical ratings IAW [Table 4.1](#). (T-1).

4.6.2.5. Air battle managers in authorized 13BXX AFSC positions on or after 1 October 1999 and previously awarded non-rated officer aircrew member badges are considered rated officers when they attended Airborne Warning and Control System Undergraduate Flying Training and Airborne Battlefield Command and Control Center Undergraduate Flying Training, or Undergraduate Air Battle Manager Training after 1 April 2010. For officers not yet awarded a non-rated officer aircrew member badge who completed graduate level formal training unit course before 1 October 1999 the initial qualification check is the basic aeronautical rating date.

**4.7. Award of the Basic and Advanced USAF Aeronautical Rating.** The servicing Host Aviation Resource Management office publishes aeronautical orders to award basic aeronautical ratings and updates advanced aeronautical ratings in Aviation Resource Management System. The remarks section of each published aeronautical order must contain the specific criteria in [Table 4.1](#) that satisfied for award of a basic and advanced USAF aeronautical rating. (T-1).

**4.8. Inter-Service Transfers of Medical Officers.** A USAF Medical Corps officer who completed comparable training as a member of another US military service and holds an aviation designation comparable to the USAF flight surgeon aeronautical rating may apply for the USAF flight surgeon aeronautical rating after completing the Aerospace Medicine Primary Course section 201 or equivalent through the Aerospace Medicine Consultant. This action does not require an Aeronautical Rating Board.

4.8.1. Submit a request memorandum through medical command channels to Air Force Medical Support Agency (AFMSA)/SG3PF for RegAF flight surgeons. **(T-1)**. Submit applications through NGB/SG for ANG flight surgeons. **(T-1)**. Submit applications through AFRC/SG for AFR flight surgeons. **(T-1)**. Include all records pertinent to establishing professional qualification as a USAF flight surgeon. **(T-1)**.

4.8.2. After certifying professional qualification, AFMSA/SG3PF will forward the approved application to AF/A3TM for publication of a Department of the Air Force aeronautical order to award the USAF aeronautical rating. **(T-1)**. AF/A3TM forwards a copy of the Department of the Air Force aeronautical order awarding the aeronautical rating to MAJCOM/A3T and gaining Host Aviation Resource Management office. **Note:** Department of the Air Force aeronautical orders may be published for rated officers of the ANG that have been extended temporary federal recognition.

#### **4.9. Validating Flying Credentials for a USAF Aeronautical Rating.**

4.9.1. **Overview.** A USAF officer who completed flying training conducted by another US military service and holds a military aviation designation comparable to a USAF aeronautical rating may apply for the basic USAF aeronautical rating. Except for flight surgeons, an Aeronautical Rating Board must review the officer's flying credentials for award of the comparable USAF aeronautical rating. **(T-1)**. The Aeronautical Rating Board makes recommendations to MAJCOM/A3T on whether to award or not award the requested USAF aeronautical rating. MAJCOM/A3T is the final approval authority. The first step in this process is the Aeronautical Rating Board review. The following eligibility requirements apply:

4.9.1.1. USAF officer.

4.9.1.2. Completed a US military service commissioning program.

4.9.1.3. Graduated from flying training conducted by another US military service.

4.9.1.4. Holds a military aviation designation comparable to the USAF pilot, RPA pilot, combat systems officer, or air battle manager aeronautical rating.

4.9.1.5. A rated vacancy exists for the applicant.

4.9.1.6. Meet the requirements outlined in [Table 4.1](#).

#### **4.9.2. Aeronautical Rating Board.**

4.9.2.1. The MAJCOM/A3T appoints the Aeronautical Rating Board convening authority. Cite this paragraph as authority when publishing orders appointing the convening authority and convening the Aeronautical Rating Board. **(T-2)**. Gaining commands will arrange for Aeronautical Rating Board members and administrative support. **(T-2)**.

4.9.2.2. Each Aeronautical Rating Board will be composed of rated officers currently assigned to in-flight duty and will include at least one rated officer familiar with the rated

duties in question. **(T-2)**. An Aeronautical Rating Board convened to consider the qualification of an ARC-rated applicant should be composed of ARC-rated officers.

4.9.2.3. The Aeronautical Rating Board will consider the applicant's: age, grade, flying training, operational experience, currency of flying experience, the availability of required upgrade or requalification training, flying history (to include specific references to an aircraft accident), projected flying assignments, and rated potential. **(T-1)**. The Aeronautical Rating Board will also consider availability of required upgrade or requalification training. **(T-1)**. The verbatim transcript will provide clear, logical support for the findings and recommendation. **(T-1)**.

4.9.2.4. The Aeronautical Rating Board advises the applicant, performs inquiries, finds facts, and makes a recommendation. **(T-1)**. Intermediate commanders review the report, indicate concurrence or non-concurrence with the Aeronautical Rating Board's recommendation, and forward the case file to MAJCOM/A3T for concurrence and AF/A3T for final approval. **(T-1)**. If approved, AF/A3TM publishes a Department of the Air Force aeronautical order to award the aeronautical rating. **(T-1)**.

4.9.2.5. The Aeronautical Rating Board shall limit its recommendation for award of the USAF aeronautical rating. **(T-1)**.

#### 4.9.3. **Application Process.**

4.9.3.1. Applicants for USAF aeronautical ratings must submit a request to the gaining commander or the designated convening authority for inter-service transfers. **(T-1)**. **Note:** Applicants will not be scheduled for a formal flying training course, perform in-flight duties on USAF aircraft, or be assigned to a non-flying rated position until completion of the Aeronautical Rating Board and AF/A3TM publication of the Department of the Air Force aeronautical order to award the USAF aeronautical rating and initiate aviation service. **(T-1)**. The effective dates of the aeronautical order is the date the member is assigned to a rated position (if otherwise qualified, whichever is the latest date). **(T-1)**.

4.9.3.2. For OTS or Reserve Officer Training Course cadets, the applicant will submit their package to AETC. **(T-2)**. For all other applicants, the applicant will submit their package to MAJCOM/A3T of the servicing military personnel section. **(T-2)**. **Note:** Individual Mobilization Augmentee and Mobilization Assistant applicants will submit packages to Readiness and Integration Organization Host Aviation Resource Management office. **(T-2)**.

4.9.4. **Source Documents Use to Establish Aviation Service.** Refer to Air Force Aviation Resource Management SharePoint® site to see the source documents used to establish the USAF aviation service date, previous aeronautical ratings, operational flying duty accumulator, and flying hour experience. The site location can be found in [paragraph 1.4](#) The Air Force Personnel Center provides the inter-service transfer officer a checklist outlining the required documents for the Aeronautical Rating Board.

4.9.5. **Aeronautical Rating Board Waivers.** An applicant may request waiver of the requirement to appear before an Aeronautical Rating Board. The applicant must submit documentation showing completion of training that is equivalent to USAF undergraduate flying training and satisfies all requirements. **(T-2)**. The applicant must have been in a military aviation status within eight years of the date of the request. **(T-2)**. If the applicant and/or



appropriate commanders do not provide sufficient information, MAJCOM/A3T may deny the request for waiver and return the application. Process requests for Aeronautical Rating Board appearance waivers as follows:

4.9.5.1. The applicant submits a request for waiver of appearance before an Aeronautical Rating Board to MAJCOM/A3T. **(T-2)**. The site location for the Aeronautical Rating Board waiver request template can be found in [paragraph 1.4](#).

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)**.

4.9.5.3. The reviewing officer reviews the request and interviews the applicant. **(T-2)**. Following the interview, the reviewing officer provides a written synopsis of the applicant's qualifications and makes a recommendation to the convening authority. **(T-2)**. The convening authority adds their recommendation and forwards the request through channels to the MAJCOM/A3T for approval. **(T-2)**. If approved, the MAJCOM/A3T requests AF/A3TM to publish a Department of the Air Force aeronautical order to award the USAF aeronautical rating. **(T-2)**. Otherwise, the reviewing officer will notify the applicant that, in order to continue to pursue review of an aeronautical rating, they must complete the Aeronautical Rating Board process. **(T-2)**.

**4.9.6. Qualified Helicopter-Only Pilot Applicants.** MAJCOM/A3Ts may hire pilots with a restricted aeronautical order/aeronautical rating (Helicopter Only) to: (1) fly helicopters or CV-22 under the "Helicopter Only" restriction; (2) complete applicable qualification requirements for assignment to an RPA; (3) complete undergraduate pilot training for assignment to an operational fixed-wing career; or (4) fill non-flying rated positions based upon the applicant's qualifications. **Note:** Applicable qualification requirements for assignment to a RPA unit permits helicopter-only pilot to proceed directly to RPA formal training unit without attending undergraduate pilot training. The officer will retain their "helicopter-only pilot" aeronautical rating and will not be permitted to fly non-RPA fixed-wing aircraft without first attending undergraduate pilot training. **(T-1)**. The helicopter-only restricted pilot, who flies the CV-22, will retain their "helicopter-only pilot" aeronautical rating and will not be permitted to fly non-RPA fixed-wing aircraft without first attending undergraduate pilot training. **(T-1)**.

4.9.6.1. The applicant must have completed a course comparable to USAF undergraduate pilot training, Phase 3 in a helicopter. **(T-1)**. The site location for the USAF Helicopter-Only Aeronautical Rating Request template can be found in [paragraph 1.4](#).

4.9.6.2. If the Aeronautical Rating Board recommends approval of the applicant's request, helicopter-only restricted pilots shall acknowledge in writing, that they will comply with the helicopter-only restriction and understands the assignment limitations associated with the restrictions. **(T-1)**. If the Aeronautical Rating Board does not award the aeronautical rating, the member may be eligible to attend USAF undergraduate pilot training at the unit's discretion.

4.9.6.3. For helicopter-only restricted pilots, the date of the Aeronautical Rating Board's approval recommendation will be the effective date for award of the USAF aeronautical rating and remain unchanged for advanced USAF aeronautical ratings. **(T-1)**. The original USAF aeronautical rating date is the date of the sister-service aeronautical rating. The

servicing Host Aviation Resource Management office will not revoke a USAF aeronautical rating awarded by AF/A3TM unless the revocation is the result of an Flying Evaluation Board action. **(T-1)**. The original USAF aeronautical rating date will not be adjusted for officers who completed undergraduate pilot training and are awarded an unrestricted pilot aeronautical rating. **(T-1)**.

4.9.6.4. Applicant shall be scheduled for commissioning and entry to RegAF or the ARC within 12 months of application when enrolled in OTS or Reserve Officer Training Course. **(T-1)**.

4.9.6.5. Applicant shall understand that an USAF aeronautical rating qualifies the member for all in-flight duties required of a USAF rated officer with comparable experience. **(T-1)**.

4.9.6.6. An applicant who has been disenrolled or eliminated from undergraduate flying training is not eligible to appear before an Aeronautical Rating Board or request waiver of an Aeronautical Rating Board. If the member is not currently a USAF rated officer, the servicing Host Aviation Resource Management office shall assign aviation service code "06" in Aviation Resource Management System. **(T-1)**.

**4.10. Pilot-Physicians.** Pilot-physicians who perform as a flight surgeons are eligible for advanced USAF aeronautical ratings as both flight surgeons and pilots. The member may apply any USAF pilot years of aviation service, operational flying duty accumulator, and flying hours accrued before attaining flight surgeon status toward advanced pilot aeronautical ratings only. After attaining pilot-physician status, all hours flown as a pilot and badge-creditable months accrued as a pilot will be "dual-credited" toward advanced pilot and flight surgeon aeronautical ratings as long as the member is on aeronautical orders as an active pilot-physician (assigned to a flying activity code "9" position). **(T-1)**. Hours flown as a flight surgeon, however, will only apply towards advanced flight surgeon aeronautical ratings. **(T-1)**. **Note:** To earn badge-creditable months toward an advanced pilot aeronautical rating, a pilot-physician must be assigned to an active flying position for at least 15 days in a given month and perform operational flying duty accumulator-creditable in-flight duties as a pilot that satisfies conditional aviation incentive pay entitlement requirements IAW AFMAN 11-421. **(T-1)**.

**Table 4.1. Mandatory Requirements for Award of Aeronautical Ratings (T-1).**

LINE	A	B	C	D	E	F
	Rating	Rated Service or Formal Training	Operational Flying Duty Accumulator	Military Flying Time	Application Required	Applicable Note and Additional Requirements
1	Pilot	Graduate of USAF pilot training program <b>or</b>	N/A	N/A	No	Note(s): 1 and 2.
		Graduate of pilot training program conducted by another US service when attendance directed by USAF				



2	Pilot	Graduate of pilot training program conducted by another US military service provided training is equivalent to USAF course	N/A	N/A	Yes	Note(s): 1 and 2.  Additional Requirement(s):  -Approved by MAJCOM/A3T thru the Aeronautical Rating Board/Aeronautical Rating Board waiver process prior to award of the aeronautical rating.
3	Pilot (Helo-Only)	Graduate of helicopter training conducted by another US military service	N/A	N/A	Yes	
4	Senior Pilot	At least 7 years rated service as a pilot, permanent award of USAF Pilot aeronautical rating, <u>and</u>	72 Months	At least 2000 total pilot hours <u>or</u> 1300 hours (any combination of primary, instructor, and/or evaluator pilot time)	No	Note(s): 1-9.  Additional Requirement(s): N/A
5	Command Pilot	At least 15 years rated service as pilot, permanent award of USAF Senior Pilot aeronautical rating, <u>and</u>	144 Months	At least 3000 total pilot hours <u>or</u> 2300 hours (any combination of primary, instructor, and/or evaluator pilot time)	No	
6	RPA Pilot (AFSC: 11UX and 18X)	Graduate of pilot training program conducted by another US military service provided training is equivalent to USAF course (Not applicable if a graduate of USAF Undergraduate RPA	N/A	N/A	Yes	Note(s): 1 and 2.  Additional Requirement(s): N/A
7	RPA Pilot (AFSC:	Graduate of pilot training program	N/A	N/A	Yes	Note(s): 1 and 2.

	11US and 18X) (inter-service Transfer)	conducted by another US military service provided training in equivalent to USAF course (Not applicable if a graduate of USAF Undergraduate RPA Training)				Additional Requirements(s):  -Approved by MAJCOM/A3T thru the Aeronautical Rating Board/Aeronautical Rating Board waiver process prior to award of the aeronautical rating.
8	Senior RPA Pilot (AFSC: 11UX and 18X)	At least 7 years rated RPA service as a pilot, permanent award of USAF RPA pilot rating, <u>and</u>	72 Months	At least 2000 total RPA pilot hours <u>or</u>  1300 hours (any combination of primary, instructor, and/or evaluator RPA pilot time)	No	Note(s): 1-9.  Additional Requirement(s): N/A
9	Command RPA Pilot (AFSC: 11UX and 18X) (	At Least 15 years rated service as RPA pilot, permanent award of USAF Senior RPA Pilot rating <u>and</u>	144 Months	At least 3000 total RPA pilot hours <u>or</u>  2300 hours (any combination of primary, instructor, and/or evaluator RPA pilot time)	No	
10	Combat Systems Officer	Graduate of USAF Combat Systems Officer Undergraduate Flying Training Program	N/A	N/A		Note(s): 1-10.  Additional Requirement(s): N/A
14	Navigator	Graduate of the US Naval Observer course VT-29 (Advanced Navigator Training Course)	N/A	N/A	Yes	Note(s): 1-2.  Additional Requirement(s):  -Approved by MAJCOM/A3T thru the Aeronautical Rating Board/Aeronautical Rating Board waiver process prior to award of the aeronautical rating.

15	Senior Navigator	At least 7 years rated service as a navigator, permanent award of USAF navigator aeronautical rating, <u>and</u>	72 Months	At least 2000 total hours as navigator <u>or</u>  1300 hours (any combination of primary, instructor, and/or evaluator time as navigator)	No	Note(s): 1-9, and 11.  Additional Requirement(s): N/A
16	Master Navigator	At least 15 years rated service as a navigator, permanent award of USAF senior navigator	144	At least 3000 total hours as a navigator <u>or</u>  2300 hours (any combination of primary, instructor, and/or evaluator time as a navigator)		
17	Air Battle Manager	Graduate of Undergraduate Air Battle Manager Training.	None	None	No	Note(s): 1 and 2.  Additional Requirement(s): N/A
18	Senior Air Battle Manager	At least 7 years rated service as an Air Battle Manager, permanent award of USAF Air Battle Manager Aeronautical rating, <u>and</u>	72 Months	At least 2000 total hours as an Air Battle Manager <u>or</u>  1300 hours (any combination of primary, instructor, and/or evaluator time as an Air Battle Manager)	No	Note(s): 1-9.  Additional Requirement(s): N/A
19	Master Air Battle Manager	At least 15 years rated service as an Air Battle Manager, permanent award of USAF senior Air Battle Manager aeronautical rating, <u>and</u>	144 Months	At least 3000 total hours as an Air Battle Manager <u>or</u>  2300 hours (any combination of primary, and/or evaluator time)		

				as an Air Battle Manager		
20	Observer	Graduate of National Aeronautics and Space Administration Mission Specialist training	None	None	No	Note(s): 1 and 2.  Additional Requirement(s): N/A
21	Senior Observer	At least 7 years rated service as an Observer, permanent award of USAF observer aeronautical rating, <u>and</u>	72 Months	At least 2000 total hours <u>or</u>  1300 hours (any of combination of primary, instructor, and/or evaluator time) as an observer	No	Note(s): 1-9.  Additional Requirement(s): N/A
22	Master Observer	At least 15 years rated service, permanent award of USAF senior observer aeronautical rating, <u>and</u>	144 Months	At least 3000 total hours <u>or</u>  2300 hours (any combination of primary, instructor, and/or evaluator time) as an observer	No	
23	Master Observer	USAF Medical Corps officer graduate of the Aerospace Medicine Primary Course (AMP 101. 102 202 or Equivalent), at the USAF of Aerospace Medicine. Unrestricted Medical License, assigned as a 48XX and awarded AFSC 48XX	N/A	N/A	No	Note(s): 1-2.  Additional Requirement(s):  -Badge will only be permanently awarded once assigned to a 48XX billet and after serving 36 months as a flight surgeon. <b>(T-1)</b> .
24		Graduate equivalent training conducted by	N/A	N/A	Yes	Note(s): 1-2.  Additional Requirement(s):

		other US military service and holds a designation comparable to USAF flight surgeon				-Qualified by the USAF Surgeon General Aerospace Medicine Consultant  -Badge will only be permanently awarded once assigned to a 48XX billet and after serving 36 months as a flight surgeon. <b>(T-1)</b> .
25	Chief Flight Surgeon	At least 7 years total rated service as flight surgeon, permanent award of USAF Flight surgeon aeronautical rating, 36 months on active flying status (Aviation service code "8A" and aircrew position indicator code "5"), <b>and</b>		At least 275 total hours logged as a flight surgeon <b>or</b>  72 sorties while on operational flying duty as a flight surgeon or pilot-physician	Yes	Note(s): 1-9, and 12.  Additional Requirement(s):  -Validated by the USAF Surgeon General Aerospace Medicine Consultant  -Selected to serve as a base level SGP (Chief of Aerospace Medicine), Sq/CC, or equivalent.
26	Chief Flight Surgeon	At least 13 years rated service as a flight surgeon, permanent award of USAF senior flight surgeon rating, 36 months on active flying status (Aviation service code "8A" and aircrew position indicator code "5"), <b>and</b>		At least 550 total hours logged as a flight surgeon <b>or</b>  144 sorties while on operational flying duty as flight surgeon or Pilot-Physician	Yes	Note(s): 1-9, and 12.  Additional Requirement(s):  -Validated by the USAF Surgeon General Aerospace Medicine Consultant  -Serve in an assignment above base level

**Table 4.1. Notes:**

1. At a minimum, rated officers must meet the following requirements: 1) formal training requirements or years of rated service, 2) minimum military flight time or operational flying duty accumulator requirements, and 3) applicable note and additional requirements listed in column F. **(T-1)**.
2. Qualified for aviation service (active or inactive flying status code) or considered a rated asset in ARC, and medically qualified IAW AFI 48-123.
3. A member in down status is considered to be medically qualified for the purposes of this table.
4. Do not credit student time or time logged in another aeronautical specialty to award of the basic aeronautical rating. **(T-1)**. For example, combat systems officer or student combat systems officer time does not count for advanced pilot aeronautical ratings.
5. Do not credit operational flying duty accumulator earned from performing another aeronautical specialty. **(T-1)**. For example, operational flying duty accumulator credited as a combat systems officer is not creditable toward advanced pilot

aeronautical ratings. **Exception:** RPA flying time may not be applied towards advance aeronautical ratings in a specific aircrew specialty; however, operational flying duty accumulator accumulated as a RPA pilot may be applied towards advance aeronautical ratings.

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

7. Rated officers awarded a senior rating prior to 29 July 2003 must accrue 144 months operational flying duty accumulator for the command/master/chief aeronautical rating when operational flying duty accumulator is used as the qualifying criteria for award of the advanced aeronautical rating. **(T-1).**

8. After 7/15 years of rated service, use the 16<sup>th</sup> of a month when meeting operational flying duty accumulator requirement (prior to 18 year gate) or date of flight when member reached hour milestone requirement for effective date of aeronautical order. **(T-1).**

9. Astronaut space station time may not be applied towards advanced aeronautical ratings in a specific aircrew specialty, however, operational flying duty accumulator accumulated as an astronaut may be applied toward advanced ratings.

10. The combat systems officer rating is awarded to individuals who entered combat systems officer undergraduate flying training after 1 October 2004.

11. Navigators are not eligible for award of advanced combat systems officer aeronautical ratings.

12. Fight surgeons' (Aircrew position indicator code "5") must satisfy conditional aviation incentive pay requirements IAW AFMAN 11-421 in order to receive one badge creditable (paid) month. **(T-1).**

## Chapter 5

### USAF AVIATION AND PARACHUTIST BADGES

**5.1. Overview.** The USAF authorizes the award and wear of basic aviation badges to USAF members and members of other military services who complete applicable USAF flying training requirements. The USAF authorizes the award and wear of basic parachutist badges to USAF members and members of other military services who complete applicable USAF parachutist training requirements IAW AFI 11-410. The USAF also awards badges to members who complete flying training conducted by other US military services leading to aviation service in the USAF. Former members of other US military services are eligible for the basic USAF pilot, RPA pilot, combat systems officer, air battle manager, and observer aviation badges when qualified for USAF aviation service by an Aeronautical Rating Board. Aviation badges are not awarded to government civilian employees or contractors.

5.1.1. Aircrew members and parachutists awarded specialty badges will wear the applicable aviation or parachutist badge IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. **(T-1)**.

5.1.2. Do not present a USAF aviation or parachutist badge as recognition for meritorious service, achievement, or international friendship. **(T-1)**.

5.1.3. Rated officers are not eligible for USAF non-rated officer or airman aircrew member badges. A rated officer previously awarded a non-rated officer or airman aircrew member badge (for previous non-rated officer or non-career enlisted aviator aircrew duty) may wear the previously awarded badge IAW AFI 36-2903.

### **5.2. Eligibility Requirements to Wear the USAF Officer and Airman Aircrew Member Badge.**

5.2.1. Career enlisted aviators in Aircrew Operations AFSC (1AXXX) and RPA Sensor Operator AFSC (1U0XX) may wear the airman aircrew member basic badge upon award of the AFSC: 1AX3X or 1U03X, prior to meeting the requirements for permanent award. When the member satisfies requirements for permanent award, the servicing Host Aviation Resource Management office's publication of the aeronautical order is the authority to continue the wear of the airman aircrew member badge.

5.2.2. Non-rated officer and non-career enlisted aviator enlisted aircrew members may wear the basic officer or airman aircrew member badge upon completion of aircrew qualification (AF Form 8, *Certificate of Aircrew Qualification*) prior to satisfying the requirements for permanent award. When the member satisfies requirements for permanent award, the servicing Host Aviation Resource Management office's publication of the aeronautical order is the authority to continue the wear of the officer/airman aircrew member badge.

5.2.3. Non-rated officers who previously earned the airman aircrew member badge may continue to wear the badge IAW AFI 36-2903. Credit aviation service as an enlisted aircrew member towards award of the non-rated officer aircrew member badge when the officer is assigned to a valid officer aircrew member position and performing associated duties. **(T-1)**.

5.2.4. Operational support flyers will not wear an aviation badge unless permanently awarded the badge as a result of previous aircrew member duty. **(T-1)**. Do not count any time accrued

as an operational support flyer toward requirements for permanent award of an aviation badge unless the individual occupies a specific unit manpower document position that requires operational support flying and the position is approved for aircrew member status while the member is still assigned to the position. (T-1).

5.2.5. For award of advanced badges, the aircrew member must meet the requirements listed in **Table 5.1**. (T-1).

**5.3. Permanent Award of USAF Aircrew Member Badges.** A career enlisted aviator, non-rated officer aircrew member, or non-career enlisted aviator enlisted aircrew member may qualify for an aircrew member badge when the member is: (1) qualified for aviation service, (2) assigned an active or inactive flying status code, and (3) not separated, suspended, or disqualified from aviation service. The servicing Host Aviation Resource Management office permanently awards the basic airman aircrew member badge to a career enlisted aviator or other non-rated aircrew member effective the date the member satisfies the requirement listed in **Table 5.1** or meets one of the requirements in paragraphs **5.3.1 – 5.3.4** listed below: (T-1).

5.3.1. Member was medically disqualified from further performance of aircrew member duty as a result of wounds received in action while in a designated combat zone and performing primary duty as an aircrew member. (T-1). The effective date for award of the badge is the same as the effective date of the medical disqualification aeronautical order.

5.3.2. Member was medically disqualified for further performance of aircrew member duty as a result of injuries received in an aircraft mishap while performing primary duty as an aircrew member. (T-1). The effective date for award of the badge is the same as the effective date of the medical disqualification aeronautical order.

5.3.3. Member participated in at least 10 combat missions as a primary aircrew member in a designated combat zone. (T-1). Combat support missions do not qualify for purposes of this computation. MAJCOMs/Lead Commands for the MDS shall further define combat missions requirements. (T-2).

5.3.4. Member was assigned to perform aircrew member duties and completed a minimum of one operational mission in space (50 miles above the earth). (T-1). In addition to eligibility for permanent award of the aircrew member badge, the individual is eligible for the astronaut qualifier.

#### **5.4. Award of USAF Aviation and Aircrew Member Badge.**

5.4.1. The servicing Host Aviation Resource Management office publishes the aeronautical order to award the basic aviation badge and airman aircrew member badge. (T-1). Preceding badges must have been awarded before award of advanced aviation and airman aircrew member badges. (T-1). **Example:** A member should be awarded the basic airman aircrew member badge before the senior aircrew member badge.

5.4.2. Do not publish more than one badge effective on the same date. (T-1). For previous military service members who satisfy requirements for basic and advanced badges at the same time award advanced badge(s) effective the following day (if applicable). (T-1).

5.4.3. Aviation service begins on the aviation service date for career enlisted aviators and the effective date of the aeronautical order that assigned aviation service code “9D” for non-rated



officers and non-career enlisted aviator enlisted aircrew members. **Note:** Do not count periods of breaks in military service, disqualification, or suspension. **(T-1).**

5.4.4. As of 29 July 2003, the effective dates for advanced badges are the 7-year and 15-year anniversary dates respectively, if all other requirements are satisfied. If a member does not satisfy requirements by the 7-year or 15-year anniversary, the effective date will be the date the member satisfied all requirements. **(T-1).** For award of advanced badges, non-rated officers or non-career enlisted aviator enlisted aircrew members must satisfy a prorated share of flying hours to credit a month of operational flying when initiating or terminating aviation service. **(T-1).** Rated officer advanced badges are based on years of rated service and either the minimum flying hours or operational flying duty accumulator credit. Career enlisted aviators advanced badges are based on years of aviation service and skill level.

5.4.5. Award the basic badge to flight nurses upon completion of the requirements listed in [Table 5.1](#) or paragraph [5.3.1](#) through [5.3.4](#).

5.4.6. The rated aviation badges correspond to aeronautical ratings. Rated officers must satisfy all applicable eligibility criteria listed in [Chapter 4](#) and [Table 4.1](#) before the servicing Host Aviation Resource Management office will publish the aeronautical order to authorize the aeronautical rating. **(T-1).** The aeronautical order awarding the aeronautical rating constitutes authority to wear the badge. Dual-rated rated officers may wear a previously awarded badge with the most current rating (badge) placed above the previously awarded badge.

**5.5. Award of USAF Parachutist Badges/Devices.** The USAF awards basic parachutist badges or devices to USAF members and members of other military services on aeronautical orders authorizing jump status who complete USAF-recognized parachutist training IAW AFI 11-410 and satisfy the requirements listed in [Table 5.2](#) USAF members awarded parachutist badges by a sister service are authorized to wear the USAF parachutist badge. Commanders shall make every effort to maintain the prestige and tradition of USAF parachutist badges and devices. **(T-1).** **Note:** A parachutist badge is not considered an aviation badge.

5.5.1. Wear other US or foreign military service badges, if authorized, IAW AFI 36-2903. **(T-1).**

5.5.2. The static-line parachutist badge is worn above all other parachutist and occupational badges IAW AFI 36-2903.

5.5.3. Presenting badges or devices is not an appropriate method of recognizing meritorious service, achievement, or international friendship.

5.5.4. **Combat Jump and Bronze Star.** Members may wear a Bronze Star on the parachutist badge for each combat jump accomplished. The commander or designated representative will certify qualification for the combat jump award via memorandum to the servicing Host Aviation Resource Management office. **(T-3).** The memorandum will specify the date and location of the combat jump. **(T-3).** A USAF member who earned a bronze star device(s) while serving in a sister service maintains appropriate service documentation of the combat jump in the jump record folder (if applicable) and/or USAF personnel records. The servicing Host Aviation Resource Management office will file the approval memorandum in the jump record folder. **(T-3).**

**5.6. Jumpmaster Qualification.** A parachutist becomes a qualified jumpmaster via completion of a recognized jumpmaster training program IAW AFI 11-410. Commanders will submit a memorandum and additional documentation that certifies the member is jumpmaster qualified (for example: MAJCOM approved plan of instruction signed by the training certifier, formal class certificate of completion, etc.) to the servicing Host Aviation Resource Management office. **(T-3).** The servicing Host Aviation Resource Management office will update the Formal Training window in Aviation Resource Management System with the jumpmaster qualification. **(T-3).** Jumpmaster orders includes the following applicable categories for jumpmaster qualifications:

- 5.6.1. Joint Operations Static Line Jumpmaster.
- 5.6.2. Joint Operations Military Free Fall Jumpmaster.
- 5.6.3. USAFA Free Fall Jumpmaster (**Note:** Only applicable for USAFA jump activities.).
- 5.6.4. Experimental or Test Jumpmaster.
- 5.6.5. Rescue Jumpmaster.
- 5.6.6. Survival, Evasion, Resistance, and Escape Jumpmaster.

**5.7. Prohibiting the Wear of USAF Aviation and Parachutist Badges.** All aircrew and parachutist members qualify for permanent wear of aviation or parachutist badges via completion of USAF or USAF-equivalent training or by performing requisite periods of flying or jump duty unless the following circumstances apply:

- 5.7.1. Members terminated or disqualified prior to permanent award of aviation service are not authorized to wear the airman and officer aircrew member badge. **(T-2).** The disqualification aeronautical order is the authority to restrict the wear of the badge.
- 5.7.2. Commanders on G-series orders at any review level may recommend prohibiting wear of a rated, career enlisted aviator, non-rated, and non-career enlisted aviator enlisted aircrew aviation or parachutist badge when the member (under their command) is disqualified from aviation service as a result of failure to maintain professional standards or substantiated substance abuse (to include alcoholism). In all cases, prohibit a member from wearing the aviation badge when the individual is administratively disqualified for fear of flying, refuses to fly, or exhibits cowardice in combat. **(T-2).**
- 5.7.3. A member may lose the right to wear the parachutist badge by refusing to jump or requesting removal from jump status with less than 18 months of jump duty experience. The commander will recommend that the MAJCOM/A3T approve the request to prohibit wear of the parachutist badge. **(T-1).** If approved, the commander will send the approval memorandum to the servicing Host Aviation Resource Management office to publish an aeronautical order. **(T-1).** The aeronautical order terminating parachute jump status will include the specific reason for removal. **(T-1).** **Note:** The commander will recommend that the MAJCOM/A3T approve the request to prohibit wear of the aviation badge for non-rated officers or non-career enlisted aviator aircrew members if the member also has an obligation to fly in a non-rated or non-career enlisted aviator capacity. **(T-1).**
- 5.7.4. An Flying Evaluation Board, or any authority in an Flying Evaluation Board review process, may recommend removal of an aviation or parachutist badge.

5.7.5. The approval authority for disqualification is also the final approval authority for prohibiting the wear of an aviation or parachutist badge. The approval will be forwarded to the servicing Host Aviation Resource Management office to ensure the aeronautical order remarks prohibit the wear of the aircrew member badge. **(T-1)**. For example: “Member is prohibited from wearing the aircrew member badge per MAJCOM/A3T memorandum dated DD-MMM-YY.” The servicing Host Aviation Resource Management office will delete the badge history from Aviation Resource Management System, however, do not revoke the aeronautical order(s) that awarded the badge(s). **(T-1)**.

**5.8. Posthumous Award of USAF Aviation Badges.** Commanders authorized to award aviation and parachutist badges may posthumously award the appropriate badge. Posthumous award is authorized for individuals on aeronautical orders who die in an aviation mishap (aviation badge) or parachutist mishap (parachutist badge) that occurred during training leading to award of an aviation or parachutist badge.

**5.9. Award of USAF Aviation Badges to Members of Foreign Military Services-Graduates From USAF Training Programs.** Commanders may present basic aviation badges to members of other US military services and foreign military services who successfully complete a USAF training course that would result in award of a basic aviation badge to USAF personnel. Additionally, foreign flight surgeons that complete the Advanced Aerospace Medicine for International Medical Officers Course (B30ZY48G4-6A1A), or a residency in aerospace medicine conducted by the USAF, may be awarded the basic flight surgeon badge if not previously awarded. Completion of training and award of the basic badge will be documented on a certificate of completion. **(T-1)**. **Note:** Do not publish an aeronautical order to award the badge. **(T-1)**.

5.9.1. AF/A3T may approve award of advanced pilot, RPA pilot, combat systems officer, observer, air battle manager, or flight surgeon aviation badges for members of foreign military services who satisfy the badge criteria IAW [Table 4.1](#).

5.9.1.1. The USAF Attaché, Chief of US Air Force Mission residing in the host country requests rated aviation badges for foreign military members. Forward requests for award of the senior or chief flight surgeon badge to AF/A3TM. Requesting official verifies the following:

5.9.1.1.1. Name and grade of applicant.

5.9.1.1.2. Statement that applicant is currently and actively qualified as a flying member of the foreign military force.

5.9.1.1.3. Name of the base where the applicant completed USAF undergraduate pilot, RPA Fundamentals or combat systems officer training, and the month and year of graduation. For flight surgeon badges, specify the date the applicant completed the Aerospace Medicine Primary Course (B3OBY48G1-0B1D) or the Advanced Aerospace Medicine for International Medical Officers Course (B30ZY48G4-6A1A).

5.9.1.1.4. Statement that the USAF awarded the basic badge to the individual as a result of completing a USAF formal course of flying training. (For pilots only: Statement that the applicant possesses flying qualifications comparable to those required for USAF instrument qualification.)

5.9.1.1.5. Total military flying hours and total operational flying duty accumulator, if known.

5.9.1.2. Once AF/A3TM validates eligibility and requirements have been met, AF/A3TM publishes a Department of the Air Force aeronautical order awarding the advanced USAF aviation badge.

## 5.10. Inter-Service Transfer for Career Enlisted Aviators.

5.10.1. **Initiating Aviation Service.** After a sister-service career enlisted aviator is hired into a USAF career enlisted aviator AFSC billet, the USAF Career Enlisted Aviator Career Field Manager will determine the training requirements for the career enlisted aviator. **(T-1).** Prior to the career enlisted aviator starting the formal flying training course, the servicing Host Aviation Resource Management office for the formal flying training course will obtain or update prior service flight history to update career total hours in Aviation Resource Management System and publish an aeronautical order initiating aviation service. **(T-1).** **Note:** The servicing Host Aviation Resource Management office will submit an aviation service date adjustment request to AF/A3TM (for RegAF members) or AFRC/A3RA (for AFR and ANG members) prior to publishing aeronautical orders initiating aviation service. **(T-1).**

5.10.2. **Source Documents for Establishing Aviation Service.** Refer to Air Force Aviation Resource Management SharePoint® site. The site location can be found in [paragraph 1.4](#).

5.10.3. **Awarding Basic/Advanced USAF Airman Aircrew Member Badge.** The servicing Host Aviation Resource Management office will use AFSC Convertible Skills List within the Air Force Enlisted Classification Directory to determine equivalent sister-service training that would suffice the USAF requirements for award of the basic and advanced USAF airman aircrew member badge. **(T-1).** A career enlisted aviator will not be awarded the basic USAF airman aircrew member badge prior to completing the required formal flying training course. **(T-1).** The servicing Host Aviation Resource Management office will use the effective date of the basic airman aircrew member badge to establish eligibility for advanced airmen aircrew member badges. **(T-1).** The servicing Host Aviation Resource Management office will award advanced airman aircrew member badges if the member satisfies criteria outlined in [Table 5.1](#). **(T-1).**

**Table 5.1. Mandatory Requirements for Permanent Award of Aviation Badges. (T-1).**

LINE	A	B	C	D	E
	Badge	Years of Service and Formal Training	Months of Operational Flying Duty	Flight Time	Applicable Notes and Additional Requirements
1	Airman Aircrew Member	<b>Career Enlisted Aviators:</b> Completed 3 years of aviation service	<b>Non-rated officers and Non-career enlisted aviator enlisted aircrew:</b> 36 paid months of Operational Flying	N/A	Note(s): 1-3, and 6.

2	Senior Officer or Airman Aircrew Member	Permanent award of basic badge and completed at least 7 years aviation service <b>Career Enlisted Aviators:</b> Must have at least a 5-skill level in a career enlisted aviator AFSC. <b>And</b>	<b>Non-rated officers and non-career enlisted aviator enlisted aircrew:</b> 72 paid months operational flying duty	N/A	Note(s): 1-3, and 6.
3	Master Officer or Chief Airman Aircrew member	Permanent award of basic and senior badges and completed at least 15 years aviation service <b>Career Enlisted Aviators:</b> Must have at least a 7-skill level in a career enlisted aviator AFSC. <b>And</b>	<b>Non-rated officers and non-career enlisted aviator enlisted aircrew:</b> 144 paid months operational flying duty	N/A	Note(s): 1-3, and 6.
4	Flight Nurse	Successfully completed course 83OLY9761 at the USAFSAM and 3 years of aviation service, <b>and</b>	12 paid months of operational flying duty		Note(s): 1-3.
5	Senior Flight Nurse	Permanent award of basic badge and have at least 7 years of aviation service, <b>and</b>	36 paid months of operational flying duty <b>or</b>	At least 350 total hours logged as a Flight Nurse	Note(s): 1-5.
6	Chief Flight Nurse	Permanent award of basic and senior badges and have at least 15 years of aviation service, <b>and</b>	72 paid months of operational flying duty <b>or</b>	At least 750 total hours logged as a Flight Nurse	Note(s): 1-5.

**Table 5.1. Notes:**

1. Aviation service includes both active and reserve time. Non-rated crewmember duty only includes time performed in aviation service code “9D”. Aviation service begins with the aviation service date. Periods of suspension, disqualification, breaks in service or any time served in other than aviation service code “9D” do not count towards aviation service.

2. To earn a month of badge credit, non-rated officer or non-career enlisted aviator aircrew member must

meet in-flight duty performance requirements IAW AFMAN 11-421. (T-1).

3. Grandfathering: Do not amend or revoke aeronautical orders for career enlisted aviators, non-rated or non-career enlisted aviator aircrew previously awarded badges under previous AFI criteria. (T-1). Servicing Host Aviation Resource Management offices should contact MAJCOM with questions concerning previous year requirements (prior to this revision) for award of badge, before revoking or amending an aeronautical order.

4. Flight nurse aviation service is equal to total years assigned to AFSC “46F”. The Aviation Resource Management System does not track these periods. Member must provide supporting documentation that substantiates period(s) assigned to an AFSC “46F” coded billet to the servicing Host Aviation Resource Management office. (T-1).

5. For Aeromedical Evacuation Technician (AFSC: X4N0X1), the member must successfully complete course B3ABY4N0X10A0A and have 3 years of aviation service. (T-1).

6. Refer to **paragraph 5.3.1.** through **5.3.4.** for award of the airman aircrew member badge for reasons other than those listed in **Table 5.1.**

**Table 5.2. Mandatory Requirements for Wear of Parachutist Badges. (T-1).**

LINE	A	B	C	D	E
	Badge		Months of Service and Formal Training	Number of Jumps	Applicable Notes and Additional Requirements
1	Basic Parachutist		See AFI 11-410	5	Note(s): 1, 2, 7, and 8.
2	Senior Parachutist		Complete 24 months on jump status with an organization with an assigned parachute jump mission.	30 Static Line Jumps	Note(s): 1-5, 7, 8, 10, and 11. Additional Requirement(s): - Jumpmaster Qualified
3	Master Parachutist		Complete 36 months on jump status with an organization with an assigned parachute jump mission.	65 Static Line Jumps	Note(s): 1-4, 6-8, and 10. Additional Requirement(s): - Jumpmaster Qualified
	Qualification	Badge	Months of Service and Formal Training	Number of Jumps	Applicable Notes and Additional Requirements
4	Basic Military Free Fall Parachutist	Basic High Altitude Low Opening (HALO) Parachutist	Graduate of the USAJFKSWC Military Free Fall Course or a service approved Military Free Fall course.	Based on course	Note(s): 8, 9, and 12.
5	Master MFF Parachutist	Master High Altitude Low Opening	On MFF status for a total of 36 months with an organization	N/A	Note(s): 1-4, and 8-11 Additional Requirement(s):

		(HALO) Parachutist	assigned a military free fall parachute jump mission.		-Must be a qualified Master Parachutist (static line) -MFF Jumpmaster qualified
6	International		Training/award must be IAW rules leading to award of the rating by the particular country	As required	None

**Table 5.2. Notes:**

1. Officers or Enlisted members qualified for aviation/parachutist service and currently assigned to (or approved for assignment to) a "J" coded DAFSC billet or jump inherent DAFSC billet IAW AFI 11-410.
2. Member must be medically qualified IAW AFI 48-123. **(T-1)**. Down status is considered to be qualified for the purpose of this table.
3. Time spent in a training course leading to initial qualification as a parachutist does not fulfill the time requirements listed in column B of **Table 5.2**.
4. To earn a month of badge credit, members must meet performance requirements IAW AFMAN 11-421. **(T-1)**. A month of hazardous duty incentive pay entitlement equals one month of badge credit. Months need not be consecutive.
5. The 30 jumps must include: (1) Two jumps during the hours of darkness; (2) Fifteen jumps with operational equipment IAW AFI 11-410; (3) Perform one night jump as a Primary Jumpmaster; and (4) Seven jumps performing as Primary Jumpmaster. **(T-1)**.
6. The 65 jumps must include: (1) Four jumps during the hours of darkness; (2) Twenty-five jumps with operational equipment IAW AFI 11-410; (3) Two night jumps performing Primary Jumpmaster duties; and (4) Fifteen jumps performing as Primary Jumpmaster. **(T-1)**.
7. Do not count non-military jumps toward individual total jumps. **(T-1)**. Other US military service jumps may apply toward total jumps.
8. All awarded parachutists badges are permanent unless revoked. Use the course completion certificate and Army order for award of the basic parachutist and basic Military Free Fall badge. Personnel who meet the requirements for wear of an advanced USAF parachutist badge must apply by submitting completed AF Form 196, *ARMS Request Data for Parachutist Badge*, to the servicing Host Aviation Resource Management office. **(T-1)**. The servicing Host Aviation Resource Management office will maintain a copy of the member's application in the jump record folder. **(T-1)**. The servicing Host Aviation Resource Management office maintaining the member's jump record folder will publish the aeronautical order for authorized individuals. **(T-1)**. The aeronautical order must specify the criteria in **Table 5.2** that establishes eligibility. **(T-1)**. In addition, the effective date of the aeronautical order is the date individual met all applicable criteria in **Table 5.2**.

9. Personnel, who obtain Military Free Fall qualifications prior to March 1998, are authorized to wear the Military Free Fall badges without submitting an application.
10. Parachutists, who are disqualified from parachute duty before fulfilling advanced qualification, criteria are not eligible for advanced badges.
11. Jumps made on non-standard systems are only counted toward the parachutist badge when those jumps are military in nature or as part of a USAF Operational Test and Evaluation mission.
12. Includes graduates of the Military Airlift Command High Glide Ratio Parachute Course and US Special Operations Command certified Navy Military Free Fall course.



## Chapter 6

### SUSPENSION, DISQUALIFICATION, REVALIDATION, AND REQUALIFICATION OF AVIATION SERVICE OF RATED OFFICERS, CAREER ENLISTED AVIATORS, AND CIVILIAN GOVERNMENT EMPLOYEES

**6.1. Overview.** This chapter establishes guidance for suspension, disqualification, revalidation, requalification, and termination of aviation service of rated officers, career enlisted aviators, and civilian government employees.

#### **6.2. Suspension from Aviation Service.**

6.2.1. When suspended from aviation service, the member is not authorized to perform in-flight or ground-based radar duties. **(T-1)**. The suspension period begins the date of the commander's notification memorandum. Unless otherwise specified, the aircrew member's acknowledgement (in writing) of the commander's notification shall be within two-duty days. **(T-3)**. The commander shall send a copy of this memorandum to the servicing Host Aviation Resource Management office. **(T-3)**. The servicing Host Aviation Resource Management office publishes a suspension aeronautical order assigning aviation service code "04" effective the date of the commander's notification memorandum and terminate flight incentive pay IAW AFMAN 11-421. Suspension memorandums with retroactive effective dates are not authorized. **(T-1)**. **Note:** If an aircrew member is unable to acknowledge the commander's suspension notification (example: confinement), the commander shall annotate, on the notification memorandum, that the member is unable to acknowledge suspension. **(T-3)**.

6.2.2. **Reasons for Suspension from Aviation Service.** The commander will initiate suspension actions for the following reasons:

6.2.2.1. The member is a respondent in an Flying Evaluation Board or waiver of an Flying Evaluation Board. **(T-1)**.

6.2.2.2. The member professes fear of flying. **(T-1)**.

6.2.2.3. The member is under investigation or pending action for alcohol-related misconduct, substance abuse (to include alcoholism), or self-identifies as an illegal substance user. **(T-1)**.

6.2.2.4. The member is being processed for involuntary discharge. **(T-1)**.

6.2.2.5. The member is under investigation or pending action for a violation of the Uniform Code of Military Justice (UCMJ). **(T-1)**. **Note:** When UCMJ Article 15 applies, suspension is required if:

6.2.2.5.1. The member's misconduct involves abuse of trust, reckless behavior, or involves conduct of a nature to raise reasonable doubt that the member can or will conform their conduct to the requirements of law, instruction, or military authority. **(T-1)**.

6.2.2.5.2. The member demands trial by court-martial after initiation of non-judicial punishment under Article 15, UCMJ and the commander had exercised discretion not to suspend the member from in-flight duties. **(T-1)**.

6.2.2.5.3. The member is under investigation or the subject of a criminal charge under a civilian penal code if the charge alleges an offense for which the maximum authorized punishment in a court-martial under the UCMJ would exceed six months confinement at hard labor. **(T-1).**

6.2.2.5.4. The member is administratively found by their immediate or higher-level commander to have committed an offense(s) for which the maximum authorized punishment in a court-martial would exceed six months confinement at hard labor, whether or not there is military jurisdiction. **(T-1).**

6.2.2.6. The member is being processed for Personnel Reliability Program decertification. **(T-1).**

6.2.2.7. The member attempts to drop on request from a formal flying training course. **(T-1).**

6.2.2.8. The member fails to maintain aircrew ground or in-flight duty requirements due to factors within the member's control. **(T-1).**

6.2.2.9. The member loses their security clearance. **(T-1).**

6.2.3. Aviation service code "04" takes precedence over previous disqualifications. **Example:** SSgt Hurley was assigned aviation service code "07", effective 1 January 2017. On 2 January 2017, the commander notified the servicing Host Aviation Resource Management office of SSgt Hurley's pending action for violation of the UCMJ, the servicing Host Aviation Resource Management should publish a suspension aeronautical order assigning aviation service code "04" until circumstances are resolved.

6.2.4. If the commander determines that the basis for the suspension has been resolved, the commander shall request, in writing, the servicing Host Aviation Resource Management office to revoke the suspension aeronautical order and assign the previous aviation service code. **(T-3).** Otherwise, the commander will proceed with termination of in-flight duties (see [paragraph 6.3.3.13](#)) or disqualification actions (see [paragraph 6.3](#)). **(T-3).**

**6.3. Disqualification from Aviation Service.** Disqualification from aviation service is an administrative action. Additionally, disqualification action is not a disciplinary action, nor a substitute for action under the UCMJ or any other administrative directive. With the exception of voluntary requests, all disqualification actions require review by the base legal office prior to forwarding to MAJCOM/A3T. **(T-1).**

**6.3.1. Required Documentation for Aviation Service Disqualification Package.** As a minimum, a disqualification package will contain the commander's notification memorandum to the member to include justification for disqualification action, Wing/CC request for disqualification, base legal review, Individual Data Summary, Flying History Report, Individual Training Summary, suspension aeronautical order assigning aviation service code "04", and DD Form 2992 (if applicable). **(T-2).**

**6.3.2. Permanent Disqualification from Aviation Service.** Disqualification from aviation service is permanent when it results from an Flying Evaluation Board action, fear of flying, substantiated substance abuse, failure to maintain professional standards, or non-flying related action that indicates permanent disqualification. Coordinate with the staff judge advocate

concerning court-martial and civilian criminal court action cases. (T-1). See [Table 6.1](#) for standards of application for permanent disqualification from aviation service.

**6.3.2.1. Flying Evaluation Board/Flying Evaluation Board Waiver and Voluntary Disqualification in Lieu of Flying Evaluation Board.** See [Chapter 8](#) for guidance and required actions on Flying Evaluation Board, Flying Evaluation Board waivers, and voluntary disqualification from aviation service in lieu of Flying Evaluation Board.

**6.3.2.2. Fear of Flying.** If an aircrew member professes a fear of flying, the member's commander will advise the member that profession of a fear of flying is professional dereliction. (T-2). A fear of flying categorization is not limited to an expression of a general fear of flying. A fear of flying categorization includes attempts to categorize fear of flying by theater of operations, aircraft mission, or type of aircraft.

**6.3.2.2.1. Required Actions after a Fear of Flying Claim.**

6.3.2.2.1.1. The commander will inform the member that a fear of flying claim can result in discharge or separation. (T-2). The commander will counsel the member regarding applicable guidance (AFI 36-3206, *Administrative Discharge Actions for Commissioned Officers*, AFI 36-3208, *Administrative Separation of Airmen*, or AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*). (T-2).

6.3.2.2.1.1.1. If the commander suspects a violation of the UCMJ and intends to question the member concerning the suspected violation, the commander will advise the member regarding their rights IAW Article 31, UCMJ. (T-1).

6.3.2.2.1.1.2. After advisement, the commander will direct the member to report to the Area Defense Counsel for further counseling. (T-3). The Area Defense Counsel will advise the member of both the consequences of professed fear of flying, as well as the member's administrative and legal rights. (T-3).

6.3.2.2.1.1.3. After legal counseling, the commander will offer the member an opportunity to withdraw the fear of flying statement. (T-3). The commander will verify withdrawal of a fear of flying statement in writing. (T-3).

6.3.2.2.1.1.3.1. If the member withdraws a fear of flying statement, the commander shall order the member to resume in-flight duties or take other appropriate action. (T-3).

6.3.2.2.1.1.3.2. If the member declines to withdraw a fear of flying statement, the commander shall verify the date of refusal in writing. (T-3). The commander will refer the member for medical examination and notify the servicing Host Aviation Resource Management office, in writing, to publish an aeronautical order assigning aviation service code "04" effective the date the member declined to withdraw the fear of flying statement. (T-3).

6.3.2.2.1.1.3.2.1. The flight surgeon will determine if an incapacitating physical or psychiatric condition exists IAW AFI 48-123. (T-1). Medical personnel determines medical fitness for flying and notifies the member's commander (for flight surgeons, this will be the commander of the unit of attachment for flying). (T-1). If the flight surgeon determines the member

is medically unfit to perform in-flight duties IAW AFI 48-123, the commander will notify, in writing, the servicing Host Aviation Resource Management office to publish a disqualification aeronautical order. **(T-3)**. The servicing Host Aviation Resource Management office will revoke the suspension aeronautical order and publish an aeronautical order assigning aviation service code “03” to medically disqualify the member effective the same date as the original suspension aeronautical order. **(T-3)**. In the case of a flight surgeon, the unit of attachment for flying and the MAJCOM/SPG should also be informed. **Note:** Do not annotate “Fear of Flying” in the remarks section of the aeronautical order. **(T-1)**.

6.3.2.2.1.1.3.2.2. If the member is medically fit to perform in-flight duties IAW AFI 48-123, the suspension remains in effect. Forward the case file to the MAJCOM/A3T with all supporting evidence for discharge action under AFI 36-3206, AFI 36-3208, or AFI 36-3209, as applicable. **(T-2)**. Once discharge actions are approved by MAJCOM/A3T, the servicing Host Aviation Resource Management office will use the approval documentation to publishing an aeronautical order imposing permanent disqualification from aviation service and assigning aviation service code “01” (Disqualified--Fear of Flying). **(T-2)**. This aeronautical order will have the same effective date as the original aeronautical order that suspended the individual. **(T-2)**. The disqualification aeronautical order will prohibit the member from wearing the aviation badge. **(T-2)**. The servicing Host Aviation Resource Management office will forward a copy of the disqualification aeronautical order to the MAJCOM/A3T. **(T-2)**.

6.3.2.2.1.1.3.3. Members in undergraduate flying training who develop a fear of flying have ample opportunities during training to evaluate this fear and drop on request from training without prejudice. For non-rated officers and career enlisted aviator students in formal flying training who drop on request from training due to fear of flying the commander will request, in writing, the Host Aviation Resource Management office to publish an aeronautical order assigning aviation service code “06”. **(T-3)**.

#### **6.3.2.3. Substantiated Substance Abuse.**

6.3.2.3.1. If an aircrew member is under investigation or self-identifies for substance abuse (to include alcoholism), the commander will request, in writing, the servicing Host Aviation Resource Management office to publish a suspension aeronautical order. **(T-2)**. The commander’s memorandum will include the date the member self-identified, which will also be the effective date of suspension. **(T-2)**. If not a self-identification, the date of the commander’s memorandum is the effective date.

6.3.2.3.2. If the investigation does not substantiate substance abuse, the commander will request, in writing, the servicing Host Aviation Resource Management office to revoke the suspension aeronautical order, restore the previous aviation service code with original effective date (if otherwise qualified). **(T-2)**.

6.3.2.3.3. If the investigation substantiates or the member self-identifies that substance abuse occurred, the commander (for flight surgeons, this will be the commander of the unit of attachment for flying) will forward the disqualification package through command channels to MAJCOM/A3T. **(T-2)**. Once approved by MAJCOM/A3T, the servicing Host Aviation Resource Management office will use the approval documentation to publish an aeronautical order assigning aviation service code “00” (Disqualified--Administrative Reasons) effective the date of the original suspension aeronautical order. **(T-2)**. The servicing Host Aviation Resource Management office will forward a copy of the disqualification aeronautical order to the MAJCOM/A3T. **(T-2)**.

**6.3.2.4. Failure To Maintain Professional Standards.**

6.3.2.4.1. The commander will notify, in writing, the servicing Host Aviation Resource Management office to suspend the aircrew member. **(T-2)**. The servicing Host Aviation Resource Management office publishes a suspension aeronautical order assigning aviation service code “04” effective the date of the commander’s memorandum. Suspension of aviation service should be completed as soon as possible and cannot have a retroactive effective date. **(T-2)**.

6.3.2.4.1.1. If the reason is flying related, (for example: failure to attain or maintain aircrew qualification, etc.), commanders will recommend that the member appear before an Flying Evaluation Board. **(T-2)**.

6.3.2.4.1.2. For non-flying related reasons, after proceedings (for example: Article 15 process, court martial, administrative board, etc.) are complete, the commander will assess the member's potential for continued aviation service. **(T-3)**.

6.3.2.4.2. If the member is suitable for continued aviation service, the commander shall request, in writing, the servicing Host Aviation Resource Management office to publish an aeronautical order to revoke aviation service code “04” and restore the previous aviation service code with the original effective date (if otherwise qualified). **(T-2)**. **Note:** When member is suspended due to awaiting result of an Flying Evaluation Board, only the MAJCOM/A3T may direct restoration of the previous aviation service code.

6.3.2.4.3. If the member is unavailable or unsuitable for continued aviation service, the commander will recommend disqualification and notify the member in writing. **(T-2)**. The member will have an opportunity to respond to the commander prior to the disqualification is forwarded to MAJCOM/A3T. **(T-2)**. Once the member’s response has been considered and a base legal review has been conducted, the commander will forward the recommendation, substantiating documentation, and a copy of the suspension aeronautical order through command channels to the MAJCOM/A3T for approval. **(T-2)**. If approved by MAJCOM/A3T, the servicing Host Aviation Resource Management office will use the approval documentation to publish an aeronautical order assigning aviation service code “00” (Disqualified--Administrative Reasons), effective the same date as the original suspension aeronautical order. **(T-1)**. If the commander’s recommendation is to prohibit wear of the aviation badge, see [Chapter 5](#). The servicing Host Aviation Resource Management office will forward a copy of the disqualification aeronautical order to the MAJCOM/A3T. **(T-1)**.

**Table 6.1. Standards of Application for Permanent Disqualification (DQ) from Aviation Service.**

<b>DQ Action</b>	<b>Suspend</b>	<b>DQ Approval Authority</b>	<b>Staffing Process</b>
Flying Evaluation Board (Aviation service code “05”)	YES	MAJCOM/ CC	WG Numbered Air Force (NAF) MAJCOM
Voluntary Request in Lieu of Flying Evaluation Board (Aviation service code “05”)	YES	MAJCOM/ CC	WG NAF MAJCOM
Fear of Flying (Aviation service code “03”)	YES	Flight Medicine Element	WG
Fear of Flying (Aviation service code “01”)	YES	MAJCOM/ A3T	WG NAF MAJCOM
Fear of Flying (Aviation service code “06”)	NO	WG/CC	WG
Substantiated Substance Abuse (Aviation service code “00”)	YES	MAJCOM/ A3T	WG NAF MAJCOM

**6.3.3. Non-permanent Disqualification Actions.** Disqualification from aviation service is non-permanent when it is a result of failure to maintain medical fitness, failure to maintain medical certification, disenrollment from USAF Survival School, conscientious objector or non-combatant status, voluntary request, transfer to other-than-line of the USAF, Air Force Educational Leave of Absence program, ARC unit deactivation/aircraft conversion, or member not assigned against a unit manpower document position. **Note:** For cases when the member is in a non-permanent disqualification status (Aviation service codes “00”, “03”, “07”, and “09”), aviation service code “05” and “08” will supersede the previous aviation service code. **(T-1).**

#### **6.3.3.1. Failure to Maintain Medical Fitness.**

6.3.3.1.1. If an aircrew member is medically unfit to perform in-flight duties in their current rating or DAFSC, disqualify the member effective the first day following a period of 365 days that commences on the date of incapacitation (down status date), or on the date the MAJCOM/SG determines the medical incapacitation to be permanent, whichever is earlier. **(T-2).**

6.3.3.1.1.1. When a rated officer or career enlisted aviator is medically unfit, a flight surgeon completes and forward the DD Form 2992 to the flying unit of assignment and servicing Host Aviation Resource Management office that maintains the member's flight record folder. **(T-1).**

6.3.3.1.1.1.1. If a flight surgeon is unable to determine the period of incapacitation, the servicing Host Aviation Resource Management office will suspense the DD Form 2992 to ensure publication of an aeronautical order to medically disqualify the member effective the 366th day. **(T-3).** The date that the member was medically incapacitated (placed in down status) is considered day one. If the medical incapacitation is not resolved prior to the 365th day, the servicing Host Aviation Resource Management office will publish an aeronautical order assigning aviation service code “03” (Disqualified--Medical Disqualification) effective the 366th day of medical incapacitation. **(T-3).** For career enlisted aviators medically disqualified, the servicing Host Aviation Resource Management office will notify the member’s unit commander, Military Personnel Section, and MAJCOM Career Enlisted Aviator Functional Manager. **(T-3).** Personnel offices should initiate personnel classification action IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*.

6.3.3.1.1.1.2. **Example:** Maj Ward was found to be medically incapacitated (placed in down status) effective 20 March 2014 (Day 1). The medical incapacitation was not resolved prior to 365 days. On 20 March 2015 (366<sup>th</sup> day) the servicing Host Aviation Resource Management office should publish an aeronautical order assigning Maj Ward aviation service code “03”. Entitlement to aviation incentive pay terminates on 19 March 2015 IAW AFMAN 11-421.

6.3.3.1.1.1.3. If a rated officer or career enlisted aviator is assigned aviation service code “04”, the aviation service code “04” will remain valid until the disqualification process is complete. **(T-3).** The servicing Host Aviation Resource Management office shall suspend publication of an aeronautical order assigning aviation service code “03” effective the 366th day of down status until the matter is resolved. **(T-3).** **Note 1:** If aircrew member is reinstated to aviation service, the servicing Host Aviation Resource Management office shall revoke the aviation service code “04” and publish aviation service code “03” effective the 366th day of down status. **(T-3).** **Note 2:** If an aircrew member is disqualified in all other matters, the servicing Host Aviation Resource Management office shall only publish the disqualifying aeronautical order. **(T-3).**

6.3.3.1.1.1.3.1. **Example 1:** Captain Gray is assigned aviation service code “04” effective 11 May 2014; the 366 day in down status is 15 May 2014. Captain Gray’s aviation service is reinstated effective 11 May 2014. The servicing Host Aviation Resource Management office should revoke the aviation service code “04” aeronautical order and publish an aeronautical order assigning aviation service code “03” effective 15 May 2014.

6.3.3.1.1.1.3.2. **Example 2:** Captain Reveles is assigned aviation service code “04” effective 11 May 2014; the 366th day in down status is 15 May 2014. Captain Reveles was administratively disqualified from aviation service on 11 May 2014. The servicing Host Aviation Resource Management office should publish an aeronautical order assigning aviation service code “00” effective 11 May 2014.

6.3.3.1.1.2. If the flight surgeon determines the incapacitation will not be resolved before the 366th day following the date of medical incapacitation, the flight surgeon annotates this fact on the DD Form 2992 and advise the servicing Host Aviation Resource Management office. **(T-1)**. The servicing Host Aviation Resource Management office will publish an aeronautical order to assigning aviation service code “03” (Disqualified--Medical Disqualification) effective the date MAJCOM/SG indicated on the DD Form 2992 that the medical incapacitation is permanent. **(T-2)**. For career enlisted aviators medically disqualified, the servicing Host Aviation Resource Management office will notify the commander, Military Personnel Section, and career enlisted aviator MAJCOM Functional Manager. **(T-3)**. Personnel offices should initiate personnel classification action IAW AFI 36-2101. **(T-3)**. For guidance on requalification for aviation service after failure to maintain medical fitness, see applicable subparagraph under [paragraph 6.4](#).

#### 6.3.3.2. Failure to Maintain Medical Certification.

6.3.3.2.1. If an aircrew member’s medical certification (flight physical) expires, the member will be considered to have lost medical fitness. **(T-3)**. The servicing Host Aviation Resource Management office will publish an aeronautical order to assign aviation service code “07” (Failure to Maintain Medical Fitness/Certification) effective the day after the expiration date on the DD Form 2992. **(T-3)**. **Note 1:** If the aircrew member is assigned aviation service code “07” and in a down status, the servicing Host Aviation Resource Management office shall not publish an aviation service code “03” on the 366th day and the member will remain aviation service code “07” (unless otherwise indicated on DD Form 2992 of medical disqualification). **(T-3)**.

6.3.3.2.1.1. **Example 1:** MSgt Beaver was placed in a down status on 2 September 2013 and the member’s medical fitness and certification expired on 20 August 2014. The servicing Host Aviation Resource Management office should publish an aeronautical order with an aviation service code “07” on 21 August 2014. The servicing Host Aviation Resource Management office should not publish aviation service code “03” in this case where down status is 366 days.

6.3.3.2.1.2. **Example 2:** MSgt Davis was placed in a down status on 2 September 2013 and their fitness/certification expired on 20 August 2014. The servicing Host Aviation Resource Management office publishes an aeronautical order assigning aviation service code “07” on 21 August 2014. MSgt Davis attempted to be medically certified; however, the flight surgeon annotated permanent medical disqualification from MAJCOM/SG on 23 August 2014. The servicing Host Aviation Resource Management office should publish an aeronautical order assigning aviation service code “03”, effective 23 August 2014.

6.3.3.2.2. The servicing Host Aviation Resource Management office will establish a process with the Flight Medicine Element to verify the status of all flight physicals expiring the following month. **(T-3)**. The servicing Host Aviation Resource Management office will take immediate action upon expiration of flight physical. **(T-3)**. **Note:** If the member has a medical condition that affects completion of the flight physical, the flight surgeon notifies the servicing Host Aviation Resource Management office via a DD Form 2992. The servicing Host Aviation Resource Management office



will need a medical waiver from the Flight Medicine Element for the member to remain on active aeronautical orders; otherwise, the member will be assigned an aviation service code “07”. (T-3).

6.3.3.2.3. If a rated officer or career enlisted aviator is assigned aviation service code “04” when medical certification expires, the member’s aviation service code “04” will remain valid. (T-3). The servicing Host Aviation Resource Management office shall suspense the action of aviation service code “07” until suspension or disqualification issue is resolved. (T-3). If the aviation service code “04” is revoked without action, the servicing Host Aviation Resource Management office publishes an aeronautical order assigning aviation service code “07” effective the day after the expiration date on the DD Form 2992. (T-3). In all other cases, the service Host Aviation Resource Management office publishes the appropriate disqualification aeronautical order. (T-3).

6.3.3.2.4. **Example:** Captain Hefner has a suspension aeronautical order with an aviation service code “04” for failure to meet professional standards. On 17 December 2014, Captain Hefner’s physical expired. The aeronautical order assigning aviation service code “04” will remain until disqualification action is determined. The servicing Host Aviation Resource Management office should suspense action to publish an aeronautical order assigning aviation service code “07”. On 3 February 2015, the determination was made for Captain Hefner’s aviation service to be reinstated. The servicing Host Aviation Resource Management office should revoke the aviation service code “04” and assign aviation service code “07” effective 17 December 2014.

6.3.3.2.5. If an aircrew member is assigned aviation service code “03” (Disqualification--Failure to Maintain Medical Fitness) or aviation service code “07” (Disqualification--Failure to Maintain Medical Certification) and is later suspended pending disqualification the aviation service code “03/07” is still valid. The servicing Host Aviation Resource Management office will publish a suspension aeronautical order assigning aviation service code “04” until the disqualification process is completed. (T-3). If member is not disqualified, the aviation service code “04” is revoked and the member will remain aviation service code “03” or aviation service code “07” until accomplishment of medical certification. (T-3).

6.3.3.2.5.1. **Example 1:** Captain Costa is currently assigned aviation service code “07” when the servicing Host Aviation Resource Management office receives a Commander’s memorandum to suspend the member. The servicing Host Aviation Resource Management office publishes an aeronautical order to assign aviation service code “04”. On 20 March 2014, Captain Costa is disqualified, the aviation service code “04” should be revoked and replace with the permanent disqualification aeronautical order. The previous aviation service code “07” should remain in the member’s flight record folder.

6.3.3.2.5.2. **Example 2:** Captain Courtney is currently assigned aviation service code “03” and the servicing Host Aviation Resource Management office receives a commander’s notification memorandum suspending the member. The servicing Host Aviation Resource Management office published an aeronautical order assigning aviation service code “04”. On 24 January 2014, Captain Courtney was

reinstated to aviation service. The servicing Host Aviation Resource Management office should revoke aviation service code “04” and the aviation service code “03” remains valid until accomplishment of medical certification.

6.3.3.2.6. For guidance on requalification for aviation service after failure to maintain medical certification, see applicable subparagraph under [paragraph 6.4](#).

**6.3.3.3. Disenrollment from USAF Survival School.** If an aircrew member fails to meet training standards while enrolled in a USAF Survival School, the survival school commander will direct the member to meet a training review board. **(T-3).** **Exception:** This does not apply when a member either is administratively withdrawn from training due to higher headquarters requirements or is medically unable to complete training.

6.3.3.3.1. If the training review board determines the member should be disenrolled, the survival school commander shall administratively disqualify the member. **(T-2).** The survival school commander will direct the training base Host Aviation Resource Management office to coordinate with the member’s servicing Host Aviation Resource Management office. **(T-2).** The servicing Host Aviation Resource Management office will publish the disqualification aeronautical order assigning aviation service code “00” (Disqualified--Administrative Reasons). **(T-2).** It will be effective the date the survival school commander disqualifies the member. **(T-2).**

6.3.3.3.2. The survival school commander will advise the member's MAJCOM/A3T when the training review board begins and ends. **(T-2).** For guidance on requalification for aviation service after disenrollment from USAF Survival School, see applicable subparagraph under [paragraph 6.4](#).

**6.3.3.4. Conscientious Objector or Non-Combatant Status.** Commanders will disqualify an aircrew member who submit conscientious objector or non-combatant status requests IAW AFI 36-3204, *Procedures for Applying as a Conscientious Objector*. **(T-2).** The commander shall request, in writing, the servicing Host Aviation Resource Management office to publish an aeronautical order to assigning aviation service code “00” (Disqualified--Administrative Reasons) effective the date of the member's request. **(T-2).** The servicing Host Aviation Resource Management office shall notify the member's MAJCOM/A3T and include a copy of the aeronautical order, member’s request, and commander’s memorandum. **(T-2).**

6.3.3.4.1. If the commander’s recommendation is to prohibit the wear of the aviation badge IAW [Chapter 5](#), the commander should consult AFI 36-3206, AFI 36-3208, or AFI 36-3209 (as applicable) for possible separation actions.

6.3.3.4.2. For guidance on requalification after a conscientious objector on non-combatant status claim, see applicable subparagraph under [paragraph 6.4](#).

**6.3.3.5. Personnel Reliability Program Decertification.** When a commander decertifies an aircrew member from Personnel Reliability Program for non-medical or non-substance abuse-related reasons, the commander must determine whether the member should continue in non-Personnel Reliability Program rated duties. **(T-3).** If Personnel Reliability Program decertified for medical reasons, including substantiated substance abuse, paragraphs [6.3.2.3](#) and [6.3.2.4](#) apply. Otherwise:

6.3.3.5.1. When imposing Personnel Reliability Program decertification, the commander will notify the member, in writing, that the individual is suspended from aviation service and send a copy of the memorandum to the servicing Host Aviation Resource Management office. **(T-3)**. The servicing Host Aviation Resource Management office publishes a suspension aeronautical order assigning aviation service code “04” effective the date of the commander’s notification memorandum. Once notified, the member has 14 calendar days to submit documents on their own behalf. **(T-3)**.

6.3.3.5.2. The commander will use the information that formed the basis for decertification and the member's response to determine whether the member should be disqualified or remain qualified for aviation service in non-Personnel Reliability Program rated or career enlisted aviator aircrew duty. **(T-3)**.

6.3.3.5.2.1. If the commander determines the member should remain qualified in non-Personnel Reliability Program aircrew duties, the commander will request, in writing, the servicing Host Aviation Resource Management office to publish an aeronautical order. **(T-2)**. The aeronautical order will revoke aviation service code “04” (if otherwise qualified), and return the member to in-flight duties. **(T-2)**. The servicing Host Aviation Resource Management office will inform the MAJCOM/A3T through command channels. **(T-2)**.

6.3.3.5.2.2. If the commander determines the member should be disqualified, the commander will forward the disqualification package (recommendation) through command channels to the MAJCOM/A3T for a final decision. **(T-2)**. Each command level will review the case, provide comments, and submit a recommendation to the next higher level. **(T-2)**.

6.3.3.5.3. If the MAJCOM/A3T approves the disqualification, the servicing Host Aviation Resource Management office will use the approval documentation to publish an aeronautical order to assign aviation service code “00” (Disqualified--Administrative Reasons) effective the date of the original suspension. **(T-2)**. The servicing Host Aviation Resource Management office will forward a copy of the disqualification aeronautical order to the MAJCOM/A3T. **(T-2)**.

6.3.3.5.4. For guidance on requalification after a Personnel Reliability Program decertification, see applicable subparagraph under [paragraph 6.4](#).

#### **6.3.3.6. Voluntary Disqualification Actions.**

6.3.3.6.1. An aircrew member may request voluntary disqualification from aviation service to fill critical USAF requirements, or when the member is approved for retraining as a result of an approved “humanitarian” or “Exceptional Family Member Program” IAW AFI 36-2110. The commander should approve such requests only when in the best interest of the USAF. **Note:** This provision does not apply to ARC personnel involuntarily removed from flying status due to an aircraft conversion.

6.3.3.6.2. Career enlisted aviators approved for OTS are not required to submit a voluntary disqualification request. In these cases, disqualification is effective on the date initially entered retraining, class start date, or date reassigned to the new AFSC, whichever occurs first. For all other cases, the MAJCOM/A3T reviews the voluntary

disqualification request and makes the final decision. **Exception:** For ANG non-extended active duty rated officers, the Director of the ANG, as applicable, is the approval authority. **Note:** ARC career enlisted aviators transferring from a career enlisted aviator AFSC to a non-career enlisted aviator AFSC, within the wing, state or to another state will be considered voluntarily disqualified under this paragraph. **(T-2).** In these cases, MAJCOM/A3T approval is not required for request packages. The servicing Host Aviation Resource Management office will publish an aeronautical order assigning aviation service code “08” effective upon assignment to the non-career enlisted aviator position. **(T-2).**

6.3.3.6.3. If the voluntary request is approved, the servicing Host Aviation Resource Management office will publish an aeronautical order to assign aviation service code “08” (Disqualified--Voluntary Request) effective the date of MAJCOM/A3T approval. **(T-2).**

6.3.3.6.4. Career enlisted aviators disqualified in order to attend OTS may later perform duties as rated or non-rated officer aircrew members.

6.3.3.6.5. Members who fail to complete OTS or retraining action may request MAJCOM/A3T approval of requalification of aviation service as a career enlisted aviator based on the needs of the USAF.

6.3.3.6.6. Do not use a voluntary request for disqualification as a basis for other administrative or disciplinary action. **(T-2).** **Note:** A rated officer or career enlisted aviator cannot request voluntary disqualification as a means to “limit aviation service” (for example: drop on request from a formal training course, request to decline a particular assignment, etc.). **(T-2).**

6.3.3.6.7. For guidance on requalification after an approved voluntary disqualification, see applicable subparagraph under **paragraph 6.4.**

#### **6.3.3.7. Transfer to Other-Than-Line of the USAF.**

6.3.3.7.1. Disqualify a rated officer from aviation service when the member is accepted into a USAF-sponsored education program resulting in a transfer to other-than-line of the USAF. At the commander’s discretion, these rated officers may continue to perform in-flight duties until the transfer is approved (no suspension is required) as long as the aeronautical orders are still valid (specifically: active aeronautical order termination date has not expired).

6.3.3.7.2. When applying for a commission change, legal program, medical education program, include a voluntary request for disqualification from aviation service. If the application is approved, the procuring agency (legal or medical application review boards) shall forward the request to the member’s MAJCOM/A3T. **(T-2).** Include the commission change date and class start date. If approved by MAJCOM/A3T, the servicing Host Aviation Resource Management office will use the approval documentation to publish an aeronautical order assigning aviation service code “08” (Disqualified--Voluntary Request) effective the date of commission change or class start date, whichever occurs first. **(T-2).** The servicing Host Aviation Resource Management office will forward a copy of the disqualification aeronautical order to the MAJCOM/A3T. **(T-2).**

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

6.3.3.7.2.2. A rated officer who fails to complete medical or legal education may request requalification for aviation service in the previously held rated specialty.

6.3.3.7.3. For guidance on requalification after transfer to other-than-the-line of the USAF, see applicable subparagraph under [paragraph 6.4](#).

**6.3.3.8. Returning to RegAF or ARC in a Non-rated Officer or Non-Career Enlisted Aviator Capacity.** The servicing Host Aviation Resource Management office will not publish aeronautical orders to revalidate or requalify a rated officer or career enlisted aviator who voluntarily returns to active duty in a non-rated or non-career enlisted aviator capacity. **(T-2).** These members are not entitled to receive aviation incentive pay or critical skills incentive pay. This provision applies to members returning from separation status and members transferring from the ARC to RegAF. The servicing Host Aviation Resource Management will publish an aeronautical order to assign aviation service code “00” (Disqualified--Administrative Reasons) effective the day the member is assigned to active duty in the non-rated officer or non-career enlisted aviator enlisted aircrew member capacity. **(T-2).** These members may be requalified at a later date. For guidance on requalification after returning to active duty in a non-rated officer/non-career enlisted aviator capacity, see applicable subparagraph under [paragraph 6.4](#).

**6.3.3.9. ARC Unit Deactivation or Aircraft Conversion.** Commanders of ARC units will disqualify career enlisted aviators when a unit or aircraft is deactivated and the member is forced to retrain or is reassigned to a non-career enlisted aviator aircrew member DAFSC at that duty location in lieu of reassignment to an aircrew billet at another location. **(T-3).** Commanders will forward the disqualification package through command channels for MAJCOM/A3T approval. If approved by MAJCOM/A3T, the servicing Host Aviation Resource Management office will use the approval documentation to publish an aeronautical order assigning aviation service code “00” (Disqualified--Administrative Reasons) effective the deactivation date or date the member is reassigned to a non-career enlisted aviator DAFSC, whichever is earlier. **(T-2).** For guidance on requalification after ARC unit deactivation/aircraft conversion, see applicable subparagraph under [paragraph 6.4](#).

**6.3.3.10. Air Force Educational Leave of Absence Program.** Commanders will disqualify rated officers and career enlisted aviators approved for the Air Force Educational Leave of Absence program and request, in writing, the servicing Host Aviation Resource Management office to publish an aeronautical order to assign aviation service code “09” (Disqualified—Air Force Educational Leave of Absence) effective the first day of leave established by AF Form 988, *Leave Request/Authorization*. **(T-3).** For guidance on requalification after returning from an Air Force Educational Leave of Absence program, see applicable subparagraph under [paragraph 6.4](#).

**6.3.3.11. Members not Assigned Against a Unit Manpower Document Position.** Aircrew not assigned to an authorized unit manpower document position (for example: career intermission program, by-pass positions, pseudo positions, participating

in an Inactive Ready Reserve Cat E program, etc.) will be administratively disqualified from aviation service. **(T-3)**. The servicing Host Aviation Resource Management office will publish an aeronautical order assigning aviation service code “00” (Disqualified—Administrative Reasons) effective the date of assignment. **(T-3)**. For guidance on requalification after being disqualified for not being assigned to an unit manpower document position, see applicable subparagraph under [paragraph 6.4](#).

6.3.3.12. Rated officers who transfer within the same ARC unit from a rated officer position into a non-rated officer position are entitled to continue to receive aviation incentive pay only if the component considers the member to be a rated asset. These members are required to maintain a medical qualification IAW AFI 48-123 to be entitled to aviation incentive pay. The servicing Host Aviation Resource Management office will publish an aeronautical order assigning flying status code “J” effective the date of assignment to the non-rated officer position. **(T-3)**.

**Table 6.2. Non-Permanent Disqualification (DQ) from Aviation Service.**

<b>DQ Action</b>	<b>Suspend</b>	<b>DQ Approval Authority</b>	<b>Staffing Process</b>
Failure to Maintain Medical Fitness (Aviation Service Code “03”)	NO	Flight Medicine Element or MAJCOM SG	WG
Failure to Maintain Medical Certification (Aviation service code “07”)	NO	Flight Medicine Element <b>(Note 1 and 2)</b>	WG
Disenrollment from USAF Survival School (Aviation service code “00”)	NO	SQ/CC <b>(Note 5)</b>	WG
Conscientious Objector or Non-Combatant Status (Aviation service code “00”)	NO	WG/CC <b>(Note 2)</b>	WG
Personnel Reliability Program Decertification (Aviation service code “00”)	YES	MAJCOM/A3T	WG NAF MAJCOM
Voluntary Request (Aviation service code “08”)	NO	MAJCOM/A3T	WG NAF MAJCOM
Transfer to Other-Than-Line of the USAF (Aviation service code “08”)	NO	Procuring Agency	WG NAF MAJCOM
Air Force Educational Leave of Absence Program (Aviation service code “09”)	NO	SQ/CC <b>(Note 3)</b>	WG
ARC unit deactivation /aircraft conversion	NO	WG/CC <b>(Note 4)</b>	WG NAF

(Aviation service code “00”)			MAJCOM
Member’s not assigned against a unit manpower document position (Aviation service code “00”)	NO	N/A	N/A

**Table 6.2. Notes:**

1. The effective date of medical disqualification is the first day following 365 days from the date of down or the date the MAJCOM/SG determines member is medically disqualified (whichever is earlier) on the DD Form 2992.
2. Notify the member’s MAJCOM/A3T and AF/A3TM; include a copy of the aviation service code “00” aeronautical order, member’s request, and commander’s memorandum. **(T-2)**.
3. Effective date of aeronautical order is the first day of leave established by AF Form 988.
4. Copies of ANG disqualification actions for unit deactivation/aircraft conversion will be sent in electronic format to NGB/A2/3/6/10. **(T-2)**.

**6.3.3.13. Aviation Service Termination or Disqualification for Officers or Career Enlisted Aviators Enrolled in Undergraduate Flying Training or Formal Flying Training Course.** Commanders shall request, in writing, the servicing Host Aviation Resource Management offices to publish a suspension aeronautical order assigning aviation service code “04” pending a final determination for disqualification actions effective the date of notification, withdrawal, or disenrollment, whichever is earliest. **(T-2)**.

6.3.3.13.1. Non-rated officers and initial career enlisted aviator students enrolled in undergraduate flying training or formal flying training course are in conditional aviation career status. Entry into aviation career status is voided while disenrolled from training.

6.3.3.13.1.1. If non-rated officers or initial career enlisted aviator students enrolled in undergraduate flying training or formal flying training course are disqualified from aviation service, the commander will request, in writing, the servicing Host Aviation Resource Management office to publish an aeronautical order to revoke the suspension aeronautical order and publish an aeronautical order assigning aviation service code “06” (Flying Requirement Terminated) effective the original date of suspension. **(T-3)**. A legal review is not required for termination of aviation service as a result of a Training Review Board or Commander Review Process.

6.3.3.13.1.2. When non-rated officers and initial career enlisted aviator students are in down status for more than 180 days, the servicing Host Aviation Resource Management office shall publish an aeronautical order assigning aviation service code “06” effective the 181st day of the member being in a down status (if not previously disqualified by Flight Medicine Element or the training unit). **(T-3)**. If the flight surgeon determines the incapacitation will not be resolved within 180 days, the flight surgeon indicates this determination on the DD Form 2992 and advises the Host Aviation Resource Management office. **(T-3)**. The Host Aviation Resource Management office publishes an aeronautical order assigning aviation



service code “06” effective the date the MAJCOM/SG indicated on the DD Form 2992 that the medical incapacitation is permanent. **(T-3).**

6.3.3.13.1.3. Once non-rated officers or career enlisted aviator students are medically requalified, the servicing Host Aviation Resource Management office will use the flying training class re-entry date as the requalification effective date. **(T-3).** The servicing Host Aviation Resource Management office processes the applicable aeronautical order. **(T-3).**

6.3.3.13.1.4. If a rated, non-rated officer, or initial career enlisted aviator student is disenrolled from undergraduate flying training or formal flying training course via a Training Review Board or Commander’s Review Process, the servicing Host Aviation Resource Management will use the appropriate Commander’s Review Action or Training Review Board documentation to revoke the suspension and publish an aeronautical order assigning aviation service code “06” (Flying Requirement Terminated) effective the original date of suspension. **(T-3).** The aeronautical order will cite withdrawal or disenrollment from the specific course, reason for disqualification, if the member may be considered for entry into future flying training courses, and authority in the remarks section of aeronautical order. **(T-3).**

6.3.3.13.1.4.1. For members disenrolled from formal weapons system training and later selected for training in a different flying specialty, the aviation service date is the reentry date backdated by the initial period of training.

6.3.3.13.1.4.2. Do not adjust the aviation service date for members temporarily disenrolled from formal training and subsequently reentered in a succeeding class to continue formal training towards the same basic aeronautical rating. **(T-1).**

6.3.3.13.1.4.3. When an initial career enlisted aviator student requests drop on request from either the Aircrew Fundamentals at Career Enlisted Aviator Center of Excellence, Basic Sensor Operator course, or formal flying training course; the school registrar prepares an official memorandum stating the member requested drop on request from the course. **(T-3).** No option for drop on request or self-initiated elimination exists after an officer is awarded an aeronautical rating or a career enlisted aviator is awarded a 3-level PAFSC (for example: AFSCs: 1AX3X/1UX3X/1U1X3X) leading to the award of the airman aircrew member basic badge. Rated officers or previously qualified career enlisted aviators attempting to drop on request or self-initiated elimination after this point can only be eliminated via an Flying Evaluation Board. **(T-1).**

6.3.3.13.2. A rated officer or previously qualified career enlisted aviator disenrolled from undergraduate flying training or formal flying training course may remain qualified for aviation service in the former rated officer or career enlisted aviator specialty pending the outcome of an Flying Evaluation Board or Flying Evaluation Board waiver request. This includes career enlisted aviators who fail to successfully complete a formal flying training course for transition to a different weapons system or career enlisted aviator specialty. An Flying Evaluation Board or Flying Evaluation Board waiver is not required for members disenrolled due to medical reasons. **Note:**



An Flying Evaluation Board is the only review board authorized for rated officers and career enlisted aviator who have successfully completed an initial mission qualification flight evaluation or had a mission qualification in a previous aircraft.

6.3.3.13.2.1. A rated officer or previously qualified career enlisted aviator disenrolled from an Introduction to Flying Training course leading to a new aeronautical rating or career enlisted aviator specialty is not subject to Flying Evaluation Board action. The preferred method for removing these students from aviation service is via a Training Review Board or Commander's Review Process.

6.3.3.13.2.2. Career enlisted aviators that have successfully completed Aircrew Fundamentals but have not successfully completed an initial mission qualification flight evaluation are required to go through the Commander's Review IAW Air Education and Training Command Instruction (AETCI) 36-2605 V1, *Formal Flying Training Administration and Management*, or MAJCOM equivalent instruction.

6.3.3.13.2.3. Rated officers and previously qualified career enlisted aviators that are disenrolled due to being in a down status will stay in their current aviation service code until the flight surgeon can determine the period of incapacitation or effective the 366th day of the member being in a down status. (T-3).

**6.4. Requalification for Aviation Service (Non-Permanent Disqualification Only).** If disqualified for reasons other than those listed under **paragraph 6.3.2** (Permanent Disqualification), rated officers and career enlisted aviators may be requalified. The member must show the impediment to aviation service no longer exists. (T-1). Rated officers and career enlisted aviators may submit a memorandum to request requalification for aviation service. If the member has been disqualified for other than medical reasons for eight years or more, the member shall appear before an Flying Evaluation Board. (T-1). There is no USAF obligation to requalify rated officers or career enlisted aviators for aviation service. Base approval on the needs of the USAF. **Note:** If the member is required to perform in-flight duties prior to the aviation service date adjustment, the servicing Host Aviation Resource Management office may publish the requalification aeronautical order. Once the aviation service date adjustment is completed, the servicing Host Aviation Resource Management office will amend the requalification aeronautical order to reflect the corrected aviation service date. (T-2).

6.4.1. Requalification packages require legal review only when the requalification process requires appearance before an Flying Evaluation Board. Approve requalification only if a rated officer or career enlisted aviator position exists and the member is available and qualified to fill the vacancy. The member must request requalification and forward the requalification request to the MAJCOM/A3T for approval. (T-1). If approved by MAJCOM/A3T, the servicing Host Aviation Resource Management office will use the approval documentation to publish a requalification aeronautical order (if otherwise qualified). (T-2).

6.4.2. Rated officers, recalled to RegAF or ARC to fill billets requiring rated expertise without in-flight duties, are not required to appear before an Flying Evaluation Board. Upon approval and direction of the MAJCOM/A3T, the servicing Host Aviation Resource Management office will validate the member's aeronautical orders. (T-2). If the member is approved for requalification, the servicing Host Aviation Resource Management office processes the

aviation service date adjustment and publishes the applicable aeronautical order (if otherwise qualified).

**6.4.3. Requalification after Medical Fitness Disqualification.** When a rated officer or career enlisted aviator is disqualified for medical reasons and later is medically certified for in-flight duty, one of the following subparagraphs applies: **Note:** In all cases, career enlisted aviators must be assigned to an “AA/AU” aviation service code or an approved Special Duty Identifier or Reporting Identifier. **(T-1).**

6.4.3.1. If the duration of medical disqualification was less than one year, the local medical authority certifies medical fitness. **(T-1).** Requalification is immediate and an application is not required. The servicing Host Aviation Resource Management office processes the requalification aeronautical order and aviation service date adjustment (if otherwise qualified). **(T-1).**

6.4.3.2. If the duration of medical disqualification extended for at least one year, the gaining MAJCOM/SG certifies that the member is medically acceptable for in-flight duty. After the appropriate certification authority approves medical qualification, the local medical authority forwards recertification documentation to the member’s servicing Host Aviation Resource Management office for processing of the aviation service date adjustment and requalification aeronautical order (if otherwise qualified). **(T-1).**

6.4.3.3. For rated officers medically disqualified for duties in manned aircraft but medically qualified for RPA pilot duties, the requalification will be effective the class start date for Undergraduate RPA Training or the date of assignment to the RPA formal training unit when Undergraduate RPA Training is not required. **(T-2).**

6.4.3.4. For career enlisted aviators medically disqualified for duties in manned aircraft but medically qualified for RPA Sensor Operator duties, the requalification will be effective the date of assignment to the RPA Sensor Operator formal training unit. **(T-2).**

6.4.3.5. A member medically disqualified as a rated officer but medically qualified as a non-rated officer aircrew member, may request requalification for aviation service. The request must specify requalification is to perform duties as a non-rated officer aircrew member. **(T-2).** Submit a requalification for aviation service package through command channels to the MAJCOM/A3T for approval. **(T-2).** If approved, the servicing Host Aviation Resource Management office publishes the applicable aeronautical order (if otherwise qualified). **(T-2).**

**6.4.4. Requalification after Failure to Maintain Medical Certification.** A rated officer or career enlisted aviator, disqualified (aviation service code “07”) for lack of medical certification, must accomplish the physical examination within 60 days of expiration. **(T-1).** Upon receipt of medical certification via DD Form 2992, the servicing Host Aviation Resource Management office publishes an aeronautical order re-instating aviation service effective the date in block 11b on the DD Form 2992. **(T-1).** Aviation service date adjustments are not authorized. **(T-1).**

**6.4.5. Requalification after Disenrollment from USAF Survival School.** If a member was disqualified from aviation service as a result of a Training Review Board, requalify the member for aviation service once the member successfully completes USAF survival training. **(T-2).** The servicing Host Aviation Resource Management office publishes the requalification

aeronautical order effective the class graduation date (if otherwise qualified) and process the aviation service date adjustment. (T-2).

**6.4.6. Requalification after Conscientious Objector Status or Non-combatant Status.** If a rated officer's or career enlisted aviator's conscientious objector or non-combatant request is denied or withdrawn, the member may apply for requalification. The member must forward the request through command channels to the MAJCOM/A3T. (T-2). If approved by MAJCOM/A3T, the servicing Host Aviation Resource Management office will use the approval documentation to publish an aeronautical order to requalify the individual and process the aviation service date adjustment (if otherwise qualified). (T-2).

**6.4.7. Requalification after Personnel Reliability Program Decertification.** A member who was previously Personnel Reliability Program decertified for medical reasons may be requalified when the appropriate medical authority determines the medical problem is resolved. The Personnel Reliability Program decertification must be removed before the member returns to Personnel Reliability Program duties. (T-1). When the medical reason for Personnel Reliability Program decertification has been resolved, the member must forward the requalification request through command channels to MAJCOM/A3T for approval. (T-2). If approved by MAJCOM/A3T, the servicing Host Aviation Resource Management office will use the approval documentation to publish an aeronautical order to requalify the individual and process the aviation service date adjustment (if otherwise qualified). (T-2).

**6.4.8. Requalification after Failure to Transfer to Other-Than-the-Line of the USAF.** A rated officer or career enlisted aviator who fails to transfer to other-than-the-line of the USAF may be requalified when the member does not complete the education program. The member must request requalification and forward the requalification request through command channels to the MAJCOM/A3T for approval. (T-2). If approved by MAJCOM/A3T, the servicing Host Aviation Resource Management office will use the approval documentation to publish an aeronautical order to requalify the individual and process the aviation service date adjustment (if otherwise qualified). (T-2).

**6.4.9. Requalification after Voluntary Disqualification.** A rated officer or career enlisted aviator who voluntarily disqualify from aviation service may be requalified. The member must request requalification and forward the requalification request through command channels to the MAJCOM/A3T for approval. (T-2). If approved by MAJCOM/A3T, the servicing Host Aviation Resource Management office will use the approval documentation to publish a requalification aeronautical order and process the aviation service date adjustment (if otherwise qualified). (T-2).

**6.4.10. Requalification after Air Force Educational Leave of Absence Program.** A rated officer or career enlisted aviator disqualified for participation in the Air Force Educational Leave of Absence program may be requalified for aviation service upon return from authorized leave and reassignment to rated or career enlisted aviator duties. The member must request requalification and forward the requalification request through command channels to the MAJCOM/A3T for approval. (T-2). If approved by MAJCOM/A3T, the servicing Host Aviation Resource Management office will use the approval documentation to publish a requalification aeronautical order and process the aviation service date adjustment (if otherwise qualified). (T-2).

**6.4.11. Returning to Active Duty in a Non-Rated Officer or Non-Career Enlisted Aviator Aircrew Member Capacity.** A member who returned to non-rated officer or non-career enlisted aviator enlisted aircrew members duties after a period of separation, may request requalification for aviation service. Approve requalification only when a rated officer or career enlisted aviator position exists and the member is available. Forward requalification requests through command channels to the MAJCOM/A3T for approval. **(T-2).** If approved by MAJCOM/A3T, the servicing Host Aviation Resource Management office will use the approval documentation to publish an aeronautical order assigning the appropriate aviation service code effective the date the member is assigned to an authorized rated officer or career enlisted aviator unit manpower document (if otherwise qualified). **(T-2).**

## **6.5. Aviation Service for Rated Officers or Career Enlisted Aviators in the ARC or Recalled or Returning to Active duty.**

**6.5.1. Inactive Aviation Service Status.** When a RegAF or ARC-rated officer or career enlisted aviator is released from their respective component, the member's aviation service status terminates, aeronautical orders (including rating or career enlisted aviator designation) become invalid, and entitlement to aviation incentive pay or critical skills incentive pay ceases. Termination of aviation service status for separation does not require withdrawal of rated officer or career enlisted aviator AFSCs. The losing Host Aviation Resource Management office will publish an aeronautical order to assign flying status code "P" (Inactive--Separated), effective the date of separation, or flying status code "R" (Inactive—Retired), effective the date of retirement. **(T-2).** **Exception:** Do not publish flying status code "P" aeronautical orders for members transferring to ARC or RegAF that do not incur a break in service. **(T-1).** The servicing Host Aviation Resource Management office will publish a revalidation aeronautical order identifying the new component and current aviation service code. **(T-3).**

**6.5.2.** Rated officers or career enlisted aviators who later apply for rated duties in the ARC or who are recalled to active duty must have aeronautical orders revalidated or be requalified for aviation service. **(T-1).** If ARC officers return to inactive non-rated duties after participating in rated duties, repeat this process before they return to active rated duties.

## **6.6. Revalidation and Requalification of Aviation Service.**

**6.6.1.** The difference between revalidation and requalification actions is administrative. For example, a rated officer or career enlisted aviator issued a non-permanent disqualification (or suspension) aeronautical order and assigned aviation service code "00" must be requalified for aviation service. A rated officer or career enlisted aviator, not issued a non-permanent disqualification aeronautical order, must have their aeronautical orders revalidated (including aeronautical rating or career enlisted aviator designation) when hired to a rated officer or career enlisted aviator aircrew position indicator coded position following a period of separation or retirement. **(T-2).** The process is the same in either case and includes an application, medical and professional qualification, and assignment to a rated officer or career enlisted aviator aircrew position indicator coded duty position.

**6.6.2.** As a minimum, a revalidation or requalification package will contain the commander's endorsement memorandum to include justification for revalidation or requalification action, member's application memorandum (if applicable), legal review (if applicable), Individual Data Summary, Flying History Report and/or Jump Record Report (as applicable), aviation service audit worksheet, suspension aeronautical order (if applicable) and disqualification

aeronautical order, and DD Form 2992 with MAJCOM/SG certification for in-flight duties. **(T-2). Note:** Career enlisted aviators training into another 1AXXX or 1UXXX AFSC will not be scheduled for training prior to revalidation or requalification approval. **(T-1).**

6.6.2.1. RegAF qualified rated officers or career enlisted aviators who apply for ARC-rated or career enlisted aviator positions, or ARC qualified rated officers or career enlisted aviators assigned to rated officer or career enlisted aviator unit manpower document positions that apply for a RegAF rated or career enlisted aviator position that are assigned within 180 days of separation or retirement, will need an aviation service date adjustment but do not need to submit a revalidation request. **(T-2).**

6.6.2.2. If aviation service status has been inactive (flying status code “P” or “R”) for less than eight years, the gaining MAJCOM/A3T must approve revalidation or requalification. **(T-2).** Convene an Flying Evaluation Board when the member submits the request eight years or longer after the date aviation service was invalidated. **Note:** MAJCOM/A3T may direct an Flying Evaluation Board for a member who was inactive or disqualified for less than eight years.

6.6.2.3. If the gaining MAJCOM/A3T approves the revalidation or requalification request, the servicing Host Aviation Resource Management office will use the approval documentation to publish the requalification or revalidation aeronautical order (if otherwise qualified) and process the aviation service date adjustment. **(T-2).**

6.6.2.4. Flight surgeons, returning to the RegAF or the ARC after a period of separation of less than eight years, do not require MAJCOM/A3T approval for revalidation of aviation service. Upon receipt of a request for revalidation and verification by the MAJCOM/SG that the individual meets requirements for revalidation, the servicing Host Aviation Resource Management office publishes the revalidation aeronautical order and processes the aviation service date adjustment (if otherwise qualified). **(T-1). Note:** Flight surgeons initially assigned to an aircrew position indicator “5” coded position, must meet requirements outlined in [paragraph 3.3.1.4.2](#) before the servicing Host Aviation Resource Management office will assign aviation service code “8A”. **(T-1).**

6.6.2.5. AF/A3T approves revalidation of an aeronautical order pertaining to a retired officer recalled to active duty. This restriction does not apply to members in temporary disability retirement status. Once a retired officer is approved for return to active duty as a rated asset, AF/A3TM publishes the revalidation Department of the Air Force aeronautical order.

**6.6.3. Assignment to Non-Rated or Career Enlisted Aviator Duties for Rated Officers or Career Enlisted Aviators Separated (more than eight years).** Commanders may consider, on a case-by-case basis, separated or retired rated officers returning to military service after a break in service for assignment to inactive rated staff positions. The servicing Host Aviation Resource Management office publishes the aeronautical order assigning the member aviation service code “00” (Disqualification – Administrative Reasons) effective the date the member is hired into the inactive rated position. **(T-1).** If later assigned to an active flying position, the member may request reinstatement of aviation service via revalidation or requalification. Assignment to an inactive rated officer or career enlisted aviator position is based on the needs of the USAF. Do not convene an Flying Evaluation Board when the member’s rating and badge was valid upon separation. **(T-2).** The servicing Host Aviation Resource Management office

will publish an aeronautical order assigning the member an aviation service code “00” (Disqualified – Administrative Reasons) effective the date the member is hired into the inactive rated officer/career enlisted aviator staff position. **(T-2)**. After return to military service, convene an Flying Evaluation Board when the member requests aviation service revalidation. **(T-2)**.

**6.6.4. Rated or Career Enlisted Aviator Positions in the ARC.** An ARC-rated officer or Career enlisted aviator may be requalified for aviation service or have aeronautical orders revalidated only when the member is medically qualified and assigned to non-extended active duty rated officer or career enlisted aviator duties in the ANG or AFR (Category A or B assignment status). Rated duties include all rated AFSCs (11XX, 12XX, 13BX) with rated aircrew position indicator (“1”, “2”, “3”, “4”, “6”, “7”, “8”, and “9”) codes. Career enlisted aviator duties include all 1AXXX or 1UXXX DAFSC positions with aircrew position indicator (“A”, “B”, “C”, “D”, “E”, and “F”) codes. **Note:** Only applies to air battle managers with an established aviation service date as an air battle manager. **(T-1)**.

**6.6.4.1. Returning to ARC in a Non-Rated Officer/Non-Career Enlisted Aviator Enlisted Aircrew Capacity.** Rated officers and career enlisted aviators who volunteer to return to ARC duty as non-rated officer or non-career enlisted aviator enlisted aircrew are not entitled to revalidation or requalification aeronautical orders nor entitled to aviation incentive pay or critical skills incentive pay.

**6.6.4.2.** A rated officer hired to an ARC-rated position (Aircrew position indicator code “1”, “2”, “3”, “4”, “6”, “7”, “8”, and “9”) and later assigned to an aircrew position indicator code “0” non-rated position maintains competent aeronautical orders and continues entitlement to aviation incentive pay as long as the ARC considers the member a rated asset and the member maintains medical standards IAW AFI 48-123 and satisfies requirements for continuous incentive pay entitlement IAW AFMAN 11-421.

**6.6.4.2.1.** When considering ARC officers for hire, assignment to a rated position solely for the purpose of initiating an aeronautical order and aviation incentive pay or hazardous duty incentive pay and then transferring the member to a non-rated officer billet is strictly prohibited. **(T-1)**.

**6.6.4.2.2.** RegAF or AFRC rated officers (pilot or combat systems officer), hired into ground-based air battle manager positions will not be considered rated assets within the ANG and are not entitled to revalidation or requalification of aviation service. **(T-1)**. These members are not entitled to operational flying duty accumulator credit or incentive pay. If the member is later assigned to their original rated specialty, the member may request reinstatement of aviation service via the revalidation or requalification process. This does not apply to air battle managers with an established aviation service date that transfer to the ANG, RegAF, or AFRC rated officers transferring to the 116th Air Control Wing. **Example:** A RegAF pilot separates and joins the Eastern Air Defense Sector as a ground-only air battle manager (13B AFSC). The servicing Host Aviation Resource Management office will publish an aeronautical order assigning aviation service code “00”. **(T-1)**. The member is not entitled operational flying duty accumulator credit or incentive pay.

**6.7. Reassignment to other than Aircrew Operations or RPA Sensor Operator Duties (1AXXX or 1UXXX).** Career enlisted aviator may be assigned to a special duty identifier or reporting identifier position before mandatory return to aviation service.

6.7.1. Inactivate a career enlisted aviator from aviation service when the member is approved and accepted for any special duty identifiers (specifically: developmental special duty AFSCs 8XXX) and the following reporting identifiers: AFSC 9C000-Chief Master Sergeant of the Air Force; AFSC 9E000-Command Chief; AFSC 9G100-Group Superintendent; AFSC 9L000-Interpreter/Translator; and AFSC 9S100-Technical Applications Specialist. **(T-1).**

6.7.1.1. If the member's application for special duty is approved, the member's classification and training office, or unit of assignment must submit the approval documentation to the servicing Host Aviation Resource Management office. **(T-2).** Include the approval date and class start date or assignment date to the special duty assignment (if no class is required). **(T-2).**

6.7.1.2. The servicing Host Aviation Resource Management office will publish an aeronautical order assigning flying status code "J" (inactive) effective the Date Initially Entered Retraining, class start date, or date reassigned to the special duty identifier or reporting identifier, whichever occurs first, and forward a copy of this aeronautical order to the career enlisted aviator MAJCOM Functional Manager and AF/A3TF (career enlisted aviator Career Field Manager). **(T-2).** **Exception:** N/A for career enlisted aviators fulfilling AFSC 9G100-Group Superintendent duties that require in-flight duties. Without formal notification and upon receipt of the Military Personnel System to the Aviation Resource Management System interface report with the DAFSC change (if it includes effective date of change), servicing Host Aviation Resource Management offices publishes the applicable aeronautical order. **Note:** For career enlisted aviators in patient status, DAFSC 9P000 disqualification status is based on actual date of medical disqualification.

6.7.2. MAJCOM/A3T may authorize operational or indoctrination flying for career enlisted aviators assigned to Operations Group Superintendent (AFSC: 9G100) positions on a case-by-case basis. MAJCOM/A3Ts may authorize indoctrination flying status for career enlisted aviators assigned to Command Chief (AFSC: 9E000) positions on a case-by-case basis. The servicing Host Aviation Resource Management office will publish the applicable aeronautical order effective the date that MAJCOM/A3T approves the request. **(T-2).**

6.7.2.1. NGB/A3T and AFRC/A3T may authorize operational flying for ANG and Air Reserve technicians that hold a dual employment status (military and civil service) assigned to Command Chief (AFSC: 9E000) position and First Sergeants (AFSC: 8F000) on a case-by-case basis.

6.7.2.2. MAJCOM/A3T must consider assigned aircraft and prior aircrew experience and qualification when approving operational flying. Individuals approved for operational or indoctrination flying will be attached to a flying unit within the assigned Operations Group and will not perform in-flight duties on aircraft not assigned or chopped to the assigned Operations Group. **(T-2).** The servicing Host Aviation Resource Management office will use the MAJCOM/A3T approval date as the effective date of the aeronautical order authorizing non-interference or operational flying status (if otherwise qualified). **(T-2).**

6.7.2.3. Career enlisted aviators may be approved for special duty assignment tours, not to exceed 36 months from the effective date of the flying status code “J” aeronautical order. Requests for extensions beyond 36 months will be submitted to the career enlisted aviator Career Field Manager for RegAF and to the career enlisted aviator MAJCOM Function Manager for the ARC. **(T-1)**. Career enlisted aviators without a projected assignment to flying related duties will have their aeronautical orders terminated. **(T-2)**.

6.7.2.3.1. Members are not required to submit a voluntary disqualification request. In these cases, disqualification is effective 36 months from the date of the flying status code “J” aeronautical order. The servicing Host Aviation Resource Management office will publish an aeronautical order to assign aviation service code “08” (Disqualified--Voluntary Request). **(T-2)**.

6.7.2.3.2. Time spent as Operations Group Superintendent (AFSC 9G100) and Command Chief Master Sergeant (AFSC 9E000) approved by MAJCOM/A3T for operational flying will not count towards the 36-month period. **(T-1)**.

**6.8. Suspension and Disqualification of Civilian Government Employees.** Civilian government employees may be suspended and disqualified for the same reasons outlined in this chapter as rated officers and career enlisted aviators. Additionally, the procedures for suspension and disqualification outlined in this chapter apply to civilian government employees unless required action are specifically address by the civilian personnel office or a US Office of Personnel Management policy or directive. Commanders will coordinate all suspension and disqualification actions with the civilian personnel office. **(T-2)**.



## Chapter 7

### AVIATION AND PARACHUTIST SERVICE OF NON-RATED OFFICER, NON-CAREER ENLISTED AVIATOR ENLISTED AIRCREW MEMBERS AND PARACHUTIST MEMBERS (AIRCREW OR JUMP PREFIXED SPECIALTIES)

**7.1. Overview.** This chapter contains aviation and parachutist service policies regarding non-rated officers and non-career enlisted aviator enlisted aircrew members, performing in full-time positions as aircrew or parachutist members.

**7.2. Applicable to Whom.** This chapter applies to all non-rated officers and non-career enlisted aviator enlisted aircrew members authorized use of an aircrew prefix IAW AFI 36-2101 for performance of full-time non-rated crewmember duties, assigned aircrew positions for specific weapons system identified in AFI 65-503, *US Air Force Cost And Planning Factors*, and/or assigned to a parachutist DAFSC or “J” prefix unit manpower document DAFSC IAW AFI 11-410.

#### **7.3. Specific Guidelines for Initiating Aviation Service:**

7.3.1. Enter non-rated officers into aviation service when these members are assigned to positions where the primary duty requires performance of in-flight duties on a full-time basis. **(T-1).**

7.3.2. Enter non-career enlisted aviator enlisted aircrew members serving in technical career fields, (for example: AFSCs 1TXXX, 1NXXX, 2AXXX, etc.) into aviation service when these members are assigned to positions where the primary duty requires performance of in-flight duties on a full-time basis. **(T-1).**

7.3.3. Enter parachutists into parachutist service IAW this manual and AFI 11-410. USAFA cadet jumps are not creditable towards AFI 11-410 requirements. Therefore, the jumps are not included in a member's jump history in the member's jump record folder and will not be input into an operational Aviation Resource Management System database.

7.3.3.1. The servicing Host Aviation Resource Management office will publish aeronautical orders authorizing jump duties only for members (1) assigned to a valid jump position, (2) in training that will lead to assignment against a valid jump position, or (3) granted temporary jump status. **(T-2).**

7.3.3.2. If not currently assigned to a valid jump authorization on the unit manpower document or in temporary jump status, the member must be within one year of being assigned to a valid jump position or approved to retrain to a jump inherent AFSC IAW AFI 11-410. **(T-2).**

7.3.4. Prior to the effective date of an aeronautical order, all aircrew and parachutist shall be medically qualified IAW AFI 44-170 and AFI 48-123. **(T-1).** Before performing in-flight or parachutist duties, all aircrew and parachutist shall complete physiological training (if applicable). **(T-1).** Aircrew and parachutist members must maintain established professional standards and medical certification, and satisfy in-flight or jump performance standards. **(T-1).**

7.3.5. Do not enter a member with a record of substantiated substance abuse (including alcoholism) into aviation or parachutist service. **(T-1).**

7.3.6. Training for parachutists is voluntary. Once awarded the jump inherent DAFSC IAW AFI 11-410 or “J” prefixed DAFSC, a parachutist must perform all parachutist duties assigned. **(T-2)**. This includes additional jump training related to the member's specialty.

7.3.7. Non-rated officers and non-career enlisted aviator enlisted aircrew must volunteer to enter qualification training to perform in-flight duties in an aircraft as non-rated aircrew members. **(T-1)**. Unless permanently disqualified, members who complete initial training remain available for in-flight duties and may be directed to perform such duties at any time.

#### **7.4. Taking Part in In-Flight Duties by Non-rated Officer Aircrew Members and Non-Career Enlisted Aviator Enlisted Aircrew Members.**

7.4.1. Non-rated officer (for example: combat rescue officers, nurses, medical, etc.) and non-career enlisted aviator enlisted (pararescue, medical, etc.) aircrew members (flying status code “D”) are qualified personnel assigned to designated aircrew positions. Non-rated officers and non-career enlisted aviator enlisted aircrew members are included onboard aircraft when their presence is required for the aircraft to accomplish its primary tasked mission. This is their full-time duty. When a full-time presence is not required, operational support flying may be applicable.

7.4.1.1. Non-career enlisted aviator enlisted aircrew members require an aircrew prefix of “X” (Basic Aircrew), “K” (Instructor), or “Q” (Evaluator). **(T-1)**.

7.4.1.2. Non-rated officer aircrew members may be assigned to duty positions with an AFSC prefix of “X” (Basic Aircrew), “B” (Squadron Operations Officer), “C” (Commander), “K” (Instructor), “W” (Weapons Officer), or “Q” (Evaluator).

7.4.1.3. When a non-rated officer aircrew member or parachutist is assigned to an authorized “X” or “J” (Jump) prefixed unit manpower document position which is also a Commander (“C” prefix) or a Squadron Operations Officer (“B” prefix) position, the “C/B” prefix does not remove the authorization to fly or jump.

7.4.2. Other non-rated officers and non-career enlisted aviator enlisted aircrew who fly occasionally to perform specific tasks (for example: administrative duties, evaluation of equipment, maintenance, passenger escort, security for classified documents, crew chiefs who perform duties on the ground at the final destination or points enroute and other duties not authorized as operational support IAW [Chapter 9](#)) may fly on a non-interference or mission essential personnel status IAW AFI 11-401. Neither flying incentive pay nor operational flying duty accumulator credit is authorized.

7.4.3. Members will not perform in-flight duties during periods of non-flying TDY, permissive TDY, passenger status, non-flying academic course (for example: PME, language, etc.), or while on leave. **(T-2)**. **Exception:** ARC members on terminal leave from active duty, (Title 10 status) which are otherwise eligible to fly, may perform flight duties.

**7.5. Suspension of Aviation Service.** Commanders suspend non-rated officers, non-career enlisted aviator enlisted aircrew, and parachutists in the same manner as rated officers and career enlisted aviators IAW [Chapter 6](#) of this manual. **(T-1)**.

**7.6. 120-Day Advance Notification Policy (Non-Career Enlisted Aviator) Enlisted Aircrew Members Only).** Commanders will provide non-career enlisted aviator enlisted aircrew members at least 120 calendar days notification (in writing) before involuntarily terminating aviation

service. **(T-3)**. This policy lessens the impact of financial loss due to short notice PCS, receipt of non-volunteer assignment, base closure, unit deactivation, and double billeting due to PCS when there are no vacant billets. A member is not considered to be involuntarily removed from flying duty upon separation, confinement, relief for cause, reduction in grade, medical unfitness, medical disqualification, absence without leave, transfer to ground duty at own request, or other reasons determined by the unit commander to be within the member's control. **Note:** The 120-day advance notification policy does not apply to entitlement to parachutist hazardous duty incentive pay or for non-career enlisted aviator enlisted aircrew members not receiving hazardous duty incentive pay.

7.6.1. IAW DoD 7000.14-R Volume 7A, non-career enlisted aviator enlisted aircrew members involuntarily removed from in-flight duties are entitled to hazardous duty incentive pay until the termination date of the current aeronautical order or for 120 calendar days from the official notification of removal, whichever occurs first. The following dates constitute the start of the 120-day period:

7.6.2. The date the commander verbally advises the non-career enlisted aviator enlisted aircrew member that their aviation service will terminate. **(T-1)**. The commander will request, in writing, the servicing Host Aviation Resource Management office to publish the Aviation Resource Management System 120-day notification report. **(T-3)**. The commander will document the date and time of the notification, in writing, on the 120-day notification report and obtain the member's signature. **(T-3)**. The servicing Host Aviation Resource Management office will provide a copy of this notification to the member and file a copy in the flight record folder. **(T-3)**.

7.6.3. A non-career enlisted aviator enlisted aircrew member may waive the 120-day notification requirement. A voluntary request for assignment to duty or an educational training program not requiring aviation service constitutes automatic waiver of the notification requirement.

7.6.4. The 120-day notification policy requires close management of the non-career enlisted aviator enlisted aircrew member flying force to ensure projected changes are known as far in advance as possible.

**7.7. Termination of Aviation and/or Parachutist Service.** Since termination of aviation service results in loss of incentive pay, provide as much notice as possible. **(T-1)**. The commander, servicing Host Aviation Resource Management office, and Force Support Squadron works together to notify aircrew members of assignment action that would require termination of aviation or parachutist service. **Note:** Aviation and parachutist service ends when a member's aeronautical order is no longer valid (expired) or when a member is suspended, disqualified, separated, or retired. Category E reservists perform duties for points only, not pay. Even when on military personnel appropriation orders, these members remain in Category E status. Since Category E members are not entitled to basic pay, they are not entitled to incentive pay per DoD 7000.14-R Volume 7A. For enlisted members only, the servicing Host Aviation Resource Management office will publish an aeronautical order to assign flying status code "J" effective the date of assignment or the 120th calendar day following date the member was notified, whichever is later. **(T-1)**.

**7.8. Permanent Disqualification Actions.** Commanders permanently disqualify parachutist, non-rated officers, and non-career enlisted aviator enlisted aircrew members in the same manner as rated officers and career enlisted aviators IAW [Chapter 6](#). **(T-1)**. **Note:** See AFI 11-401 and AFI 11-410 for guidance on permanent disqualification requirements regarding parachutist.

**7.9. Non-permanent Disqualification Actions.** Except for specific differences noted below, commanders disqualifies non-rated officers, non-career enlisted aviator enlisted aircrew members, and parachutists in the same manner as rated officers and career enlisted aviators. **(T-1).**

**7.9.1. Failure to Maintain Medical Fitness.** When a flight surgeon determines a non-rated officer, non-career enlisted aviator aircrew, or parachutist is medically unfit to perform in-flight or parachutist duty, the flight surgeon completes a DD Form 2992 and advises the servicing Host Aviation Resource Management office. **(T-1).** The servicing Host Aviation Resource Management office shall terminate aviation and parachutist service no sooner than the first day following a 180-day period that commences on the date of incapacitation. **(T-1).**

7.9.1.1. If a flight surgeon is unable to determine the period of incapacitation, the servicing Host Aviation Resource Management office will suspense the DD Form 2992 to ensure publication of an aeronautical order effective the first day following a 180-day period beginning on the date the member was medically incapacitated. **(T-2).** The servicing Host Aviation Resource Management office publishes an aeronautical order assigning aviation service code "03" if the medical problem is not resolved by the 181st day. **(T-2).**

7.9.1.2. If the flight surgeon determines the incapacitation will not be resolved within 180 days, the flight surgeon indicate this determination on the DD Form 2992 and advise the servicing Host Aviation Resource Management office. **(T-3).** The servicing Host Aviation Resource Management office publishes an aeronautical order to assign aviation service code "03" effective the date the MAJCOM/SG indicated on the DD Form 2992 that the medical incapacitation is permanent. **(T-2).**

**7.9.2. Humanitarian Disqualification in Lieu of Voluntary Request.** When a non-rated officer, non-career enlisted aviator enlisted aircrew member, or parachutist with an active aeronautical order encounters personal issues that may be resolved by assignment to non-flying or parachutist duties for a short time, the member may request humanitarian disqualification from aviation or parachutist service. The commander will suspend the member's aviation or parachutist service pending final outcome of the request. **(T-3).** The Host Aviation Resource Management office will publish a suspension aeronautical order effective the date of the member's request. **(T-3).** **Note:** The period of non-flying/jumping is usually no longer than 12 months.

**7.9.3. Disqualification due to Humanitarian Reassignment or Deferment Requests.** Commanders base approval on the same guidelines used for processing humanitarian reassignment or deferment requests under AFI 36-2110. Grant approval only when it is in the best interest of the USAF. Submit request for humanitarian disqualification in lieu of voluntary disqualification from aviation service. MAJCOM/A3T reviews the request and render the final decision. If approved by MAJCOM/A3T, the servicing Host Aviation Resource Management office will use the approval documentation to publish an aeronautical order assigning aviation service code "00". **(T-2).** The effective date of the aeronautical order is the same as the effective date of the suspension aeronautical order.

**7.10. Aviation Service Requalification (Non-Permanent Disqualification Only).** MAJCOM/A3T may requalify non-rated officers, non-career enlisted aviator enlisted aircrew, and parachutists previously disqualified for non-permanent reasons when the impediment to aviation or parachutist service no longer exists. There is no obligation to requalify members; approval is based on needs of the USAF.

7.10.1. **Medically Recertification.** When a member is medically disqualified via DD Form 2992 and is later medically recertified for in-flight duty, use the following guidelines:

7.10.1.1. If the duration of medical disqualification was less than one year, the local medical authority certifies medical fitness. **(T-2)**. Requalification is immediate and an application is not required. Upon receipt of DD Form 2992, the servicing Host Aviation Resource Management office publishes an aeronautical order with the same effective date as the DD Form 2992. **(T-2)**.

7.10.1.2. If the duration of medical disqualification was greater than one year, the MAJCOM/SPG certifies medical acceptability IAW AFI 48-123. The servicing Host Aviation Resource Management office publishes the active aeronautical order using the same effective date as MAJCOM/SPG approval. **(T-2)**.

7.10.2. **Humanitarian Requalification.** When humanitarian provisions are terminated, requalify or disqualify the aircrew member. **(T-1)**. Once notified by the commander, the servicing Host Aviation Resource Management office publishes the applicable aeronautical order. **(T-1)**.

7.10.3. The servicing Host Aviation Resource Management office will assign flying status code "K" to members awaiting reassignment. **(T-1)**.

## Chapter 8

### FLYING EVALUATION BOARD

**8.1. Purpose of Chapter.** This chapter establishes procedures for convening, conducting, and processing an Flying Evaluation Board.

**8.2. Applicable to Whom.** An Flying Evaluation Board is applicable to rated officers, career enlisted aviators, non-rated officers, and non-career enlisted aviator enlisted aircrew members. **Note:** Consult the civilian personnel office and staff judge advocate prior to proceeding with a Flying Evaluation Board for civilian government employees. **(T-2).** Aircrew members have an obligation to maintain professional standards; as well as, obtain and maintain aircrew qualification. Accordingly, qualification for aviation service is subject to review when an aircrew member's conduct or duty performance becomes suspect.

**8.3. Standards of Application.** An Flying Evaluation Board is not for punitive disciplinary action. It is not a substitute for action under the UCMJ or any other administrative directives. **Note:** Do not use any aviation service action as a substitute for administrative or disciplinary action. **(T-1).** Incidents that involve fitness for continued military service or punitive liability make an aircrew member liable to the same actions as a non-aircrew member. When an aircrew member exhibits questionable professional qualities and the member's potential for continued aviation service is still in question, convene an Flying Evaluation Board. **(T-2).** Except as otherwise provided in **Chapter 6**, base decisions for aviation or parachutist service actions on the following standards:

8.3.1. The decision authority need not be convinced beyond a reasonable doubt or by a preponderance of the evidence that the findings of an Flying Evaluation Board are true. The decision authority must only believe that the findings and recommendations are supported by substantial evidence. **(T-2).**

8.3.2. The decision authority may consider any information that in their judgment has value.

**8.4. Reasons to Convene an Flying Evaluation Board.** Convene an Flying Evaluation Board under any of the following conditions:

**8.4.1. Non-Permanent Disqualification.** A rated officer or career enlisted aviator disqualified from aviation service for more than eight years (at the time of submission for requalification), or whose aviation service has been invalid for more than eight years, must appear before an Flying Evaluation Board for approval of requalification or revalidation. **(T-2).** **Exception:** Rated officers recalled to RegAF or ARC to fill aircrew position identifier billets requiring rated expertise without in-flight duties are not required to appear before an Flying Evaluation Board.

8.4.1.1. The member will submit revalidation or requalification requests to the servicing Host Aviation Resource Management office and immediate commander. **(T-2).** Forward the request with the commander's recommendation to the convening authority. **(T-2).**

8.4.1.2. Before convening an Flying Evaluation Board, the convening authority will consider the aircrew member's grade, aircrew experience, and availability for assignment to aircrew duties, requalification training, retainability and needs of the USAF. **(T-2).** If the member's potential for aircrew duty is questionable, the convening authority should deny the revalidation or requalification request. Coordinate RegAF aircrew requirements

and assignment availability with the Air Force Personnel Center. If approved, MAJCOM/A3T directs the servicing Host Aviation Resource Management office to revalidate the member's aeronautical order.

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

**8.4.3. Failure to Meet Training Standards.** Failure to meet academic or flying standards while enrolled in a USAF-directed formal flying training course requires an examination of the aircrew member's potential for continued aviation service. **(T-2).** An Flying Evaluation Board (or Flying Evaluation Board waiver) evaluates retention in (or removal from) training and potential for continued aviation service. The authority for removal from training for failure to meet training standards is an Flying Evaluation Board/Flying Evaluation Board waiver approval authority.

8.4.3.1. MAJCOM/A3T determines when the academic or flying standards of a formal flying training course exceeds the USAF standards for the rated or career enlisted aviator specialty (for example: formal instructor courses). When an individual is recommended for elimination for failure to meet training standards, an Flying Evaluation Board waiver is appropriate. The member must maintain basic and mission qualification (where appropriate). **(T-2).** **Note:** Rated officers who attempt to drop on request (or self-initiated elimination) from a formal flying training course will not be afforded Flying Evaluation Board waiver consideration. **(T-2).** Career enlisted aviators who have a completed aircrew qualification evaluation (AF Form 8) that attempt to drop on request (or self-initiated elimination) from a formal flying training course will not be afforded an Flying Evaluation Board waiver consideration. **(T-2).**

8.4.3.2. Do not convene an Flying Evaluation Board for non-rated officers enrolled in undergraduate flying training. **(T-2).** Do not convene an Flying Evaluation Board for students enrolled in initial career enlisted aviator formal flying training courses that have not successfully completed a flight evaluation documented on an AF Form 8. **(T-2).** The preferred method for removing these students from aviation service is a Training Review Board or Commander's Review Process.

8.4.3.3. Do not convene an Flying Evaluation Board for Weapons Instructor Course students who fail to meet training standards as prescribed by the course syllabus. **(T-2).** An Flying Evaluation Board (to include Flying Evaluation Board waiver or voluntary disqualification from aviation service in lieu of Flying Evaluation Board consideration) will be convened when a member's conduct or duty performance becomes suspect as identified in subparagraph of [paragraph 8.4](#) or as determined by the USAF Weapons School Commandant. **(T-2).**

**8.4.4. Lack of Judgment.** Cause exists to convene an Flying Evaluation Board when an aircrew member shows lack of judgment in performing aircrew duties.

**8.4.5. Aircrew Requirements.** Cause exists to convene an Flying Evaluation Board when an aircrew member (1) fails to meet ground or flying training requirements IAW AFI 11-202, *Aircrew Training*, Volume 1 and specific instructions of applicable MDS AFIs in the 11 series,

(2) fails to complete health assessment requirements published in AFI 44-170 and AFI 48-123, or (3) is unable or unwilling to upgrade.

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

**8.4.7. Habits, Traits, Characteristics.** Cause exists to convene an Flying Evaluation Board when an aircrew member exhibits habits, traits of character, or personality characteristics that make it undesirable to continue using the aircrew member in in-flight duties (Adaptability Rating for Military Aviation unsatisfactory). Do not administratively withdraw an aircrew member from a formal flying training course when the individual is being eliminated under habits, traits, or characteristics. **(T-3).** Primary reasons to convene an Flying Evaluation Board under this paragraph include:

8.4.7.1. A suspected fear of flying.

8.4.7.2. Chronic airsickness or G intolerance without an organic or psychiatric pathology. Forward aeromedical summaries of airsickness or G intolerance cases through medical channels to MAJCOM/SG before convening an Flying Evaluation Board. **(T-2).** The aircrew member may offer as evidence the results of any standard or experimental treatment program designed to treat airsickness or G intolerance. **Note:** Do not use non-participation in an experimental program as evidence of a lack of desire to fly. **(T-3).**

8.4.7.3. **Adaptability Rating for Military Aviation Unsatisfactory.** Aircrew may be referred to a flight surgeon for concerns of adaptability rating for military aviation service (ARMA) for evaluation and possible disqualification from aviation duties. If a flight surgeon is felt to display traits of ARMA unsatisfactory the member's commander of attachment, MAJCOM/SGP and AF/SG Aerospace Medicine Consultant should be informed.

## **8.5. Conducting an Flying Evaluation Board.**

**8.5.1. Board Action Overview.** An Flying Evaluation Board reviews and discusses, in a fair and impartial manner, all information relevant to an aircrew member's aviation and professional qualifications. The board receives exhibits and hears testimony when all required parties are present and witnesses are sworn and subject to cross-examination. In closed deliberations, board members discuss and evaluate the evidence to develop findings and recommendations. Before adjournment, findings and recommendations are announced when all required parties are present. The convening authority reviews an Flying Evaluation Board report and forwards the complete package through the respondent's chain of command for final action.

8.5.1.1. The boards review is limited to one respondent.

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

8.5.1.3. Recommendations of an board are advisory and not binding.

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

8.5.1.5. If possible, do not include classified information in aboard proceedings.



8.5.1.6. IAW AFI 91-204, *Safety Investigations and Reports*, do not allow privileged safety information or documents to be introduced into the board. **(T-1)**.

8.5.1.7. The flying unit commander, member's commander, or flying training school commander initiates a Flying Evaluation Board process for convening authority review and action IAW **Table 8.1** Notify MAJCOM/A3T when established timelines are exceeded. **(T-2)**.

**Table 8.1. Flying Evaluation Board Action Timeline.**

<b>Flying Evaluation Board Action</b>	<b>Responsibility</b>	<b>Timeline</b>
The respondent notification memorandum prepared for convening authority review.	Member's Unit/CC or Formal School/CC	Immediately after identifying reason for Flying Evaluation Board action
The convening authority approves/disapproves respondent notification memorandum. The convening authority may direct an Flying Evaluation Board waiver. <b>(Note 1)</b>	Convening Authority	Within 5 calendar days of the occurrence <b>(Note 2)</b>
The convening authority appoints board members and establishes date for board to convene.	Convening Authority	Within 5 calendar days of the occurrence; Flying Evaluation Board must convene within 30 calendar days of the board member's appoint
The respondent acknowledges an Flying Evaluation Board notification.	Respondent	Within 48 hours (two duty days) of notification
The respondent is suspended from aviation service (Aviation service code "04").	Host Aviation Resource Management office	Effective the date of commander's notification memorandum

The member responds to Flying Evaluation Board Action (may request Flying Evaluation Board Waiver/voluntary disqualification from aviation service in lieu of Flying Evaluation Board). <b>(Note 1)</b>	Respondent	Within 5 calendar days of notification
The convening authority reviews an Flying Evaluation Board waiver/Voluntary disqualification in lieu of Flying Evaluation Board (voluntary disqualification from aviation service in lieu of Flying Evaluation Board) request. The convening authority may deny request and direct an Flying Evaluation Board or forward to MAJCOM for approval.	Convening Authority	Within 10 calendar days from receipt of respondents request
The convening authority sends final recommendation to MAJCOM/A3T.	Convening Authority	Within 60 calendar days after the board adjourns
<b>Table 8.1. Notes:</b> <b>Note 1:</b> The respondent or convening authority may request an Flying Evaluation Board waiver for previously qualified rated officer or career enlisted aviator to return to previously qualified aircraft or specialty. <b>Note 2:</b> Notification to the respondent must be done within 5 calendar days of the occurrence of circumstances requiring Flying Evaluation Board action. <b>(T-2)</b> . Respondent notification is used to notify the member, suspend the member from aviation service, and stop incentive pay pending final Flying Evaluation Board outcome.		

**8.5.2. Convening Authority Designation.** The MAJCOM/A3T determines convening authority designation. For members assigned to the Air Staff, AF/A3T determines convening authority designation.

8.5.2.1. An officer designated as convening authority by MAJCOM/A3T or AF/A3T must be a flying unit commander, at wing level or higher. **(T-1)**.

8.5.2.2. The CSAF may direct the convening of an Flying Evaluation Board at any organizational level.

**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.

8.5.3.1. Voting members will be qualified for aviation service on active aeronautical orders (active aviation service code) and be senior in rank to the respondent. **(T-2)**. Three voting members constitute a quorum. Appoint one additional aircrew member to act as a non-voting recorder. **(T-2)**. **Exception:** Non-flying units (for example: Air Operations Group, Air Defense sectors, Air Support Operations Squadron, etc.) may use voting

members, qualified for aviation service in inactive aviation service code; however, at least one voting board member will be qualified for aviation service on active aeronautical orders (specifically: active aviation service code). **(T-2).** **Note:** Do not appoint enlisted members to an Flying Evaluation Board convened for officers, or officers to an Flying Evaluation Board convened for enlisted members (this includes the recorder position). **(T-2).**

8.5.3.2. Do not appoint the convening authority as a member of the board. **(T-2).**

8.5.3.3. Voting members should be in the same aircrew specialty, (for example: pilot, combat systems officer, flight engineer, etc.), as the respondent. To the greatest extent possible, at least one voting member should have the same primary duty AFSC as the respondent. When evaluating a flight surgeon, a flight surgeon must be a voting member of the board. **(T-2).**

8.5.3.4. Do not appoint a judge advocate as an assistant recorder or voting member. **(T-2).** A judge advocate may advise the recorder, but may not be present during closed sessions. **(T-2).** A judge advocate may be appointed as a non-voting legal advisor to advise on procedural matters and ensure the respondent receives a fair, impartial, and non-adversarial hearing. A legal advisor will provide procedural briefing scheduled for the senior board member and the recorder. **(T-2).**

8.5.3.5. A flight surgeon may be appointed as an extra non-voting member when a medical problem may be a significant contributing factor in the case.

8.5.3.6. If an ARC aircrew member requires an Flying Evaluation Board during a formal flying training course with a RegAF unit, the MAJCOM/A3T will appoint a convening authority for an Flying Evaluation Board at the base of training. In these situations, one of the board members must be an ANG or AFRC rated officer (as appropriate), preferably from the individual's home unit. **(T-2).** In the case of host/associate/blended wings, one of the board members will be of the same component as the respondent. **(T-2).**

8.5.3.6.1. When practical, Flying Evaluation Boards convened to consider non-extended active duty AFRC aircrew members are composed of Air Reserve Technician or non-technician reservist aircrew members.

8.5.3.6.2. When practical, Flying Evaluation Boards convened to consider non-extended active duty ANG aircrew members are composed of ANG aircrew members.

8.5.4. **Establishing a Convening Date.** Convene the board within 30 calendar days after the convening authority appoints the board. **(T-2).** Once the Flying Evaluation Board proceedings has begun, an Flying Evaluation Board waiver is not authorized. **(T-2).**

8.5.5. **Respondent Notification and Acknowledgment.** The convening authority will notify the respondent, in writing, to appear before an Flying Evaluation Board. **(T-2).** The notification will include: why, when, and where the board will meet, witnesses to be called, rights of the respondent for representation by counsel, and the board's responsibility to arrange for the appearance of military witnesses requested by the respondent. **(T-2).** State the basis for convening the board and all allegations. **(T-2).** The respondent must reply within 48 hours (two duty days). **(T-3).** Provide a copy of this notification to the servicing Host Aviation Resource Management office. **(T-3).** The servicing Host Aviation Resource Management office will

publish a suspension aeronautical order assigning aviation service code “04” effective the date of the notification memorandum. **(T-2).**

**8.5.6. Voluntary Disqualification from Aviation Service in Lieu of Flying Evaluation Board.** After being notified of the Flying Evaluation Board, the member may request a voluntary disqualification from aviation service in lieu of Flying Evaluation Board. This is not to be confused with drop on request as appropriate for members in undergraduate training. Voluntary disqualification from aviation service in lieu of Flying Evaluation Board is only in lieu of Flying Evaluation Board action. The respondent makes an endorsement to this effect when acknowledging receipt of the notification memorandum. The respondent must prepare a request for a voluntary disqualification from aviation service in lieu of Flying Evaluation Board and submit it to the convening authority through the immediate commander within five calendar days of acknowledging receipt of an Flying Evaluation Board notification memorandum. **(T-2).** If the convening authority approves a request, delay Flying Evaluation Board proceeding until the next higher approval authorities and the MAJCOM act on the request. **(T-2).** If disapproved at any level, resume Flying Evaluation Board proceedings immediately. **(T-2).**

8.5.6.1. Forward the request and documentation, through normal Flying Evaluation Board reviewing authorities, to the respondent’s MAJCOM/A3T or AF/A3T (in the case of an Air Staff level respondent). The review process and administrative requirements are the same as those required for a report of an Flying Evaluation Board proceedings. Although MAJCOM/A3T is the final approval authority, reviewing authorities at any level may disapprove the request and direct an Flying Evaluation Board.

8.5.6.1.1. If MAJCOM/A3T approves permanent disqualification based on the Flying Evaluation Board recommendation, the servicing Host Aviation Resource Management office will use the approval documentation to publish an aeronautical order assigning aviation service code “05” using the same effective date of the suspension aeronautical order. **(T-2).**

8.5.6.1.2. AF/A3TM publishes a Department of the Air Force aeronautical order assigning aviation service code “05” for Air Staff level respondents. The aviation service code “05” effective date is the same effective date as the original suspension aeronautical order.

8.5.6.2. An approved request permanently disqualifies an aircrew member from aviation service and prohibits the member from wearing the aviation badge. Additionally, an approved request makes the member immediately eligible for involuntary separation or reassignment to non-aircrew duty, as determined by the needs of the USAF. Separation action for commissioned officers requires SecAF approval. **Note:** Legal reviews are only required at the convening authority level.

**8.5.7. Flying Evaluation Board Waivers.** After being notified of an Flying Evaluation Board, the member may request a waiver of an Flying Evaluation Board to return to previously qualified aircraft when enrolled in flying training. Flying Evaluation Board waiver process is not an appropriate means to disqualify a member. The MAJCOM/A3T is the approval authority for Flying Evaluation Board waivers. **Note:** Legal reviews are only required at the convening authority level for Flying Evaluation Board waivers.

8.5.7.1. If there is any doubt regarding potential for continued aviation service, direct an Flying Evaluation Board. **(T-2)**. Reviewing authorities at any level may deny the waiver request and direct an Flying Evaluation Board.

8.5.7.2. The member or the convening authority may request an Flying Evaluation Board waiver. Flying Evaluation Board waivers are only applicable for:

8.5.7.2.1. Rated officers and career enlisted aviators recommended for removal from USAF-directed formal flying training courses that were previously qualified in a different crew position or rated specialty. The member must be otherwise eligible for return to duties in the previous crew position or rated specialty; however, assignment to the previous crew position or rated specialty is not required. **(T-2)**. **Note:** A rated officer or previously qualified career enlisted aviator disenrolled from an Initial Flying Training course leading to a new aeronautical rating or career enlisted aviator specialty is not subject to Flying Evaluation Board action.

8.5.7.2.2. Training pipeline students (recent undergraduate flying training graduate) undergoing Introduction to Fighter Fundamentals or assigned as a student in a fighter/bomber specific formal training unit. The member must be recommended for assignment only to another trainer aircraft assignment and/or assignment only to multi-placed, crew-type aircraft or RPA for the duration of their aviation service. **(T-2)**.

8.5.7.2.3. First assignment instructor pilots undergoing Introduction to Fighter Fundamentals or assigned as a student in a fighter/bomber-specific formal training unit. The member must be recommend for assignment only in multi-placed, crew-type aircraft or RPA for the duration of their aviation service. **(T-2)**.

8.5.7.3. An Flying Evaluation Board waiver is not appropriate for former non-USAF helicopter pilots attending undergraduate pilot training unless they are previously qualified in a USAF helicopter and can be reassigned to a helicopter flying position. **(T-2)**.

8.5.7.4. When the convening authority requests waiver of an Flying Evaluation Board, the convening authority will notify the respondent, in writing, and direct the servicing Host Aviation Resource Management office to suspend the member's aviation service. **(T-2)**. The servicing Host Aviation Resource Management office publishes a suspension aeronautical order assigning aviation service code "04" effective the date of the convening authority memorandum. The respondent must reply within 48 hours (two duty days). **(T-3)**. The respondent has the option of requesting an Flying Evaluation Board.

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

8.5.8.1. Sworn testimony by witnesses appearing before the Flying Evaluation Board. **(T-2)**.

8.5.8.2. Depositions. **(T-2)**.

8.5.8.3. Certificates of officers and affidavits of enlisted personnel and civilians. **(T-2)**.

8.5.8.4. Original or authenticated copies of records and documents. **(T-2)**.

8.5.8.5. **Medical Record.** The DD Form 2992 will be used to certify medical qualification for in-flight duty. **(T-2).**

8.5.8.6. **Other Writings and Exhibits.** In a rehearing, furnish the new Flying Evaluation Board a copy of the prior Flying Evaluation Board's report, less prejudicial material as determined by the servicing staff judge advocate. Include findings and recommendations. **(T-2).**

8.5.8.7. When using publications or instructions as exhibits in the case file (for example: aircraft technical orders, AFIs, syllabi, etc.), submit only the applicable pages. Annotate the publication or instruction number, title, date, change number (if applicable), and page number on the exhibit. **(T-2).**

8.5.8.8. Do not include any privileged safety information, including Part II of safety reports, status of final safety messages, and any other reports or documents containing privileged safety information as defined in AFI 91-204. **(T-1).**

8.5.9. **Mandatory Exhibits.** An Flying Evaluation Board report must include copies of:

8.5.9.1. DD Form 2992 for the medical examination, certifying current medical qualification for flying duty in the current or requested aircrew specialty. **(T-2).**

8.5.9.2. Aeronautical orders awarding aeronautical rating, aviation badge, and aviation service code. **(T-2).**

8.5.9.3. Any orders disqualifying the respondent from aviation service or imposing restrictions on aviation service. **(T-2).**

8.5.9.4. The respondent's current Individual Data Summary, Individual Training Summary, Individual Flight Record, Flying History Report, and Aviation Service Audit Worksheet. **(T-2).**

8.5.9.5. Those parts of the Flight Evaluation Folder documenting the respondent's aircrew qualification history, such as AF Form 942, AF Form 1381, *USAF Certification of Aircrew Training* or AF Form or AF Form 8A, *Certificate of Aircrew Qualification (Multiple Aircraft)*. **(T-2).**

8.5.9.6. Training records, to include undergraduate flying training/formal flying training courses. **(T-2).**

8.5.9.7. The respondent's DD Form 214, *Certificate of Release or Discharge from Active Duty* (as applicable), AF Form 1288, *Application for Ready Reserve Assignment* (as applicable), and Single Unit Retrieval Format. **(T-2).**

8.5.9.8. Any correspondence from the convening authority (for example: notification memorandum, convening authority recommendation, etc.). **(T-2).**

8.5.10. **Respondent's Right to Review Evidence.** Give the respondent a chance to review all documents submitted as evidence. **(T-2).** This should, if practical, be accomplished with sufficient time for the respondent to adequately review any proposed evidence.

8.5.11. **Use of Evidence.** Flying Evaluation Boards are not bound by the formal rules of evidence prescribed for trials by courts-martial. However, a general observance of these rules

promotes orderly procedures and a thorough investigation. The fact that evidence would not be admissible in a judicial proceeding does not preclude its use in an Flying Evaluation Board.

8.5.11.1. The decision as to proof of authenticity rests with the senior board member. The board may dispense with formal proof of authenticity if it is impractical to produce a witness to identify the document. In most cases, authenticity may be established by stipulation. Copies of public record are sufficiently authenticated when obtained by or for the board.

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

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

**8.5.12. Evidence Leading to Additional Allegations.** Review all facts relative to an aircrew member's aircrew qualifications. **(T-2).** If evidence indicates lack of supervision or supervisory error, explore the subject and consider it for inclusion as a board finding. **(T-2).**

**8.5.13. Calling Witnesses.** Call military witnesses to appear if they are reasonably available and can present material evidence. **(T-2).** The senior board member will determine, with the advice of the legal advisor, whether a witness is reasonably available. **(T-2).** If not reasonably available, depositions or telephonic testimony are acceptable. If using telephonic testimony, include a transcript in the report. **(T-2).** Although civilian witnesses may appear, an Flying Evaluation Board cannot compel their attendance. **(T-2).** Articles 46 and 47, UCMJ, do not apply to an Flying Evaluation Board proceedings. **(T-2).** Consult with the servicing staff judge advocate as to the procedures to request the presence of civilian government employees. Unless specifically authorized, the government does not reimburse a civilian witness. Commanders who exercise review authority will not participate in the review process if called as a witness during an Flying Evaluation Board proceedings. **(T-2).**

**8.5.14. Who Will Attend Flying Evaluation Board Sessions.** During all board proceedings, except closed sessions, a reporter or stenographer, a recorder and advisor to recorder, and the respondent with counsel are present.

8.5.14.1. Witnesses are in the room only when presenting evidence. Keep witnesses to be heard or recalled separate from the room. **(T-2).**

8.5.14.2. Flying Evaluation Boards are closed administrative proceedings. Spectators are not permitted.

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

8.5.15.1. Board members need not be sworn.

8.5.15.2. The reporter and each witness are sworn. **(T-2).**

**8.5.16. Challenging Flying Evaluation Board Members.** The respondent may challenge voting members for cause. The burden of sustaining a challenge is on the respondent. The board may take testimony on the challenge in open session.

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

8.5.16.2. If it is necessary to replace a member, the hearing proceeds from that point after the opportunity to challenge the new member has been afforded the respondent. **(T-2)**. If recorded, all proceedings will be played back for the new board member. **(T-2)**. The respondent, respondent's counsel, recorder, and legal advisor have the option to be present when the tapes are played. If proceedings have been transcribed, the new board member should read the record. The new board member must certify in writing that the individual has listened to or read the complete record. **(T-2)**.

**8.5.17. Soliciting Testimony.** The respondent may not be compelled to testify. However, if the respondent elects to testify under oath, the respondent is subject to questioning by the recorder and the board members as with all other witnesses. If the testimony of a military witness raises the possibility of implicating that witness of criminal misconduct, the senior board member will adjourn the proceedings and consult with servicing staff judge advocate. **(T-1)**.

8.5.17.1. If the senior board member determines after such consultation that the witness may incriminate themselves, the senior board member will not proceed further with taking testimony from that witness without advising the witness of their rights IAW Article 31, UCMJ. **(T-1)**.

8.5.17.2. If the same situation applies with regard to a civilian witness, consult with the servicing staff judge advocate before proceeding with taking testimony from that witness. **(T-2)**. The respondent, or the respondent's counsel, is allowed to cross-examine all witnesses, call witnesses, and present evidence in the respondent's behalf. At any time during the proceedings, the respondent or counsel may submit a written brief covering any of the matters under investigation. Give the respondent full opportunity to answer all allegations before concluding the proceedings. **(T-2)**.

**8.5.18. Profession of Fear of Flying.** If an aircrew member professes a fear of flying in testimony before a board, the board adjourns while the member is legally counseled. **(T-2)**. After counseling, give the member an opportunity to retract the fear of flying statement. **(T-2)**. If retracted, the board resumes and it is made a matter of record. **(T-2)**. If the member does not retract the fear of flying statement, the board ends its proceedings and fear of flying procedures are initiated. **(T-2)**.

**8.5.19. Reviewing Previous Aircrew History.** Regardless of the reason for convening a Flying Evaluation Board, the board's recommendations are based on facts including all available evidence of the respondent's aircrew performance history, to include undergraduate flying training/formal flying training courses. During proceedings, determine whether the respondent previously submitted a voluntary request for disqualification from aviation service.



(T-2). Determination is also made on whether the respondent previously met an Flying Evaluation Board or Faculty Flying Evaluation Board that resulted in elimination from a course of training related to the aeronautical ratings or designations possessed.

**8.5.20. Flying Evaluation Board Findings.** On completion of the hearing, clear the boardroom except for voting board members. (T-2). Any phase of the hearing may be restudied. However, any reexamination of witnesses must be done in open session. (T-2).

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

8.5.20.2. To resolve conflicting evidence, each board member will use their professional knowledge, best judgment, and common sense. (T-2). Each finding must be supported by a preponderance of evidence. (T-2). For example, a finding(s) states an aircrew member cannot safely perform aircrew duties must include specific information in support of this finding(s). With evidence of unsafe past performance, continued unsafe performance may be reasonably inferred providing rationale for recommending disenrollment from training and permanent disqualification.

8.5.20.3. The findings include comments on each allegation or point in question. Each finding is stated separately in brief, clear language to include dates, times, places, and events. (T-2).

8.5.20.4. An Flying Evaluation Board convened to revalidate or requalify for aviation service states in its findings whether the respondent was qualified for aviation service when the individual's records were invalidated. (T-2). This includes indicating if the individual:

8.5.20.4.1. Holds a current aeronautical rating or designation. (T-2).

8.5.20.4.2. Is less than the current maximum age in grade according to AFI 36-2005, *Officer Accessions*. (T-2).

8.5.20.4.3. Is medically qualified for aviation service. (T-2).

8.5.20.4.4. Was qualified for aviation service when orders were invalidated. (T-2).

8.5.20.4.5. Is qualified and available for performance of in-flight duties appropriate for their aircrew specialty, grade, and age.

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

**8.6. Flying Evaluation Board Recommendations.** Recommendations must be consistent with the findings. (T-2). A board's basic charter is to determine whether or not an aircrew member has the potential to continue in aviation service. Except as noted below, Flying Evaluation Boards address only the respondent's qualification for aviation service (remain qualified or be disqualified). Flying Evaluation Boards do not make recommendations regarding follow-on assignments. (T-2). However, a board may recommend placement in a different type aircraft categorized by role (for example: a multi-place, crew-type aircraft). Flying Evaluation Boards may make the following additional recommendations:

8.6.1. If an Flying Evaluation Board was convened as a result of an aircrew member's inability to meet standards while enrolled in a formal flying training program and the board recommends

the member remain qualified, a board may also recommend the member be reinstated in training. If the recommendation is to reinstate member into aviation service then training comments are authorized. Otherwise, recommendations of training are prohibited.

8.6.2. If a board recommends a dual-rated officer be disqualified in one rated specialty, the board must address the additional aeronautical rating. **(T-2)**. For example, if a former combat systems officer meets an Flying Evaluation Board as a pilot and the board recommends disqualification, it also makes a recommendation on continued rated service as a combat systems officer.

8.6.3. An Flying Evaluation Board or any subsequent authority in an Flying Evaluation Board review process may recommend the respondent be prohibited from wearing the aviation badge. This recommendation is appropriate only when an individual:

8.6.3.1. Is disqualified for discrediting the badge through misconduct or willful violation of flying regulations or procedures.

8.6.3.2. Claims fear of flying.

8.6.3.3. Exhibits cowardice or refusal to fly in combat.

8.6.3.4. Fails to become a productive member of the aircrew force through factors over which the member has control. This may include, but is not limited to, attempts to resign from training, attempts to impose limits on rated or career enlisted aviator service, or failure within rated or career enlisted aviator specialty clearly due to lack of effort or motivation.

8.6.4. If a board recommendation is to prohibit wearing the aviation or parachutist badge (to include consideration of other previous awarded aviation badges in previous specialties), separation action IAW AFI 36-3206, AFI 36-3208, or AFI 36-3209, as applicable, should be considered.

8.6.5. A board convened because of suspension or disqualification from aviation service limits its recommendation to whether aviation service should be revalidated or the individual should be requalified for aviation service. **(T-2)**.

8.6.6. A minority report is appropriate when there is disagreement among board members. A minority report may address findings, recommendations, or both. In such cases, ensure an Flying Evaluation Board report shows the scope and content of the minority report, as well as which members support the minority opinion. **(T-2)**.

8.6.7. **Recommendations to Disqualify.** The recommendations to disqualify based on the best interest of the USAF and will be the prime criterion when evaluating each case. **(T-2)**.

8.6.7.1. Do not base a recommendation to disqualify on a single incident disregarding an otherwise sound record. **(T-2)**. However, if the incident demonstrates unacceptable performance or an intentional disregard of regulations or procedures, a recommendation to disqualify is appropriate.

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

8.6.7.3. Disqualify aircrew members who attempt to drop on request from formal training or attempt to place limits on aviation service or future assignments. **(T-2)**.

## 8.7. Flying Evaluation Board Review Process.

8.7.1. **Legal Sufficiency.** The convening authority's staff judge advocate will provide a comprehensive legal sufficiency review. (T-2). The review will include at minimum, the background and facts of the case setting out the basis for the proposed Flying Evaluation Board, a review of required documentation, a review of applicable laws or regulations, an analysis, and a statement indicating that all required criteria for an Flying Evaluation Board or Flying Evaluation Board waiver have been met. (T-2). The staff judge advocate limits comments to sufficiency of evidence and compliance with procedural requirements and will not make recommendations regarding the respondent's rated qualifications. (T-2). When a board is convened below the MAJCOM, the MAJCOM staff judge advocate will conduct an additional legal review. (T-2). When a board is convened at MAJCOM level or above, the Air Force staff judge advocate will conduct a legal review. (T-1).

8.7.2. **Convening Authority.** After reviewing the report and the review for legal sufficiency, the convening authority adds comments and recommendations. (T-2). If the convening authority does not concur with the findings or recommendations, identify the areas of contention and explain the reasons for non-concurrence. (T-2). If lack of supervision or supervisory error is a finding, include a statement regarding the corrective action. (T-2). The convening authority may find the aircrew member is unsuited for duty in a particular aircraft, role, or mission and make recommendations regarding follow-on assignments. After making recommendations, the convening authority forwards the report (with original transmittal memorandum and attachments) through command channels to the member's MAJCOM/A3T for staffing and approval. (T-2). When the respondent is an ANG resource or mobilization augmentee, forward to NGB/A2/3/6/10 (if not delegated) or AFRC/A3 (if not delegated), as appropriate. Provide the RegAF MAJCOM/A3T a copy of all documentation. In addition, send one copy of the complete report to each reviewing headquarters.

8.7.3. **Command Channels and MAJCOM/A3T.** When a convening authority forwards an Flying Evaluation Board report, each level in the command chain reviews the report until an Flying Evaluation Board report reaches the member's MAJCOM/A3T for final review. Reviewing authorities may direct an additional review for legal sufficiency before making their recommendation. Reviewing authorities may determine the aircrew member is unsuited for duty in a particular aircraft, role, or mission, and may make recommendations regarding follow-on assignments. To expedite the review process, accomplish preliminary staff reviews pending receipt of subordinate commander's recommendations. A reviewing commander need forward only his or her comments and recommendations.

8.7.4. **Non-concurrence with Flying Evaluation Board Recommendation.** Reviewing authorities must specify reasons for non-concurrence. (T-2).

8.7.5. **Reconvening and Rehearing.** Any reviewing authority may direct reconvening an board or a rehearing (new Flying Evaluation Board). Reconvening a board is appropriate if:

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

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

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

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

8.7.6.1. If the convening authority reconvenes the board, give the respondent enough time to prepare, but no more than ten calendar days. **(T-3).**

8.7.6.2. If the convening or reviewing authority does not reconvene the board, forward the evidence or a summary with recommendations through commands to the NAF (if applicable) and MAJCOM/A3T. **(T-2).** Include a statement concerning the reasons for not reconvening the board. **(T-2).**

8.7.6.3. If the convening or a subordinate reviewing authority receives additional evidence after forwarding recommendations to the next higher reviewing authority, notify the higher reviewing authority immediately. **(T-2).**

**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).**

8.7.7.1. The respondent's MAJCOM/A3T will review an Flying Evaluation Board report and all recommendations before determining final action.

8.7.7.2. For boards convened for cause involving ARC aircrew members, the Director of the Air National Guard (NGB/CF) (if not delegated) or Chief of Air Force Reserve (AF/RE) (if not delegated), as appropriate, makes the final Flying Evaluation Board decision. This includes ARC aircrew members on active duty for flying training.

8.7.7.3. When a board is convened for failure to meet training standards, the member's MAJCOM/A3T may discontinue processing of a board and direct the respondent to resume training. If the decision is to disqualify the aircrew member, the MAJCOM/A3T shall request, in writing, the servicing Host Aviation Resource Management office to publish a disqualification aeronautical order assigning aviation service code "05" effective the same date of the suspension aeronautical order.

## **8.8. Functions and Duties of Flying Evaluation Board Members.**

**8.8.1. Convening Authority.** The convening authority determines if board action is appropriate. If waiver of an Flying Evaluation Board is approved, forward a copy of the approved waiver memorandum to AF/A3TM or AFRC/A3RA (ARC members) and the member's Host Aviation Resource Management office to file permanently in the member's flight record folder. **(T-2).**

8.8.1.1. When an Flying Evaluation Board is appropriate, the convening authority:

8.8.1.1.1. Selects aircrew members to make up a board. **(T-2).**

- 8.8.1.1.2. Directs the board recorder to publish a memorandum for record appointing the board members. **(T-2)**. The memorandum will provide board members composition (names and grade) and positions (voting and non-voting) information. **(T-2)**.
- 8.8.1.1.3. Request the servicing Host Aviation Resource Management office, with the Flying Evaluation Board notification memorandum, to publish an aeronautical order assigning aviation service code "04", effective the date of the commander's notification memorandum. **(T-2)**. **Note:** If unable to convene a suitable board because of the demands of the military situation, the convening authority's immediate commander may appoint a board or authorize the appointment of aircrew members under the immediate commander as members of a board convened by the referring commander.
- 8.8.1.1.4. Notifies the senior member of the Flying Evaluation Board, in writing, of the circumstances and directs the Flying Evaluation Board to convene at the earliest practical date. **(T-2)**. If additional time is required, forward an explanation for the delay and the planned convening date to the MAJCOM.
- 8.8.1.1.5. Directs the board recorder, in writing, to make sure the respondent is notified of a board and directed to appear. **(T-2)**.
- 8.8.1.2. After the board adjourns, the convening authority performs the following actions:
  - 8.8.1.2.1. Assigns priority to preparing the report. **(T-2)**.
  - 8.8.1.2.2. Directs a review for legal sufficiency of the report. **(T-2)**.
  - 8.8.1.2.3. Reviews the report and takes action. **(T-2)**.
- 8.8.2. **Senior Member.** The senior member is a voting member and the final authority regarding the conduct of the board.
  - 8.8.2.1. **Pre-hearing Preparations.** Before the board convenes, the senior member performs the following actions:
    - 8.8.2.1.1. Inform the recorder of their responsibilities, and turn over all documents, evidence, and correspondence relative to the case. **(T-2)**.
    - 8.8.2.1.2. Specify the date/time and place for a board. **(T-2)**.
    - 8.8.2.1.3. Evaluate respondent requests for delays to allow time to secure witnesses or evidence. The senior member decision is final. **(T-2)**.
  - 8.8.2.2. During the hearing, the senior member performs the following actions:
    - 8.8.2.2.1. Convenes the board. **(T-2)**.
    - 8.8.2.2.2. Conducts the hearing in an orderly manner. **(T-2)**.
    - 8.8.2.2.3. Excuses voting members if a member cannot give a fair and impartial hearing or if a challenge is sustained. **(T-2)**.
    - 8.8.2.2.4. Defines and explains rights of the respondent. **(T-2)**.
    - 8.8.2.2.5. Rules on admissibility of evidence, questions of order, or procedure. **(T-2)**.
    - 8.8.2.2.6. Assists in examining witnesses. **(T-2)**.
    - 8.8.2.2.7. Makes sure the respondent is allowed to present their side of the case. **(T-2)**.

8.8.2.2.8. Closes the board hearing. (T-2).

8.8.2.2.9. Makes sure the findings of the Flying Evaluation Board are clearly stated and supported by evidence. (T-2).

8.8.2.2.10. Makes sure recommendations are consistent with findings and within the limitations of the board's authority. (T-2).

8.8.2.2.11. Announces findings and recommendations when all parties are present. (T-2).

8.8.2.2.12. Adjourns the board. (T-2).

8.8.2.3. **Post-hearing Duties.** Reviews the board report and makes sure all members sign all copies of the report. (T-2).

8.8.3. **Flying Evaluation Board Member.** Board members should review this manual and all evidence made available by the recorder. During the hearing, listen and ask questions to make sure evidence is fully developed and all facts are identified. (T-2). In closed session, review the facts to arrive at findings and recommendations. (T-2).

8.8.4. **Advisory Flying Evaluation Board Members (Non-Voting).** Non-voting members give advice in open sessions only. If advice becomes necessary during a closed session, open the board and obtain it with all parties present. (T-2). **Exception:** If the board needs assistance solely to put findings or recommendations into proper form, the legal advisor and reporter may enter the closed session. Board members will not engage in discussion with the legal advisor and the proceedings will be recorded and added to the transcript. (T-2).

8.8.5. **Recorder.** The recorder is responsible for administrative duties. Although the recorder prepares the case and conducts examination of witnesses, the recorder is not an adversarial role. To perform recorder duties, relieve the recorder from all other duties. (T-2).

8.8.5.1. **Pre-hearing Preparations.** Before the board convenes, the recorder performs the following actions:

8.8.5.1.1. Issues written notification for the respondent to appear. (T-2).

8.8.5.1.2. Becomes familiar with the investigation and pertinent directives. Obtains and analyzes all records, evidence, and correspondence pertaining to the case. (T-2).

8.8.5.1.3. Conducts interviews to identify witnesses and makes notes of expected testimony. (T-2). If a witness cannot appear before the board, the recorder obtains testimony by deposition, certification, or affidavits. (T-2). If the recorder discovers facts that were not recognized in the original allegations but bear on the respondent's qualification for aviation service, bring these to the convening authority's attention. (T-2). If the convening authority elects to include additional allegations, advise the respondent and allow time to prepare. (T-2).

8.8.5.1.4. Assures a quorum is always available. (T-2).

8.8.5.1.5. Informs the respondent of any changes to date/time or place for convening the board. (T-2).

8.8.5.1.6. Arranges for military witnesses requested by the respondent when they are reasonably available. (T-2).

- 8.8.5.1.7. Arranges for qualified reporter and advisory board members, when appropriate. **(T-2).**
- 8.8.5.1.8. Notifies the members, witnesses, advisors, and reporter of the time and place of the board. **(T-2).**
- 8.8.5.1.9. Makes sure all evidence is available when the board convenes. **(T-2).**
- 8.8.5.1.10. Ensures that no privileged safety information is included in the evidence to be presented to the board. **(T-2).**
- 8.8.5.1.11. Gives the respondent and board members an opportunity to review all documents submitted as evidence. **(T-2).**
- 8.8.5.1.12. Assembles pertinent instructions, regulations, directives, and manuals for reference during the hearing. **(T-2).**
- 8.8.5.1.13. Informs the senior board member when pre-hearing administrative actions are complete. **(T-2).**
- 8.8.5.2. During board proceedings, the recorder performs the following actions:
  - 8.8.5.2.1. Enters the orders appointing the board as government exhibit 1. **(T-2).**
  - 8.8.5.2.2. Enters the memorandum directing the senior member to convene the board as government exhibit 2. **(T-2).**
  - 8.8.5.2.3. Enters the respondent's notification and the respondent's endorsement as government exhibit 3. **(T-2).**
  - 8.8.5.2.4. Administers the oath to the reporter. **(T-2).**
  - 8.8.5.2.5. States the purpose of the board. **(T-2).**
  - 8.8.5.2.6. Indicates for the record names of all members present. **(T-2).**
  - 8.8.5.2.7. Indicates for the record names of all members who have been excused or are absent. **(T-2).**
  - 8.8.5.2.8. Determines legal qualifications of the respondent's counsel. **(T-2).**
  - 8.8.5.2.9. Informs the respondent of the allegations and reads aloud appropriate sections of this chapter. **(T-2).**
  - 8.8.5.2.10. Determines if any voting member is unable to give the respondent a fair and impartial hearing. **(T-2).**
  - 8.8.5.2.11. Determines if the respondent wants to challenge any voting member for cause. **(T-2).**
  - 8.8.5.2.12. Enters any additional evidence as exhibits and lists the exhibits in sequence. **(T-2).**
  - 8.8.5.2.13. Gives the respondent and board members an opportunity to review all documents submitted as evidence. **(T-2).**
  - 8.8.5.2.14. Advises respondent of testimonial privileges under Article 31, UCMJ (if required). **(T-2).**

8.8.5.2.15. Examines witnesses and identifies any relevant written evidence. (T-2).

8.8.5.2.16. Presents evidence relating to the respondent's professional qualifications. (T-2).

8.8.5.2.17. Summarizes proceedings for the board's convenience if requested by the senior member. (T-2).

8.8.5.3. **Post-hearing Duties.** Following the board, the recorder performs the following actions:

8.8.5.3.1. Supervises preparation and audits the Flying Evaluation Board report. (T-2).

8.8.5.3.2. Prepares a transmittal memorandum. (T-2).

8.8.5.3.3. Ensures all voting and non-voting members who were present throughout the hearing signed all copies of the report. (T-2).

8.8.5.3.4. Arranges the material. (T-2).

8.8.6. **Questioning Witnesses.** The transcript of testimony is an essential part of the review of the board, which leads to the final decision. Facts supporting the findings and recommendations must be clearly established. (T-2). Therefore, make sure all evidence is fully developed. (T-2).

8.8.6.1. A specific series of questions may not be formulated. Use the following general guidance:

8.8.6.1.1. Review all evidence and prepare questions in advance to ensure all points are covered. (T-2).

8.8.6.1.2. Establish the identity of the witness (usually done by the recorder) and their relationship to the respondent. (T-2).

8.8.6.1.3. Restrict questions to one subject at a time and progress logically into the next subject. (T-2).

8.8.6.1.4. Avoid leading questions. (T-2).

8.8.6.1.5. Avoid words that may not be understood by the witness. (T-2).

8.8.6.1.6. Do not interrupt one question with another. (T-2).

8.8.6.1.7. Avoid questions that require hearsay responses unless such hearsay is the only credible information available on a particular issue. (T-2).

8.8.6.1.8. Do not ask questions that would require the witness to discuss privileged safety information. (T-2).

8.8.6.1.9. Apply the cardinal rule of determining what, when, where, why, how, and who. (T-2).

## 8.9. Administrative Instructions.

8.9.1. **Flying Evaluation Board Suspenses.** Recommendations are due at the MAJCOM/A3T within 60 calendar days after the board adjourns. (T-2). MAJCOM/A3T may authorize additional time for unforeseen circumstances. When extensions are granted, include



the reason for delay in the transmittal memorandum to the MAJCOM/A3T. MAJCOM/A3T establish procedures to expeditiously notify a respondent of the final decision in the board process. As a guide, inform the respondent within five duty days after making the final decision.

**8.9.2. Disposition of Reports.** Distribute and forward reports for review. **(T-2).** For RegAF, forward a copy of the MAJCOM/A3Ts Flying Evaluation Board (or Flying Evaluation Board waiver) approval to AFPC/DPALT3. **(T-2).**

**8.9.3. Review of Special Cases.** Commanders review and recommendations concerning boards will vary slightly under certain circumstances. When the respondent is:

8.9.3.1. Attached to an organization for flying only, is member of a tenant unit or a unit without convening authority, the convening authority makes recommendations and forwards the report to the respondent's immediate flying/rated commander. **(T-2).** The commander reviews the proceedings, makes recommendations, and forwards the report for review within command channels. **(T-2).**

8.9.3.2. A RegAF member TDY to a non-AETC formal training course, the report and recommendations are reviewed and final action is taken within the respondent's MAJCOM. **(T-2).** Ensure the parent/gaining MAJCOM and home unit of the individual are provided courtesy copies of all board actions. **(T-2).**

8.9.3.3. For mobilization augmentees of AFRC, the report and recommendations are reviewed within the command channels of the gaining command. After the MAJCOM/A3T concerned makes the final recommendation, forward the package to AFRC/A3. **(T-2).** AFRC/A3 (if not delegated) reviews and makes recommendation to AFRC/CC (if not delegated) for final approval. **(T-2).** AFRC/CC (if not delegated) informs the gaining MAJCOM/A3T.

8.9.3.4. For AFR officers on extended active duty for flying training and projected to return to a non-active duty flying unit on graduation, the convening authority makes recommendations and forwards copies of the board report for final decision by AFRC/A3 (if not delegated) or the NGB/A2/3/6/10 (if not delegated). **(T-2).**

**8.9.4. Reconvening or Rehearing the Flying Evaluation Board.** When reconvening or rehearing is directed after forwarding the proceedings for review, the reviewing authority who directs the action notifies each recipient of the report and requests each copy be promptly returned to the convening authority. **(T-2).**

8.9.4.1. When a board is reconvened, all correspondence and additional transcripts of testimony, exhibits, findings, recommendations, and reviews for legal sufficiency are added to the initial report for submission to reviewing authorities under a new transmittal memorandum. **(T-2).**

8.9.4.2. In a rehearing, the original report (less prejudicial material) becomes an exhibit for the new board. **(T-2).**

**8.10. Assignment after Flying Evaluation Board.** If the MAJCOM/A3T determined the aircrew member should remain qualified for aviation service, the MAJCOM OPR will work with the MAJCOM/A1 and make every reasonable attempt to retain the aircrew member in an aircraft within that MAJCOM. Transfer to another MAJCOM will occur only in cases involving (1) An

RegAF aircrew member attending a formal flying training course in AETC, (2) MAJCOM/A3T coordinates transfer to another MAJCOM, (3) an aircrew member assigned to an overseas command when the aircrew member's date estimated return from overseas would make retraining not cost effective, or (4) the decision is to retain the aircrew member in aviation service and return the member to the aircraft and/or crew position in which the member was previously qualified is not supported by the MAJCOM that conducted the board. This procedure includes waiver of Flying Evaluation Board cases.

8.10.1. Respondent's unit commander will consult AFI 36-2110 for removal of assignment availability codes. **(T-2).**

8.10.2. Assign flying status code "K" to members awaiting reassignment.

## Chapter 9

### AVIATION SERVICE OF OPERATIONAL SUPPORT FLYERS

**9.1. Purpose of Chapter.** This chapter establishes procedures for operational support flying programs.

**9.2. Applicable to Whom.** Operational support flying applies to USAF units tasked with special missions requiring non-aircrew personnel to perform in-flight duties that cannot be accomplished by rated officers, career enlisted aviators, or non-rated officers/non-career enlisted aviator enlisted aircrew members. Operational support flyers are not assigned to the crew complement of the aircraft IAW AFI 65-503 and are not normally required for the aircraft to accomplish its assigned primary mission. Therefore, flying unit commanders should schedule an operational support flyer to fly only when their primary in-flight expertise is required for mission accomplishment. **Note:** Operational support flyers are not aircrew members and are not authorized wear or award of the non-rated aircrew member badge unless previously awarded an aircrew member badge while on aeronautical orders and performing duties as an aircrew member.

**9.3. Qualifications.** Operational support flyers must be medically qualified IAW AFI 44-170 and AFI 48-123 and complete physiological training (if required) before flying. **(T-1).** Down status does not preclude publication of an aeronautical order when an operational support flyer has a current physical; however, the member will not perform in-flight duties until cleared from down status. **(T-2).** Down status is assigned to a member who has been found by medical authority, either temporarily or permanently medically unfit.

9.3.1. Operational support flyers perform career field duties in which they are already qualified (for example: medical technicians, test analysts, etc.). Operational support flyers (1) are not aircrew members, (2) do not have a formal flying training course specific to aircraft qualification, (3) are not obtaining or maintaining qualification in the aircraft resulting in an aircrew evaluation, and (4) do not log time for training purposes.

9.3.2. Do not enter a member with a record of substantiated substance abuse (to include alcoholism) into operational support in-flight duties. **(T-1).**

**9.4. Types of Operational Support Duties.** Duties include but are not limited to in-flight diagnostics of aircraft or equipment malfunctions that cannot be duplicated on the ground, in-flight medical assistance on actual emergency medical evacuation missions, instruction on high altitude airborne mission support, security support on air-to-ground surveillance of missile convoys, or an in-flight test of specific hardware items when such testing cannot be duplicated on the ground. Do not allocate operational support man-months for the following reasons:

9.4.1. To provide hazardous duty incentive pay to personnel who fly as passengers. **(T-1).** This restriction also pertains to mission essential personnel required accompanying aircraft during deployments to perform preflight or post-flight duties at the point of destination. **Example:** Combat Controllers do not have in-flight duties.

9.4.2. To provide hazardous duty incentive pay as an incentive or reward for performing other than in-flight duties. **(T-1).**

9.4.3. To allow individuals to fly solely for hazardous duty incentive pay. **(T-1).**

9.4.4. To allow individuals to fly solely to log time for credit towards Aerial Achievement or Air Medals. **(T-1).**

9.4.5. To authorize hazardous duty incentive pay to a member who is currently authorized special duty assignment pay for performing the same non-aircrew related duties (for example: flying crew chiefs). **(T-1).**

9.4.6. To allow members to assist in aircrew duties (for example: anti-hijack procedures, emergency egress, in-flight inspection, verification of aircraft equipment, passenger safety, escort duty, security of documents, etc.), perform routine administrative duties, conduct evaluation of equipment and personnel, perform routine maintenance, perform mission essential ground duties, or perform equipment inventories. **(T-1).**

## **9.5. Man-Month Request/Allocation Process:**

9.5.1. Wings shall submit requests each FY to MAJCOM/A3T to arrive by 15 June. **(T-2).** MAJCOM/A3T will consolidate man-month requirements into two categories: an officer requirement (Officer Operational Support Man-Year Requirements Report), and an enlisted requirement (Airman Operational Support Man-Year Requirements Report), and forward a MAJCOM/A3T or equivalent recommendation with previous utilization statistics and specific AFSC justifications to AF/A3TM to arrive NLT 15 July.

9.5.1.1. If a unit exhausts all available man-months before the end of the FY and requires an additional allocation, commanders may submit a supplemental request. Each submission will state if the request is an annual or supplemental request and for which FY it applies. **(T-2).** Commanders should work with the applicable AFSC Functional Manager when the mission dictates the need for operational support flyers.

9.5.1.2. Air Mobility Command (AMC) manages the en route critical care and high altitude airborne mission support programs. AMC will coordinate requests and allocations via en route critical care and high altitude airborne mission support program managers who in-turn coordinate requests and allocations with the respective Host Aviation Resource Management offices. **(T-2).** AFSOC manages the casualty evacuation/special operations casualty care evacuation team programs. AFSOC/A3TR will coordinate requests and allocations with the respective Host Aviation Resource Management offices. **(T-2).**

9.5.2. Requests will include man-month requirements for each DAFSC, the aircraft MDS, number of man-months requested for each DAFSC, and number of personnel requested in each AFSC. **(T-2).** Justification will also include a description of in-flight duties to be performed, total number of personnel in the program, estimated frequency and duration of flights each month, and reason(s) why duties cannot be performed by aircrew members. **(T-2).** Commanders will identify in the request the minimum operational support members needed per mission. **(T-2).** For recurring requests, submit the annual man-month tracker showing hours flown and months paid per individual for the previous 12-months. If the request is for a new requirement or there was no activity in the previous 12-months, annotate "No Activity in the Past Year" and provide the tasking that generated the request. Requests that do not meet the requirements will be denied for insufficient justification. **(T-2).**

## 9.6. Supplemental Requests.

9.6.1. If a unit requires additional man-months or a new operational requirement arises during the FY, submit supplemental requests through the servicing Host Aviation Resource Management office to the MAJCOM/A3T. **(T-1)**. Supplemental requests will include justification for the increased man-year requirements and the MAJCOM's current (as of the date of request) FY man-month utilization, by AFSC. **(T-2)**.

9.6.2. Operational support flyer program managers will work with commanders to ensure man-months are exhausted prior to submitting a supplemental request to the MAJCOM. **(T-2)**. Groups are authorized to transfer man-months within the same category of operational support flyers (enlisted to enlisted or officer to officer) on previously approved DAFSCs within that year's allocation. **Example:** AFSC 1CXXX and AFSC 4NXXX were approved man-months for FY18. AFSC 1CXXX supported numerous emergency evacuations during a contingency and exhausted all man-month authorizations. AFSC 4NXXX had eight man-months remaining, with only two qualified specialists and two months remaining in the FY (possibility of using four). This group may transfer four excess man-months to AFSC 1CXXX without MAJCOM approval.

9.6.2.1. If man-months are available, the servicing Host Aviation Resource Management offices will coordinate with respective AFSC Functional Managers to transfer man-months from approved AFSCs before submitting supplemental requests to MAJCOM/A3T. **(T-2)**. Host Aviation Resource Management offices may transfer man-months only from officer-to-officer AFSCs and enlisted-to-enlisted AFSCs. Host Aviation Resource Management offices will track the transfer of man-months across AFSCs on spreadsheets. **(T-2)**.

**9.7. End-of-Year Turn-in.** The Host Aviation Resource Management office will ensure all hours flown by operational support members are recorded prior to the closeout of the FY. **(T-2)**. Each Host Aviation Resource Management office will consolidate excess man-months from the previous FY and forward to MAJCOM/A3T with a copy of base utilization (by AFSC) to arrive no later than 15 October. **(T-2)**. Geographically separated units submit excess man-months through the servicing Host Aviation Resource Management office. **(T-2)**. Each MAJCOM will submit the command's excess man-months with a copy of MAJCOM's utilization (by AFSC) to arrive at AF/A3TM no later than 1 November. **(T-2)**.

9.7.1. When an operational support requirement is terminated, flying unit commanders will direct the Host Aviation Resource Management office to terminate aeronautical orders (even if prior to end of the man-month). **(T-2)**. Commanders will terminate operational support aviation service when:

9.7.1.1. The project or mission that justified operational support status is completed, canceled, or delayed excessively. **(T-2)**.

9.7.1.2. The member is no longer available or qualified to fly. **(T-2)**.

9.7.1.3. Required by the unit to remain within its allocated man-months. **(T-2)**.

9.7.1.4. Operational support flyer personnel is in extended TDY status that does not involve flying. **(T-2)**. **Note:** Due to the limited aviation involvement of an operational support flyer, disqualification is usually not appropriate. When reason exists to preclude a

member from future aviation service, disqualification action may be initiated according to [Chapter 6](#).

## **9.8. Monthly Aeronautical Order Requests.**

9.8.1. Flying unit commanders submit requests the servicing Host Aviation Resource Management office to enter and terminate operational support flying status for a member based on approved man-month allocations. **(T-2)**.

9.8.1.1. The commanders will review the member's past aviation service and certify the member's medical qualification/certification, completion of physiological training (if required), and security clearance (if required) covers the period of the aeronautical order request. **(T-2)**.

9.8.1.2. After evaluation of mission requirements and each member's qualifications, commanders will submit a request to the Host Aviation Resource Management office identifying the member(s) required to support mission requirements each month. **(T-2)**. Ensure only the minimum required numbers of operational support flyers personnel are placed on aeronautical orders. **(T-2)**.

9.8.1.2.1. Since MAJCOMs review and allocate operational support requirements on a FY basis, commanders will ensure the unit does not exceed its annual man-month allocation. **(T-2)**. Submit monthly aeronautical order requests only if man-months have been verified as available. **(T-2)**. **Note:** Requests for Air Force Operational Test and Evaluation Center, En Route Critical Care, Casualty Evacuation/Special Operations Casualty Care Evacuation Team, and High Altitude Airborne Mission Support submitted by a non-flying unit commander will be routed through the servicing Host Aviation Resource Management office for validation. **(T-2)**.

9.8.1.3. Although a member will be placed on aeronautical orders when man-months have been allocated, the man-month is not used until the member meets minimum monthly flying hour requirements for entitlement to hazardous duty incentive pay for the entire month. **(T-2)**. If the member was placed on aeronautical orders and paid for a fraction of the month then the unused portion of the month remains available for allocation. Prorate flying hours required IAW the Fractions of a Calendar Month table in DoD 7000.14-R, Volume 7A. **(T-1)**.

**9.9. Logging Time.** Reference AFI 11-401 for guidance on operational support flyers logging flight time. **Note:** Other time does not count for entitlement to hazardous duty incentive pay.

**9.10. In-Flight Duties Incentive Pays.** Reference DoD 7000.14-R, Volume 7A and AFMAN 11-421.

MARK D. KELLY, Lt Gen, USAF  
Deputy Chief of Staff, Operations

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

Title 10 United States Code, Section 8013

Executive Order 9397, *Numbering System For Federal Accounts Relating To Individual Persons*.

DoD 7000.14-R, *Financial Management Regulation*, 1 February 2018

AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 March 2007

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

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

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

AFI 11-405, *The Pilot-Physician Program*, 23 December 2014

AFI 11-410, *Personnel Parachute Operations*, 4 August 2008

AFI 11-412, *Aircrew Management*, 10 December 2009

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

AFI 36-2005, *Officer Accessions*, 2 August 2017

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 36-2110, *Total Force Assignments*, 5 September 2018

AFI 36-2105, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs*, 25 May 2018

AFI 36-2251, *Management of Air Force Training Systems*, 5 June 2009

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 11 July 2011

AFI 36-3204, *Procedures for Applying as a Conscientious Objector*, 6 April 2017

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 36-3209, *Separation and Retirements Procedures for Air National Guard and Air Reserve Members*, 14 April 2005

AFI 44-170, *Preventive Health Assessment*, 30 January 2014

AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

AFI 51-602, *Boards of Officers*, 13 April 2017

AFI 65-503, *US Air Force Cost And Planning Factors*, 13 July 2018

AFI 91-204, *Safety Investigations and Reports*, 27 April 2018

AFMAN 11-421, *Aviation Resource Management*, 12 September 2018

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

AETCI 36-2605 V1, *Formal Flying Training Administration and Management*, 16 February 2016

### ***Adopted Forms***

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8A, *Certificate of Aircrew Qualification (Multiple Aircraft)*

AF Form 196, *ARMS Request Data for Parachutist Badge*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AF Form 988, *Leave Request/Authorization*

AF Form 942, *Record of Evaluation*

AF Form 1288, *Application for Ready Reserve Assignment*

AF Form 1381, *USAF Certification of Aircrew Training*

AF Form 1887, *Aeronautical Order (PA) Aviation Service*

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

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

DD Form 214, *Certificate of Release or Discharge from Active Duty*

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

### ***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 AFD 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.