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SECRETARY OF THE AIR FORCE**

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Flying Operations

**AVIATION, MISSILE, AND
PARACHUTIST SERVICE**

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This manual implements Department of the Air Force Policy Directive (DAFPD) 11-4, *Aviation Service*. It provides guidance and procedures for the aviation, missile, 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 civilian employees and uniformed members of the Regular Air Force (RegAF), Air Force Reserve (AFR) and the Air National Guard (ANG). This publication also applies to the United States Space Force (USSF) unless and until such time as separate service guidance is published. In this event, USSF guidance shall prevail in application to the USSF. **Note:** All references to USAF terminology, units, grades, and positions will also apply to the equivalent in the USSF, as appropriate. For example, references to Airmen will also apply to Guardians. References to Major Commands (MAJCOMs) or Numbered Air Forces (NAFs) will also apply to field commands. References to wings will also apply to deltas/garrisons. Air Staff roles and responsibilities (e.g., AF/A1, etc.) may also apply to the equivalent Office of the Chief of Space Operations (Space Staff) position or office (e.g., SF/S1, etc.), as deemed appropriate. This publication may be supplemented at any level, but all direct supplements must be routed for coordination prior to certification and approval to the Office of Primary Responsibility (OPR) of this publication. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. 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 Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*,

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. The document is updated to include the USSF and identify current aeronautical ratings and aviation badges. Major changes include the exceptions for Airborne Emergency Actions Officers (AEAOs) and Aerospace Physiologists/Aerospace Physiology personnel to wear the basic officer/Airman aircrew member badge in accordance with [Table 5.1](#), outlines the requirements for the permanent award of Aviation Badges for AEAOs and provides clarification and guidance on the management of rated officers requesting to fly during non-flying assignments.

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Chapter 1

OVERVIEW

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

1.2. Waiver Requests. When complying with official policy, guidance, or procedures, the unit may request a waiver under the guidance listed in DAFMAN 90-161. AF/A3T is the approval authority for waivers where the approval authority is not already identified in the manual. Utilize the Department of the Air Force (DAF) Form 679, *Department of the 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 (ARM) SharePoint® site at: <https://usaf.dps.mil/teams/12984/SitePages/Home.aspx>.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Air Force Director of Training and Readiness (AF/A3T). The Director of Training and Readiness manages and establishes guidance for the USAF aviation, missileer and parachutist service programs as outlined in this manual to ensure compliance with Department of Defense (DoD) policy.

2.1.1. On behalf of the Chief of Staff of the Air Force (CSAF), AF/A3DX 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. 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's Corps (AF/JA). Provides commanders and Airmen full spectrum legal support for aviation, missileer, and parachutist service review (specifically: suspension, disqualification, requalification actions, and Flying Evaluation Board proceedings) at the wing, MAJCOM, and Headquarters Air Force levels.

2.4. Servicing Host Aviation Resource Management (HARM) Office. Advises commanders on required aviation, missileer, and parachutist service management actions in accordance with this manual, DAFMAN 11-401, *Aviation Management*, Air Force Global Strike Command Instruction (AFGSCI) 13-5201 Volume 1, *Rapid Execution and Combat Targeting (REACT) Crew Training and Certification* and AFGSCI 13-5201 Volume 2, *Rapid Execution and Combat Targeting (REACT) Crew Standardization and Evaluation*, AFGSCI 13-5301 Volume 3, *Rapid Execution and Combat Targeting (REACT) Crew Operations*, AFI 10-3503, *Personnel Parachute Operations*, and Air Force Manual (AFMAN) 11-421, *Aviation Resource Management*. Additionally, the servicing HARM office publishes, distributes, and maintains aeronautical orders in accordance with this manual, DAFMAN 11-401, and AFMAN 11-421.

2.5. Flight Medicine Element. Provides recommendations on medical requirements and qualifications as they pertain to in-flight, missile alert and parachutist duties in accordance with DAFMAN 48-123, *Medical Examinations and Standards*, and AFI 48-170, *Periodic Health Assessment*.

2.6. Aeronautical Rating Board Convening Authority. Reviews an applicant's request for a USAF aeronautical rating and provides recommendations through command channels to MAJCOM/A3T.

2.7. Flying Evaluation Board Convening Authority. Reviews the Flying Evaluation Board report and provides recommendations through member's command channels to MAJCOM/A3T.

2.8. Responsibility of Aircrew, Missileer, Parachutists, and Operational Support Members.

2.8.1. Maintain medical fitness and certification standards in accordance with DAFMAN 48-123 and AFI 48-170.

2.8.2. Notify the servicing HARM office immediately when flight or jump incentive pay has not been terminated for any of the following reasons:

2.8.2.1. Member is suspended from aviation or parachutist service.

2.8.2.2. Member is disqualified from aviation, missile alert duties or parachutist service.

2.8.2.3. Member is in DOWN status longer than 365 days (rated officers, career enlisted aviators (CEAs) and Special Warfare).

2.8.2.4. Member is in DOWN status longer than 180 days (non-rated officer aircrew members, non-career enlisted aircrew members, and parachutists).

2.8.2.5. Member is no longer assigned to an active flying billet (non-rated officers or non-career enlisted aviators).

2.8.2.6. Member is assigned to an active flying position and receives conditional aviation incentive pay or hazardous duty incentive pay without satisfying requirements for entitlement in accordance with DoD 7000-14.R, Volume 7A, *Military Pay Policy - Active Duty and Reserve Pay*, and AFMAN 11-421.

2.8.2.7. Member is a parachutist no longer assigned to a jump inherent Duty Air Force Specialty Code (DAFSC) unit manpower document position in accordance with AFI 10-3503 or non-jump inherent parachutist no longer assigned to a "J" prefixed DAFSC unit manpower document position.

2.8.2.8. Member is assigned to a valid jump billet and receives jump incentive pay without meeting requirements for entitlement in accordance with DoD 7000-14.R, Volume 7A and AFMAN 11-421.

2.8.2.9. Member is a missileer no longer performing alert duties at an active Intercontinental Ballistic Missile (ICBM) wing.

Chapter 3

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

3.1. Overview. This chapter provides guidance on the aviation, parachutist and missileer service management of rated officers, non-rated officers, career enlisted aviators, non-career enlisted aviators, operational support flyers, non-interference flyers, parachutists, missileers, 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:** AFMAN 36-2100, *Military Utilization and Classification*, may provide exceptions when members apply to the Undergraduate Flying Training selection board.

3.2.1.2. Aircrew members will maintain medical certification and professional qualification in their current specialty to remain qualified for aviation service. **(T-0)**

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 (Examples: Flying Evaluation Board, Training Review 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. The USAF expects pilots to upgrade to aircraft commander or flight lead upon completion of sufficient training. There will be no career co-pilots or wingmen, unable or unwilling to upgrade. Commanders will take appropriate administrative action (Examples: 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 in any leave status (to include terminal 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 in government civilian status when hired to a civilian or technician position.

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)** The aviation service date for rated officers assigned aviation service code “07” will not be adjusted.

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 date is later. **Example:** Lieutenant Lopez’s class start date was 28 December 2022 and the individual was medically certified for in-flight duties 3 January 2023; Lieutenant Lopez’s aviation service date is 3 January 2023.

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 course (if otherwise qualified) or the date the member is medically certified for aviation duties, whichever date 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 date is later.

3.3.1.3.1. Air battle managers in authorized Air Force Specialty Code (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. Airborne Warning and Control System Undergraduate Flying Training.

3.3.1.3.1.2. Airborne Battlefield Command and Control Center Undergraduate Flying Training.

3.3.1.3.1.3. Joint Surveillance Target Attack Radar System Undergraduate Flying Training.

3.3.1.3.2. 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 paragraphs [4.4.1.1](#) through [4.4.1.4](#) for additional guidance for aeronautical ratings and entitlement to continuous aviation incentive pay for ARC air battle managers.

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 date 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,

40C0C (to include shreds A, B, C, D, and E) or 44XX AFSCs and the basic flight surgeon aeronautical rating.

3.3.1.4.1. The 88th Operations Support Squadron's HARM office at Wright-Patterson Air Force Base will publish the aeronautical order assigning aviation service code "8J" using an AF Form 1887, *Aeronautical Order (PA) Aviation Service* to establish the aviation service date and basic flight surgeon aeronautical rating effective the date of graduation from the Aerospace Medicine Primary Course based on members' having met the following requirements: 1) completion of Aerospace Medicine Primary Course (AFOM 102, AMP 201, and AMP 202); 2) award of an unrestricted medical license; and 3) medically certified for in-flight duty (IFC II). **Note:** Medical officers and medical students are not built in the ARMS database by the 88 OSS HARM office. The member's servicing HARM office will create the record in ARMS. It is the member's responsibility to request aeronautical orders be published by the 88 OSS HARM office and they must submit them to their servicing HARM office. The servicing HARM office will publish aeronautical orders for members who met requirements after graduation.

3.3.1.4.2. The servicing HARM 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, 40C0C (to include shreds A, B, C, D, and E) or 44XX AFSCs; and 4) assignment to an aircrew position indicator "5" coded billet. 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 HARM office will revoke the aviation service code "8J" and publish an aviation service code "8A" effective the class graduation date. Otherwise, the servicing HARM office will use the latest date that all requirements were met as the effective date for the aeronautical order assigning aviation service code "8A". **Note:** The servicing HARM office will check with the 88 OSS HARM office prior to publishing aeronautical orders for members that in-process without them to avoid duplicate aeronautical orders.

3.3.1.5. Rated officers recalled to active duty and those transferred in a rated capacity to the USAF from other United States 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 awarded the first aeronautical rating establishes the member's aviation service date. **Exception:** For flight surgeons entering training to another rated specialty see [paragraph 3.4.1.1](#).

3.3.1.7. Do not count officer preflight training or career enlisted aviator duty when establishing a rated officer's aviation service date. 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:** Undergraduate Training for Remotely Piloted Aircraft Pilots (Officers and Enlisted) starts at Pueblo, CO.

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 designated aircraft-specific flight simulator). The aviation service date will not be prior to the date the member is qualified for aviation service (to include medical certification). **(T-0)** For a member disenrolled from a formal weapons system training course who is later selected for training in a different CEA specialty, the aviation service date is the reentry date backdated by the initial period of training. **Example:** A member began undergraduate CEA training on 5 September 2021. The individual was eliminated from training after 100 days. The member later qualified for re-entry into Undergraduate CEA training with a class start date of 29 December 2021. The aviation service date is adjusted by taking the 29 December 2021 class start date and subtracting the original 100 days in training. The adjusted aviation service date is 20 September 2021.

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. **Note:** The servicing HARM office will publish aviation service code “06” effective the date the member is disenrolled.

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 formal 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. A rated officer’s aviation service date will 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. **Note:** Do not adjust the aviation service date for rated officers to account for previous career enlisted aviators or non-rated aircrew duty history. For aviation service date adjustments, the servicing HARM 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/A3DX (for RegAF members) or AFRC/A3RA (for ARC members) for Military Personnel Data System update. Visit the Air Force Aviation Resource Management SharePoint® for the aviation service date adjustment guide and workflow email.

3.4.1.1. A flight surgeon who enters undergraduate flying training shall have their aviation service date adjusted to the class start date of the applicable ungraduated flying training course.

3.4.1.2. A rated officer’s aviation service date remains unchanged for officers temporarily disenrolled (less than 180 days) 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 rated 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 2021. The individual was eliminated from

training after 100 days. The member later qualified for re-entry into Undergraduate Combat Systems Operator Training with a class start date of 29 December 2021. The aviation service date is adjusted by taking the 29 December 2021 class start date and subtracting the original 100 days in training. The adjusted aviation service date is 20 September 2021.

3.4.1.4. A prior career enlisted aviator attending OTS and then entering undergraduate flying training or Undergraduate Air Battle Manager Training shall have their aviation service date change to the class start date of the applicable course.

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

3.4.1.7. All aviation service date and flying incentive pay actions effective prior to the dates in paragraphs 3.4.1.5 and 3.4.1.6 were in accordance with governing directives at that time and will not be adjusted. **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 (except ASC 07) will be included in an aviation service date adjustment and the aviation service history adjusted, accordingly.

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 (except periods of ASC 07). 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. The aviation service date for career enlisted aviators assigned aviation service code "07" will not be adjusted. For aviation service date adjustments, the servicing HARM 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/A3DX (for RegAF members) or AFRC/A3RA (for ARC members) for Military Personnel Data System update. Visit the Air Force Aviation Resource Management SharePoint® for the aviation service date adjustment guide and workflow email.

3.4.2.1. 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.

3.4.2.2. All aviation service code and flying incentive pay actions effective prior to these dates were in accordance with governing directives at that time and will not be adjusted. **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.

3.5. Rated Officer and Career Enlisted Aviator Management. The rated officer and career enlisted aviator 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, RPA 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:** Numerical aircrew position indicator codes “1-0” apply to officers, and alphabetical codes “A-Z” apply to enlisted. 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
1	Pilot positions used primarily for in-flight duty.	
2	Navigator, combat systems officers, or observer positions used primarily for in-flight duty.	
3	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.	
4	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.	
5	Flight surgeon positions. This code is restricted to AFSC 48XX, AFSC 40C0, or AFSC 44OX.	Notes 1 and 2
6	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
7	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/A3DX.	
8	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
9	Air battle managers required to perform in-flight duties or perform operational flying duty accumulator-creditable ground based radar duties.	
0	Officer positions not requiring rated duties or expertise.	
A	Career enlisted aviators positions used for line flying unit primary mission assigned inventory aircraft assigned.	
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
C	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.	
D	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
E	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.	
F	Career enlisted aviators assigned to positions for Operational Test and Evaluation or Foreign Military Sales Programs.	
G	Career enlisted aviators not occupying a 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/A3DX.	
Z	Enlisted position not requiring career enlisted aviation duties. (non-career enlisted aviator)	

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 Chief of Aerospace Medicine (MAJCOM/SGP) or higher will determine which flight surgeons are designated as the primary incumbents. Refer to DAFMAN 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 (Examples: 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 within the double-billet allowance defined in DAFMAN 11-401.

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

Table 3.2. Flying Activity Code Listing.

Flying Activity Codes	Approval Authority	Explanation
1	HARM office	Active. Officers in aircrew position indicator codes “1”, “2”, “5”, “7” and “9” coded positions not associated with formal flying training course.
2	HARM office	Active. 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	HARM office	Active. 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/A3DX	Active. 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/A3DX	Active. 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/A3 HARM office	Active. Officers not eligible for flying activity codes “1” through “5” whose current assignment(s) require active temporary operational flying. Exceptions: 1. The servicing HARM office will 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). Note: If a member attends a formal flying requalification course (from an inactive position), then returns back to the non-flying position awaiting Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA) to an active flying position, the member will remain flying activity code “6” and flying status code “A/Z”. 2. The servicing HARM office will assign flying activity code “6” for members assigned to inactive flying positions deployed to an active flying billet.
7	HARM office Inactive. .	Rated officers in inactive status (Aircrew position indicator codes “3” or “4”). Active. Undergraduate flying training students in aircrew position indicator “0” positions.
8	HARM office	Inactive. Rated officers/career enlisted aviators performing in-flight non-crew or inactive RPA duties.
9	AF/A3DX	Active. Flight surgeon who holds the pilot-physician aeronautical rating awarded by AF/A3DX based on the Surgeon General of the United States Air Force (AF/SG) recommendation.
	AF/A3DX	Active. Reserved for use only when directed by AF/A3DX.
0	HARM office	Inactive. Rated officers assigned to non-rated aircrew position indicator code “0” duties not involving in-flight duties.

A	HARM office	Active. Career enlisted aviators in aircrew position indicator code “A” or “G” coded positions not associated with formal flying training course.
B	HARM office	Active. Instructors, supervisors, and students (Aircrew position indicator codes “A”, “B”, “D” or “Z”) assigned to fly aircraft assigned to flying training units or equivalent.
C	HARM office	Active. 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.
D	HARM office	Active. Career enlisted aviators assigned to Air Education and Training Command (AETC) non-flying formal school position. (Aircrew position indicator code “C”).
E	MAJCOM/A3 HARM office	Active. Career enlisted aviators not eligible for flying activity code “A”, “B”, “C” or “D” whose current assignment requires active temporary operational flying. Exceptions: 1. The servicing HARM office will 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). Note: If a member attends a formal flying requalification course (from an inactive position), then returns back to the non-flying position awaiting PCS/PCA to an active flying position, the member will remain flying activity code “E” and flying status code “A/Z”. 2. The servicing HARM office will also assign flying activity code “E” for career enlisted aviators assigned to inactive flying positions but deployed to an active flying billet.
F	HARM office	Active. Career enlisted aviators assigned to Operational Test and Evaluation or Foreign Military Sales Programs.
G	HARM office	Inactive. Career enlisted aviators in inactive status (aircrew position indicator codes “C”, “E” and “Z”).
H	MAJCOM/A3T	Inactive. Career enlisted aviators in AFSC 9G100 positions approved for operational or indoctrination flying. Career enlisted aviators in AFSC 9E000 positions approved for indoctrination flying. Exception: National Guard Bureau (NGB)/A3/6/10 and Air Force Reserve Command Operations Resource Division (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 paragraphs 6.7.2 through 6.7.2.2 for additional guidance.

HARM	Active. Undergraduate flying training students in aircrew position indicator “Z” positions.
MAJCOM/A3T	Inactive. Career enlisted aviators in AFSC 9G100 positions approved for operational or indoctrination flying. Career enlisted aviators in AFSC 9E000 positions approved for indoctrination flying. Exception: National Guard Bureau (NGB)/A3/6/10 and Air Force Reserve Command Aviation Resource Management Branch (AFRC/A3RA) 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 paragraphs 6.7.2 through 6.7.2.2 for additional guidance.
AF/A3DX	Active. Other use only as directed by AF/A3DX.

3.7. Aviation Service Codes (ASC). 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 3.9** 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 suspended, disqualified, 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 HARM 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.

Entitlement Status Code	Explanation
1	Continuous Aviation Incentive Pay (0 to 12 years). A rated or student pilot, navigator, combat systems officer, air battle manager, or observer who has up to 12 years of aviation service.
2	Continuous Aviation Incentive Pay (12 to 18 years). A pilot, navigator, combat systems officer, air battle manager, or observer who has from 12 to 18 years of

	aviation service and has performed operational in-flight duties for at least 8 of the first 12 years of aviation service.
3	Continuous Aviation Incentive Pay (18 to 25 years). 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.
4	Continuous Aviation Incentive Pay (18 to 22 years). 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.
5	Conditional Aviation Incentive Pay (12 to 18 years). 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.
6	Conditional Aviation Incentive Pay (18 to 25 years). 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	Conditional Aviation Incentive Pay (After 25 years of aviation service). 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	Conditional Aviation Incentive Pay (Medical). 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	Conditional Hazardous Duty Incentive Pay. A non-rated/non-career enlisted aviator crewmember, operational support member or non-interference flier ordered to participate in frequent and regular in-flight duties or assigned to parachute duty. Note: HARM offices will assign ESC 9 to non-interference fliers, and missileers for ARMS tracking purposes. Neither flying incentive pay nor operational flying duty accumulator credit is authorized.
0	Disqualified, Suspended, Terminated or Non-Interference Flier (No Aviation Incentive Pay or Hazardous Duty Incentive Pay authorized). An individual disqualified or suspended from aviation/parachutist service, or a non-aircrew member assigned to non-interference in-flight duties.

A-H	Critical Skills Incentive Pay. The servicing HARM 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. (T-1) Entitlement status code “B” will be used for career enlisted aviators between 10 to 15 years of aviation service. (T-1) Entitlement status code “C” will be used for career enlisted aviators between 15 to 20 years of aviation service. (T-1) Entitlement status code “D” will be used for career enlisted aviators between 20 and 25 years of aviation service. (T-1) Entitlement status code “H” will be for career enlisted aviators who have completed 25 years of aviation service. (T-1)
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Table 3.4. Flying Status Code List (Disqualification/Suspension).

Flying Status Code	Explanation
0	Disqualified. Administrative Reasons.
1	Disqualified. Fear of Flying.
2	Reserved for future use.
3	Disqualified. Medical disqualification.
4	Suspended. Permanent disqualification action pending. HARM office will not assign for more than 365 days without MAJCOM/A3T approval.
5	Disqualified. Flying Evaluation Board actions (Example: Lack of Proficiency, Failure to meet training standards, etc.)
6	In-Flight Duties Terminated. Flying (rated/career enlisted aviator trainee and operational support) missileer or jump requirement terminated. (Note 1)
7	Disqualified. Failure to maintain medical certification.
8	Disqualified. Voluntary request.
9	Disqualified. Excess Leave Program (ELP)

Table 3.4. Note:

1. The servicing HARM office will publish an aeronautical order for non-rated/non-career enlisted aviator'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 Officer Training School). **(T-2)** For members in aviation service code “9D” authorized to perform both parachute/in-flight duties and either is terminated, see **Table 3.5. Note:** Air Force Special Warfare (AFSPECWAR) members will be assigned aviation service code “9J” when filling positions that do not require flying and/or jumping.

Table 3.5. Flying Status Code Listing.

Flying Status Code	Explanation
A	Active-Operational Flying. 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. Notes 5, 6 and 8.
B	Active-Air Battle Manager Ground-Based Radar Duty. An air battle manager assigned to operational flying duty accumulator-creditable ground-based radar duties. The assignment of flying status code “B” does not authorize in-flight duties. Note 8.
C	Active-Operational Support (Non-crewmember). An individual (not considered rated, career enlisted aviator, or other non-rated aircrew duties) required to perform in-flight non-crew duties that cannot be performed by an aircrew member in that aircraft’s crew complement. Note 8.
D	Active-Non-rated/Non-Career Enlisted Aviator Aircrew Member. A qualified non-rated/non-career enlisted aviator aircrew member authorized to perform aircrew duties. Notes 3, 4 and 8.
E	Active-Parachutist. 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. Notes 3 and 8.
H	Inactive-Double Billed. 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 in accordance with DAFMAN 11-401. Note 9.
J	Inactive-Restricted. Assign flying status code “J” to an aircrew/parachutist member restricted from in-flight/parachutist duties while assigned to a non-operational flying/parachutist position (includes flying activity code “8” flyers). This action terminates incentive pay entitlement for an aircrew member or parachutist (Hazardous Duty Incentive Pay only) in conditional incentive pay status. Notes 3, 9 and 11.
K	Inactive-Lack of Support Capability-Restricted. Aircrew member assigned to an active aircrew position indicator who is not authorized to perform in-flight duties due to lack of support capability. Note 9. Commanders must have MAJCOM/A3T approval for members to remain in “K” status for longer than 365 days in accordance with DAFMAN 11-401.
L	Inactive-School (Academic). An aircrew member/parachutist assigned to a non-flying/non-jumping course of instruction lasting 180 calendar days or longer. Notes 7 and 9.
P	Inactive-Separated. A rated officer or career enlisted aviator removed from aviation service on separation from the respective service. Notes 2 and 9.
R	Inactive-Retired. A rated officer or career enlisted aviator removed from aviation service on retirement from the respective service. Notes 2 and 9.
S	Active-Nonperformance. A rated officer assigned to operational in-flight duties who did not accomplish operational flying duty accumulator requirements. Exception: 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 (MAJCOM/A3T approval is not required if the member is in “DOWN” status). Notes 1 and 8.
T	Inactive-Indoctrination Flier. 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. Notes 8 and 9.
U	Active-Flying Training Student (Undergraduate). 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. Note 8.
V	Inactive-Career Enhancing Assignment. Rated officers assigned to a career enhancing assignment outside of aviation service that does not require rated expertise. Note 10.
W	Active-Non-Interference Flier (Non-crewmember). Non-rated/non-career enlisted aviator members, non-crew commanders assigned non-interference status. Note 8.
X	Active-Pipeline. An undergraduate flying training graduate (pilot, CEA, combat systems officer, air battle manager, observer training or RPA pilot) selected to return to formal training unit aircraft qualification. Use date of graduation from undergraduate flying training or class start date for formal training unit aircraft qualification as effective date to assign FSC “X”. Note 8.
Z	Active-RPA Duties. Pilot or CEA assigned to an RPA approved by SecAF and performing operational RPA duties. Note 8.

Table 3.5. Notes:

1. See **paragraph 3.9.3** for further guidance on the application of flying status code “S”.
2. The servicing HARM 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 Personnel Accounting Symbol Code (PASCODE) starting with “S7” are assigned flying status code “P” or “R” upon effective date of orders. Do not publish FSC “P” aeronautical orders for members transferring components without a break in service.
3. When a non-rated officer or non-career enlisted aviator is assigned to a dual-coded flying and jump position, the servicing HARM office will publish an aeronautical order assigning flying status code “D”. **(T-1)** When no longer assigned to the dual-coded jump/flying position, the servicing HARM office will publish an aeronautical order to 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 HARM office will publish an aeronautical order to change the member’s flying status code to “E”. **(T-1)**
4. The servicing HARM office processes an aeronautical order to assign aviation service code “06” effective the date of separation or retirement for non-rated officer and non-career enlisted aviator 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 HARM 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 (Example: jump deployment). See AFMAN 11-421, for guidance on ASC termination dates.

6. The servicing HARM 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, parachutist, 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, parachutist or ground-based radar duties. Operational Flying Duty Accumulator credit is not authorized. Members receiving conditional pay must have their pay stopped, regardless of any banked flying time. **(T-0)**
10. For additional guidance see AFMAN 11-421 **paragraphs 6.2.4.5.4 – 6.2.4.5.4.3.**
11. AEAOs in this status are authorized to receive Hazardous Duty Incentive Pay (HDIP) when requirements are met.

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

3.8.1. 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 up to one year at a time on a case-by-case basis, effective from the date of approval. **Note:** Aircrew position indicator code “0” is not authorized active temporary operation flying status. The MAJCOM/A3 will provide an annual report of flying activity by members assigned to non-flying positions to the Aircrew Summit. The servicing HARM office will change the flying status code in the Aviation Resource Management System to “A” or “Z”. **(T-1)**

3.8.2. 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 HARM office will ensure the flying status code in the Aviation Resource Management System is “J”. **(T-1) Note:** The member will provide a copy of the approved memo to the Squadron Aviation Resource Management office.

3.8.3. Rated officers assigned to aircrew position indicator code “0” billets may fly on a non-interference basis when approved by MAJCOM/CC. **(T-1)** 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, *ARMS Aircrew/Mission Flight Data Document* or AF Form 3520, *ARMS Aircrew/Mission Flight Data Extract*. **(T-1)**

3.8.4. Flight Surgeon (to include Pilot-Physician), Critical Care Air Transport Team (CCATT), and Non-Aircrew Aerospace Medicine Personnel.

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 on inactive aeronautical orders, will log only “Other” flight time and include remarks on the reverse side of AFTO Form 781 (Examples: “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 HARM 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 HARM 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”.

3.8.4.4. 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 (to include during attendance of Advance CCATT course) in accordance with DAFMAN 11-401. Neither flying incentive pay nor operational flying duty accumulator credit is authorized. **(T-0)** OG/CC will identify in writing the individuals to place on aeronautical orders and validate the requirement to fly periodically. **(T-1)**

3.8.4.5. Refer to DAFI 48-107, Volume 2, *En Route Critical Care*, for more information on CCATT personnel placed on aeronautical orders to support En Route Critical Care (ERCC) unit type codes.

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 AFMAN 11-421 and DoD 7000.14-R, Volume 7A 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 exception to policy must be approved for any exceptions to the 12 and 18 year operational flying duty accumulator gate requirements (96 and 120 months, respectively) in accordance with **paragraph 3.10**. See **paragraph 3.10.5.1.3** for an exception that applies to air battle managers. After the 18th year operational flying duty accumulator gate, rated officers may accumulate badge-creditable operational flying duty accumulator months toward advanced aeronautical ratings.

3.9.1. Anniversary of Operational Flying Duty Accumulator Gates. At the 12th year of aviation service and 18th year of aviation service, the servicing HARM office determines the member’s entitlement to continuous aviation incentive pay based on accrued operational flying duty accumulator credits and assigns the appropriate entitlement status code in accordance with **Table 3.3**. After the 18th year operational flying duty accumulator gate, rated officers may accumulate “badge-creditable” operational flying duty accumulator months toward advanced ratings in accordance with **Table 4.1**. 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.

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

3.9.2.1. Be assigned to and perform in-flight or ground-based radar duty. **(T-0) 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-0)**

3.9.2.2. 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-0)** 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-0)**

3.9.3. Operational Flying Duty Accumulator Creditable Flight.

3.9.3.1. 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” or “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 HARM 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 awaiting a flying training course class start date will be changed to flying status code “K” versus flying status code “S”. **(T-1) Exception 1:** From 12 September 2008 to 23 January 2019 members assigned to ground based radar duties in an aircrew position indicator “9” position received operational flying duty accumulator credit without logging activity.

Exception 2: Members in FSC U or X will receive operational flying duty accumulator as long as they are otherwise qualified.

3.9.3.1.1. **Example:** Captain Lolly is assigned flying status code “A” on 19 December but does not fly. On 20 March, the servicing HARM office changed the member’s flying status code “A” to flying status code “S”, effective 20 December. The servicing HARM office should not credit December because Captain Lolly 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. Captain Lolly flew on 17 April, the servicing HARM office will 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 HARM office does not award operational flying duty accumulator credit for February (less than 15 days assigned to active) but will award credit for March and April.

3.9.3.2. 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 HARM 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; (2) stop operational flying duty accumulator credit; and (3) change the flying status code to “A, B or Z” effective the member’s next operational accumulator-creditable flight or ground-based radar duty date. **(T-1)** Do not award retroactive credit. **(T-1)**

3.9.3.2.1. **Example:** Lt Purdie flew on 14 May and did not fly again until 18 November: The HARM office assigns flying status code “S” on 1 September. Credit operational flying duty accumulator for May, June, July, and August. The HARM office updates the flying status code 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.

3.9.3.3. 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-0)**

3.9.3.3.1. The lead command MAJCOM/CC for the Mission Design Series (MDS) will identify their certified flight simulators in accordance with AFI 10-217, *Management of Air Force Operational Training and Undergraduate Aircrew Training Systems*.

3.9.3.3.2. Prior to 1C0X2 personnel updating certified flight simulator time in the Aviation Resource Management System, the AFTO Form 781, or AF Form 3521, *ARMS RPA Aircrew/Mission Flight Data Document* must be certified by the pilot in command, aircraft commander, or flight simulator instructor. **(T-2)**

3.10. Operational Flying Duty Accumulator Exception to Policy.

3.10.1. Pursuant to Secretary of the Air Force delegation dated 26 June 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/A3DX.

3.10.2. The operational flying duty accumulator exception to policy request packages will include the MAJCOM/CC nomination, Aviation Service Audit Worksheet, member's 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.

3.10.3. 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.

3.10.4. 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.

3.10.5. Operational Flying Duty Accumulator Exception to Policy Eligibility Requirements.

3.10.5.1. 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 for an exception to policy. Effective 29 January 2018, air battle managers must have at least 72 months of operational flying duty accumulator credit. Air battle manager operational flying duty accumulator exception to policy requests that were denied by Headquarters Air Force (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.

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.

3.10.5.1.2. 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. Members are not qualified for continuous aviation incentive pay entitlement prior to meeting qualification requirements.

3.10.5.1.3. 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 paragraphs [3.10.5.1.3.1](#) through [3.10.5.1.3.3](#). The servicing HARM office will validate the member met criteria listed in paragraphs [3.10.5.1.3.1](#) through [3.10.5.1.3.3](#) and process the required aviation incentive pay action for the applicable operational flying duty accumulator gate period.

3.10.5.1.3.1. Awarded an aviation service date in accordance with paragraphs [3.3.1.3.1](#) through [3.3.1.3.1.3](#).

3.10.5.1.3.2. 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. Medically 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. Members submitting operational flying duty accumulator exception to policy requests must be medically qualified for aviation service in their aircrew specialty.

3.10.5.3. 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, 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*.

3.10.5.4. Rated officers selected for highly competitive and nominative assignments merit operational flying duty accumulator exception to policy 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, Air Force Personnel Center (AFPC) will place appropriate documentation in the member's personnel record. Commanders will ensure that documentation includes a justification that supports the assignment to a non-flying position.

3.10.5.5. 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.

3.10.5.6. 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 exception to policy. MAJCOM/A3T will coordinate with Air Force Personnel Center (contact AFPC/DP2OR Workflow: afpc.dp2or.workflow@us.af.mil) to retrieve pertinent documents affecting member's aviation history (e.g., Acknowledgement of Understanding, Active Duty Service Commitment) in their personnel file. **(T-1) Note:** N/A for ARC. For

HAF members, the Air Force AF/A1 staff accomplishes the Air Force Personnel Center coordination.

3.10.5.7. Periods of medical disqualification (aviation service code “03” and “07”) are not eligible for Operational Flying Duty Accumulator exception to policy consideration.

3.10.6. Staffing Operational Flying Duty Accumulator Exception to Policy Requests.

3.10.6.1. The member is responsible for establishing adequate justification and submitting the operational flying duty accumulator exception to policy.

3.10.6.2. The member will submit the request to the servicing HARM office no earlier than the year prior to loss of aviation incentive pay. **(T-1)** For applicants not assigned to a MAJCOM (Examples: members assigned to direct reporting units such as US Central Command, US Pacific Command, or US Strategic Command), the member will submit packages to their servicing HARM office for staffing packages to the MAJCOM that is in the HARM office’s chain of command. **(T-2)**

3.10.6.3. For members assigned to HAF, the member will submit their package to their servicing HARM office for review and staff it through the individual’s supervisory chain of command (A1, A3, A4, etc.), then to AF/A3DX.

3.10.6.4. The servicing HARM office will validate request and staff packages to MAJCOM/A3T. **(T-2)**

3.10.6.5. MAJCOM/A3T 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/A3DX. If submission is not warranted, MAJCOM/CCs or HAF senior officers may deny requests.

3.10.6.6. Prior to MAJCOM/CC or HAF senior officer approval, MAJCOM/A3T may send request packages to AF/A3DX for an informal review; however, point of contacts will accomplish the initial review prior to submitting packages to HAF offices.

3.10.6.7. 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. 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 due to reasons beyond their control. The second operational flying duty accumulator exception to policy requires SecAF approval.

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 (ARB) 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 in accordance with [Table 4.1](#) prior to award of an aeronautical rating. **(T-1)** The rated aviation badges correspond to aeronautical ratings. The aeronautical order awarding the aeronautical rating constitutes authority to wear the badge. Dual-rated officers may wear a previously awarded badge with the most current rating (badge) placed above the previously awarded badge.

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. Other US military service helicopter-only pilots may be awarded the USAF pilot aeronautical rating (helicopter-only) during an inter-service transfer to the USAF or when accepting an USAF commission for rated officer duties. Helicopter-only pilots are those former non-USAF military pilots who did not complete undergraduate fixed wing training equivalent to USAF undergraduate pilot training. USAF helicopter-only pilots will complete undergraduate pilot training, or a fixed-wing transition course designated by AETC, prior to assignment to fixed wing aircraft duties. **(T-1)**

4.3.2.2. Former United States Navy or United States Marine Corps 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.

4.4. Authority to Award USAF Aeronautical Ratings.

4.4.1. The Air Education and Training Command (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 1:** 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 Air Force Base. **Note 2:** The AETC/CC (or delegated approval authority) awards the RPA enlisted pilot badge. See [Chapter 5](#) for requirements to award the basic and advanced RPA enlisted pilot badge.

4.4.1.1. NGB/A3/10 and AFRC/A3R may award the air battle manager aeronautical rating to officers that were previously considered non-rated officers prior to 08 April 2019 when the member completes an NGB-approved or ARC approved difference training program. The class start date of the 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 08 April 2019. **(T-1)**

4.4.1.2. ARC air battle managers (assigned to 13B AFSC) who complete the ARC 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/A3/10 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 08 April 2019. 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. ARC battle managers (assigned to 13B AFSC) who enroll in the ARC 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. NGB/A3/10 and AFRC/A3R will validate air battle managers met all training and aeronautical rating requirements and provide the servicing HARM 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) ARC approved difference training completion date; and 3) advanced aeronautical rating(s) requirements met by the member. **(T-1)**

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 in accordance with [paragraph 3.3.1.4.2](#). When approved in accordance with AFI 11-405, *The Pilot-Physician Program*, a flight surgeon holding an additional

aeronautical rating may hold a dual aeronautical rating in accordance with the USAF pilot-physician program.

4.4.4. AF/A3T awards the astronaut qualifier. Applicants will submit a request through MAJCOM channels to AF/A3DX, with a copy of the member's current aeronautical order. **(T-1)** If approved, AF/A3DX publishes the Department of the Air Force aeronautical order awarding the astronaut qualifier.

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 and awarded the previous level of USAF aeronautical rating (Examples: awarded basic flight surgeon rating before being eligible for award of the senior flight surgeon rating). **Note:** The member will not be separated, suspended, or disqualified from aviation service.

4.5.2. An officer is eligible for an advanced USAF aeronautical rating in the most recent specialty only (Examples: 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 their additional rating.

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-0)** **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. 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 in accordance with [paragraph 3.9.3.3](#)) 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 USAF Academy (USAFA) cadets, Reserve Officer Training Corp cadets, or recent USAFA graduates flight hours accrued at USAFA 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 in accordance with DAFMAN 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 additional rating and flight surgeon aeronautical ratings. Flight surgeon time will only be applied toward advanced flight surgeon aeronautical ratings in accordance with **Table 4.1. (T-1)**

4.7. Award of the Basic and Advanced USAF Aeronautical Rating. The servicing HARM 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)** If criteria is met after 7/15 years of rated service, use the 16th of a month when meeting operational flying duty accumulator requirement or date of flight when member reached hour milestone requirement for effective date of aeronautical order. **(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 Readiness Agency (AFMRA/SG3PF) for RegAF flight surgeons. Submit applications through National Guard Bureau Surgeon General (NGB/SG) for ANG flight surgeons. Submit applications through Air Force Reserve Surgeon General (AFRC/SG) for AFR flight surgeons. Include all records pertinent to establishing professional qualification as a USAF flight surgeon. **(T-1)**

4.8.2. After certifying professional qualification, AFMRA/SG3PF will forward the approved application to AF/A3DX for publication of a Department of the Air Force aeronautical order to award the USAF aeronautical rating. AF/A3DX forwards a copy of the Department of the Air Force aeronautical order awarding the aeronautical rating to MAJCOM/A3T and gaining HARM 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, air battle manager, or flight surgeon 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 active 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 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 final approval. **(T-1)** If approved, AF/A3DX 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.

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/A3DX 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).

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 HARM 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/A3DX to publish a Department of the Air Force aeronautical order to award the USAF aeronautical rating. 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, 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:** US Army pilots with at least 1,000 hours of fixed-wing time (military aircraft or civilian if greater than 450 horsepower) may be awarded an unrestricted USAF aeronautical rating. The MAJCOM/A3T will direct the member to attend a transition training course at a formal training unit in accordance with the appropriate AFMAN 11-202, Volume 1, *Aircrew Training* . **(T-1)** For ARMS purposes, the sister-service rating date is used for advanced ratings.

4.9.6.1. The applicant must have completed a course comparable to USAF undergraduate helicopter pilot training. **(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 (or Aeronautical Rating Board waiver) 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. The servicing HARM office will not revoke a USAF aeronautical rating by AF/A3DX unless the revocation is the result of a Flying Evaluation Board action. **(T-1)** **Note:** For helicopter-only restricted pilots, 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.

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 was 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 HARM office shall assign aviation service code “06” in the Aviation Resource Management System. **(T-1)**

Table 4.1. Mandatory Requirements for Award of Aeronautical Ratings.

LINE	A	B	C	D	E	F
	Rating	Rated Service or Formal Training	OFDA	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): 1-2, and 13. (T-0)
2	Senior Pilot	At least 7 years rated service as a pilot, permanent award of USAF pilot aeronautical rating, <u>and</u>	72 Months <u>or</u>	At least 2000 total pilot hours <u>or</u> 1300 hours (any combination of primary, instructor, and/or evaluator pilot time)	No	Note(s): 1-8, and 13. (T-0)
LINE	A	B	C	D	E	F
	Rating	Rated Service or Formal Training	OFDA	Military Flying Time	Application Required	Applicable Notes and Additional Requirements
3	Command Pilot	At least 15 years rated service as pilot, permanent award of USAF Senior Pilot aeronautical rating, <u>and</u>	144 Months <u>or</u>	At least 3000 total pilot hours <u>or</u> 2300 hours (any combination of primary, instructor, and/or evaluator pilot time)	No	
4	RPA Pilot (AFSC:18 X)	Graduate of USAF RPA pilot training program	N/A	N/A	No	Note(s): 1-2, and 13.

5	Senior RPA Pilot (AFSC:18 X)	At least 7 years rated RPA service as a pilot, permanent award of USAF RPA pilot rating, and	72 Months or	At least 2000 total RPA pilot hours or 1300 hours (any combination of primary, instructor, and/or evaluator RPA pilot time)	No	Note(s): 1-8, and 13.
6	Command RPA Pilot (AFSC:18 X)	At least 15 years rated service as RPA pilot, permanent award of USAF Senior RPA Pilot rating, and	144 Months or	At least 3000 total RPA pilot hours or 2300 hours (any combination of primary, instructor, and/or evaluator RPA pilot time)	No	
7	Combat Systems Officer	Graduate of USAF Combat Systems Officer Undergraduate Flying Training Program	N/A	N/A	No	Note(s): 1-9, and 13.
LINE	A	B	C	D	E	F
	Rating	Rated Service or Formal Training	OFDA	Military Flying Time	Application Required	Applicable Notes and Additional Requirements

8	Senior Combat Systems Officer	At least 7 years rated service as a Combat Systems Officer, permanent award of USAF Combat Systems Officer aeronautical rating, and	72 Months or	At least 2000 total hours as Combat Systems Officer or 1300 hours (any combination of primary, instructor, and/or evaluator time as Combat Systems Officer)	No	
9	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, and	144 Months or	At least 3000 total hours as a Combat Systems Officer or 2300 hours (any combination of primary, instructor, and/or evaluator time as a Combat Systems Officer)	No	Note(s): 1-9, and 13.
10	Navigator	Graduate of USAF Undergraduate Navigator Training Program	N/A	N/A	No	Note(s): 1-2, and 13.
LINE	A	B	C	D	E	F
	Rating	Rated Service or Formal Training	OFDA	Military Flying Time	Application Required	Applicable Notes and Additional Requirements

11	Senior Navigator	At least 7 years rated service as a navigator, permanent award of USAF navigator aeronautical rating, <u>and</u>	72 Months <u>or</u>	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): 1-8, 10, and 13.
12	Master Navigator	At least 15 years rated service as a navigator, permanent award of USAF senior navigator aeronautical rating, <u>and</u>	144 Months <u>or</u>	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)	No	Note(s): 1-8, 10, and 13.
13	Air Battle Manager	Graduate of Undergraduate Air Battle Manager Training.	None	None	No	Note(s): 1-2, 12, and 13.
LINE	A	B	C	D	E	F
	Rating	Rated Service or Formal Training	OFDA	Military Flying Time	Application Required	Applicable Notes and Additional Requirements

14	Senior Air Battle Manager	At least 7 years rated service as an Air Battle Manager, permanent award of USAF Air Battle Manager aeronautical rating, and	72 Months or	At least 2000 total hours as an Air Battle Manager or 1300 hours (any combination of primary, instructor, and/or evaluator time as an Air Battle Manager)	No	Note(s): 1-8, and 12.
15	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, and	144 Months or	At least 3000 total hours as an Air Battle Manager or 2300 hours (any combination of primary, instructor, and/or evaluator time as an Air Battle Manager)	No	
16	Observer	Graduate of National Aeronautics and Space Administration Mission Specialist Training	None	None	No	Note(s): 1-2, and 13.
LINE	A	B	C	D	E	F
	Rating	Rated Service or Formal Training	OFDA	Military Flying Time	Application Required	Applicable Notes and Additional Requirement(s)

17	Senior Observer	At least 7 years rated service as an Observer, permanent award of USAF observer aeronautical rating, <u>and</u>	72 Months <u>or</u>	At least 2000 total hours <u>or</u> 1300 hours (any combination of primary, instructor, and/or evaluator time) as an observer	No	Note(s): 1-8, and 13.
18	Master Observer	At least 15 years rated service, permanent award of USAF senior observer aeronautical rating, <u>and</u>	144 Months <u>or</u>	At least 3000 total hours <u>or</u> 2300 hours (any combination of primary, instructor, and/or evaluator time) as an observer	No	
19	Flight Surgeon	USAF Medical Corps officer graduate of the Aerospace Medicine Primary Course (AFOM 102, AMP 201, and AMP 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 13.
LINE	A	B	C	D	E	F
	Rating	Rated Service or Formal Training	OFDA	Military Flying Time	Application Required	Applicable Notes and Additional Requirement(s)

20	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"), and	N/A	At least 275 total hours logged as a flight surgeon or 72 sorties while on operational flying duty as a flight surgeon or pilot-physician	Yes	Note(s): 1-8, 11, and 13. 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.
21	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"), and	N/A	At least 550 total hours logged as a flight surgeon or 144 sorties while on operational flying duty as a flight surgeon or Pilot-Physician	Yes	Note(s): 1-8, 11, and 13. Additional Requirement(s): - Validated by the USAF Surgeon General Aerospace Medicine Consultant. - Serve in an assignment above base level.
Inter-Service Transfer Ratings						
LINE	A	B	C	D	E	F
	Rating	Rated Service or Formal Training	OFDA	Military Flying Time	Application Required	Applicable Notes and Additional Requirement(s)

22	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): 1-2, and 13. Additional Requirement(s): - Approved by MAJCOM/A3T thru the Aeronautical Rating Board/ARB Waiver process prior to award of the aeronautical rating.
23	Pilot (Helo-Only)	Graduate of helicopter training conducted by another US military service	N/A	N/A	Yes	
24	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 Training)	N/A	N/A	Yes	
25	Navigator	Graduate of the US Naval Observer course VT-29 (Advanced Navigator Training Course)	N/A	N/A	Yes	
26	Combat Systems Officer	Graduate of Combat Systems Officer Undergraduate Flying Training after 1 October 2004	N/A	N/A	Yes	

27	Flight Surgeon	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 13. Additional Requirement(s): - Qualified by the USAF Surgeon General Aerospace Medicine Consultant.
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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. **Note: (For advanced aeronautical ratings)** Meet minimum military flight time or operational flying duty accumulator requirements. Officers continue to accumulate OFDA months earned beyond the 18th year of aviation service to apply only toward award of an advanced rating. To earn creditable months following the 18th year of aviation service, the member must occupy an active flying position for at least 15 days in a given calendar month and perform OFDA-creditable flying duties that satisfy conditional AvIP requirements regardless of the current incentive pay entitlement status of the individual.
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.
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 advanced aeronautical ratings. For example, combat systems officer or student combat systems officer time does not count toward advanced pilot aeronautical ratings.
5. Do not credit operational flying duty accumulator earned from performing another aeronautical specialty. 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 previously earned 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. After 7/15 years of rated service, use the 16th of a month when meeting operational flying duty accumulator requirement or date of flight when member reached hour milestone requirement for effective date of aeronautical order.
8. 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.
9. The combat systems officer rating is awarded to individuals who entered combat systems officer undergraduate flying training after 1 October 2004.
10. Navigators are not eligible for award of advanced combat systems officer aeronautical ratings.
11. 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.

12. See **paragraphs 4.4.1.1 through 4.4.1.4** for additional guidance on ARC air battle managers.

13. Periods of suspension, disqualification or breaks in service do not count toward advanced aeronautical ratings/badges.

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 in accordance with AFI 10-3503, *Personnel Parachute Program*. 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 in accordance with DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space 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.

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 in accordance with DAFI 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 completion of the Formal Training Unit Preparatory Course, prior to meeting the requirements for permanent award. When the member satisfies requirements for permanent award, the servicing HARM 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 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 HARM office's publication of the aeronautical order is the authority to continue the wear of the officer/airman aircrew member badge. **Exception:** Airborne Emergency Action Officers (AEAOs) and Aerospace Physiologists/Aerospace Physiology personnel may wear the basic officer/Airman aircrew member badge (while assigned to AEAO/Aerospace Physiologists/Aerospace Physiology personnel duties) upon completion of Initial Certification prior to satisfying the requirements for permanent award in accordance with [Table 5.1](#).

5.2.3. Non-rated officers who previously earned the airman aircrew member badge may continue to wear the badge in accordance with DAFI 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.

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.

5.2.5. For award of advanced badges, the aircrew member must meet the requirements listed in [Table 5.1](#).

5.3. Permanent Award of USAF Aircrew Member Badges. A career enlisted aviator, non-rated officer aircrew member, or non-career enlisted aviator 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 HARM 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](#) through [5.3.4](#) listed below:

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. 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 from further performance of aircrew member duty as a result of injuries received in an aircraft mishap while performing primary duty as an aircrew member. 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. Combat support missions do not qualify for purposes of this computation. MAJCOMs/Lead Commands for the MDS shall further define combat missions requirements. **(T-1)**

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). 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 HARM 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. **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. 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).

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.

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. 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. 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](#).

5.5. 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 in accordance with AFI 10-3503 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. **Note:** A parachutist badge is not considered an aviation badge.

5.5.1. Wear other US or foreign military service badges, if authorized, in accordance with DAFI 36-2903. **(T-1)**

5.5.2. Parachutist wings are worn above an occupational badge or below a chaplain, aeronautical, space, multi-domain warfare or cyberspace badge in accordance with DAFI 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 HARM 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 HARM 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 in accordance with AFI 10-3503. Commanders will

submit a memorandum and additional documentation that certifies the member is jumpmaster qualified (Examples: MAJCOM approved plan of instruction signed by the training certifier, formal class certificate of completion, etc.) to the servicing HARM office. **(T-3)** The servicing HARM office or Squadron Aviation Resource Management 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. Test Jumpmaster.
- 5.6.5. Precision 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 or officer aircrew member badge. **(T-1)** 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-1)**

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. If approved, the commander will send the approval memorandum to the servicing HARM 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.

5.7.4. A Flying Evaluation Board, or any authority in a 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 HARM office to ensure the aeronautical order remarks prohibit the wear of the aircrew member badge. **(T-1)** Aeronautical order will state "Member is prohibited from wearing the aircrew member badge per MAJCOM/A3T memorandum dated DD-MMM-YY." The servicing HARM office will delete the badge history from Aviation Resource

Management System, however, do not revoke the aeronautical order(s) that awarded the badge(s).

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 in accordance with [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/A3DX. 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 (B30BY48G1-0B1D) 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/A3DX validates eligibility and requirements have been met, AF/A3DX 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 HARM 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 HARM office will submit an aviation service date adjustment request to AF/A3DX (for RegAF members) or AFRC/A3RA (ARC 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 HARM office will use AFSC Convertible Skills List within the Air Force Enlisted Classification Directory to determine if equivalent sister-service training is sufficient to meet 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. The servicing HARM 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 HARM 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.

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	CEAs: Completed 18 months of aviation service	N/A	N/A	Note(s): 3 and 6
		Non-rated officers and non-career enlisted aviator enlisted aircrew: Complete 18 months of aviation service and	12 paid months of operational flying duty	N/A	Note(s): 1-3, 5-6

		AFSPECWAR aircrew: 18 months of aviation service <u>and</u>	4 hours logged per month in 12 separate months <u>or</u>	At least 100 hours logged <u>or</u> 36 sorties logged as AFSPEC WAR aircrew	Note(s): 1, 3, 6 and 7
		AEAOs: 6 months of assigned duties <u>and</u>	N/A	At least 100 total hours logged as an AEAO	
2	Senior Officer or Airman Aircrew Member	CEAs: 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: 3
		Non-rated officers and non-career enlisted aviator enlisted aircrew: Permanent award of basic badge and completed at least 7 years aviation service <u>and</u>	36 paid months of operational flying duty <u>or</u>	At least 350 total hours logged as a non-rated officer or non-career enlisted aviator aircrew.	Note(s): 1-3, 5-7
3	Master Officer or Chief Airman Aircrew member	CEAs: 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: 3

		Non-rated officers and non-career enlisted aviator enlisted aircrew: Permanent award of basic and senior badges and completed at least 15 years aviation service <u>and</u>	72 paid months of operational flying duty <u>or</u>	At least 750 total hours logged as a non-rated officer or non-career enlisted aviator enlisted aircrew.	Note: 7
4	Flight Nurse	Successfully completed course B30BY46FX 0N0A at the USAFSAM and 18 months of aviation service, <u>and</u>	12 paid months of operational flying duty	N/A	Note(s): 1-4, and 6
5	Senior Flight Nurse	Permanent award of basic badge and have at least 7 years of aviation service, <u>and</u>	36 paid months of operational flying duty <u>or</u>	At least 350 total hours logged as a Flight Nurse	
6	Chief Flight Nurse	Permanent award of basic and senior badges and have at least 15 years of aviation service, <u>and</u>	72 paid months of operational flying duty <u>or</u>	At least 750 total hours logged as a Flight Nurse	

Table 5.1. Notes:

1. Aviation service includes both active and reserve time. Non-rated officers and non-career enlisted aviator enlisted aircrew member 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-career enlisted aviator enlisted aircrew member must meet in-flight duty performance requirements in accordance with DoD FMR 7000-14.R, Volume 7A. **(T-0)**

3. Grandfathering: Do not amend or revoke aeronautical orders for CEAs, non-rated or non-career enlisted aviator 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 HARM office for update of the member’s Aviation Resource Management System record.

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 HARM office.

5. For Aeromedical Evacuation Technician (AFSC: X4N0X1), the member must successfully complete course B3ABY4N0X10A0A.

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 AFSPECWAR members receiving Special War Skill Incentive Pay, logging 4 hours in a month equates to a “paid month” for the purpose of meeting requirements in column “C”.

Table 5.2. Mandatory Requirements for Wear of Parachutist Badges.

LINE	A	B	C	D	E
	Badge	Qualification	Months of Service and Formal Training	Number of Jumps	Applicable Notes and Additional Requirements
1	Basic Parachutist	N/A	See AFI 10-3503	5	Note(s): 1-2, 7, and 8.
2	Senior Parachutist	N/A	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, 9 and 10. Additional Requirement(s): - Jumpmaster Qualified
	Badge	Qualification	Months of Service and Formal Training	Number of Jumps	Applicable Notes and Additional Requirements
3	Master Parachutist	N/A	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 9. Additional Requirement(s): - Jumpmaster Qualified
4	Basic Military Free	Basic High Altitude Low	Graduate of the United States Army John F. Kennedy Special	Based on course	Note(s): 8 and 11.

	Fall (MFF) Parachutist	Opening (HALO) Parachutist	Warfare Center Military Free Fall Course or a service approved Military Free Fall course.		
5	Master MFF Parachutist	Master High Altitude Low Opening (HALO) Parachutist	On MFF status for a total of 36 months with an organization assigned a military free fall parachute jump mission.	N/A	Note(s): 1-4, and 8-10. Additional Requirement(s): -MFF Jumpmaster qualified
6	International	N/A	Training/award must be in accordance with 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 Primary Air Force Specialty Code billet in accordance with AFI 10-3503.
2. Member must be medically qualified in accordance with DAFMAN 48-123. 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 C of **Table 5.2**.
4. To earn a month of badge credit, members must meet performance requirements in accordance with AFMAN 11-421. 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 in accordance with AFI 10-3503; (3) Perform one night jump as a Primary Jumpmaster; and (4) Seven jumps performing as Primary Jumpmaster.
6. The 65 jumps must include: (1) Four jumps during the hours of darkness; (2) Twenty-five jumps with operational equipment in accordance with AFI 10-3503; (3) Two-night jumps performing Primary Jumpmaster duties; and (4) Fifteen jumps performing as Primary Jumpmaster.
7. Do not count non-military jumps toward individual total jumps. 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 HARM office. **(T-1)** The servicing HARM office will maintain a copy of the member's application in the jump record folder. **(T-1)** The servicing HARM 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. Parachutists, who are disqualified from parachute duty before fulfilling advanced qualification, criteria are not eligible for advanced badges.
10. 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.
11. 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, PARACHUTISTS 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, parachutists 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, jump or ground-based radar duties. **(T-1)** The suspension period begins the date of the commander's notification memorandum. Unless otherwise specified, the member's acknowledgment (in writing) of the commander's notification shall be within two duty days. **(T-2)** The commander will send a copy of this memorandum to the servicing HARM office. **(T-2)** The servicing HARM office publishes a suspension aeronautical order assigning aviation service code "04" effective the date of the commander's notification memorandum and terminate flight/jump incentive pay in accordance with AFMAN 11-421. Suspension memorandums with retroactive effective dates are not authorized. **(T-1) Note:** If a member is unable to acknowledge the commander's suspension notification (Example: confinement) or refuses to sign the notification memorandum, the commander shall annotate, that the member is unable or refuses to acknowledge suspension. **(T-3)**

6.2.2. If the commander (or appropriate determination authority listed in 6.3.) determines the basis for the suspension is favorably resolved, the commander shall request in writing, the servicing HARM office revoke the suspension aeronautical order and assign the previous aviation service code. Otherwise, the commander will proceed with disqualification actions (see [paragraph 6.3](#)). **(T-1)**

6.2.3. 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 suspension or 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 DAFI 36-2110, *Total Force Assignments*, for additional restrictions.

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

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

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

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

6.2.5.3. 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)**

6.2.5.4. The member is being processed for involuntary discharge. Unit commanders will initiate suspension action when the member is being processed for involuntary discharge. For officers, the initiation of discharge is on the date the Show Cause Authority issues the show cause notification to the member. For enlisted, the initiation of discharge is on the date the member is issued the letter of notification to the member. **(T-1)**

6.2.5.5. 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:

6.2.5.5.1. 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)**

6.2.5.5.2. 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)**

6.2.5.5.3. 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. **(T-1)**

6.2.5.5.4. 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, whether or not there is military jurisdiction. **(T-1)**

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

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

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

6.2.5.9. The member loses or is unable to obtain the security clearance level required for their duties as listed in the Air Force Officer Classification Directory or the Enlisted Classification Directory. **(T-1)**

6.2.5.10. Aviation service code "04" takes precedence over previous non-permanent disqualification. **Example:** MSgt Rafferty was assigned aviation service code "07", effective 1 January 2017. On 2 January 2017, the commander notified the servicing HARM office of MSgt Rafferty's pending action for violation of the UCMJ, the servicing HARM should publish a suspension aeronautical order assigning aviation service code "04" until circumstances are resolved.

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 (if member is unavailable, e.g., jail, then the certified/registered mail is used in lieu of notification letter), 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 a 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 servicing 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 a 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. The commander will counsel the member regarding applicable guidance (see DAFI 36-3211). (T-1)

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 in accordance with Article 31, UCMJ prior to questioning the member. (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-1) 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-1)

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-1) The commander will verify withdrawal of a fear of flying statement in writing. (T-1)

6.3.2.2.2. 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-1)

6.3.2.2.2.1. If the member declines to withdraw a fear of flying statement, the

commander shall verify the date of refusal in writing. **(T-1)** The commander will refer the member for medical examination and notify the servicing HARM 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-1)**

6.3.2.2.2.2. The flight surgeon will determine if an incapacitating physical or psychiatric condition exists in accordance with DAFMAN 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 in accordance with DAFMAN 48-123, the commander will notify, in writing, the servicing HARM office to publish a disqualification aeronautical order. **(T-1)** The servicing HARM 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-1)** In the case of a flight surgeon, the unit of attachment for flying and the MAJCOM/SGP should also be informed. **Note:** Do not annotate “Fear of Flying” in the remarks section of the aeronautical order. **(T-1)**

6.3.2.2.2.3. If the member is medically fit to perform in-flight duties in accordance with DAFMAN 48-123, the suspension remains in effect. Forward the disqualification case file to the MAJCOM/A3T with all supporting evidence (including discharge action under DAFI 36-3211, as applicable). **(T-2)** Once the disqualification action is approved by MAJCOM/A3T, the servicing HARM office will use the approval documentation to publish 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 HARM office will forward a copy of the disqualification aeronautical order to the MAJCOM/A3T. **(T-2)**

6.3.2.2.2.4. 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 HARM office to publish an aeronautical order assigning aviation service code “06”. **(T-1)**

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 HARM office to publish a suspension aeronautical order. **(T-2)** If member self-identified, the commander's memorandum will include the date the member self-identified. **(T-2)** The servicing HARM office publishes a suspension aeronautical order assigning aviation service code “04” effective the date the member self-identified

(as listed on the commander's notification memorandum) or the date of the commander's notification memorandum if not a self-identification.

6.3.2.3.2. If the investigation does not substantiate substance abuse, the commander will request, in writing, the servicing HARM 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 HARM 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 HARM 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 HARM office to suspend the aircrew member. **(T-2)** The servicing HARM 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, (Examples: failure to attain or maintain aircrew qualification, etc.), commanders will recommend that the member appear before a Flying Evaluation Board. **(T-2)**

6.3.2.4.1.2. For non-flying related reasons, after proceedings (Examples: Article 15 process, court martial, loss or failure to obtain security clearance, 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 HARM 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 a 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 sending the disqualification recommendation to MAJCOM/A3T. **(T-2)** **Note:** If the member is unable to respond to the commander (example: confinement), the commander shall annotate, on the disqualification recommendation, that the member is unable to respond. **(T-3)** 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 HARM 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 HARM 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.

DQ Action	Suspend	DQ Approval Authority	Staffing Process
Flying Evaluation Board/ Flying Evaluation Board Waiver (Aviation service code “05”)	YES	MAJCOM/ A3T	Legal Office WG Numbered Air Force (NAF) MAJCOM
Voluntary Request in Lieu of Flying Evaluation Board (Aviation service code “05”)	YES	MAJCOM/ A3T	Legal Office WG NAF MAJCOM
Fear of Flying (Aviation service code “03”)	YES	Flight Medicine Element	Legal Office WG
Fear of Flying (Aviation service code “01”)	YES	MAJCOM/ A3T	Legal Office WG NAF MAJCOM
Fear of Flying (Aviation service code “06”)	NO	WG/CC	Legal Office WG
Substantiated Substance Abuse (Aviation service code “00”)	YES	MAJCOM/ A3T	Legal Office WG NAF MAJCOM
Failure to Maintain Professional Standards (Aviation service code “00”)	YES	MAJCOM/ A3T	Legal Office 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, ARC unit deactivation/aircraft conversion, or member not assigned against a unit manpower document position. See **Table 6.2** for standards of application for non-permanent disqualification from aviation service. **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/FLDCOM Command Surgeon (MAJCOM/SG) determines the medical incapacitation to be permanent, whichever is earlier.

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 HARM office that maintains the member's flight record. **(T-1)**

6.3.3.1.1.1.1. If a flight surgeon is unable to determine the period of incapacitation, the servicing HARM 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 HARM 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 HARM 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*. **Example:** Maj Bah 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 day) the servicing HARM office should publish an aeronautical order assigning Maj Bah aviation service code “03”. Entitlement to aviation incentive pay terminates on 19 March 2015 in accordance with AFMAN 11-421.

6.3.3.1.1.1.2. 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 HARM 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:** If aircrew member is reinstated to aviation service, the servicing HARM

office shall revoke the aviation service code “04” and publish aviation service code “03” effective the 366th day of DOWN status. **(T-1) Note:** If an aircrew member is disqualified in all other matters, the servicing HARM office shall only publish the disqualifying aeronautical order. **(T-1) Example 1:** Captain Lim is assigned aviation service code “04” effective 11 May 2014; the 366 day in DOWN status is 15 May 2014. Captain Lim’s aviation service is reinstated effective 11 May 2014. The servicing HARM office should revoke the aviation service code “04” aeronautical order and publish an aeronautical order assigning aviation service code “03” effective 15 May 2014. **Example 2:** Captain Diaz is assigned aviation service code “04” effective 11 May 2014; the 366th day in DOWN status is 15 May 2014. Captain Diaz was administratively disqualified from aviation service on 11 May 2014. The servicing HARM 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 HARM office. **(T-1)** The servicing HARM 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 HARM 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 AFMAN 36-2100, *Military Utilization and Classification*. **(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. 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 certification. **(T-1)** The servicing HARM office will publish an aeronautical order to assign aviation service code “07” (Failure to Maintain Medical Certification) effective the day after the expiration date on the DD Form 2992. **(T-0) Exception:** Inactive members assigned entitlement status codes 5–9, to a non-flying coded position, and not required to engage in frequent and regular operational or proficiency flying duty are not required to maintain medical certification in accordance with DAFMAN 48-123. **Note:** If the aircrew member is assigned aviation service code “07” and in a DOWN status, the servicing HARM 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, see [paragraph 6.3.3.2.1.2](#)).

6.3.3.2.1.1. **Example 1:** MSgt Fuller was placed in a DOWN status on 2 September 2023 and the member’s medical certification expired on 20 August 2024. The servicing HARM office publishes an aeronautical order with an aviation service code “07” on 21 August 2024. The servicing HARM 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 2023 and their certification expired on 20 August 2024. The servicing HARM office publishes an aeronautical order assigning aviation service code “07” on 21 August 2024. MSgt Davis attempted to be medically certified; however, the flight surgeon annotated permanent medical disqualification from MAJCOM/SG on 23 August 2024. The servicing HARM office publishes an aeronautical order assigning aviation service code “03”, effective 23 August 2024.

6.3.3.2.2. The servicing HARM office will establish a process with the Flight Medicine Element and Squadron Aviation Resource Management to verify the status of all flight physicals expiring the following month. **(T-1)** The servicing HARM 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 HARM office via a DD Form 2992. The servicing HARM 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”.

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-1)** The servicing HARM office shall suspend assigning aviation service code “07” until suspension or disqualification action is resolved. **(T-1)** If the aviation service code “04” is revoked without action, the servicing HARM 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 HARM office publishes the appropriate disqualification aeronautical order.

6.3.3.2.3.1. **Example:** Captain Hollis has a suspension aeronautical order with an aviation service code “04” for failure to meet professional standards. On 18 December 2023, Captain Hollis’ physical expired. The aeronautical order assigning aviation service code “04” will remain until disqualification action is determined. The servicing HARM office will suspense action to publish an aeronautical order assigning aviation service code “07”. On 5 February 2024, the determination was made for Captain Hollis’ aviation service to be reinstated. The servicing HARM office revokes the aviation service code “04” and assign aviation service code “07” effective 19 December 2023.

6.3.3.2.4. 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 HARM 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)**

6.3.3.2.4.1. **Example 1:** Captain Myles is currently assigned aviation service code “07” when the servicing HARM office receives a commander’s memorandum to

suspend the member. The servicing HARM office publishes an aeronautical order to assign aviation service code “04”. On 20 March 2024, Captain Myles is disqualified, the aviation service code “04” is revoked and replaced with the permanent disqualification aeronautical order. The previous aviation service code “07” should remain in the member’s flight record.

6.3.3.2.4.2. **Example 2:** Captain Walker is currently assigned aviation service code “03” and the servicing HARM office receives a commander’s notification memorandum suspending the member. The servicing HARM office published an aeronautical order assigning aviation service code “04”. On 24 January 2024, Captain Walker was reinstated to aviation service. The servicing HARM office revokes aviation service code “04” and the aviation service code “03” remains valid until accomplishment of medical certification.

6.3.3.2.5. 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 HARM office to coordinate with the member’s servicing HARM office. **(T-2)** The servicing HARM 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 submits conscientious objector or non-combatant status requests in accordance with DAFI 36-3211. **(T-2)** The commander shall request, in writing, the servicing HARM office to publish an aeronautical order to assign aviation service code “00” (Disqualified--Administrative Reasons) effective the date of the member's request. **(T-2)** The servicing HARM 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 in accordance with [Chapter 5](#), the commander should consult DAFI 36-3211 (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, [paragraph 6.3.2.3](#) and [paragraph 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 HARM office. **(T-3)** The servicing HARM 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 HARM 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 HARM 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 HARM 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 HARM 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” in accordance with DAFI 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 retraining or Officer Training School (OTS) are not required to submit a voluntary disqualification request. In these cases, the servicing HARM office will publish an aeronautical order assigning ASC “08” effective the date initially entered retraining (DIERT), class start date, or date reassigned to the new AFSC (to include 9AXXX), whichever occurs first. **(T-2)** 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)** The servicing HARM office will publish an aeronautical order assigning ASC “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 HARM office will publish an aeronautical order to assign ASC “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” (Examples: 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 HARM 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 HARM 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-then-the-line of the USAF, see applicable subparagraph under [paragraph 6.4](#).

6.3.3.8. Transferring Between Components 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 HARM office 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](#).

6.3.3.9. 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. Commanders will disqualify career enlisted aviators when the member is reassigned to a non-career enlisted aviator DAFSC or does not pursue qualification in the new aircraft. Commanders will forward the disqualification package through command channels for MAJCOM/A3T approval. If approved by MAJCOM/A3T, the servicing HARM office will use the approval documentation to publish an aeronautical order assigning aviation service code “00” (Disqualified--Administrative Reasons) effective the date of MAJCOM approval 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. Members Not Assigned Against a Unit Manpower Document Position. Aircrew not assigned to an authorized unit manpower document position (Examples: 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-1)** The servicing HARM office will publish an aeronautical order assigning aviation service code “00” (Disqualified—Administrative Reasons) effective the date of assignment. **(T-1)** For requalification guidance upon assignment to a valid unit manpower position, see applicable subparagraph under [paragraph 6.4](#).

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

DQ Action	Suspend	DQ Approval Authority	Staffing Process
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 (Note 1 and 2)	WG
Disenrollment from USAF Survival School (Aviation service code “00”)	NO	SQ/CC (Note 2)	WG
Conscientious Objector or Non-Combatant Status (Aviation service code “00”)	NO	WG/CC (Note 2)	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
ARC unit deactivation /aircraft conversion (Aviation service code “00”)	NO	WG/CC (Note 3)	WG NAF 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 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.
2. Notify the member’s MAJCOM/A3T and AF/A3DX; include a copy of the aviation service code “00” aeronautical order, member’s request, and commander’s memorandum. (**T-2**)
3. Copies of ANG disqualification actions for unit deactivation/aircraft conversion will be sent in electronic format to NGB/A3/10. (**T-2**)

6.3.3.11. Aviation Service Termination or Disqualification for Officer Students Prior to Receiving a Rating or Career Enlisted Aviators Students Prior to Receiving the CEA Designation. Commanders shall request, in writing, the servicing HARM 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-1)**

6.3.3.11.1. 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 when the student is withdrawn or disenrolled from training as follows.

6.3.3.11.1.1. If non-rated officers or career enlisted aviator students (not yet designated) enrolled in undergraduate flying training or formal flying training course are disqualified from aviation service, the commander will request, in writing, the servicing HARM 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-2)** A legal review is not required for termination of aviation service as a result of a Training Review Board or Commander Review Process.

6.3.3.11.1.2. When non-rated officers and initial career enlisted aviator students are in DOWN status for more than 180 days, the servicing HARM 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-2)** 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 HARM office. **(T-2)** The HARM 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-2)**

6.3.3.11.1.3. Once non-rated officers or career enlisted aviator students are medically requalified, the servicing HARM office will use the flying training class re-entry date as the requalification effective date. **(T-1)** The servicing HARM office processes the applicable aeronautical order. **(T-3)**

6.3.3.11.1.4. If a 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 HARM office 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-2)** 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)**

6.3.3.11.1.4.1. For student members disenrolled from 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.

6.3.3.11.1.4.2. Do not adjust the aviation service date for members temporarily

disenrolled from formal training and subsequently reentered in the next succeeding class to continue formal training towards the same basic aeronautical rating or designation.

6.3.3.11.1.4.3. 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-2)** No option for drop on request or self-initiated elimination exists after a member is awarded an aeronautical rating or a career enlisted aviator is awarded a 3-level Primary AFSC (Examples: AFSCs: 1AX3X/1UX3X/1U1X3X) leading to the award of the airman aircrew member basic badge or enlisted pilot. 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 a Flying Evaluation Board.

6.3.3.11.1.4.4. 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-2)**

6.3.3.11.2. A rated officer disenrolled from undergraduate flying training for a new rating remains qualified for aviation service in the former rated officer specialty pending the outcome of a Flying Evaluation Board or Flying Evaluation Board waiver request. A previously qualified career enlisted aviator disenrolled from undergraduate flying training or a formal flying training course for a new CEA specialty remains qualified for aviation service in the former career enlisted aviator specialty pending the outcome of a 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. A Flying Evaluation Board or Flying Evaluation Board waiver is not required for members disenrolled due to medical reasons. **Note:** A 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.

6.3.3.11.2.1. 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.

6.3.3.11.2.2. 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 in accordance with Air Education and Training Command Instruction (AETCI) 36-2605 V1, *Formal Flying Training Administration and Management*, or MAJCOM

equivalent instruction.

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

6.4.1. Requalification packages require legal review only when the requalification process requires appearance before a 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 HARM 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 a Flying Evaluation Board. Upon approval and direction of the MAJCOM/A3T, the servicing HARM office will validate the member's aeronautical orders. **(T-2)** If the member is approved for requalification, the servicing HARM 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 fitness reasons (ASC "03") 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 using the effective date in block 11b on the DD Form 2992. **(T-1)** Requalification is immediate, and an application is not required. The servicing HARM 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 HARM 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 HARM office publishes the applicable aeronautical order (if otherwise qualified). **(T-2)**

6.4.4. Requalification after Failure to Maintain Medical Certification. Members disqualified (aviation service code "07") for lack of medical certification, must accomplish a physical examination prior to being requalified for aviation service. Upon receipt of medical certification via DD Form 2992, the servicing HARM office publishes an aeronautical order re-instating aviation service effective the date in block 11b on the DD Form 2992. **Exception:** If a member requires a waiver, the approval authority will annotate the effective date on the DD Form 2992 in block 13. The HARM office will publish an aeronautical order effective the date the approval authority indicated on the DD Form 2992. Aviation service date adjustments are not authorized.

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 HARM office publishes the requalification aeronautical order effective the class graduation date (if otherwise qualified) and process the aviation service date adjustment.

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 HARM 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).

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 HARM 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).

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 HARM 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).

6.4.9. Requalification after Voluntary Disqualification. A rated officer or career enlisted aviator who voluntarily disqualifies 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 HARM office will use the approval documentation to publish a requalification aeronautical order and process the aviation service date adjustment (if otherwise qualified).

6.4.10. 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 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 HARM 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 HARM 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. **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)**

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. 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

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 revalidation/requalification processes are the same 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, an aviation service revalidation or requalification package will contain the commander’s endorsement memorandum to include justification for revalidation or requalification action, member’s application memorandum, legal review (if applicable), Individual Data Summary, Flying History Report and/or Jump Record Report (as applicable), aviation service audit worksheet (if applicable), 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:** Members 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 a 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 a 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 HARM 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 (determine eligibility for incentive pay); and 3) send the aeronautical order to AF/A3DX (for RegAF members) or AFRC/A3RA (for ARC members) for Military Personnel Data System update. Visit the Air Force Aviation Resource Management SharePoint for the aviation service date adjustment guide and workflow email.

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 or requalification and verification by the MAJCOM/SG that the individual meets requirements for revalidation, the servicing HARM office publishes the revalidation aeronautical order and processes the aviation service date adjustment (if otherwise qualified). AFMRA/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. AFMRA/SG3PF will request AF/A3DX to publish a Department of the Air Force Aeronautical Order. The servicing HARM office will publish an aeronautical order to assign the appropriate aviation service code and process the aviation service date adjustment.

6.6.3. 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 or career enlisted aviators returning to military service after a break in service for assignment to a non-rated officer or career enlisted aviator position. The servicing HARM 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. 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)** After return to military service, convene a Flying Evaluation Board when the member requests aviation service revalidation.

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 rated officer or career enlisted aviator duties in the ARC (Category A or B assignment status). Rated duties include all rated AFSCs (11XX, 12XX, 13BX, 18XX) 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)**

6.6.4.1. 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 member remains qualified and eligible in accordance with DAFMAN 48-123 and AFMAN 11-421. 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.

6.7. CEA 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

8XXXX) and the following reporting identifiers: AFSC 9C000-Chief Master Sergeant of the Air Force; AFSC 9D100-AF Developmental Senior Enlisted Positions; AFSC 9D200-Key Developmental Senior Enlisted Positions; AFSC 9E000-Command Chief Master Sergeant; AFSC 9G100-Group Senior Enlisted Leader; AFSC 9L000-Interpreter/Translator; AFSC 9M000, Military Entrance Processing Command, Senior Enlisted Advisor and AFSC 9S100-Scientific 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 HARM 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 HARM office will assign 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 notify 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 Data System to the Aviation Resource Management System interface report with the DAFSC change (if it includes effective date of change), servicing HARM 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 Group Senior Enlisted Leader (AFSC: 9G100) positions on a case-by-case basis. MAJCOM/A3Ts may authorize indoctrination flying status for career enlisted aviators assigned to Command Chief Master Sergeant (AFSC: 9E000) positions on a case-by-case basis. The servicing HARM office will publish the applicable aeronautical order effective the date that MAJCOM/A3T approves the request. **(T-2)** Refer to DAFMAN 11-401 for operational and indoctrination flying requirements.

6.7.2.1. NGB/A3/10 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.

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 HARM office will use the MAJCOM/A3T approval date as the effective date of the aeronautical order authorizing indoctrination 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 Functional Manager for the ARC. **(T-1)** Career enlisted aviators without a projected assignment to flying related duties will have their aeronautical orders terminated.

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 HARM office will publish an aeronautical order to assign aviation service code “08” (Disqualified--Voluntary Request).

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

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 actions are specifically addressed 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 in accordance with AFMAN 36-2100, *Military Utilization and Classification* 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 in accordance with AFI 10-3503.

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, (Examples: AFSCs 1TXXX, 1NXXX, 1Z1XX, 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 in accordance with this manual and AFI 10-3503. USAFA cadet jumps are not creditable towards AFI 10-3503 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. **(T-1)**

7.3.3.1. The servicing HARM 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 in accordance with AFI 10-3503. **(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 in accordance with AFI 10-3503. **(T-2)**

7.3.4. Prior to the effective date of an aeronautical order, all aircrew and parachutist shall be medically qualified in accordance with AFI 48-170 and DAFMAN 48-123. 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 in accordance with AFI 10-3503 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 (Examples: 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 or train for 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 (Examples: pararescue, medical, etc.) 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), 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. **(T-1)**

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. **(T-1)**

7.4.2. Other non-rated officers and non-career enlisted aviator enlisted aircrew who fly on a non-interference or mission essential personnel status in accordance with DAFMAN 11-401 are not authorized flying incentive pay nor operational flying duty accumulator credit.

7.4.3. Members will not perform in-flight duties during periods of non-flying TDY, permissive TDY, passenger status, non-flying academic course (Examples: Professional Military Education, language, etc.), or while in leave status (to include terminal leave). **(T-2)**
Exception: ARC members on terminal leave from active duty (Title 10) who are otherwise eligible to fly may perform in-flight duties in government civilian status when hired to a civilian or technician position.

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

7.6. 120-Day Advance Notification Policy (Non-Career Enlisted Aviator). Commanders will provide non-career enlisted aviator enlisted aircrew members at least 120 calendar days notification (in writing) before involuntarily terminating aviation service. **(T-0)** 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. In accordance with 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:

7.6.1.1. The date the commander verbally advises the non-career enlisted aviator enlisted aircrew member that their aviation service will terminate. **(T-1)**

7.6.1.2. The commander will request, in writing, the servicing HARM office to publish the Aviation Resource Management System 120-day notification report. **(T-3)**

7.6.1.3. 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)**

7.6.1.4. The commander will provide a copy of this notification to the HARM office to maintain in a suspense file. **(T-3)**

7.6.2. 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.

7.6.3. 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 HARM office, and Force Support Squadron work 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 HARM 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)**

7.7.1. The serving HARM office will monitor double billeting management of non-rated officers, non-career enlisted aviator aircrew and parachutist members. Commanders will ensure members are not double billeted against a unit manpower document authorization for an extended period and will notify the HARM office to terminate aeronautical orders for excess non-rated officers, non-career enlisted aviator aircrew and parachutist members. The total number of non-rated officers or non-career enlisted aviator aircrew on active aeronautical orders may exceed the number of unit manpower document authorizations for up to 120 days when the overage is caused by PCS or PCA actions. The total number of parachutists on active aeronautical orders may exceed the number of unit manpower document authorizations for up to 120 days when the overage is caused by formal jump school attendance, PCS, or PCA actions. The HARM office will terminate aeronautical orders for excess non-rated officers, non-career enlisted aviator aircrew members or parachutists on the 121st day of overlap unless authorized to continue jumping/flying in accordance with this publication or a waiver from MAJCOM/A3T. If unable to identify a member to inactivate or an approved MAJCOM/A3T waiver is not received, the latest incumbent will be inactivated on the 121st day.

7.7.2. 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 HARM 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)**

7.7.3. 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 HARM office will specify the reason for removal from training in the remarks section of the aeronautical order. **(T-2)**

7.8. 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. See [Chapter 6](#) for additional guidance. **(T-1)**

7.9. Non-permanent Disqualification Actions. Except for specific differences noted below, commanders disqualify 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 HARM office. **(T-1)** The servicing HARM 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.

7.9.1.1. If a flight surgeon is unable to determine the period of incapacitation, the servicing HARM 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-1)** The servicing HARM office publishes an aeronautical order assigning aviation service code “03” if the medical problem is not resolved by the 181st day.

7.9.1.2. 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 servicing HARM office. **(T-3)** The servicing HARM 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.

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 HARM office will publish a suspension aeronautical order effective the date of the member’s request. **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 DAFI 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 renders the final decision. If approved by MAJCOM/A3T, the servicing HARM office will use the approval documentation to publish an aeronautical order assigning aviation service code “00”. 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 or appropriate medical authority 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. Medical 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)** Aviation service requalification is immediate and an application is not required. Upon receipt of DD Form 2992, the servicing HARM office publishes an aeronautical order with the same effective date as the DD Form 2992.

7.10.1.2. If the duration of medical disqualification was greater than one year, the MAJCOM/SGP certifies medical acceptability in accordance with DAFMAN 48-123. The

servicing HARM office publishes the active aeronautical order using the same effective date as MAJCOM/SGP 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 HARM office publishes the applicable aeronautical order. **(T-1)**

7.10.3. The servicing HARM 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 a Flying Evaluation Board.

8.2. Applicable to Whom. A 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. A 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. 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 a 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 a 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 a Flying Evaluation Board. Convene a 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 a 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 a Flying Evaluation Board.

8.4.1.1. The member will submit revalidation or requalification requests to the servicing HARM 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 a 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. Commanders will coordinate RegAF

aircrew requirements and assignment availability with the Air Force Personnel Center. The convening authority will forward a recommendation on requalification or revalidation to the MAJCOM/A3T. If approved, MAJCOM/A3T directs the servicing HARM office to revalidate the member's aeronautical order.

8.4.2. Lack of Proficiency. Cause exists to convene a 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 not yet rated or awarded CEA designation.

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 rated or CEA member's potential for continued aviation service. **(T-2)** A 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 a 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 (Example: formal instructor courses). When an individual is recommended for elimination for failure to meet training standards, a 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-1)** Career enlisted aviators who have a completed aircrew qualification evaluation (AF Form 8) who attempt to drop on request (or self-initiated elimination) from a formal flying training course will not be afforded a Flying Evaluation Board waiver consideration. **(T-1)** In either case, convene a Flying Evaluation Board (FEB) for these members.

8.4.3.2. Do not convene a Flying Evaluation Board for student officers enrolled in undergraduate flying training leading to a rating. **(T-2)** Do not convene a Flying Evaluation Board for students enrolled in initial career enlisted aviator formal 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 a Flying Evaluation Board for Weapons Instructor Course students who fail to meet training standards as prescribed by the course syllabus. **(T-2)** During the Weapon Instructor Course, 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 prior to returning the member to their duty station when a member's conduct or duty performance becomes suspect as identified in subparagraphs of [paragraph 8.4](#) or as determined by the USAF Weapons School Commandant. **(T-2)**

8.4.3.4. Do not convene a 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)

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

8.4.5. **Aircrew Requirements.** Cause exists to convene a Flying Evaluation Board when an aircrew member (1) fails to meet ground or flying training requirements in accordance with AFMAN 11-202 Volume 1, *Aircrew Training*, and specific instructions of applicable MDS-specific AFIs in the 11 series, (2) fails to complete health assessment requirements published in AFI 48-170 and DAFMAN 48-123, or (3) is unable or unwilling to upgrade.

8.4.6. **Violation of Other Aviation Instructions and Procedures.** Cause exists to convene a 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 a 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-2) Primary reasons to convene a Flying Evaluation Board under this paragraph include:

8.4.7.1. A suspected fear of flying. (Refer to [paragraph 6.3.2.2.](#))

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 notifying a member of a 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)

8.5. Conducting a Flying Evaluation Board.

8.5.1. **Board Action Overview.** A 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. All required parties will be present prior to adjournment and the announcement of the findings and recommendations. The convening authority reviews a Flying Evaluation Board report and forwards the complete package through the respondent's chain of command for final action.

8.5.1.1. The board's review is limited to one respondent. Respondent will attend Flying Evaluation Board sessions. (T-2)

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

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

8.5.1.4. DAFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*, does not apply.

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

8.5.1.6. In accordance with DAFI 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 in accordance with [Table 8.1](#). Notify MAJCOM/A3T when established timelines are exceeded. **(T-2)** **Note:** Members enrolled in a flying training course will not be released back to their unit until the Flying Evaluation Board has adjourned.

Table 8.1. Flying Evaluation Board Action Timeline.

Flying Evaluation Board Action	Responsibility	Timeline
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 a Flying Evaluation Board waiver. (Note 1)	Convening Authority	Within 5 calendar days of the occurrence (Note 2)
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 (120 calendar days for ARC) of the board member's appointment
The respondent acknowledges a Flying Evaluation Board notification.	Respondent	Within 48 hours (two duty days) of notification

The respondent is suspended from aviation service (Aviation service code “04”).	HARM 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). (Note 1)	Respondent	Within 5 calendar days of notification
The convening authority reviews a 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 a 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

Table 8.1. Notes:

1. The respondent or convening authority may request a Flying Evaluation Board waiver for previously qualified rated officer or career enlisted aviator to return to previously qualified aircraft or specialty (refer to 8.5.7.)
2. Notification to the respondent must be done within 5 calendar days of the occurrence of circumstances requiring Flying Evaluation Board action. **(T-2)** Respondent notification is used to notify the member, suspend the member from aviation service, and stop incentive pay pending final Flying Evaluation Board outcome. **Exception:** Notification to ARC respondents must be done within 60 calendar days. **(T-2)**

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-2)**

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

8.5.3. Membership Selection. A 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 a 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 (Examples: 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 a Flying Evaluation Board convened for officers, or officers to a 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 (Examples: 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 a procedural briefing to 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 a Flying Evaluation Board during a formal flying training course with a RegAF unit, the MAJCOM/A3T will appoint a convening authority for a 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 AFRC aircrew members are composed of reserve 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 have begun, a Flying Evaluation Board waiver is not authorized. **(T-2) Exception:** For an ARC respondent, convene the board within 120 calendar days after the convening authority appoints the board. **(T-2)**

8.5.5. Respondent Notification and Acknowledgment. The convening authority will notify the respondent, in writing, to appear before a Flying Evaluation Board. **(T-2)** The notification will include: the basis for convening the board, 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 by referencing a specific paragraph and paragraph title from [paragraph 8.4](#) of this instruction and all allegations. **(T-2)** The respondent must acknowledge the Flying Evaluation Board notification within 48 hours (two duty days) and provide a response within 5 calendar days. **(T-3)** Provide a copy of this notification to the servicing HARM office. **(T-3)** The servicing HARM 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 ([paragraph 6.2.5.7.](#)). 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 also prepare a request for a voluntary disqualification from aviation service in lieu of Flying Evaluation Board and submit it to the respondent's immediate commander, for forwarding to the convening authority, within five calendar days of acknowledging receipt of a 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 a Flying Evaluation Board proceedings. Although MAJCOM/A3T is the final approval authority, reviewing authorities at any level may disapprove the request and direct a Flying Evaluation Board.

8.5.6.1.1. If MAJCOM/A3T approves permanent disqualification based on the Flying Evaluation Board recommendation, the servicing HARM 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/A3DX 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. **Note:** Legal reviews are only required at the convening authority level.

8.5.7. Flying Evaluation Board Waivers. After being notified of a Flying Evaluation Board, the respondent may request a waiver of a Flying Evaluation Board to return to previous rated specialty or CEA specialty 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 a Flying Evaluation Board. **(T-2)** Reviewing authorities at any level may deny the waiver request and direct a Flying Evaluation Board.

8.5.7.2. The member or the convening authority may request a 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 further pipeline training required by the rated specialty for fighter/bomber assignments 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) Note:** A request to waive this tiered-2 airframe assignment restriction must occur at the same time the Flying Evaluation Board waiver is requested.

8.5.7.2.3. First assignment instructor pilots undergoing further pipeline training required by the rated specialty for fighter/bomber assignments or assigned as a student in a fighter/bomber-specific formal training unit. The member must be recommended for assignment only in multi-placed, crew-type aircraft for the duration of their aviation service. **(T-2)**

8.5.7.3. A 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 a Flying Evaluation Board, the convening authority will notify the respondent, in writing, and direct the servicing HARM office to suspend the member's aviation service. **(T-2)** The servicing HARM office publishes a suspension aeronautical order assigning aviation service code "04" effective the date of the convening authority memorandum. The respondent must reply within 5

calendar days. **(T-3)** The respondent has the option of requesting a 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 reasonably 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. Affidavits of officers, 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 DAFI 91-204. **(T-1)**

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

8.5.9.1. DD Form 2992 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 (if applicable). **(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, *Record of Evaluation*; AF Form 1381, *USAF Certification of Aircrew Training*; AF Form 8, *Certificate of Aircrew Qualification*; or AF Form 8A, *Certificate of Universal Aircrew Qualification*. **(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 (Examples: 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. Once the Flying Evaluation Board proceedings have concluded, provide the respondent a copy of any Flying Evaluation Board documents. **(T-1)**

8.5.11. Use of Evidence. Flying Evaluation Boards are not bound by the formal rules of evidence prescribed for 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 a 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 may agree to written or oral stipulation regarding any fact or expected testimony of a particular. Recorder should coordinate with respondent's counsel for any such stipulation.

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, a Flying Evaluation Board cannot compel their attendance. **(T-2)** Articles 46 and 47, UCMJ, do not apply to a 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 a Flying Evaluation Board proceeding. **(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. If the challenged member agrees that they should not be a voting member of the board, the member will be excused. If the recorder and the respondent agree a voting member should be excused, the member will be excused.

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 to 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 in accordance with 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 counseled in accordance with [paragraph 6.3.2.2.1](#) (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) See [paragraph 6.3.2.2](#).

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 a 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 that states an aircrew member cannot safely perform aircrew duties must include specific information in support of this finding. 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. A 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 AFMAN 36-2032, *Military Recruiting and 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. **(T-2)**

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. However, a board may recommend placement in a different type aircraft categorized by role (Examples: a multi-place, crew-type aircraft). Flying Evaluation Boards may make the following additional recommendations:

8.6.1. If a 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 a 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. A Flying Evaluation Board or any subsequent authority in a 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 in accordance with DAFI 36-3211, 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.

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 a

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. In each case, the best interest of the USAF will be the prime criterion regarding a recommendation to disqualify. (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 a 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 Judge Advocate General (or delegate) will conduct a legal review.

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/A3/10 (if not delegated) or AFRC/A3/A10 (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 a Flying Evaluation Board report, each level in the command chain reviews the report until a 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 a 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:** AETC/A3V is the board actions final approval authority for RegAF aircrew members attending an AETC formal flying training course in AETC, AFRC, or ANG. **(T-2)**

8.7.7.1. The respondent's MAJCOM/A3T will review a Flying Evaluation Board report and all recommendations before determining final action.

8.7.7.2. For boards convened for cause involving Air National Guard aircrew members, the Director of the Air National Guard (NGB/CF) (if not delegated), as appropriate, makes the final Flying Evaluation Board decision. This includes Air National Guard 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 HARM 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 the Convening Authority, Recorder, and Flying Evaluation Board Members.

8.8.1. Convening Authority. The convening authority determines if board action is appropriate. If waiver of a Flying Evaluation Board is approved, forward a copy of the approved waiver memorandum to AF/A3DX or AFRC/A3RA (ARC members) and the member’s HARM office to file in a suspense folder. **(T-2)**

8.8.1.1. When a 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. Requests that the servicing HARM office with the Flying Evaluation Board notification memorandum publish an aeronautical order assigning aviation service code “04”, effective the date of the commander’s notification memorandum. **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. Directs the recorder to provide the respondent and the senior member with 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 in accordance with [paragraph 8.5.16](#). (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, the senior member will 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 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 date, 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. 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 to 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 and include the respondent/respondent's counsel as recipients. (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 individual mobilization augmentee or mobilization assistant 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/A3RA. (T-2) AFRC/A3R (if not delegated) reviews, makes the final approval and informs gaining MAJCOM/A3T. (T-2)

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/A3/10 (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) a 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 DAFI 36-2110 for removal of assignment availability codes. (T-2)

8.10.2. The servicing HARM office will 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 in accordance with 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 in accordance with AFI 48-170 and DAFMAN 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 (Examples: 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)**

9.3.3. Airmen must volunteer to enter qualification training to perform in-flight duties in an aircraft as an operational support flyer. **(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.

9.4.1. Do not allocate operational support man-months for the following reasons:

9.4.1.1. 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.

9.4.1.2. To provide hazardous duty incentive pay as an incentive or reward for performing other than in-flight duties. **(T-1)**

9.4.1.3. To allow individuals to fly solely for hazardous duty incentive pay. **(T-1)**

9.4.1.4. To allow individuals to fly solely to log time for credit towards Aerial Achievement or Air Medals. **(T-1)**

9.4.1.5. 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 (Example: flying crew chiefs). **(T-1)**

9.4.1.6. To allow members to assist in aircrew duties (Examples: 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 Fiscal Year (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 (Enlisted Operational Support Man-Year Requirements Report) and forward a MAJCOM/A3T or equivalent recommendation with previous utilization statistics and specific AFSC justifications to AF/A3DX to arrive no later than 15 July. **(T-1)**

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 HARM offices. **(T-2)** Air Force Special Operations Command (AFSOC) manages the casualty evacuation/special operations casualty care evacuation team programs. AFSOC/A3TR will coordinate requests and allocations with the respective HARM 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 HARM 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 FY24. 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 HARM office will coordinate with respective AFSC Functional Managers to transfer man-months from approved AFSCs before submitting supplemental requests to MAJCOM/A3T. **(T-2)**

9.6.2.2. HARM offices may transfer man-months only from officer-to-officer AFSCs and enlisted-to-enlisted AFSCs. **(T-2)**

9.6.2.3. HARM offices will track the transfer of man-months across AFSCs on spreadsheets. **(T-2)**

9.7. End-of-Year Turn-in. The HARM office will ensure all hours flown by operational support members are recorded prior to the closeout of the FY. **(T-2)** Each HARM 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 HARM 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/A3DX no later than 1 November. **(T-2)**

9.8. Monthly Aeronautical Order Requests.

9.8.1. The Air Force Specialty man-month program manager or designated representative will submit an aviation service code request letter or email to the servicing HARM 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 operational support flyer status requests only if man-months have been verified as available.

9.8.1.1. 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 operational support flyer status request. **(T-2)**

9.8.1.2. A single letter or email that lists all names is authorized. Prior to publishing an aeronautical order assigning aviation service code “9C”, the servicing HARM office will confirm operational 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 HARM office for validation. **(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)**

9.8.1.2.2. Submit monthly aeronautical order requests only if man-months have been verified as available. **(T-2)**

9.8.1.3. Members are placed on operational support flyer status when man-months have been allocated, however, 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 operational 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)**

9.8.2. Termination of Operational Support Duties.

9.8.2.1. When an operational support requirement is terminated, flying unit commanders will direct the HARM office to terminate aeronautical orders (even if prior to end of the man-month). **(T-2)** Commanders will terminate operational support aviation service when:

9.8.2.1.1. The project or mission that justified operational support status is completed, canceled, or delayed excessively. **(T-2)**

9.8.2.1.2. The member is no longer available or qualified to fly.

9.8.2.1.3. Required by the unit to remain within its allocated man-months.

9.8.2.2. Operational support flyer personnel are 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](#).

9.9. Logging Time. Reference DAFMAN 11-401 for guidance on operational support flyers logging flight time. **Note:** Other time does not count for entitlement to hazardous duty incentive pay. **(T-0)**

9.10. In-Flight Duties Incentive Pays. Reference DoD 7000.14-R, Volume 7A and AFMAN 11-421.

ADRIAN L SPAIN, Lt Gen, USAF
Deputy Chief of Staff, Operations

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

Title 10 United States Code Section 8691, *Flying officer rating: qualifications*

Title 10 United States Code, Section 9013, *Secretary of the Air Force*.

Executive Order 9397, *Numbering System For Federal Accounts Relating To Individual Persons*

DoD 7000.14-R, Volume 7A, *Military Pay Policy – Active Duty and Reserve Pay*, 1 May 2024

DAFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 25 May 2021

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

AFMAN 11-202, Volume 1, *Aircrew Training*, 27 September 2019

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

AFI 11-405, *The Pilot-Physician Program*, 23 December 2014

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

DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 29 February 2024

DAFI 36-3211, *Military Separations*, 24 June 2022

DAFMAN 48-123, *Medical Examinations and Standards*, 08 December 2020

AFI 48-170, *Periodic Health Assessment*, 07 October 2020

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

AFI 65-503, *US Air Force Cost and Planning Factors*, 13 July 2018

DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021

AFMAN 11-421, *Aviation Resource Management*, 23 March 2020

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

AETCI 36-2605 V1, *Formal Flying Training Administration and Management*, 17 September 2019

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

AFGSCI 13-5201 Volume 1, *Rapid Execution and Combat Targeting (REACT) Crew Training and Certification*, 05 January 2022

AFGSCI 13-5201 Volume 2, *Rapid Execution and Combat Targeting (REACT) Crew Standardization and Evaluation*, 05 June 2023

AFGSCI 13-5301 Volume 3, *Rapid Execution and Combat Targeting (REACT) Crew Operations*, 04 June 2018

DAFI 48-107, Volume 2, *En Route Critical Care*, 24 November 2020

AFI 10-217, *Management of Air Force Operational Training and Undergraduate Aircrew Training Systems*, 22 December 2023

DoDM 5400.07_AFMAN 33-302, *Freedom of Information Act Program*, 27 April 2018

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8A, *Certificate of Universal Aircrew Qualification*

AF Form 196, *ARMS Request Data for Parachutist Badge*

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*

AF Form 3521, *ARMS RPA Aircrew/Mission Flight Data Document*

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

DD Form 214, *Certificate of Release or Discharge from Active Duty*

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 988, *Leave Request/Authorization*

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

Abbreviations and Acronyms

AETC—Air Education and Training Command

AEAO—Airborne Emergency Action Officer

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AFSPECWAR—Air Force Special Warfare

AMC—Air Mobility Command

ANG—Air National Guard

ARB—Aeronautical Review Board

ARC—Air Reserve Component (includes AFRC and ANG)

ARM—Aviation Resource Management

ARMS—Aviation Resource Management System

ASC—Aviation Service Code

CC—Commander

CCATT—Critical Care Air Transport Team

CEA—Career Enlisted Aviator

CSAF—Chief of Staff of the Air Force

DAF—Department of Air Force

DAFPD—Department of the Air Force Policy Directive

DAFSC—Duty Air Force Specialty Code

DIERT—Date Initially Entered Retraining

DoD—Department of Defense

ELP—Excess Leave Program

ERCC—En Route Critical Care

ESC—Entitlement Status Code

FEB—Flying Evaluation Board

FSC—Flying Activity Code

FY—Fiscal Year

HAF—Headquarters Air Force

HALO—High Altitude Low Opening

HARM—HARM

HDIP—Hazardous Duty Incentive Pay

ICBM—Intercontinental Ballistic Missile

LRQT—Launch and Recovery Qualification Training

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

MCE—Mission Control Element
MDS—Mission Design Series
MFF—Military Free Fall
N/A—Not Applicable
NAF—Numbered Air Force
NGB—National Guard Bureau
OFDA—Operational Flying Duty Accumulator
OPR—Office of Primary Responsibility
OTS—Officer Training School
PASCODE—Personnel Accounting Symbol Code
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
RegAF—Regular Air Force
RPA—Remotely Piloted Aircraft
SecAF—Secretary of the Air Force
TDY—Temporary Duty
UCMJ—Uniform Code of Military Justice
USAFA—US Air Force Academy
USSF—United States Space Force
VCSAF—Vice Chief of Staff of the Air Force

Office Symbols

AETC/A3V—Air Education and Training Command Standardization and Evaluation Division
AF/A1—Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services
AF/A3T—Air Force Director of Training and Readiness
AF/A3TF—Total Force Aircrew Management Division
AF/A3DX—Operations Digital Enterprise Division
AF/SG—Surgeon General of the United States Air Force
AFMRA/SG3PF—Air Force Medical Readiness Agency
AFPC/DP2OR—Air Force Personnel Center Rated Operations Airmen Career Management Branch
AFPC/DPALT3—Air Force Personnel Center Directorate of Personnel Programs
AFRC/A3R—Air Force Reserve Command Operations Resource Division

AFRC/A3RA—Air Force Reserve Command Aviation Resource Management Branch

AFRC/SG—Air Force Reserve Surgeon General

MAJCOM/SG—MAJCOM Command Surgeon

MAJCOM/SGP—MAJCOM Chief of Aerospace Medicine

NGB/CF—Director of the Air National Guard

NGB/SG—National Guard Bureau Surgeon General

NGB/A3/6/10—Director of Air National Guard Bureau Operations

VCSAF—Vice Chief of Staff Air Force

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 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—Monthly incentive pay used by the DoD to attract and encourage enlisted Service members in the Regular or Reserve Component of a Military Service to serve in an aviation career field or designated critical skills. (DoDI 7730.67)

Disqualification from Aviation/Parachutist—When no longer medically or professionally qualified to perform aviation service, a member is disqualified from aviation or parachutist service and no longer eligible for incentive pay or operational flying duty accumulator credit.

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 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. It includes airborne duties, ground duties directly associated with the operation of airborne remotely controlled aircraft and aircraft equipment, and ground-based, sensor-directed control of airborne aircraft.

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

Man-Year—A specific budgetary obligation of funds to support payment of incentive pay for one individual for one fiscal year. AF/A3DX 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-17A, F-016C).

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—Monthly credit for performance of operational flying duty used in the management of incentive pays and advanced ratings/badges. To credit a month of operational flying duty accumulator, 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.

Parachutist—DAFI 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 pilots, combat systems officers, air battle managers, observers, and flight surgeons.

Rated Duty—The status of an officer 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.