



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

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AFI 11-402, 1 September 97, is supplemented as follows: (This supplement does not apply to Air National Guard and United States Air Force Reserve units.)

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

A “[” indicates revised material since the last edition.

Para 1.3 is renumbered **1.4**.

Para **3.7.1.1** is added

Paras 3.7.2.8.1.1-3.7.2.8.1.3. are deleted

Paras **4.8.2.** - **4.8.2.2. (Added)** are changed.

Paras **5.8.2.3. (Added)** and 5.8.6. are added as **5.8.** Note 2.

Para **5.8.4.2.** is deleted.

Paras 5.8.4.4 - 5.8.4.4.3 are renumbered **5.8.1.1.4. - 5.8.1.3.3. (Added)**

Para **5.9.** is added.

Para 6.6 is deleted.

Para **6.7.2.** is changed.

Para **6.7.2.3.** is added.

Paras 7.4.4.2 - 7.11 are deleted. (AFI 11-410, *Personnel Parachute Operations*, replaces this chapter of the basic instruction.)

**1.4. To meet 30-workday suspense**, each command level has 10 workdays to staff each case file. If case file is incomplete or cannot be staffed within time allotted, send letter or message to HQ AMC/DOTF with justification for extending suspense. Each level of command must review the case file and return any not meeting the requirements of this supplement. Do not send files that are incomplete or contain insufficient justification.

**1.6. Commander refers to squadron commander** or equivalent, who initiates aviation service action through the unit's chain of command to higher headquarters.

3.6.2.3.1. (Added) Investigations involving alleged substance abuse require suspension of aviation service (ASC 04). If on-going investigation, regardless of its nature, caused placement into ASC 04, then temporary decertification from PRP is required. On receipt of AF Form 286A, **Permanent PRP Decertification Action** (for other than medical reasons), HOSM will assign ASC 04 pending final resolution of the individual's continuance in aviation service. Temporary and permanent PRP decertifications are administrative in nature, do not use them in place of punitive actions, if warranted.

3.7.1. Commanders must work closely with servicing FMO or HOSM on all aviation service matters to ensure notification of appropriate agencies and completion of all actions. See **Attachment 30 (Added)**, **Attachment 31 (Added)**, **Attachment 32 (Added)**, **Attachment 33 (Added)**, and **Attachment 34 (Added)** of this supplement.

3.7.1.1. An individual may be placed in suspended (ASC 04) status beyond the 180-day limit prescribed by AFI 11-401, *Flight Management*, when a FEB action is pending. Notify HQ AMC/DOTF 15 workdays prior to exceeding the 180-day limit.

3.7.1.2, 3.7.1.3, and 3.7.1.4. HOSM sends case file through command channels to HQ AMC/DOTF. Include copy of recent record review RIP (report of personnel) and flying history report as attachments. Military personnel flight (MPF) DPMAC is responsible for providing records review RIP.

3.7.1.5. Commander must immediately notify the HOSM or TOSM on initiation of the investigation. Commanders must work closely with the HOSM or TOSM and social actions to ensure required actions are completed in a timely manner. The HOSM or TOSM must advise HQ AMC/DOTF of the alleged drug abuse by message within 3 workdays after commander's notification, information copy to NAF/DOV. Mark message "FOR OFFICIAL USE ONLY." Notification must be in the following format:

SUBJECT: POSSIBLE DISQUALIFICATION FOR AVIATION SERVICE DRUG ABUSE.

NAME AND SOCIAL SECURITY NUMBER (SSN):

CURRENT GRADE:

OFFICER SERVICE DATE:

AVIATION SERVICE DATE:

UNIT OF ASSIGNMENT:

CURRENT AERONAUTICAL RATING:

ADDITIONAL AERONAUTICAL RATINGS:

DATE OFFICER SUSPENDED FROM AVIATION SERVICE:

AERONAUTICAL ORDER NUMBER:

KNOWN CIRCUMSTANCES SURROUNDING THE ALLEGED DRUG ABUSE:

## ANTICIPATED DATE THE INVESTIGATION WILL BE COMPLETED:

3.7.1.5.1. If drug abuse is not substantiated, HOSM or TOSM must notify HQ AMC/DOTF, info to the NAF/DOV. This notification will constitute termination of any further actions and HOSM or TOSM will revoke ASC 04. Mark message "FOR OFFICIAL USE ONLY. Provide copy of the aeronautical order (AO) revoking ASC 04 to HQ AMC/DOTF and NAF/DOV."

3.7.1.5.2. If drug abuse is substantiated, HOSM or TOSM must immediately notify HQ AMC/DOTF by message information copy to NAF/DOV that action was taken to permanently disqualify the officer from aviation service. Mark message "FOR OFFICIAL USE ONLY." Notification will be in the following format:

SUBJECT: DISQUALIFICATION FOR AVIATION SERVICE DRUG ABUSE.

REF: *(Reference the original message notifying HQ AMC/DOTF of the possible disqualification for aviation service based on drug abuse.)*

NAME AND SSN:

CURRENT GRADE:

OFFICER SERVICE DATE:

AVIATION SERVICE DATE:

EFFECTIVE DATE OF DISQUALIFICATION FOR AVIATION SERVICE:

AERONAUTICAL ORDER NUMBER:

DATE REQUIRED DOCUMENTATION SENT:

HOSM or TOSM sends the original case file to HQ AMC/DOTF and simultaneously sends a copy to NAF/DOV. Attachments must include AO imposing suspension (ASC 04) and disqualification (ASC 00).

3.7.1.6. When suspending an officer from aviation service and contemplating action under this paragraph, the commander must immediately notify the officer using **Attachment 35 (Added)** of this supplement as an example. HOSM or TOSM must ensure that supporting documentation is included for each allegation made in this notification. HOSM must also review the case file for administrative compliance with this instruction before sending it to the convening authority for recommendation.

3.7.2.8. See **Attachment 34 (Added)** of this supplement.

3.7.2.8.1. If an officer is PRP decertified and action under paragraph 3. of the basic instruction is not contemplated and the recommendation is that the officer remains qualified for aviation service, then the wing commander will be the final decision authority. If the recommendation is to disqualify the officer from aviation service, HOSM or TOSM will send an aviation service package with all supporting documents through command channels to HQ AMC/DOTF.

**3.8. HQ AMC/DOTF will send a copy of the Air Force headquarters approval or disapproval to the officer and the NAF/DOV.**

3.8.5. and 3.8.7. HOSM or TOSM sends the original case file to HQ AFPC/DPMROY and simultaneously sends copies to NAF/DOV and HQ AMC/DOTF. Include a copy of a recent record review RIP, Individual Data Summary (IDS), Flying History Report (FHR), and Individual Flight Record (IFR) as attachments.

**NOTES:**

1. MPF DPMAC is responsible for providing the records review RIP.
2. NAF recommendation for concurrence or nonconcurrence must reach HQ AMC/DOTF by message within 5 workdays after receipt of the case file. Provide specific rationale for nonconcurrence.

**4.1. The commander must work closely** with servicing FMO or HOSM on all aviation service matters to ensure all administrative actions are complete.

4.3.3. If a rated officer is returning to home station for FEB action, the CCTS must advise the student's unit commander by message within 2 workdays of the elimination decision. Send information copies of the message to HQ AMC/DOTF. The CCTS must provide a complete copy of flight training records to the member's unit commander and the home station HOSM or TOSM must comply with **A16.1.1** within 10 workdays of member's return.

4.3.5. Failure to complete requirements due to lack of initiative requires the individual to appear before a FEB.

4.4.2. The wing commander is the convening authority for flying evaluation boards. Requests for an additional convening authority are handled on a case-by-case basis. Requests must be specific as to why designation of an additional convening authority is in the best interest of the Air Force. Send all requests to HQ AMC/DOTF, by message, as soon as a requirement exists. Include the NAF/DOV as an information addressee on the message. The AMC/DO is designated the convening authority for FEBs to revalidate aviation service on rated officers.

4.4.3. Do not appoint unit personnel who occupy a position of command or authority (i.e. wing/CC/CV, operations group CC/CD, squadron CC/DO) as board members.

4.4.7. See **Attachment 29 (Added)** for administrative processing and review procedures of FEB waivers.

4.4.9.4. Obtain the IDS, FHR, and IFR from the servicing FMO or HOSM.

4.4.9.5. If available, include copies of all certificates of aircrew qualifications (AF Form 8, **Certificate of Aircrew Qualification**, AF Form 942, **Record of Evaluation**, etc.) for the preceding 2 years while on operational aviation duty as exhibits to the board proceedings regardless of the reasons for the respondent appearing before the board.

4.4.9.7. (Added) A copy of the respondent's recent records review RIP with all sections current. MPF/DPMAC is responsible for providing the records review RIP.

4.4.14. If applicable, include in the FEB package a signed statement by the respondent indicating that he/she has waived the right to counsel.

4.5.2. Advance ratings in a specific specialty (i.e. pilot, senior pilot, or command pilot) or primary aircrew duties (i.e. navigator versus radar navigator), are not dual ratings.

4.6.5. If reconvening or rehearing of the board is considered appropriate by any review authority, immediately notify HQ AMC/DOTF by message, indicating reasons reconvening or rehearing is appropriate. Include NAF/DOV as an information addressee in the message.

4.6.8. HQ AMC/DOT may discontinue processing of the FEB convened under paragraph **4.3.3.** (failure to meet training standards) and direct the respondent to resume training.

4.8.2. On review or recommendation by the convening authority, the recorder will distribute copies of the FEB case file. Send the original FEB proceeding and exhibits to HQ AMC/DOTF. Simultaneously, send one copy to the NAF/DOV. Send board proceedings as follows:

4.8.2.1. (Added) Recorder sends board proceedings to convening authority within 10 workdays after adjournment of the board.

4.8.2.2. (Added) The recorder sends board proceedings to reviewing authorities within 15 workdays after adjournment.

**NOTE:** HQ AMC/DOTF must approve deviation to these suspenses. Immediately notify HQ AMC/DOTF by message when it is determined that suspense dates cannot be met.

5.5.2. Do **not** place individuals on aeronautical orders before entry into CCTS.

**5.6. Commanders and supervisors must work closely** with servicing FMO or HOSM to ensure all required actions are completed in a timely manner. Units that initiate aviation service action are responsible for final resolution of that action.

5.6.2. HQ AMC/DOTF is final decision authority for aviation service actions under this chapter. Send one copy of all aeronautical orders that disqualify aircrew members from aviation service to HQ AMC/DOTF and appropriate NAF/DOV.

**5.7. HOSM will ensure unit commanders are aware** of 120-day advance notification policy. Unit commanders will immediately notify the HOSM when non-rated or enlisted PCS/PCA actions are pending. The 120-day advance notification policy does not apply to members who are being considered for disqualification in accordance with paragraph **5.8.** of the basic instruction.

**5.8. See Attachment 30 (Added), Attachment 31 (Added), Attachment 32 (Added), Attachment 33 (Added), and Attachment 34 (Added)** of this supplement.

**NOTES:**

1. See paragraph **5.8.1.3. (Added)**, this supplement, for disqualification actions for aircrew members who fail to complete an AMC formal school.
2. If initiation of disqualification action is prior to the date of separation and the aircrew member separates, continue processing the disqualification package.

5.8.1.1. (Added) To initiate disqualification action, the squadron commander will:

5.8.1.1.1. Request the local FMO/HOSM publish an aeronautical order assigning ASC 04 (Suspended - Disqualification Action Pending).

5.8.1.1.2. Submit a disqualification package through command channels. Include the suspension order, a current copy of the IDS, IFR, FHR, and a report of individual personnel (RIP) in the package.

5.8.1.1.3. Attach certificates of aircrew qualification, training progress reports, training records, or other documentation to substantiate the request.

5.8.1.1.4. Send the request through the servicing FMO or HOSM, wing or group commander, and NAF/DOV/DO to arrive at HQ AMC/DOTF within 30 workdays. Send aeromedical evacuation crewmember requests through the servicing FMO/HOSM, 375 AW/CC, and NAF/DOV/DO to arrive at HQ AMC/DOTF within 30 workdays.

5.8.1.2. (Added) The squadron commander at home station will initiate disqualification action for non-rated aircrew members who are qualified in one aircraft but fail to qualify into another aircraft (same aircrew specialty, AFSC/suffix) while in formal training. (**EXAMPLE:** A C-5 flight engineer retraining as a C-141 flight engineer or a C-130 loadmaster retraining as a C-141 loadmaster.) If a nonrated aircrew member fails to qualify in another aircrew specialty, Air Force specialty code, and suffix, in either the same aircraft or another aircraft, the squadron commander will contact the MPF to initiate reclassification action. (**EXAMPLE:** A loadmaster retraining as a flight engineer completes the ground portion of the formal school, AFSC 1A1X1 awarded; however, the member fails the flight portion of the formal school.) Initiate classification action to withdraw the 1A1X1 AFSC, but retain the aircrew member's 1A2X1 AFSC.

**NOTE:** This paragraph does not apply to aircrew members who self-initiate elimination from a formal school. See paragraph 5.8.4.4 for those actions.

5.8.1.3. (Added) Failure to Complete a Formal School. The home station squadron commander will initiate one of the following actions for aircrew members who were awarded an aircrew AFSC and failed to complete initial qualification while attending formal school training.

5.8.1.3.1. (Added) Initiate disqualification action for failure to attain aircrew qualification. Requests for ASC 00 (Disqualified—Administrative Reasons) must be fully justified, or ASC 05 (Disqualified—Failure to Attain Aircrew Qualification) will be assigned.

5.8.1.3.2. (Added) Ensure aircrew members initiate humanitarian disqualification in accordance with paragraph 5.9.3. This action is for aircrew members who have severe personal problems that may be resolved if assigned to nonflying duties for a short time.

5.8.1.3.3. (Added) Ensure aircrew members who self-initiate elimination from a formal school also requests voluntary disqualification from aviation service.

**NOTES:**

1. The actions listed above also include aircrew members who have not been assigned an aviation service code (ASC).
2. The formal school registrar's office will initiate disqualification action for an aircrew member who is TDY en route. The gaining squadron commander should be contacted to assist in determining the disqualification action required. Send the request through the gaining NAF.

5.8.2. Normally, the commander suspends the member from aviation service pending review by higher headquarters. However, in those cases where the commander determines the member will perform flying duties pending resolution, a statement by the commander to that effect must be included as an attachment to the case file. HOSM or TOSM sends the original of the case file to HQ AMC/DOTF and simultaneously sends copies to the NAF/DOV. A recent records review RIP, IDS, FHR, and IFR along with the voluntary request and the aeronautical order imposing suspension (or statement by the commander) must be included as attachments.

**NOTES:**

1. MPF DPMAC is responsible for providing records review RIP.
2. NAF commander recommendation for concurrence or nonconcurrence must reach HQ AMC/DOTF, by message, within 5 workdays after receipt of case file. Provide specific rationale for nonconcurrence.
3. If the voluntary request is based on reasons beyond the control of the individual, assign aviation service code 00 (Disqualified—Administrative Reasons).

5.8.2.3. (Added) To initiate voluntary disqualification action the aircrew member will:

5.8.2.3.1. (Added) Prepare a request according to attachment 4 of the basic instruction citing the **unusual or compelling circumstances** to justify disqualification. **NOTE:** Dissatisfaction with the career field, fear of flying, and single parent are some reasons not normally considered as unusual or compelling circumstances for voluntary disqualification.

5.8.2.3.2. (Added) Attach current copies of the IDS, FHR, IFR, RIP, and if suspended, the suspension order. Include any supporting documentation, such as medical or clerical statements, to support the request.

5.8.2.3.3. (Added) The squadron commander sends the request through the servicing FMO/HOSM, wing or group commander, and NAF/DOV/DO to HQ AMC/DOTF.

5.8.3. NOTE (Added). Commander must immediately notify HOSM or TOSM on initiation of investigation. Commanders must work closely with the HOSM or TOSM and social actions to ensure required actions are completed in a timely manner. HOSM or TOSM must advise HQ AMC/DOTF by message, information copy to NAF/DOV, of the alleged drug abuse, within 3 workdays after commander notification. Mark message "FOR OFFICIAL USE ONLY." Notification must be in the following format:

SUBJECT: POSSIBLE DISQUALIFICATION FOR AVIATION SERVICE DRUG ABUSE.

NAME AND SSN:

CURRENT GRADE:

UNIT OF ASSIGNMENT:

DAFSC:

DUTY TITLE/CREW POSITION:

DATE MEMBER SUSPENDED FROM AVIATION SERVICE:

AERONAUTICAL ORDER NUMBER:

KNOWN CIRCUMSTANCES SURROUNDING THE ALLEGED DRUG ABUSE:

ANTICIPATED DATE THE INVESTIGATION WILL BE COMPLETED:

5.8.3.1. If drug abuse is not substantiated HOSM or TOSM must notify HQ AMC/DOTF, information copy to NAF/DOV. Notification will constitute termination of any further actions, and ASC 04 is revoked. Mark message "FOR OFFICIAL USE ONLY." Provide copy of AO revoking ASC 04 to HQ AMC/DOTF and NAF/DOV.

5.8.3.2. If drug abuse is substantiated, HOSM or TOSM must immediately notify HQ AMC/DOTF (by message), with NAF/DOV as information addressee, that action has been taken to permanently disqualify member from aviation service. Mark message "FOR OFFICIAL USE ONLY." Notification will be in the following format:

SUBJECT: DISQUALIFICATION FOR AVIATION SERVICE DRUG ABUSE.

REF: *(Reference the original message notifying HQ AMC/DOTF of the possible disqualification for aviation service based on drug abuse)*

THE FOLLOWING INDIVIDUAL HAS BEEN DISQUALIFIED FOR AVIATION SERVICE BASED ON SUBSTANTIATED DRUG ABUSE:

NAME AND SSN:

CURRENT GRADE:

EFFECTIVE DATE OF DISQUALIFICATION FOR AVIATION SERVICE:

AERONAUTICAL ORDER NUMBER:

DATE REPORT OF INVESTIGATION WILL BE SENT:

HOSM or TOSM sends original of the case file to HQ AMC/DOTF and simultaneously sends copies to NAF/DOV. Attachments must include aeronautical orders imposing suspension (ASC 04) and disqualification (ASC 00), and completed AF Form 2731. NAF/DOV recommendation for concurrence or nonconcurrence must reach HQ AMC/ DOTF by message within 5 workdays after receipt of the case file. Provide specific rationale for nonconcurrence.

5.8.3.2.1. (Added) Commanders should consider the provisions of paragraph **8.7** when disqualifying according to this paragraph. Include a statement concerning wear of the aviation badge when notifying the FMO/HOSM of disqualification. After a member is disqualified, the servicing FMO or HOSM will send a copy of substantiating documentation and a copy of the disqualifying aeronautical order to HQ AMC/DOTF and the appropriate NAF/DOV. If prohibited from wearing the aviation badge, the disqualifying aeronautical order will contain the following remarks: "Individual is prohibited from wearing the aviation badge."

5.8.4. When a nonrated flyer is suspended from aviation service under this paragraph, immediately notify the individual using **Attachment 35 (Added)** of this supplement as an example.

5.8.4.2. If a member is judged unfit for military service and is being separated under AFI 36-3208, *Administrative Separation of Airmen*, unit commander will disqualify the member from aviation service assigning ASC 00. Process the aeronautical order before separation of the individual. Send one copy of the aeronautical order to HQ AMC/DOTF and appropriate NAF/DOV. Include the following remarks in the aeronautical order: "Administrative separation and disqualification."

5.8.4.3. (Added) To initiate disqualification action the commander will:

5.8.4.3.1. (Added) Request the local FMO or HOSM publish an aeronautical order assigning ASC 04.

5.8.4.3.2. (Added) Ensure the suspension order, current copies of the IDS, FHR, IFR and RIP are attached to the disqualification request.

5.8.4.3.3. (Added) Attach any progress reports, training records, or other documentation that supports the request.

5.8.4.3.4. (Added) Send request through the servicing FMO or HOSM, wing or group/CC, NAF/DOV/DO, to HQ AMC/DOTF.

**5.9. Unit commanders will reclassify those Career Enlisted Aviators (CEA)** found to be medically disqualified from aviation service (ASC 03) to a non-flying AFSC within 9 months of disqualification. If medical evaluation board is pending, contact the Military Personnel Flight for reclassification procedures. HOSMs will notify unit commanders of the requirement to reclassify the CEA, IAW AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, par 4.10.2.1. Additionally, HOSMs will provide HQ AMC/DOTF the names and aeronautical orders of those CEAs that have been medically disqualified for more than 9 months and are still maintaining the AFSC of a CEA.

5.9.2.1. The effective date of the aeronautical order that revokes an ASC 04 will be the date the AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, is signed, completing the physical, not the effective date of the 04 action. The revocation action officer restores the member's previous ASC and effective date. When the suspension is revoked, DOD 7000.14-R, volume 7, part A, rules apply.

5.10.4. See **Attachment 34 (Added)** of this supplement.

5.10.4.1. (Added) When a nonrated flyer is permanently PRP decertified (for nonmedical, no drug abuse-related reasons); the squadron commander will suspend aviation service and notify the individual using **Attachment 35 (Added)** of this supplement. Using the information that formed the basis for the permanent PRP decertification along with any other available information and the individual's submission, the squadron commander makes a recommendation as to whether the individual should be disqualified. The commander then sends the recommendation, along with all supporting documentation, to HQ AMC/DOTF. Send copies simultaneously to NAF/DOV. NAF/DOV will send recommendations to HQ AMC/DOTF.

5.10.5. When the condition that prompted the humanitarian request is resolved, the member may request requalification according to attachment 35 of the basic instruction. This action may be approved at wing level. If the return to active flying request is not approved based on the needs of the Air Force, the local HOSM will publish an aeronautical order with ASC 9(or career enlisted aviator entitlement status code) J. Include the following statement in the remarks of the AO: "Humanitarian requalification, member not returned to active flying at this time due to the needs of the Air Force." Send one copy of the AO to HQ AMC/DOTF and the appropriate NAF/DOV. If the condition is not resolved within 24 months, the individual will initiate voluntary disqualification action in accordance with paragraph **5.8.2**.

**5.11. Staff manpower positions must not be manned** above the established authorizations. Positions may be temporarily over-manned to train new personnel due to PCS, separations, or retirement; however, this period will not exceed 30 calendar days. Personnel assigned to staff positions must perform primary duties associated with these positions.

5.11.1. Coordinate requirements with HQ AMC/DOTF.

6.4.1. (Added) When required, commanders must ensure members are certified under the personnel reliability program (PRP). See AFI 36-2105, *Officer Classification*, for further guidance and discussion.

**6.5. Excessively is defined as 15 or more days.** Unit commander may delegate the authority to enter and terminate a member's operational support flying status to squadron commanders.

6.5, NOTE 1. Extended TDY is defined as 15 or more days.

6.5, NOTE 3(Added). Remove individuals from aviation service when not qualified or available for 15 or more days and place another individual on aviation service for the duration of the requirement.

6.6.3.1. Operational support flyers cannot bank time. Do not submit AO (MPO) to finance authorizing flight pay until flight requirements have been met for the month. AOs for operational support flyers will be published for no more than 1 calendar month at a time. **EXCEPTION:** Individuals identified by their squadron commander to perform operational support flying duties at a tanker task force location will be placed on separate monthly AOs at a minimum for the TDY.

6.6.3.4. (Added) Requests for AOs must arrive at HOSM not later than 10 days before AO effective date. Individuals inadvertently omitted from the AO request letter should take corrective actions by the end of the following month (i.e. omitted from June request letter, should be corrected not later than 31 July).

6.6.3.5. (Added) DD Form 114, **Military Pay Order**, may be used for mass payment of HDIP.

6.7.1. Units needing operational support man-years will submit their requirements and justification to servicing FMO/HOSM. HQ AMC/SCM units will submit their requirements to HQ AMC/SCM. Prepare consolidated reports according to attachments 9 and 10 of the basic instruction and send them directly to HQ AMC/DOTF.

6.7.1.1. Requests for man-years must include unit man-year utilization statistics, see **Attachment 36 (Added)** of this supplement. The servicing FMO or HOSM will work with units submitting annual requests for operational support man-years to ensure the units understand the intent and the administrative requirements of this program. Review all requests for format and accuracy as well as completeness before sending to HQ AMC/DOTF. Return incomplete or inaccurate reports to the requesting unit with an explanation of what is needed to complete the report. Annual requests are due at HQ AMC/DOTF by the 15th of June each year. The FMO or HOSM should consider establishing an earlier suspense to their units. Consolidate all unit requests under one cover letter and send them to HQ AMC/DOTF.

6.7.2. Commanders must establish verifiable controls to ensure the man-year program is not abused. Monthly authorizations should not exceed total fiscal year allocation. In addition, personnel ordered aboard an aircraft to fly to a TDY location, who do not perform essential in-flight operational support duties, are not authorized payment of HDIP for that flight. These individuals are merely flying as passengers and will not be placed on AFTO Form 781, **AFORMS Aircrew/Mission Flight Data Document**. **NOTE:** Servicing FMO or HOSM should keep the unit commander informed each month on number of man-years allocated, man-years used and man-years remaining.

6.7.2.1.1. (Added) HOSM or TOSM primary roles are to verify man-year availability and ensure the provisions of DOD 7000.14-R, volume 7, part A, are met before payment of HDIP. HOSM or TOSM must maintain one copy of the flying pay control document (PCN SA002-F04) list each month following end of month closeout. The listing must indicate operational support personnel (ASC 9C) currently on aeronautical orders who have sufficient or insufficient flying time to qualify for payment of HDIP. HOSM or TOSM must maintain this qualification listing until the end of the current fiscal year. This listing should be used in preparing initial and supplemental request for man-year allocations, and during quarterly review of man-year utilization.

6.7.2.1.2. (Added) As a minimum, utilization statistics and remaining man-years (man-months) must be reviewed on a quarterly basis. Therefore, HOSM or TOSM will review quarterly man-years (man-months) that have been utilized and those that remain. Quarterly review should include a quality check of man-years (man-months) accounted for. Discrepancies will be resolved and recurring requirements checked to determine if a requirement no longer exists or a request for supplemental man-years

(man-months) is justified. HOSM or TOSM must document quarterly meetings in a memorandum for record. The unit program manager must update the man-year utilization statistics on a monthly basis, see **Attachment 36 (Added)** of this supplement.

6.7.2.2. Servicing FMO or HOSM should work with units submitting supplemental requests for operational support man-years to ensure the units understand the intent and administrative requirements of this program. Review requests for format, accuracy, and completeness before sending them to HQ AMC/DOTF. Except for the following, supplemental requests are submitted in same manner as initial requests:

6.7.2.2.1. (Added) The record of flying activity must be current; that is, must show utilization of all (plus or minus 5 percent) man-years (man-months) up to the date of the request.

6.7.2.2.2. (Added) Supplemental requests may be submitted at any time; however, requests should be submitted far enough in advance to allow for processing.

**NOTE:** HQ AMC/DOTF will return incomplete or inaccurate requests to the unit with explanation of what is needed to complete the request.

6.7.2.3. Include the following information when returning excess man-years: unit, DAFSC, man-years allocated, man-years used and man-years returned.

6.7.2.4. (Added) Units utilizing operational support personnel may request redistribution of previously allocated man-years (man-months) by submitting requests through HOSM or TOSM with specific justification. HOSM or TOSM sends request by message to HQ AMC/DOTF and specifically addresses reasons why redistribution of man-years (man-months) is required to accomplish mission requirements. **NOTE:** Man-years and -months cannot be redistributed between officer and enlisted AFSCs.

**6.8. (Added) Mid-Fiscal Year Report** of Man-Year Utilization (RCS: AMC-DOT(A)9512). Unused fiscal man-years known to be excess to unit requirements as a result of reduced mission requirements, cancellation of projects, reductions in authorized personnel, etc., are returned to HQ AMC/DOTF, to arrive by 15 Apr each year, which allows HQ AMC/DOTF to redistribute man-years as required. Negative replies are required. The report is designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions.

8.4.3. Air Weather Service crewmembers need AF Form 8, **Certificate of Aircrew Qualification**, certifying initial aircrew qualification as additional documentation authority to wear the basic badge.

8.4.4.1. (Added) Aircrew members may not apply for the senior aircrew member badge if they have not been permanently awarded the basic aircrew member badge.

8.4.4.2. (Added) Aircrew members may not apply for the master or chief aircrew member badge if they have not been permanently awarded the senior aircrew member badge.

8.4.4.3. (Added) Members may apply for any badge for which they are eligible. Members may apply for two or more badges if qualified, i.e. basic and senior badge, etc. Prepare and submit separate application for each badge according to attachment 14 of the basic instruction. For multiple applications, include attachment-explaining circumstances for multiple applications.

**8.7. The disqualifying aeronautical order** will contain a statement prohibiting the wear of the aviation badge.

#### **Table 8.1.**

lines 4 and 5, column E, NOTE (Added). See paragraph 8.4.4., as supplemented.

A4. **Paragraph 2g(Added)**. Active Duty Service Commitment Date.

A8. **NOTE (Added)**. MPF will confirm compliance with AFI 36-2110, *Assignments*, then send package to flight management office (FMO) or HOSM. FMO or HOSM will send request through wing or group/DO/CC and NAF/DOV/DO to HQ AMC/DO. NAF/DO letter should be addressed to HQ AMC/DO, but mailed to HQ AMC/DOTF.

A14. **Paragraph 2i(Added)**. Date all requirements were met for award of badge. **NOTE**: Servicing FMO or HOSM certifies aviation service and aviation duty history using the aeronautical order in the individual's FRF.

A16.1.1. HOSM or TOSM must furnish report of circumstances by message to HQ AFPC/DPMROY and HQ AMC/DOTF within 5 workdays. Include NAF/DOV as information addressee on the message. Message must be specific as to circumstances of convening the FEB. Citing the applicable paragraph from chapter 4 of the basic instruction is insufficient. Include rank, name, and DSN number of the recorder and HOSM or TOSM project officer or NCO in the message. These individuals will be considered main points of contact during FEB process.

A16.1.2. Ensure board members are selected according to paragraph **4.4.3**.

**A28. Paragraph 1g (Added)** . Include months of operational flying duty accumulator (OFDA).

**Attachment 29 (Added)****COMMAND CHANNELS FOR AVIATION SERVICE MATTERS**

## Rated officers:

- (1) Squadron commander
- (2) Servicing flight management office
- (3) \*Wing or group/DOV/DO/CC
- (4) NAF/DOV/DO/CC
- (5) MAJCOM/DOTF/DOT/DO
- (6) MAJCOM/CC (FEBs)
- (6) HQ AFPC/DPMROY (except voluntary requests)

## Nonrated aircrew members:

- (1) Squadron commander
- (2) Servicing MPF (humanitarian disqualifications only)
- (3) Servicing flight management office
- (4) \*Wing or group/DOV/CC
- (5) NAF/DOV/DO
- (6) MAJCOM/DOTF (DOT/DO for humanitarian disqualifications)
- (7) HQ AFPC/DPMROY (humanitarian, drug abuse and fear of flying disqualifications)

## Aeromedical evacuation crewmembers (AECM (flight nurses and AE technicians)):

- (1) Squadron commander
- (2) Servicing MPF (humanitarian disqualification's only)
- (3) Servicing flight management office
- (4) 375 AW/CC
- (5) NAF/DOV/DO
- (6) HQ AMC/DOTF
- (7) HQ AFPC/DPMROY (humanitarian, drug abuse and fear of flying disqualifications)

**NOTE:** Also, see paragraphs **3.7.1.** and 5.8 of the basic instruction.

**Attachment 30 (Added)**

**AVIATION SERVICE CHECKLIST FOR COURT MARTIAL**

AVIATION SERVICE CHECKLIST FOR COURT MARTIAL AFI 11-402			
<p>Did the commander immediately notify the HOSM/TOSM?</p> <p>Did the commander suspend (Aviation Service Code (ASC) 04) the member from aviation service when court martial charges were referred IAW paragraph 3.7.1.6. or 5.8.4.?</p> <p>Upon completion of the court martial action (Receipt of final court martial order or acceptance of resignation in lieu of):</p> <p style="padding-left: 40px;">If the member is considered unsuitable or unavailable (e.g. separated, AWOL, in confinement) for continued rated duties, did the commander recommend disqualification and notify the individual in writing of his/her intent?</p> <p>Upon receipt of the information submitted by the individual (if any), did the commander forward the case file to the next review authority (i.e., Group/Wing Commander) through the HOSM within five duty days?</p> <p>Does the case file include:</p> <p style="padding-left: 40px;">Court Martial information (e.g. Report of result of trial (AF Form 1359), Court Martial order)?</p> <p style="padding-left: 40px;">Information submitted by the individual (if any)?</p> <p style="padding-left: 40px;">Any other pertinent information, to include a copy of the Aeronautical Order imposing suspension (ASC 04)?</p> <p style="padding-left: 40px;">Recommendation for disqualification from the initiating authority citing specific rationale for the recommendation?</p> <p>(Officers Only) Was the case file sent to HQ AFPC/DPMROY with copies simultaneously sent to the Numbered Air Force/DOV and HQ AMC/DOTF?</p> <p>(Enlisted Only) Was the case file forwarded to HQ AMC/DOTF with copies sent simultaneously to the Numbered Air Force/DOV?</p> <p>If the member is considered suitable for continued rated duties, did the commander direct the local HOSM to revoke ASC 04?</p> <p>Commander refers to the Squadron Commander.</p>			

**Attachment 31 (Added)**

**AVIATION SERVICE CHECKLIST FOR DRUG ABUSE**

<p>AVIATION SERVICE CHECKLIST FOR DRUG ABUSE AFI 11-402</p>			
<p>Upon initiation of the commanders investigation for drug abuse:</p> <p>Did the commander immediately notify the HOSM/TOSM?</p> <p>Did the commander suspend (Aviation Service Code (ASC) 04) based on completion of Section I of AF Form 2731?</p> <p>Did the HOSM notify HQ AMC/DOTF (by message) with the Numbered Air Force/DOV as an information addressee, of the alleged drug abuse within three work days IAW AMC Sup 1 paragraph 3.7.1.5. or 5.8.3.?</p> <p>Upon completion of the commanders investigation:</p> <p>If drug abuse is not substantiated, did the HOSM immediately notify HQ AMC/DOTF (by message) with Numbered Air Force/DOV as an information addressee, that action has been taken to revoke ASC 04 IAW AMC Sup 1 paragraph 3.7.1.5.1. or 5.8.1.3.1. (Added)?</p> <p>If drug abuse is substantiated, did the HOSM immediately notify HQ AMC/DOTF (by message) with Numbered Air Force/DOV as an information addressee, that action has been taken to permanently disqualify the member from aviation service IAW AMC Sup 1, paragraph 3.7.1.5.2. or 5.8.3.2.? Did the commander assign ASC 00 (Disqualified - Administrative) effective the date of the suspension order (04)?</p> <p>(Officers Only) Did the HOSM forward the original case file to HQ AMC/DOTF and simultaneously send a copy to the Numbered Air Force/DOV IAW AMC Sup 1 paragraph 3.7.1.5.2.? Did the case file consist of:</p> <p>Aeronautical Orders imposing suspension (ASC 04) and disqualification (ASC 00)?</p> <p>AF Form 2731?</p> <p>A cover letter signed by HOSM (or higher)?</p> <p>(Enlisted Only) Did the HOSM forward the original case file to HQ AMC/DOTF and simultaneously send a copy to the Numbered Air Force/DOV IAW AMC Sup 1 paragraph 5.8.3.2.? Did the case file consist of:</p> <p>Aeronautical Orders imposing suspension (ASC 04) and disqualification (ASC 00)?</p> <p>AF Form 2731?</p> <p>A cover letter signed by HOSM (or higher)?</p> <p>Commander refers to the Squadron Commander.</p>			

Attachment 32 (Added)

AVIATION SERVICE CHECKLIST FOR ADMINISTRATIVE SEPARATION

<p>AVIATION SERVICE CHECKLIST FOR ADMINISTRATIVE SEPARATIONS AFI 11-402</p>			
<p>Did the commander immediately notify the HOSM/TOSM?</p> <p>Did the commander suspend (Aviation Service Code (ASC) 04) the member from aviation service when administrative separation action was filed under AFI 36-3206 or AFI 36-3208 IAW paragraph 3.7.1.6. or 5.8.4.?</p> <p>Upon completion of the separation action (approval/disapproval of discharge by appropriate separation authority or acceptance of resignation in lieu of separation):</p> <p>If the member is considered unsuitable or unavailable (e.g. separated, AWOL, in confinement) for continued rated duties, did the commander recommend disqualification and notify the individual in writing of his/her intent?</p> <p>Upon receipt of the information submitted by the individual (if any), did the commander forward the case file to the next review authority (i.e., Wing Commander) through the HOSM within five duty days?</p> <p>Does the case file include:</p> <p style="padding-left: 40px;">Separation information (e.g. Letter of Notification of Separation)?</p> <p style="padding-left: 40px;">Information submitted by the individual (if any)?</p> <p style="padding-left: 40px;">Any other pertinent information, to include a copy of the Aeronautical Order imposing suspension (ASC 04)?</p> <p style="padding-left: 40px;">Recommendation for disqualification from the initiating authority citing specific rationale for the recommendation?</p> <p>Was the case file forwarded to HQ AMC/DOTF with copies sent simultaneously to the Numbered Air Force/DOV?</p> <p>If the member is considered suitable for continued rated duties, did the commander direct the local HOSM to revoke ASC 04?</p> <p>Commander refers to the Squadron Commander.</p>			

Attachment 33 (Added)

AVIATION SERVICE CHECKLIST FOR CIVILIAN CRIMINAL COURT ACTION

<p>AVIATION SERVICE CHKL FOR CIVILIAN CRIMINAL COURT ACTION AFI 11-402</p>			
<p>Did the commander immediately notify the HOSM/TOSM?</p> <p>Did the commander suspend (Aviation Service Code (ASC) 04) the member from aviation service when notified of civilian criminal court charges IAW paragraph <b>3.7.1.6.</b> or <b>5.8.4.</b>?</p> <p>Upon completion of the civilian criminal court action:</p> <p style="padding-left: 40px;">If the member is considered unsuitable or unavailable (e.g. separated, AWOL, in confinement) for continued rated duties, did the commander recommend disqualification and notify the individual in writing of his/her intent?</p> <p>Upon receipt of the information submitted by the individual (if any), did the commander forward the case file to the next review authority (i.e., Group/Wing Commander) through the HOSM within five duty days?</p> <p>Does the case file include:</p> <p style="padding-left: 40px;">Civilian criminal court information?</p> <p style="padding-left: 40px;">Information submitted by the individual (if any)?</p> <p style="padding-left: 40px;">Any other pertinent information, to include a copy of the Aeronautical Order imposing suspension (ASC 04)?</p> <p style="padding-left: 40px;">Recommendation for disqualification from the initiating authority citing specific rationale for the recommendation?</p> <p>(Officers Only) Was the case file sent to HQ AFPC/DPMROY with copies simultaneously sent to the Numbered Air Force/DOV and HQ AMC/DOTF?</p> <p>(Enlisted Only) Was the case file forwarded to HQ AMC/DOTF with copies sent simultaneously to the Numbered Air Force/DOV?</p> <p>If the member is considered suitable for continued rated duties, did the commander direct the local HOSM to revoke ASC 04?</p> <p>Commander refers to the Squadron Commander.</p>			

**Attachment 34 (Added)**

**AVIATION SERVICE CHECKLIST FOR PERMANENT PRP DECERTIFICATION**

<p>AVIATION SERVICE CHKL FOR PERMANENT PRP DECERTIFICATION AFI 11-402</p>			
<p>Did the commander immediately notify the HOSM/TOSM?</p> <p>Did the commander suspend aviation service (Aviation Service Code (ASC) 04) effective the date of permanent PRP decertifications for nonmedical, nondrug abuse related reasons IAW paragraph 3.7.2.8. or 5.10.4.?</p> <p>Did the commander notify the member in writing that future aviation service utilization must be determined?</p> <p>Did the member have 14 days from notification to submit documents on his/her behalf?</p> <p>Upon receipt of the information submitted by the individual (if any), did the commander forward the case file to the next review authority (i.e., Group/Wing Commander) through the HOSM within 5 duty days?</p> <p>Does the case file include:</p> <ul style="list-style-type: none"> <li>Permanent PRP Decertification information?</li> <li>Information submitted by the individual (if any)?</li> <li>Any other pertinent information, to include a copy of the Aeronautical Order imposing suspension (ASC 04)?</li> <li>Recommendation for disqualification from the initiating authority citing specific rationale for the recommendation?</li> </ul> <p>(Officers Only) Was the case file sent to HQ AFPC/DPMROY with copies simultaneously sent to the Numbered Air Force/DOV and HQ AMC/DOTF?</p> <p>(Enlisted Only) Was the case file forwarded to HQ AMC/DOTF with copies sent simultaneously to the Numbered Air Force/DOV?</p> <p>Commander refers to the Squadron Commander.</p>			

**Attachment 35 (Added)****SAMPLE MEMORANDUM FORMAT FOR NOTIFYING  
INDIVIDUAL OF AVIATION SERVICE REVIEW***(Use appropriate letterhead)*MEMORANDUM FOR *(Individual)(date)*

FROM: (Unit Commander)

SUBJECT: Notification of Aviation Service Review

1. As a result of your suspension from aviation service under AFI 11-402, paragraph **3.7.1.6**. (Failure to Maintain Professional Standards), a determination must be made concerning your continued aviation status.
2. If the circumstances, which prompted your suspension, are substantiated, I intend to recommend you *(remain qualified for)(be disqualified for)* aviation service based upon the following: (summary of rationale for recommendation).
3. You have 10 days from receipt of this letter or 10 days from the conclusion of court proceedings or investigation under Article 32 of the Uniform Code of Military Justice to provide statements or documents on your behalf.
4. Statements or documents you provide will be included in a file to be sent through command channels for review and further recommendation concerning your future aviation status. Final action will be determined by HQ AMC/DO *(DOTF if non-rated)*.
5. Acknowledge receipt of this letter and return it to me within 2 working days.

*(Signature)**Unit Commander*1st Ind *(Individual)**(date)*MEMORANDUM FOR *(Unit Commander)*

1. I acknowledge receipt of this letter.
2. I *(do)(do not)* intend to submit statements or documents on my behalf.

*(Signature)**(Typed Name, Grade, SSN)*



USED PER MONTH:	-3	-5	-4	-7	-5	-5	-5	-8	-6	-6	-6	-6	-6	-6		
BALANCE:	69	64	60	53	48	43	43	30	24	18	12	6				

I certify this information is true and accurate.

COMPOSITE TOTALS:

HRS PD  
547.8 66

Notes:

1. Record previous 12 months' flying activity.
2. If individual received HDIP, annotate paid (PD) block with an "X."
3. Complete the man-month totals section using a "running" total for man-months remaining.

ROBERT C. SMITH, Lt Col, USAF

ROGER A. BRADY, Major General, USAF  
Director of Operations