

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 11-402
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
9 DECEMBER 1996**

Flying Operations

***AVIATION AND PARACHUTE SERVICE,
AERONAUTICAL RATINGS AND BADGES***

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"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

AFI 11-402, 1 July 1995, is supplemented as follows:

NOTE: This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this supplement is Title 10 United States Code (U.S.C.) 8013, Secretary of the Air Force: powers and duties; delegation by; as implemented by E.O. 9397. System of Records F035 AF MP C, *Military Personnel Records System*, applies. Privacy Act Statement required by AFI 37-132 is in AETC Form 125B.

SUMMARY OF REVISIONS

A "[]" indicates revised material since the last edition.

2.4.1. Commanders of UFT wings and Commander, 23 FTF, are delegated the authority to award appropriate aeronautical ratings. See **Attachment 29**, this supplement, for a sample request for an aeronautical rating.

2.5. The host operations system management (HOSM) office verifies the requirements of table 2.1 in the basic instruction are met for original ratings. The effective date for the aeronautical order (AO) will be the PFT completion date or actual course completion date, whichever is later.

2.13.1. Authority to convene an Aeronautical Review Board (ARB) is delegated to wing commanders or their equivalent.

3.6.2. The unit commander will notify the HOSM office in writing of all pending actions leading to suspension or termination of aviation service. The HOSM office will use this source document as authority for publishing aviation service code (ASC) 04. See **Attachment 30**, this supplement.

3.6.2.4. In these cases, suspension will be imposed as of the date the officer receives the memorandum of notification initiating the discharge action. See **Attachment 29** for an AO request format.

NOTE: In cases of involuntary separation, the unit commander will forward a signed copy of "Letter of Notification of Involuntary Separation" to the HOSM office. This source document will be used for publishing an AO assigning ASC 04.

3.7.1. Upon initiation of an investigation for substance abuse, inform the appropriate NAF/DO or AU/XO by message or e-mail, citing the individual's name, grade, and SSN. (**NOTE:** During MINIMIZE, inform by phone; follow up by memorandum.) For UFT students or rated officers, follow the procedures in paragraphs **3.7.1.1.** and **3.7.1.2.**, this supplement, respectively.

3.7.1.1. For an UFT student, temporarily withdraw the student from training until a decision has been made by the commander to either eliminate or reinstate the student into training. If the student is reinstated into training, inform the appropriate NAF/DO of the action by memorandum with full justification.

3.7.1.2. For a rated officer, temporarily assign the officer to duties other than flying until the commander determines whether or not substance abuse is substantiated. If the officer is returned to flying duties, inform the appropriate NAF/DO or AU/XO of the action by memorandum with full justification.

3.9.1. Disqualify UFT students from aviation service effective on the date of submission of AETC Form 126, **Record of Training Review Action**, requesting self-initiated elimination (SIE). If the student participated in flight on the day of elimination, the effective date of disqualification is the following day. Assign ASC 06.

3.9.4. The following policies apply to rated officers disenrolled from UFT:

3.9.4.1. If disenrollment is for reasons described in paragraph 4.3.6 or 4.3.7 of the basic instruction, convene a Flying Evaluation Board (FEB).

3.9.4.2. Process individuals eliminated for substantiated substance abuse according to paragraph **3.7.1.** of this supplement.

3.9.4.3. Convene an FEB for rated officers who elect not to continue any AETC flying training course. SIE is only an option for nonrated officers in their initial course of UFT.

NOTE: If a rated officer is being considered for elimination because of manifestation of apprehension (MOA), convene an FEB to determine the officer's potential for continued aviation service. Refer to paragraph 4.3.3 and 4.3.7 of the basic instruction.

4.2. FEB instructions are not applicable to joint service and international officers enrolled in AETC formal flying training courses. Joint service officers will be administratively disenrolled and returned to their respective services. International officers will be returned to their country as prescribed in separate agreements.

4.3. The convening authority will make the decision to offer a waiver of FEB or convene an FEB and notify the respondent and MAJCOM within **15 calendar days** of the occurrence of conditions requiring FEB action. For FEB cases, the board must convene within **30 calendar days** of the convening authority decision to convene. This is a total of **45 calendar days** from occurrence of conditions requiring FEB

action. Copies of convening authority review of FEB recommendations and board proceedings are due to NAF/DO or AU/XO and MAJCOM/XO **30 calendar days** after the board convenes. This is a total of **75 calendar days** from occurrence of conditions requiring FEB action. Request for extensions to these suspensions will be made to AU/XO or appropriate NAF/DO. For waiver of FEB actions, the convening authority must forward copies of the waiver request package to the appropriate NAF/DO or AU/XO and MAJCOM/XO within **30 calendar days** from occurrence of conditions requiring waiver action.

4.4.2. Notify HQ AETC/XOS and AU/CV or appropriate NAF/DO by message or e-mail of the intent to convene an FEB and estimated board date. State whether the action is FEB or FEB waiver. Include the officer's previously assigned MAJCOM and weapon system (if applicable), allegations, and AFI paragraph used as a basis for convening the FEB or offering an FEB waiver.

NOTE: Notify HQ AETC/XOS and AU/CV or appropriate NAF/DO by message or e-mail of any changes to board dates.

4.4.3. If appropriate, other MAJCOM membership will be considered when composing the board membership (**Table 4.1. (Added)** [Added][AETC], this supplement). If the respondent's rated background is in a command other than AETC, the source MAJCOM may be offered the opportunity to provide one voting member. The request for other-MAJCOM membership will be made by HQ AETC/XOS. AETC units will send a message or e-mail to HQ AETC/XOS with the following information: name, grade, SSN, AFSC, aeronautical rating, and previous flying unit of proposed member and the projected date board will convene.

4.4.3.1. The source MAJCOMs may decline to send a representative, in which case the convening authority will determine board membership in accordance with the basic instruction.

4.4.3.2. The purpose of inviting membership from the source MAJCOM is to provide that MAJCOM with the opportunity to participate in the proceedings if the results could cause the individual to be returned to that command.

4.4.7. Additional information regarding FEB waivers is as follows:

4.4.7.1. Instructor Training. Rated officers enrolled in formal AETC flying instructor training courses are required to demonstrate proficiency that exceeds the Air Force standard and an instructor ability suitable to the UFT environment. When an individual is recommended for elimination, the flying training squadron commander determines if the cause is lack of basic flying ability, lack of instructor adaptability, or both. Normally, rated officers must achieve basic qualification in the assigned aircraft before an FEB waiver will be considered.

Table 4.1. (Added) Board Membership and Possible Options. (see note)

I T E M	A	B	C	D
	Course	Status	Options	FEB Membership
F-15, F-16				
1	B COURSE (Basic)	SUPT	FEB or waiver	AETC only
2		UPT		
3		FAIP, banked pilot		ACC member
4		ACC asset		
5		ANG/AFRES		ARC member
6	TX COURSE (Conversion)	ACC		ACC member
7		PACAF, USAFE		
8		ANG/AFRES	ARC member	
9	I COURSE (Instructor)	ACC, PACAF, USAFE		ACC member
10		ANG/AFRES		ARC member
C-141				
11	BASIC AND AIRDROP	UNT	FEB	AETC only
12	NAV COURSE	AETC	FEB or waiver	
13		ACC		ACC member
14		AMC		AMC member
15		ANG/AFRES		ARC member
KC-135				
16	BASIC AND RE-QUAL NAV COURSES	UNT	FEB	AETC only
17		AETC	FEB or waiver	
18		ACC		ACC member
19		AMC		AMC member
20		ANG/AFRES		ARC member
21	COPILOT	SUPT/UPT	FEB	AETC only
22	QUALIFICATION	banked pilot	FEB or waiver	
23		ANG/AFRES		ARC member
24	INITIAL AIRCRAFT	FAIP	FEB	AETC only
25	COMMANDER (includes re-qual and conversion)	AMC assets		AMC member
26		ANG/AFRES		ARC member

I T E M	A	B	C	D
	Course	Status	Options	FEB Membership
27	AIRCRAFT COMMANDER QUALIFICATION	AMC, ACC, USAFE PACAF		AMC or ACC member, as appropriate
28	(includes re-qual)	ANG/AFRES		ARC member
29	INSTRUCTOR PILOT	AMC assets	FEB or waiver	AMC convenes
30	UPGRADE COURSE (no check-ride, recommendation only)	ANG/AFRES		ARC convenes
C-141, C-5				
31	PILOT INITIAL QUALIFICATION	SUPT/UPT	FEB	AETC only
32		banked pilot	FEB or waiver	ARC member
33		ANG/AFRES		
34		INITIAL QUALIFICATION		
35	AIRCRAFT COMMANDER (re-qual and conversion)	AMC assets	FEB	AMC member
36		ANG/AFRES		ARC member
37	AIRCRAFT COMMANDER	AMC assets	FEB	AMC member
38	QUAL AND REQUAL COURSE	ANG/AFRES		ARC member
39	SPECIAL MISSION	AMC assets	FEB or waiver	AMC member
40	QUALIFICATION IP (upgrade, airdrop)	ANG/AFRES	FEB or waiver	ARC member
MC-130H				
41	MISSION QUALIFICATION	UPT/SUPT/UNT	FEB	AETC only
42	(includes NAVs)	ACC assets	FEB or waiver	ACC member
43		AFSOC assets		AFSOC member
HC-130				
44	MISSION QUALIFICATION	UPT/SUPT/UNT	FEB	AETC only
45	(includes NAVs)	ACC assets	FEB or waiver	ACC member
46		AFSOC assets		AFSOC member
47		ANG/AFRES		ARC member
48	AIRCRAFT COMMANDER	ACC assets	FEB	ACC member

I T E M	A	B	C	D	
	Course	Status	Options	FEB Membership	
49	UPGRADE	AFSOC assets		AFSOC member	
50		ANG/AFRES		ARC member	
51	INSTRUCTOR AND	ACC assets	FEB or waiver	ACC, AFSOC member, as appropriate	
52	SPECIAL MISSION	AFSOC assets			
53	UPGRADE	AETC assets		AETC only	
54		ANG/AFRES		ARC member	
T-37, T-38					
55	PRE-PIT	ACC asset	FEB	ACC member	
56		AMC asset		AMC member	
57		FAIP		AETC only	
58	PIT	ACC asset	FEB or waiver	AETC only	
59		AMC asset			
60		FAIP			
61	IFF, IBF (intro to fighter and bomber fundamentals)	SUPT	FEB	AETC only	
62		UPT (until 1996) banked pilot, FAIP	FEB or waiver		
63		ANG/AFRES			ARC member
T-1A					
64	PRE-PIT	AMC assets	FEB	AMC member	
65	PIT		FEB or waiver		
MH-53, MH-60, HH-60					
66	INITIAL QUALIFICATION	UPT-H, FAIP	FEB	AETC only	
67		AFSPC	FEB or waiver	ACC, AMC, AFSOC, AFSPC, as appropriate	
68		ACC, AMC, AFSOC assets			
69		ANG/AFRES			ARC member
70		REQUALIFICATION			ACC, AFSOC assets
71		ANG/AFRES		ARC member	
72	AIRCRAFT COMMANDER	ACC assets		ACC member	

I T E M	A	B	C	D
73	Course UPGRADE	Status AFSOC assets	Options	FEB Membership AFSOC member
74	(MH-60, MH-53 only)	ANG/AFRES		ARC member
75	INSTRUCTOR PILOT	ACC assets	FEB or waiver	ACC member
76	UPGRADE	AFSOC assets		AFSOC member
77		AETC assets		AETC only
78		ANG/AFRES		ARC member
UH-1				
79	INITIAL QUALIFICATION	UPT-H	FEB	AETC only
80		banked pilot, FAIP	FEB or waiver	ACC, AMC, AFSOC,
81		ACC, AMC, AFSPC, AFSOC assets		AFSPC member, as appropriate
82		ANG/AFRES		ARC member
83	RE-QUAL COURSE AND AIRCRAFT COMMANDER COM-MANDER UPGRADE	ACC, AMC, AFSOC, AFSPC		ACC, AMC, AFSPC, AFSOC member, as appropriate
84		ANG/AFRES	ARC member	
85	INSTRUCTOR SPECIAL MSN UPGRADE	ACC, AFSOC, AMC, AETC, AFSPC	Appropriate MAJ- COM member	ARC member
86		ANG		ARC member
NOTE: Shown are selected AETC courses. Contact HQ AETC/XOSO for other course information.				

4.4.7.2. Formal Flying Training Courses. When offered the opportunity, rated officers enrolled in AETC formal flying training courses, with the exception of aircraft commander courses (paragraph 3.3.2 of the basic instruction), may apply for waiver of FEB.

4.4.7.3. When a Rated Officer May Request a Waiver. After an officer has been notified that an FEB will convene (per attachment 19 of the basic instruction), the flying training squadron commander may offer the officer the opportunity to request an FEB waiver as a prerequisite for elimination when it is determined *all* of the following apply:

4.4.7.3.1. Unsatisfactory flying training progress is due to factors unique to the training program.

4.4.7.3.2. Performance of basic flying skills is satisfactory as evidenced by the officer's completion of a basic AFI 11-401, *Flight Management*, proficiency check. For students enrolled in Introduction to Fighter Fundamentals (IFF), completion of banked fighter requalification or graduation from SUPT or UPT within 4 months of IFF enrollment satisfies the requirement of a basic AFI 11-401 proficiency check.

4.4.7.3.3. The officer displays qualities of judgment commensurate with experience level.

4.4.7.3.4. The officer does not display dangerous tendencies in the performance of basic flying maneuvers common to the rated specialty.

4.4.7.3.5. Failure to meet course standards is not due to factors within the officer's ability to control.

4.4.7.3.6. The officer is medically qualified for aviation service.

4.4.7.3.7. The officer's training progress in academic and simulator areas is otherwise satisfactory.

4.4.7.4. Review and Approval. If the squadron commander determines the sole cause for elimination is lack of instructor adaptability or failure to meet training standards, the officer **may** be offered the opportunity to request an FEB waiver (**Attachment 31** and 32 [Added] and **Table 4.1. (Added)** [Added][AETC] by completing AETC Form 125B, **Application for Waiver of Flying Evaluation Board (Attachment 31** [Added][AETC]). The decision to approve a waiver request or to require an FEB will be based on a review of each case by the wing commander, NAF, and HQ AETC. At any stage in the review process, the reviewing authority may disapprove the waiver request and direct an FEB or direct the officer be reentered in training. Approval authority for FEB waiver requests is AETC/CV.

4.4.7.5. Preliminary Actions. An officer who is notified of removal from a training course and offered the opportunity to request an FEB waiver will be referred to military legal counsel (normally the Area Defense Counsel). The officer must be advised of his or her right to appear before an FEB, be represented by legal counsel, and have the opportunity to present evidence in support of reinstatement in the program and qualification for aviation service. Self-initiated elimination (SIE) from a formal flying training course is not an option for rated officers. If an officer attempts to withdraw from a formal flying training course, he or she must be advised of the provisions contained in paragraph 4.4.6 of the basic instruction. Voluntary disqualification in lieu of (VILO) FEB permanently disqualifies an officer from aviation service.

4.4.7.6. Chronic Airsickness. Chronic airsickness may qualify for an FEB waiver as a lack of instructor adaptability, but the case must be reviewed by HQ AETC/SGPA before a waiver request may be submitted.

4.4.8. For evidence and dispositions, squadron commanders will consult the local flight surgeon, inform him or her an FEB action is pending, and request a new determination of medical fitness to fly. The flight surgeon will forward SF 88, **Report of Medical Examination**; SF 93, **Report of Medical History**; and AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, for inclusion in board exhibits.

4.6.1. Legal reviews are required at the convening authority level. Subsequent levels of legal review should be limited to those instances where the commander deems another legal review is necessary.

4.6.3. The AU commander or appropriate NAF commander will review FEB actions and forward comments and recommendations to HQ AETC/XO for review. See paragraph **4.3.**, this supplement, for timeliness.

4.7.5. The unit staff judge advocate (SJA) advises and supports the recorder in the discharge of his or her responsibilities. Close supervision of the recorder's activities by the unit SJA office will ensure conduct of board proceedings is in compliance with, and the resultant administrative paperwork accomplished in accordance with, the basic instruction.

4.8.1. Send the original and one copy of the FEB or FEB waiver to the AU commander (for AU assets) or appropriate NAF commander. Also send a copy of the FEB or FEB waiver directly to HQ AETC/XO. See paragraph 4.3., this supplement, for timeliness.

4.8.3.2. Additional instructions are as follows:

4.8.3.2.1. If an officer is on TDY orders attending a formal flying training course, he or she may be released back to the home duty station after the FEB is adjourned and before final MAJCOM commander's approval or disapproval of the FEB recommendations. If the officer is approaching 179 days in TDY status, the training unit must request an extension of the TDY. Address the request to HQ AFPC/DPAOY2 and send information copies to NAF/DO and HQ AETC/XOSO. Ensure the following is contained in the message request: the officer's name, grade, and SSN, original start and stop dates of the TDY orders, projected new stop date, inclusive of travel time to home station, and reason for delay over 179 days.

NOTE: Extension of TDY over 179 days must be approved by SAF/MIM.

4.8.3.2.2. When an officer in TDY status departs for home station following adjournment of an FEB, his or her flight records will remain at the training unit's HOSM office. After the MAJCOM commander or vice commander approves or disapproves the FEB recommendations, the training unit's HOSM office is notified. The office assigns the appropriate ASC (05, 1A, 2J, etc.) and forwards the flight record folder (FRF) to the officer's primary duty station.

4.8.3.4. The convening authority forwards recommendations to the appropriate NAF commander for review. The NAF commander recommendations are forwarded directly to NGB/CF (NGB/XOO, 2500 Army Pentagon, Washington DC 20310-2500) for final approval, with an information copy to HQ AETC/XO.

5.6. Review authorities for disqualification action for nonrated aircrew members are the wing commander and 19 AF/DO. HQ AETC/XOS is the final approval authority.

5.7. Unit commanders will immediately notify the HOSM office when nonrated crewmember PCS or PCA actions are pending.

5.8. The commander will consider the provisions of paragraph 8.7.3 of the basic instruction when permanently disqualifying a nonrated aircrew member for cause. See paragraphs, 5.8.7. (Added) and 5.8.8. (Added), this supplement, for specific guidance concerning disqualification actions for initial and lateral or advanced students. Include a statement concerning wear of the aviation badge when completing the disqualification package. If the member is prohibited from wearing the aviation badge, the disqualifying AO will contain the statement, "Individual is prohibited from wearing the aviation badge."

5.8.1. To initiate disqualification actions against a nonrated aircrew member, the squadron commander will:

5.8.1.1. Notify the HOSM office in writing to publish an AO assigning ASC 04. See Attachment 29 for source document format.

5.8.1.2. Convene a process review committee (PRC) to determine the cause for failure to obtain or maintain professional aircrew qualification in a formal course of training. PRC results are forwarded to the operations group commander for final approval or disapproval.

NOTE: The PRC is an administrative, factfinding proceeding conducted when a nonrated crewmember fails to meet course standards. The PRC is designed to review and evaluate the effectiveness of training

and the student's ability and desire to complete course criteria and to identify any extenuating circumstances that may have contributed to the student's course elimination. Units conducting nonrated formal training will establish local PRC policies and procedures.

5.8.1.3. Submit the disqualification package through command channels within 30 workdays. After legal review, tab the package as follows:

5.8.1.3.1. TAB 1 - Letter of notification to individual.

5.8.1.3.2. TAB 2 - Record of administrative action.

5.8.1.3.3. TAB 3 - Any other documentation substantiating request for permanent disqualification.

5.8.1.3.4. TAB 4 - Legal review for PRC.

5.8.2. The aircrew member will submit a request for voluntary termination of aviation service (per attachment 4 of the basic instruction). The commander will notify the HOSM office (in writing) to publish an AO and assign ASC 04. The HOSM office will use the source document for publishing the AO. See [Attachment 29](#), this supplement.

5.8.3. The commander will notify the HOSM office (in writing) to publish an AO assigning ASC 04. The HOSM office will use the source document for publishing the AO. See [Attachment 29](#), this supplement.

5.8.3.1. The commander will notify the HOSM office (in writing), revoking the AO suspension order and restoring the previous ASC and effective date. See [Attachment 29](#), this supplement.

5.8.4.2. Forward the package through MAJCOM channels.

5.8.7. (Added) Failure to Complete a Formal School--Initial Qualification Pipeline Student. The unit commander responsible for formal training will convene a PRC and initiate one of the following actions for aircrew members who fail to complete initial qualification while attending a formal school:

5.8.7.1. Assign ASC 00, Disqualified--Administrative Reasons. See [Attachment 29](#), this supplement.

5.8.7.2. Assign ASC 04, Suspended--Disqualification Action Pending. See paragraph [5.8.1.](#) of the basic instruction.

5.8.7.3. If an aircrew member is approved humanitarian disqualification, assign AO status as directed in paragraph 5.9.3 of the basic instruction.

NOTE: Aircrew members who SIE from a formal school may not request voluntary disqualification.

5.8.8. (Added) Failure to Complete a Formal School--Advanced or Lateral Qualification. The unit commander responsible for formal training will initiate the following actions:

5.8.8.1. Convene a PRC.

5.8.8.2. If recommendation is not to reinstate the member, immediately notify his or her unit commander. Return the member, along with a copy of the PRC's recommendation, to his or her home unit.

NOTE: The formal school registrar office will initiate disqualification action for an aircrew member TDY en route. Notification of course elimination will be forwarded to the member's gaining commander.

5.9.2.1. The effective date of the AO revoking ASC 04 will be the date the AF Form 1042 was signed by the flight surgeon, not the effective date of the ASC 04 action.

6.2. Include flight screening program officer trainees under this chapter.

6.6. Requests for AOs must arrive at the HOSM office not later than 10 days before the AO effective date. (**NOTE:** Place flight screening program officer trainees on flying status only for the duration of the course.)

7.2. Combat control officers will have AFSC 13BXH.

7.2.1. Additional information and guidance regarding parachute jumping duty is found in DFAS-DEM 177-373, volume 2, *Defense Finance Accounting System*, tables 3-2 and 3-3.

7.3.1. Jumps performed while off duty are not creditable toward pay entitlement.

7.3.3. Initial Class III physical for a pipeline student is valid for a period of 24 months from the date of accomplishment. The HOSM office receives notification from the local flight surgeon's office and ensures the Air Force Operations Resource Management System (AFORMS) is updated with the proper termination date.

7.4. As soon as possible, the commander of the parachutist unit and or the local flight surgeon's office will notify the HOSM office about a member who is found to be medically unfit to perform parachutist duties. The HOSM office will review the member's jump records to ensure financial hardship due to a medical incapacitation does not occur. After reviewing the jump records, the HOSM office will send a DD Form 114, **Military Pay Order**, to the local accounting and finance office.

7.4.1. The HOSM office will document the course number and location of training in the remarks section of the AO.

7.4.2. Attach AF Form 196, **Data for Parachutist Rating**, to the request for review and award of an advanced parachutist rating.

7.4.3. The servicing HOSM office will complete AF Form 1887, **Request and Authorization for Aeronautical Orders**, or a computer-generated AO. Remarks will include the DAFSC and certification date. File the order on the parachutist side of the FRF.

7.4.3.1. (Added) Units conducting approved parachute jump activities may conduct formal jumpmaster training programs. Unit-developed curriculum for training programs must be approved by the NAF/DO prior to implementation. Unit commanders will designate qualified personnel to be jumpmaster training instructors.

7.6.2.1. The HOSM office will not publish an AO until all requirements have been met. The effective date will reflect the date all requirements have been met; that is, physical, physiological training, and verification of date assigned to a valid UMD position, whichever is accomplished last.

7.6.2.2. Parachutists performing in the aircrew instructor or jumpmaster position may log time.

7.7.1.2. The HOSM office will publish an AO with the termination date. Do not change the effective date of the order. This order is to change the termination date only.

7.8.2.3. The effective date for the permanent disqualification action will be the date of the original recommendation from the unit commander, not the date of the approval for disqualification from the MAJCOM.

NOTE: 4. Operational equipment is defined as an additional container attached to the parachute harness carrying real or simulated equipment. (For example, for jumpers performing duties with units assigned to the 336 TRG, operational equipment consists of a type ML-4 container packed with a one-person raft and simulated accessory kit.)

8.11. (Added) Form Prescribed. AETC Form 125B.

Attachment 29

SAMPLE REQUEST FOR AN AERONAUTICAL RATING (ADDED)(AETC)

Appropriate Header

MEMORANDUM FOR (Local HOSM)

FROM: (Functional address symbol/name of immediate commander)

SUBJECT: (State reason for aeronautical order request; see examples below)

1. In accordance with (appropriate AFI and paragraph) request (action desired) for:

Grade	Name (Last, First, MI)	SSN
-------	------------------------	-----

Effective date of the action:

2. POC is _____.

(Immediate commander's signature)
(Typed name, grade, USAF)

Attachments: (if appropriate)

Examples for use of this memorandum (list is not inclusive):

- Initiate aviation service
- Change an aviator's aviation service status
 - Suspend aviation service
 - Place member on "feet on the ramp" status
 - Prepare a request to revoke an aeronautical order
- Terminate aviation service

Attachment 30

SAMPLE REQUEST FOR AWARD OF BASIC RATING (ADDED)(AETC)

Appropriate Header

MEMORANDUM FOR *(Local HOSM)*

FROM: *(Awarding commander's functional address symbol)*

SUBJECT: Request for Aeronautical Orders Awarding Basic Rating

1. In accordance with AFI 11-402, paragraph 2.4.1. and AFI 11-401, paragraph 2.4.1. and table 2.5, request you publish an aeronautical order awarding the basic rating and assigning aviation service code *(IX)* for each of the following individuals with an effective date of _____. The following individuals of class *(YY-X)* (see attachment 1 or list below) have met all requirements leading to this award:

Grade	Name <i>(Last, First, MI)</i>	SSN
-------	-------------------------------	-----

2. POC is _____.

(Awarding commander's signature)

(Typed name, grade, USAF)

Attachment:

Graduating class roster

(certified by awarding commander)

Attachment 31

GUIDANCE FOR APPLYING FOR AN FEB WAIVER (ADDED)(AETC)

Section A—Requirements

A31.1. The application for an FEB waiver applies only to those trainees who are recommended for elimination due to lack of instructor adaptability or failure to meet training standards (may include airsickness) and who have formally applied for waiver action by use of AETC Form 125B, **Application for Waiver of Flying Evaluation Board (Attachment 33** [Added], this supplement).

A31.2. The documentation accompanying the application for an FEB waiver must clearly substantiate the following:

A31.2.1. The officer was given sufficient opportunity to overcome deficiencies.

A31.2.2. The officer's proficiency meets basic qualification standards but falls below acceptable course training standards.

A31.3. The convening authority (normally the wing commander) will review the application for waiver package and will accomplish one of the following actions:

A31.3.1. Reinstate the trainee into training and prescribe additional training.

A31.3.2. Disapprove the request for a waiver and convene an FEB.

A31.3.3. Recommend approval of the waiver. In this case, prepare three packages according to paragraph **A31.6.**, this supplement. Send the original package and one copy (including the original and one copy of the AETC Form 125B) to 19 AF/DO, 2 AF/DO, or AU/CV, as appropriate. Send one copy of the package (including one copy of the AETC Form 125B) to HQ AETC/XOSO.

A31.4. The appropriate NAF commander or the AU commander will review the application for waiver and accomplish one of the following actions:

A31.4.1. Disapprove the application for waiver and direct the convening authority to convene the FEB.

A31.4.2. Disapprove the application for waiver and direct reentry into training.

A31.4.3. Recommend approval of the waiver and forward it to HQ AETC/XO.

A31.5. HQ AETC/XO will review all applications for waiver of FEB and prepare recommendations for approval or disapproval of the AETC Vice Commander.

Section B—Administrative Instructions

A31.6. The unit notifies the appropriate NAF/DO or AU/CV and HQ AETC/XOSO by message as soon as a trainee is withdrawn from training and it is determined a request for a waiver of FEB will be submitted. If the trainee is a major weapons system (MWS) resource, include information identifying the parent command (paragraph **4.4.3.**, this supplement.). HQ AETC/XOSO will use this information to inform the parent command. Include the following information in the message: trainee's name, grade, SSN, AFSC, aeronautical rating, and previous unit of assignment.

A31.7. In the package requesting a waiver, include the following items:

A31.7.1. A copy of the notification letter (see AFI 11-402, attachment 19).

A31.7.2. AETC Form 125B. Comments pertinent to the waiver request made by the convening authority, NAF commanders, or AU commander should be put in AETC Form 125B, section V. Continue com-

ments on the reverse or use additional pages as necessary. If the individual is a recent UFT graduate, include a recommendation for his or her next assignment.

A31.7.3. Respondent's letter requesting a waiver of FEB (see **Attachment 32** [Added][AETC]).

A31.7.4. An original or clear copy of the trainee's complete record of training.

A31.7.5. Certified copies of all AF Forms 942, **Record of Evaluation**, and AF Forms 8, **Certificate of Aircrew Qualification**.

A31.7.6. For recent UFT graduates, clear copies of UFT training records; AETC Form 1122, **Summary Performance Report**; and AF Form 475, **Education/Training Report**.

A31.7.7. Certified copies of the individual's most current AFORMS Individual Data Summary, AFORMS Flying History Report, and AFORMS Individual Flight Record.

A31.7.8. For airsickness cases, the letter of transmittal of medical clearance from HQ AETC/SG to the home unit flight surgeon.

A31.8. If the trainee has been withdrawn from training due to chronic airsickness, the proposed date for completion of the waiver package will be determined after the case has been reviewed by HQ AETC/SGPA.

A31.9. Suspense: See paragraph **4.3**, this supplement, for waiver of FEB suspenses to intermediate and MAJCOM review authorities.

A31.10. HQ AETC/CV will review the request for FEB waiver. He or she may concur with the recommendation or disapprove the request and direct an FEB be convened. If the request approved, HQ AETC/CV will forward it to AFPC/DPAOY for assignment action, with information copies to the appropriate NAF commander or AU commander, convening authority, and HOSM responsible for the flight record file.

Attachment 32

SAMPLE REQUEST FOR AN FEB WAIVER (ADDED)(AETC)

Appropriate Header

MEMORANDUM FOR (*Wing CC or convening authority*)

FROM: (*Respondent*)

SUBJECT: *Request for Waiver of Flying Evaluation Board (FEB)*

1. On _____, I was notified that an FEB will convene for the purpose of developing and considering evidence concerning my professional qualifications and: (*x applicable*) () failure to meet minimum training standards or () lack of instructor adaptability and making recommendations regarding my future in flying duties.

2. I hereby waive my right to have an FEB consider my qualifications for continued aviation service. I understand by this action I will be disenrolled from the _____ (*course name*) for failure to meet minimum course training standards or lack of instructor adaptability and I will be assigned other rated duties for which I am qualified, consistent with the needs of the Air Force.

3. I understand if my request for waiver of FEB is approved, I will be eliminated from training course _____. I further understand my request for waiver can be disapproved at any level of command and an FEB action initiated.

Signature (*name, grade, USAF*)

(*Date*)

The preceding statement is _____'s own decision. It was signed by _____ (*grade, last name*) after being fully counseled by me on his or her rights under AFI 11-402/AETC Sup 1, paragraph 4.4.7.5. (He) (She) acknowledged understanding (his) (her) right to appear before an FEB and present evidence on (his) (her) own behalf.

Signature (*name, grade, USAF*)
(Appropriate squadron commander)

(*Date*)

The preceding statement is _____ own decision. It was signed by _____ (*grade, last name*) after being fully counseled by me on his or her rights under AFI 11-402/AETC Sup 1, paragraph 4.4.7.5. (He) (She) acknowledged understanding (his) (her) right to appear before an FEB and present evidence on (his) (her) own behalf.

Signature (*Area Defense Counsel*
or appropriate legal representative)

(*Date*)

Attachment 33

SAMPLE AETC FORM 125B (ADDED)(AETC)

APPLICATION FOR WAIVER OF FLYING EVALUATION BOARD				
PRIVACY ACT STATEMENT				
<p>AUTHORITY: 10 U.S.C.8013, Secretary of the Air Force; powers and duties; delegation by; implemented by AFI 11-402/AETC SUP 1, Aviation Service, Aeronautical Ratings, and Badges. PURPOSE: To request waiver of Flying Evaluation Board (FEB) by trainees being eliminated from Pilot Instructor Training. ROUTINE USES: As indicated in system notice FO 35 AF MP C, Military Personnel Records System. Furnishing the information is voluntary. Trainees who do not give requested information will be scheduled to meet a FEB.</p>				
SECTION I. TO BE COMPLETED BY TRAINEE				
TRAINING UNIT/LOCATION 49th Flying Training Squadron Columbus AFB MS 39701			PERMANENT BASE OF TRAINEE (Gaining unit for recent UPT graduates, if known. Leave blank if not known) 1st Fighter Squadron Tyndall AFB FL	
NAME (Last, First, Middle Initial) WASHINGTON, DARRON A.	GRADE 1Lt	SSN 999-99-9999	CLASS 97-AB	COURSE NO B/F-V5A-K
Application for waiver of Flying Evaluation Board action. See AFI 11-402/AETC Sup 1 for conditions applicable to waiver.			SIGNATURE	
SECTION II. ACTION BY CONVENING AUTHORITY				
APPLICATION FOR WAIVER OF FLYING EVALUATION BOARD <input type="checkbox"/> DISAPPROVED. Trainee will meet a Flying Evaluation Board. <input checked="" type="checkbox"/> RECOMMEND APPROVAL. The trainee should be disenrolled from training due to lack of instructor adaptability (failure to meet minimum training standards) and, consistent with the needs of the Air Force, reassigned to other rated duties. Trainee completed a basic proficiency check on _____				
DATE	SIGNATURE, GRADE AND TITLE (Wing commander or convening authority)			
	MICHAEL G. LEELAND, Col, USAF Commander, 14th Flying Training Wing			
SECTION III. ACTION BY NUMBERED AIR FORCE COMMANDER OR AIR UNIVERSITY COMMANDER				
REQUEST FOR WAIVER OF FLYING EVALUATION BOARD <input type="checkbox"/> DISAPPROVED. Trainee will meet a Flying Evaluation Board. <input type="checkbox"/> DISAPPROVED. Trainee will be returned to training. <input checked="" type="checkbox"/> RECOMMEND APPROVAL. Additional comments are/are not attached.				
DATE	SIGNATURE, GRADE AND TITLE			
	W. THOMAS NORTH, Maj Gen, USAF Commander, 19th Air Force			
SECTION IV. ACTION BY HQ AETC VICE COMMANDER				
<input type="checkbox"/> DISAPPROVED. Trainee will meet a Flying Evaluation Board. <input type="checkbox"/> DISAPPROVED. Trainee will be returned to training. <input checked="" type="checkbox"/> APPROVAL. Consistent with the needs of the Air Force, trainee will be returned to other rated duties.				
DATE	SIGNATURE, GRADE AND TITLE			
	JOHN C. GRIFFIN, Lt Gen, USAF Vice Commander			
SECTION V. REMARKS				
1Lt Washington was unable to adapt to the dynamic tactical environment required to complete IFF Course B/F-V5A-K. His basic flying skills are solid and he is a hard-working, dedicated professional. Recommend reassignment to multi-place crew aircraft.				
MICHAEL G. LEELAND, Lt Gen, USAF Commander, 14th Flying Training Wing				
SECTION VI. SUMMARY OF TRAINING				

(Continue on reverse and additional pages)

ROBERT J. MARTINELLI, Colonel, USAF
Deputy Director, Plans and Operations