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Personnel

**EXCEPTION TO POLICY (ETP) PROGRAM
FOR AIR BATTLE MANAGER AND
UNDERGRADUATE PILOT AND NAVIGATOR
TRAINING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-22, *Military Training*, and describes the procedures and responsibilities associated with the Exception to Policy Program. The purpose of the ETP Program is to afford exceptional first-class cadets the opportunity to be considered for Undergraduate Pilot Training (UPT), Undergraduate Navigator Training (UNT), or the Air Battle Manager (ABM) Course in spite of not meeting established medical standards. ETPs are designed to allow exceptional performers a chance to attend rated flying training based on their outstanding performance as cadets and demonstrated aptitude for success in flight training. This instruction applies to all first-class cadets. See **Attachment 1** for a listing of abbreviations and acronyms and terms.

1. Criteria:

1.1. Responsibility. The Superintendent, in coordination with the Commandant of Cadets (Commander, 34th Training Wing (34 TRW/CC)), and 10th Medical Group Commander (10 MDG/CC) is responsible for establishing the criteria that will be used to select ETP candidates.

1.2. Vision Waiver. Vision standards for navigator training (Flying Class IA physical) are used to select candidates for consideration for an ETP for vision for UPT. Vision standards for continued flying duty (Flying Class II physical) are used to select candidates for consideration for an ETP for vision for UNT. Specifically, the Chief of Staff of the Air Force (CSAF) has delegated waiver authority for nearsightedness (myopia) cases up to -3.00 diopters for UPT and up to -4.50 diopters for UNT; he has also delegated waiver authority for all cases of farsightedness (hyperopia). Cadets do not have to meet any particular merit requirement, other than to be in good standing, unless there are fewer UFT quotas than there are applicants. In that case, cadets seeking a vision waiver will compete for UFT quotas along with pilot and navigator qualified cadets based on their rank order from the cadet AFSC selection board.

1.3. Medical Exception to Policy. All other cadets who are not pilot or navigator qualified will require a medical ETP to attend UFT or the ABM Course. ETPs may be granted within a certain window of waivable medical conditions; as a rule of thumb, cadets seeking a medical ETP for UPT or UNT will meet the standards for continued flying duty (Flying Class II physical). ETPs are granted based on merit, flying safety, and the needs of the Air Force. If the cadet AFSC selection board has already met, the ranking of rated cadets will be used to determine the merit cut. If the board has not met yet, Overall Performance Average (OPA) will be used to determine the merit cut.

1.4. Exception to Policy for Height. Cadets seeking ETPs for height will require AETC approved anthropometric measurements for the T-38 aircraft.

1.5. ETP Candidates. The Superintendent will determine which ETP candidates will be forwarded to CSAF for consideration.

2. Phases of the ETP Process. There are four major phases of the ETP process: Data Collection, Candidate Selection, Package Building, and Package Tracking. See [Attachment 2](#), ETP Program Flow Chart.

2.1. Phase I: Data Collection. The ETP Program coordinator obtains medical data, notifies Air Officers Commanding (AOC) of cadet status, and obtains written ETP requests from cadets.

2.1.1. The Cadet Clinic is responsible for updating the Cadet Administrative Management Information System (CAMIS) with the graduation medical status for each cadet in the graduating class. It is critical that updates to CAMIS be timely and accurate. The Cadet Clinic will also provide the ETP Program coordinator with specific nonqualifying conditions for cadets who wish to apply for an ETP.

2.1.2. AOCs are responsible for notifying all nonpilot qualified cadets of their graduation medical status and providing them the opportunity to submit ETP requests, in writing. The AOC will forward the requests to the ETP Program coordinator.

2.2. Phase II: Candidate Selection. The ETP Program coordinator rank orders the medical ETP applicants according to the selection criteria in paragraph 1.3 and provides the rank ordered list to the Superintendent through the Director of Personnel (HQ USAFA/DP).

2.2.1. The Superintendent selects the ETP applicants who will be forwarded to the Cadet Clinic for further consideration.

2.2.2. The ETP Program coordinator forwards the lists of vision waiver and medical and height ETP candidates to the 10th Aerospace Medicine Squadron (10 AMDS) for medical screening. Candidates must receive a full-flight physical by the 10 AMDS to be medically screened for UFT or the ABM Course. The 10 AMDS is responsible for submitting copies of flight physicals to the ETP Program coordinator upon completion.

2.2.3. Cadets who do not make the merit cut or pass the medical screening will be notified, in writing, by the 34th TRW/CC.

2.2.4. Those cadets who seek to withdraw their ETP requests must submit their intentions, in writing, to the ETP Program coordinator.

2.3. Phase III: Package Building . The ETP Program coordinator builds the ETP packages and submits them to the Superintendent through the Director, HQ USAFA/DP. The ERP Program coordinator will forward each package directly to the CSAF for review.

2.3.1. Vision waiver packages include a Superintendent's recommendation letter and a complete copy of each individual's flight physical.

2.3.2. Medical ETP packages include a Superintendent's recommendation letter, letters of recommendation from other people, and a complete copy of the individual's flight physical. Cadets' AOCs will draft the Superintendent's recommendation letters and coordinate them with the group AOC, 34th Training Group Commander (34 TRG/CC), and 34 TRW/CC. Other letters of recommendation must come from people who have had professional relationships with the cadets; cadets may submit a maximum of three additional letters of recommendation.

2.3.3. Height ETP packages include a Superintendent's recommendation letter, a complete copy of the individual's flight physical, and the anthropometric measurements for the T-38.

2.4. Phase IV: Package Tracking. The ETP Program coordinator monitors the progress of all packages until they are approved or disapproved and apprises the 34 TRG/CC and the 34 TRW/CC of status.

2.4.1. Letters returning from the CSAF are usually addressed to the Superintendent. The Superintendent is responsible for forwarding a copy of the letters to the ETP Program coordinator.

2.4.2. The ETP Program coordinator will forward a copy of the letters to the cadets' AOCs. AOCs are responsible for notifying their cadets of CSAF approval or disapproval. AOCs will give a copy of the CSAF letters to cadets.

2.4.3. Since cadets who apply for vision waivers will be treated as if they are pilot qualified and given a UPT class date, no further action will be required for them if their waivers are approved. However, if their waivers are disapproved, HQ USAFA/DPY will work with the cadets and AFPC to reclassify and reassign them in a different AFSC. Cadets who apply for medical or height ETPs will not be given the AFSC for which they are applying until the ETPs are approved. If their ETPs are approved, HQ USAFA/DPY will reclassify them as pilot or navigator trainees or ABMs and obtain class dates for them; if their ETPs are disapproved, no further action will be required.

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Director of Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AOC—Air Officer Commanding

ABM—Air Battle Manager

CAMIS—Cadet Administrative Management Information System

CSAF—Chief of Staff of the Air Force

ETP—Exception to Policy

OPA—Overall Performance Average

UNT—Undergraduate Navigator Training

UPT—Undergraduate Pilot Training

Terms

ETP Program Coordinator—The Director of Cadet Personnel (HQ USAFA/DPY) oversees the ETP Program.

Exception to Policy for Height—As of 22 Dec 99, the Air Force officially suspended approving ETPs for height until the conclusion of an Air Force-wide anthropometric study in Jun 00. ETPs for height are approved based on flying safety considerations and the needs of the Air Force and are exceptional decisions to override medical recommendations and established standards for entrance into flight training.

Medical Exception to Policy— In the case of ETPs for disqualifying conditions other than vision, or cases where vision doesn't meet the criteria in paragraph 1.2, the approval authority is CSAF. ETPs for medical standards are approved based on flying safety considerations and the needs of the Air Force and are exceptional decisions to override medical recommendations and established standards for entrance into flight training.

Vision Waiver—The Chief of Staff of the Air Force (CSAF) has delegated waiver authority to AF/SG in cases where cadets meet vision standards for navigator training. Vision waivers are approved based on flying safety considerations and the needs of the Air Force and are exceptional decisions to override medical recommendations and established standards for entrance into flight training.

Attachment 2

ETP PROGRAM FLOW CHART

