

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND
INSTRUCTION 36-2602**

19 JULY 2004



Personnel

**APPLICATION PROCEDURES FOR
SPECIALIZED UNDERGRADUATE PILOT
TRAINING (SUPT), SPECIALIZED
UNDERGRADUATE PILOT
TRAINING-HELICOPTER (SUPT-H), AND
SPECIALIZED UNDERGRADUATE
NAVIGATOR TRAINING (SUNT)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-26, *Total Force Development*. It explains how an individual may apply for undergraduate flying training leading to an aeronautical rating and how applications are processed for individuals applying for pilot/navigator training through the Air Force Reserve. AFRCI 36-2602, *APPLICATION PROCEDURES FOR SPECIALIZED UNDERGRADUATE PILOT TRAINING (SUPT), SPECIALIZED UNDERGRADUATE PILOT TRAINING-HELICOPTER (SUPT-H), AND SPECIALIZED UNDERGRADUATE NAVIGATOR TRAINING (SUNT)* requires the maintenance of information protected by the Privacy Act of 1974. The authorities to collect the prescribed records in this instruction are Title 10 U.S.C., Section 8013. Do not supplement this instruction.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Section A—General Guidelines

1. Eligibility Requirements. Applicants who meet the following criteria are eligible for Undergraduate Flying Training (UFT) consideration:

- 1.1. Eligible for Officer Training School (OTS) as prescribed by AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*.

1.2. Meet all medical standards specified in AFI 48-123, *Medical Examinations and Standards*, for pilot and navigator training.

1.3. Must be eligible for UFT entry before reaching 30 years of age.

1.3.1. Commissioned officers must not exceed 5 years total federal commissioned service. **NOTE:** Age and commissioned service waiver consideration is given to applicants who can document that an Air Force administrative, counseling, or medical error occurred within the last 2 years that prevented the applicant from applying for UFT when otherwise eligible. See **Attachment 2** for age and commissioned service waiver procedures. If the applicant can justify a waiver using this criteria, they must submit a complete copy of the UFT application, to include a completed flying class I/IA physical, certified by HQ AETC/SGPS, with the request for an age or commissioned service waiver processed through Air Force Reserve Command channels. All waivers are reviewed on an individual basis and, if approved, allow the applicant a one time opportunity to compete for UFT. Approval authority rests with CSAF.

1.4. Attain minimum required Air Force Officer Qualifying Test (AFOQT) scores. See AFI 36-2605, *Air Force Military Personnel Testing System*, for AFOQT procedures. For the purpose of this application, AFOQT scores do not expire. Requirements:

1.4.1. Fiftieth percentile (or higher) total score for pilot and navigator technical composites.

1.4.2. Twenty-fifth percentile (or higher) on the pilot composite and at least 10th percentile on the AFOQT navigator-technical composite for applicants for SUPT.

1.4.3. Twenty-fifth percentile (or higher) on the navigator-technical composite for SUNT applicants.

1.5. Complete Basic Attributes Test (BAT), (pilot candidates only).

1.5.1. The BAT score combined with the pilot AFOQT score and private flying time produces the pilot candidate selection method (PCSM) score.

2. Ineligibility Factors. The following individuals are ineligible for UFT consideration:

2.1. Persons permanently disqualified for aviation service at any time.

2.2. Officers who have illegally, wrongfully, or improperly experimented with, used, possessed, sold, or transferred any narcotic substance, dangerous drug, intoxicating inhaled substance, or controlled substance as established by Title 21, U.S.C. Section 812 when supported by evidence.

2.3. Officers who have declined UFT after selection.

2.4. Individuals eliminated from a flying training course including USAF - Flight Screening Program (FSP), the Pilot Instruction Program (PIP), and the Flight Instruction Program (FIP), by or for the Armed Forces of the United States, with the following provisions:

2.4.1. Those eliminated for military deficiency or self-initiated elimination (SIE) reasons.

2.4.2. Individuals eliminated for reasons other than those mentioned above, unless specifically recommended for further pilot or navigator training at the time they were eliminated by AETC.

Section B—Application Procedures**3. How to Apply.** For applicants who are not unit assigned, the host reserve recruiting office:

- 3.1. Provides initial counseling on Reserve participation and UFT eligibility requirements.
- 3.2. Schedules the applicant for the AFOQT and obtains the results.
 - 3.2.1. If test scores are disqualifying, advises the individual of the results and the eligibility date for retesting; refer to AFI 36-2605, *Air Force Military Personnel Testing System*.
- 3.3. Schedules an appointment with the nearest active duty medical facility for Flying Class I (FC I) or Flying Class IA (FC IA) physical examination. If the applicant is qualified (or within waivable limits) for the flying training desired specified in AFI 48-123 then:
 - 3.3.1. Obtains the examination and submits to HQ AETC/SGPS for certification. Certified physicals are returned to recruiting for inclusion in the UFT application.

4. The Military Personnel Flight (MPF):

- 4.1. Assists unit-assigned members and applicants referred from recruiting in completing forms listed in **Table 1**.
- 4.2. Includes the wing commander's recommendation and other letters of recommendation as a part of the application.
- 4.3. Forwards the completed application to HQ AFRC/DPMB. Applications may be submitted throughout the year for consideration by the next scheduled board.
 - 4.3.1. Applications received by HQ AFRC/DPMB after the application deadline will be considered by the next scheduled board.

5. HQ AFRC/DPMB:

- 5.1. Convenes selection board in March and September of each year. Applications are due not later than the last duty day in the month prior to the board.
- 5.2. Announces board dates and any additional requirements for application submission.
- 5.3. Ensures applications are complete and candidates meet eligibility criteria.

Section C—HQ AFRC Selection Board**6. Selection Board:**

- 6.1. Since quotas for UFT are limited, applicants compete for vacancies through board selection based on the "whole-person" concept.
 - 6.1.1. Board members are charged to identify candidates with the strongest potential for becoming exceptional Air Force Reserve Officers and potential to successfully complete flying training.
 - 6.1.2. Selection Boards are composed of at least four voting members. HQ AFRC/CV selects the board president. Each NAF/CC provides a representative to serve as board member.

7. Selecting and Notifying Applicants:

7.1. HQ AFRC/DPMB:

- 7.1.1. Notifies the Wing Commander, Recruiting Services, and MPF of selectees.
- 7.1.2. Returns applications of individuals considered, but not selected, by the AFRC Selection Board to the Wing Commander sponsoring the candidate.
- 7.1.3. Provides the MPF with HQ AFRC Form 0-16, **Notification of Selection for OTS/FSP/SUPT/UUNT**. Send information copies to:
 - 7.1.3.1. HQ AFRC/FMARA for funding purposes.
 - 7.1.3.2. HQ AFRC/DPTF to project follow-on training.
 - 7.1.3.3. HQ AFRC/DOTS to forecast future UFT requirements.
 - 7.1.3.4. NAF/DO for informational purposes.
 - 7.1.3.5. HQ ARPC/DPABA for issuance of appointment orders upon appointment as 2Lt.

7.2. Upon receipt of selection notification and in coordination with recruiting, the MPF:

- 7.2.1. Gains the individual to the unit via Military Personnel Data System (MILPDS).
- 7.2.2. Initiates request for security clearance. **NOTE:** A request for Final Secret National Agency Check (NAC) must be on file with Defense Investigative Service (DIS) before reporting to OTS.
- 7.2.3. Ensures active duty for training orders for OTS/IFT/NIFT/MFS/SUPT/SUNT, as appropriate are published.
- 7.2.4. Ensures orders for OTS are separate from UFT orders, and orders are consecutive so there is no break in service.

8. Reconsidering Applicants. Applications may be resubmitted to future selection boards, provided the applicant continues to meet all eligibility criteria.

Section D—Disposition of Graduates/Nongraduates

9. Graduates:

- 9.1. Graduates are awarded the aeronautical rating of pilot or navigator and returned to their home unit for follow-on training.
- 9.2. HQ AFRC/DPTF coordinates follow-on training with the MPF before the individual is scheduled to graduate from SUPT/SUNT.

10. UFT Eliminations:

- 10.1. Officers eliminated from pilot training may be considered for navigator training provided they are qualified and recommended for SUNT by the eliminating authority.
 - 10.1.1. Unit commander forwards letter of recommendation and AF Form 1288, **Application for Ready Reserve Assignment**, to HQ AFRC/DPMB with new assignment information.
- 10.2. Officers permanently disqualified from aviation service are either:

10.2.1. Assigned to a nonrated vacant position within their reserve unit or a reserve unit within commuting distance until expiration of the individual's Reserve service commitment.

10.2.2. Transferred to Air Reserve Personnel Center (ARPC).

10.2.3. Processed for discharge according to AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

Table 1. Checklist for Processing OTS/SUPT/SUNT Applicants.

If applicant is:		RULE				
		1	2	3	4	5
A	A Civilian	Y				
B	A USAFR Officer/Active Duty Officer		Y			
C	A USAFR Airman/Active Duty Airman			Y		
D	An Interservice Officer Transfer				Y	
E	An Interservice Enlisted Transfer					Y
SUBMIT THE FOLLOWING DOCUMENTS, ORIGINAL PLUS COPY						
F	AF Form 56, Application and Evaluation for Training Leading to a Commission in the United States Air Force	X	X	X	X	X
G	Official College Transcripts	X	X	X	X	X
H	Conditional Release (if applicable)				X	X
I	DD Form 785 (if applicable), Record of Disenrollment from Officers Candidate-Type Training	X		X		X
J	Flying Class I/IA –HQ AETC/SG Certified Physical Examination	X	X	X	X	X
K	AF Form 2030, USAF Drug and Alcohol Abuse Certified	X				
L	AF Form 24, Application for Appointment as Reserves of the Air Force or USAF Without Component	X		X	X	X
M	AF Form 215, Aircrew Training Candidate Data Summary	X	X	X	X	X
N	AF Form 1288, Application for Ready Reserve Assignment	X	X	X	X	X
O	Last Page of Civilian Flight Log Book	X	X	X	X	X
P	Copy of DD FM 214, Certificate of Release or Discharge from Active Duty (Prior Service Applicants)	X	X	X	X	X
Q	Copy of Private Pilot Certificate, (if applicable)	X	X	X	X	X
R	Copy of Security Clearance Information, (do not send original)	X	X	X	X	X

		RULE				
If applicant is:		1	2	3	4	5
S	Statement Acknowledging Reserve Service Commitment (See Attachment 3)	X	X	X	X	X
T	Pilot Candidate Selection Method (PCSM) Score. (SUPT Applicants Only)	X	X	X	X	X
U	Air Force Officer Qualification Test (AFOQT) Scores	X	X	X	X	X
V	Wing/CC Letter of Recommendation	X	X	X	X	X

JOHN A. BRADLEY, Lt General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AETC—Air Education Training Command

AFOQT—Air Force Officer Qualifying Test

AFRC—Air Force Reserve Command

ARPC—Air Reserve Personnel Center

BAT—Basic Attributes Test

DIS—Defense Investigative Service

FIP—Flight Instruction Program

FSP—Flight Screening Program

IFT—Introduction to Flight Training

MFS—Medical Flight Screening

MPF—Military Personnel Flight

NAC—National Agency Check

NAF—Numbered Air Force

NIFT—Navigator Introduction to Flight Training

OTS—Officer Training School

PCSM—Pilot Candidate Method Score

PDS—Personnel Data System

PIP—Pilot Instruction Program

UFT—Undergraduate Flying Training

SUNT—Specialized Undergraduate Navigator Training

SUPT—Specialized Undergraduate Pilot Training

USAF—United States Air Force

Attachment 2

AGE OR COMMISSIONED SERVICE WAIVER REQUEST

A2.1. Include (in memo form): Appropriate letterhead; current address; and request for age or commissioned service waiver. (See AFMAN 33-326, *Preparing Official Communications*.)

A2.2. Applying for an Age or Commissioned Service Waiver:

A2.2.1. If you can document an Air Force administrative, counseling, or medical error that occurred within the last 2 years that prevented you from applying for UFT while otherwise eligible, submit a complete copy of the UFT application with request for age or commissioned service waiver through your immediate Squadron commander, Wing/CC, NAF/CC, to HQ AFRC/DPMB for processing to CSAF for final disposition.

The disapproval authority within the chain of command is vested in the MAJCOM/CC or delegated authority. Disapproved packages will be returned to the applicant.

A2.2.2. Administrative error: Committed by an Air Force agency otherwise beyond your control. Examples of administrative errors include:

A2.2.2.1. An application package was not properly screened by the MPF or recruiter and returned without action; MPF or recruiting mailed application to wrong address or failed to forward to HQ AFRC/DPMB for board consideration.

A2.2.2.2. An incomplete or incorrect medical form.

A2.3. Counseling error: An Air Force agency gave you incorrect information and you could not verify the information on your own. For example, you were told you could not apply for UFT when you actually met the eligibility criteria.

A2.4. Medical error: An incorrect diagnosis of your medical condition prevented you from applying when you were otherwise eligible. For example, you were diagnosed as having a disqualifying condition, but a review showed you were medically qualified. Attach original medical form and the medical authority's supporting comments when you submit and age or commissioned service waiver request based on a medical error.

A2.5. Include names, dates, and specific details to document your case. Submit your age or commissioned service waiver request with your entire UFT application package. Your request must include Squadron, Wing, and NAF support. Send requests to:

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

Attachment 3

STATEMENT OF RESERVE SERVICE COMMITMENT

If selected for officer training school or undergraduate flight training, I accept the appropriate Reserve service commitment as specified in AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*, dated 26 March 2004.

This statement must be signed, dated by the applicant and witnessed by a recruiting or military personnel official.