

IC 2004-1 TO AFI 36-2205, *APPLYING FOR FLYING TRAINING, AIR BATTLE MANAGER, AND ASTRONAUT PROGRAMS*

29 OCTOBER 2004

★SUMMARY OF REVISIONS

This change adds IC 2004-1 (attachment 9). This change distinguishes between a waiver and an exception to policy and clarifies the process for an Undergraduate Flying Training applicant to request a waiver or exception to policy to the age and Total Federal Commissioned Service limits. See the last attachment of the publication, IC 2004-1, for the complete IC. A bar (/) indicates revision from the previous edition.

★OPR: HQ AFPC/DPAOT3 (Mr. Howard M. Peterson)

★Supersedes: AFI 36-2205, 23 December 2003

★Certified by: HQ AFPC/DPA (Col D. Lee Hall Jr.)

★1.1.6. Active Duty applicants must not exceed their 30th birthday or 5 years beyond their Total Federal Commissioned Service Date (TFCSD) by the start date of the board's first available UFT class as specified in the UFT Selection Board Announcement message. See Attachment 2 for age or commissioned service waiver request procedures. Air National Guard and Air Force Reserve applicants must not exceed their 30th birthday or 5 years beyond their TFCSD by their assigned UFT class start date (i.e., the UFT class start date may not be later than the date of the applicant's 30th birthday).

★Attachment 2

AGE OR COMMISSIONED SERVICE WAIVER REQUEST

★A2.1. **Applying for an Age or Commissioned Service Waiver.** Submit a request for a waiver in memo form with the appropriate letterhead and current address. (See AFMAN 33-326, *Preparing Official Communications*)

For Active-duty Age Waiver Requests:
(Recommend sending by overnight mail) HQ USAF/DPPPR
1040 Air Force Pentagon
Washington DC 20330-1040

For ANG waiver requests, route through:
to: State Adjutant General
HQ ANG/DPFO
Jefferson Plaza #1, 10th Floor
1411 Jefferson Davis Highway
Arlington VA 22202-3231

If an ANG request is disapproved, it will be returned through HQ ANG/DPDF to the applicant's state headquarters, which will forward to the applicant's unit.

For AFRC waiver requests, send to:

HQ AFRC/DPMB
155 Richard Ray Blvd
Robins AFB GA 31098-1635

Waivers.

★A2.2.. For waiver requests to be considered, applicants who exceed the age and/or TFCSD criteria must document that an administrative, counseling, or medical error occurred within the last two years and prevented the applicant from applying for UFT when otherwise fully eligible. Further, commanders must explicitly justify why supporting a waiver for an individual over fully qualified candidates is in the best interest of the Air Force, Air National Guard, or Air Force Reserve. Applicants who have already had at least one opportunity to compete for UFT are generally not approved for a waiver.

★A2.2.1. Administrative error: Committed by an Air Force, Air National Guard, or Air Force Reserve agency or otherwise beyond the applicant's control. Examples of administrative errors include:

★A2.2.1.1. An application package was forwarded to the MPF to process, but the MPF failed to forward it, sent it to the wrong address, or did not properly screen the application package for the required forms resulting in the package not meeting the UFT selection board.

★A2.2.12.. An incomplete or incorrect medical form.

★A2.2.2. Counseling error: An Air Force, Air National Guard, or Air Force Reserve agency gave incorrect information that the applicant could not verify. For example, a member was told that he could not apply for UFT when he actually met all the eligibility criteria.

★A2.2.3. Medical error: An incorrect diagnosis of a medical condition prevented the applicant from applying when otherwise eligible. For example, a member was diagnosed as having a disqualifying condition, but a review of the *original* diagnosis showed he was medically qualified. Attach the original medical form and the medical authority's supporting comments.

★A2.3. Submit the request for an age and/or TFCSD waiver indorsed by the applicant's immediate Squadron/CC, Group/CC, Wing/CC, NAF/CC, and MAJCOM/CC (or appropriate chain-of-command leading to The Adjutant General (TAG) for ANG applicants), and forward to HQ USAF/DPPPR or HQ ANG/DPFO for staffing to the CSAF for final action. Include names, dates, and other details to clearly document the administrative, counseling, or medical error. Attach a complete copy of the UFT application and include a completed flying class I/IA physical with any approved medical waivers, certified by HQ AETC/SGPS.

★A2.3.1. All waiver requests are reviewed on an individual basis and, if approved, allow the applicant a one-time opportunity to compete for UFT. For active duty, if the requested age and/or TFCSD waiver is not received in time for CSAF action before the

UFT board convenes, the waiver package will be returned to the MAJCOM POC. If the waiver request is approved, HQ USAF/DPPPR will forward the package to HQ AFPC/DPAOT3 for inclusion on the board and notify the MAJCOM POC. However, if the application is disapproved, it will be returned to the MAJCOM POC. In either case, the MAJCOM POC will notify the applicant of the CSAF action through the chain of command. For ANG applications, USAF/DPPPR will forward approved and disapproved applications to ANG/DPDF for class scheduling or further disposition. In all cases, the individual applicant will be notified of the waiver decision via the chain-of-command.

★A2.3.2. The CSAF may delegate the approval authority for age and commissioned service waiver requests.

★A2.3.3. The disapproval authority for an age or TFCSD waiver is vested in the Wing/CC (or equivalent). If the application is disapproved, it will be returned to the applicant. The disapproval authority within the ANG chain-of-command for an age or TFCSD waiver is The Adjutant General. Any application disapproved by The Adjutant General will be returned to the applicant.

Exceptions to Policy.

★A2.4. If a member exceeds the age and/or TFCSD limits and does not meet the above criteria to be considered for a waiver, he or she may request an exception to policy (ETP) through their MAJCOM or ANG chain of command as directed in A2.3. Age and TFCSD limits exist to protect the interests of the total rated force and should not be taken lightly. Exceptions to policy will normally be granted only in rare circumstances when a commander can document sustained, exceptional performance and the deviation from policy is minor. Further, commanders must specifically and explicitly justify why supporting an ETP for an individual, considering a large pool of fully qualified applicants, is in the best interests of the Air Force, Air National Guard, or Air Force Reserve. Each ETP imposes potential increased risk to operational safety and effectiveness. Only the rare, truly exceptional individual should be endorsed and forwarded through the chain of command for ETP consideration.

★A2.4.1. ETP requests judged by the Wing/CC (or equivalent) or TAG for Air National Guard, to have insufficient support or merit should be denied and returned to the applicant.