

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AF INSTRUCTION 11-402

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**



11 OCTOBER 2004

Flying Operations

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AETC Publishing WWW site <http://www.aetc.randolph.af.mil/im>. If you lack access, contact your base publishing manager.

OPR: HQ AETC/DOFV
(MSgt Freddie P. Juarez)

Certified by: HQ AETC/DOF (Col Anthony A. Imondi)
Pages: 13

Supersedes AFI 11-402/AETC Sup 1, 9 December 1996

Distribution: F

AFI 11-402, 29 July 2003, is supplemented as follows:

This supplement applies to commanders, operations supervisors, and aircrews assigned or attached to Air Education Training Command (AETC) flying units. With the exception of the associate instructor pilot (IP) program, this supplement does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. AETC units may submit suggested improvements to this supplement using AF Form 847, **Recommendation for Change of Publication**, through standardization and evaluation (stan/eval) channels to the Flying Training and Standardization Division (HQ AETC/DOF), 1 F Street Suite 2, Randolph AFB TX 78150-4325.

Units may supplement this instruction using guidance in AFI 33-360, Volume 1, *Air Force Content Management Program—Publications*, and AETC Supplement 1. Unit supplements will not duplicate or be less restrictive than the basic AFI or this supplement. Prior to publication, forward unit supplements to HQ AETC/DOF for approval. Once approved, post unit supplements behind the basic AFI and the AETC supplement.

Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>).

Unless otherwise specified, the Director of Operations (HQ AETC/DO) is the overall waiver authority for this supplement. Request waivers to this instruction through stan/eval channels to HQ AETC/DO. The operations group commander (OG/CC) of the local unit generating the supplement will handle waivers to that supplement.

NOTE: This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this supplement is Title 10 United States Code (U.S.C.) 8013, Secretary of the Air Force: powers and duties; delegation by;

as implemented by E.O. 9397. System of Records F035 AF MP C, *Military Personnel Records System*, applies. Privacy Act Statement required by AFI 37-132, *Records Management Program*, is in AETC IMT 125B, **Application for Waiver of Flying Evaluation Board**.

SUMMARY OF REVISIONS

This supplement is substantially revised and must be reviewed in its entirety. This revision incorporates career enlisted aviators (CEA) procedures while attending Officer Training School (OTS) (paragraph 1.5.3); includes additional information pertaining to original ratings (paragraph 2.3); establishes filing procedures for the Operations and Training Directorate (HQ USAF/XOO) waivers and AF IMT 142, **Aviation Service Audit Worksheet**, (paragraph 2.6.2.4 and paragraph 2.10.3.2); includes additional information on investigation for substance abuse (paragraphs 3.7.1.5, 3.7.1.5.2, 5.6.2.3, and 5.7.1.3); expands procedures for completing AETC IMT 126A, **Record of Training Review Action**, (paragraph 3.9.1); expands guidance on flight evaluation board (FEB) and aircrew evaluation board (AEB) waiver actions (paragraph 4.3); adds procedures for chronic airsickness (paragraph 4.3.3.2); expands FEB/AEB waiver notification procedures (paragraph 4.2.2); expands guidance on waiver request procedures (paragraph 4.4.7.3); corrects waiver authority and office of responsibility (paragraphs 4.4.7.4, 4.6.3, and 4.8.1); clarifies initial qualification student status (paragraph 5.9.6); adds procedures for failure to complete a formal school (advanced or lateral qualification) (paragraphs 5.9.7, 5.9.7.1, and 5.9.7.2); provides additional parachute duty guidance (paragraph 6.2.1, and 9.7.2); clarifies notification procedures (paragraph 6.6); provides further (AEB) guidance (paragraph 7.8.1); and updates Attachment 46 (Added)(AETC), Attachment 47 (Added)(AETC), Attachment 48 (Added)(AETC), and Attachment 49 (Added)(AETC).

1.5.3. CEA or parachutists attending OTS must notify the Maxwell AFB Host Aviation Resource Management (HARM) office upon arrival.

2.3. Who is Eligible. The HARM office verifies the requirements of Table 2.1 in the basic AFI are met for original ratings. The effective date for the aeronautical order (AO) is the programmed flying training (PFT) completion date or actual course completion date, whichever is later.

2.4.1. Commanders of undergraduate flying training (UFT) wings and the Commander, 23d Flying Training Squadron (23 FTS/CC), are delegated the authority to award appropriate aeronautical ratings. See Attachment 46 (Added)(AETC) for a sample request for an aeronautical rating.

2.6.2.4. If the member is authorized a HQ USAF/XOO waiver, file the waiver approval memorandum in the member's flight record folder (FRF).

2.10.3.2. File AF IMT 142, **Aviation Service Audit Worksheet**, in the member's FRF. Ensure "other military service" is documented on the AF IMT 142.

2.13.1. The wing commanders (WG/CC) or their equivalents are delegated the authority to convene an aeronautical rating board (ARB).

3.6.2.4. In cases of involuntary discharge, impose suspension the date the officer receives the memorandum of notification initiating the discharge action. **NOTE:** In cases of involuntary separation, the unit commander forwards a signed copy of the "Letter of Notification of Involuntary Separation" to the HARM office; this source document is used for publishing an AO assigning Aviation Service Code (ASC) 04 (suspended--disqualification action pending).

3.7.1.5. For rated officers, temporarily assign the officer to duties other than flying until the commander determines whether or not substance abuse is substantiated. If the officer is returned to flying duties, inform the appropriate operations directorate (NAF/DO) or AU/XO of the action by memorandum with full justification.

3.7.1.5.2. Upon initiation of an investigation for substance abuse, inform 19 AF/DO by message or e-mail, citing the individual's name, grade, and social security number (SSN). (**NOTE:** During MINIMIZE, inform by telephone and follow up by memorandum).

3.9.1. Suspend UFT students from aviation service with an effective date the AETC IMT 126A is submitted requesting drop on request (DOR). If the student participated in flight on the day of elimination, the effective date of suspension is the following day, assign ASC 04. When AETC IMT 126A is approved for DOR, the HARM office will revoke suspension and assign ASC 06.

4.2. Applicable to Whom. FEB instructions are not applicable to joint service and international officers enrolled in the AETC formal flying training courses. Joint service officers will be administratively withdrawn and returned to their respective services. International officers will be returned to their country as prescribed in separate agreements.

4.3. When to Convene an FEB and Order an Officer Before a Board. The convening authority offers a waiver of FEB; considers a waiver request submitted by the member or convenes an FEB; and notifies the respondent, 19 AF/DO, and AETC/DOFV within 15 calendar days of the occurrence of conditions requiring FEB action. For FEB cases, the board must convene within 30 calendar days of the convening authority's decision to convene. This is a total of 45 calendar days from occurrence of conditions requiring FEB action. Copies of the convening authority's review of FEB recommendations and board proceedings are due to 19 AF/DO and the appropriate major command (MAJCOM) DO, 30 calendar days after the board convenes. There is a total of 75 calendar days from occurrence of conditions requiring FEB action. Request for extensions to these suspenses will be made to 19 AF/DO. For waiver of FEB actions, the convening authority must forward copies of the waiver request package to 19 AF/DO and HQ AETC/DOFV within 30 calendar days from occurrence of conditions requiring waiver action. See Attachment 47 (Added)(AETC) for additional guidance on FEB waivers and Attachment 48 (Added)(AETC), Figure A48.1 (Added)(AETC), for completing a request for an FEB waiver.

4.3.3.2. (Added)(AETC) Chronic airsickness may qualify an individual for an FEB waiver such as a lack of instructor adaptability; the Aerospace Physiology Branch (HQ AETC/SGPT) must review the case before submitting a waiver request.

4.4.2. Notify HQ AETC/DOFV and 19 AF/DO by message or e-mail when convening an FEB, and include the estimated board date. State whether the action is FEB or FEB waiver. Include the officer's previously assigned MAJCOM and weapon system (if applicable), allegations, and the AFI and its paragraphs used as a basis for convening the FEB or offering an FEB waiver. **NOTE:** Notify 19 AF/DO by message or e-mail of any changes to board dates.

4.4.3. If appropriate, source MAJCOM membership will be considered when composing the board membership. If the respondent's rated background is in a command other than AETC, the source MAJCOM may be offered the opportunity to provide one voting member. (**NOTE:** The purpose of inviting membership from the source MAJCOM is to provide that command with an opportunity to participate in proceedings that could result in the individual's return to his or her command.) HQ AETC/DOFV initiates the request for source-MAJCOM membership. AETC units will send a message or e-mail to HQ AETC/DOFV with the name, grade, SSN, Air Force specialty code (AFSC), aeronautical rating, and previous flying unit of proposed member and the projected date the board will convene. The source MAJCOM may decline to send a representative, in which case the convening authority will determine board membership according to the basic AFI. When an ARC member is involved, the MAJCOM must ensure a representative from the ARC is one of the board members.

4.4.7. For additional information regarding FEB waivers, see paragraphs 4.4.7.2 (Added)(AETC) through 4.4.7.5 (Added)(AETC).

4.4.7.2. (Added)(AETC) Rated officers enrolled in formal AETC flying **instructor training** courses are

required to demonstrate proficiency that exceeds the Air Force standard and instructor ability suitable to the UFT environment. When an individual is recommended for elimination, the flying training squadron commander determines if the cause is lack of basic flying ability, lack of instructor adaptability, or both. Normally, rated officers must achieve basic qualification in the assigned aircraft before an FEB waiver is considered.

4.4.7.3. (Added)(AETC) When offered the opportunity, rated officers enrolled in AETC formal flying training courses, with the exception of aircraft commander courses (paragraph 3.3.2 of the basic instruction), may apply for an FEB waiver.

4.4.7.4. (Added)(AETC) Upon receiving notification of an FEB, the member has 15 calendar days to request a waiver. The convening authority and all reviewing officials will evaluate the waiver request to ensure all seven criteria are met. If not, the member's waiver request will be denied. The seven criteria include:

4.4.7.4.1. (Added)(AETC) Unsatisfactory flying training progress that is due to factors unique to the training program.

4.4.7.4.2. (Added)(AETC) Performance of basic flying skills that is satisfactory as evidenced by the officer's completion of a basic AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, qualification check. **NOTE:** Students who have graduated from UFT and, within 6 months of graduation, enroll in Introduction to Fighter Fundamentals (IFF) or Formal Training Unit (FTU) are not required to complete an AFI 11-202, Volume 2, qualification check.

4.4.7.4.3. (Added)(AETC) The officer displaying qualities of judgment commensurate with experience level.

4.4.7.4.4. (Added)(AETC) The officer does not display dangerous tendencies in the performance of basic flying maneuvers common to the rated specialty.

4.4.7.4.5. (Added)(AETC) Failure to meet course standards is **not** due to factors within the officer's ability to control.

4.4.7.4.6. (Added)(AETC) The officer is medically qualified for aviation service.

4.4.7.4.7. (Added)(AETC) The officer's training progress in academic and simulator areas is otherwise satisfactory.

4.4.7.5. (Added)(AETC) In the review and approval process, the squadron commander determines the sole cause for elimination is lack of instructor adaptability or failure to meet training standards, the officer **may** be offered the opportunity to request an FEB waiver by completing AETC Form 125B, **Application for Waiver of Flying Evaluation Board** (Attachment 49 [Added][AETC]). The decision to approve a waiver request or to require an FEB is based on a review of each case by WG/CC, 19 AF/CC, and HQ AETC/DO. At any stage in the review process, the reviewing authority may disapprove the waiver request and direct an FEB or direct the officer be reentered in training. Approval authority for FEB waiver requests for pipeline students is 19 AF/CC. For all others, HQ AETC/DO is the waiver authority.

4.4.7.6. (Added)(AETC) In the preliminary actions process, an officer who is notified of removal from a training course and offered the opportunity to request an FEB waiver will be referred to military legal counsel (normally the Area Defense Counsel [ADC]). The officer must be advised of his or her right to appear before an FEB, be represented by legal counsel, and have the opportunity to present evidence in support of reinstatement in the program and qualification for aviation service. DOR from a formal flying training course is not an option for rated officers. If an officer attempts to withdraw from a formal flying training course, he or she must be advised of the provisions contained in paragraph 4.4.6 of the basic

instruction. Voluntary disqualification in lieu of (VILO) FEB permanently disqualifies an officer from aviation service.

4.6.1. Legal reviews are required at the convening authority level. Subsequent levels of legal review should be limited to those instances where the commander deems another legal review is necessary.

4.6.3. The 19 AF/CC will review FEB actions and forward comments and recommendations to HQ AETC/DO for review. See paragraph 4.3, this supplement, for timelines.

4.7.5. The unit staff judge advocate (SJA) advises and supports the recorder in the discharge of his or her responsibilities. Close supervision of the recorder's activities by the unit SJA office will ensure conduct of board proceedings is complied with, and the resultant administrative paperwork accomplished according to guidance in the basic instruction.

4.8.1. Send the original and one copy of the FEB or FEB waiver to the AU commander (for AU assets) or the appropriate NAF commander. Also send a copy of the FEB or FEB waiver directly to HQ AETC/DOFV. See paragraph 4.3, this supplement, for timelines.

4.8.3.2.1. (Added)(AETC) If an officer is on temporary duty (TDY) orders attending a formal flying training course, he or she may be released back to the home duty station after the FEB is adjourned (or FEB waiver is signed by the trainee and wing commander [WG/CC]) and before final MAJCOM commander's approval or disapproval of the FEB recommendations. If the officer is approaching 179 days in TDY status, the training unit must request an extension of the TDY. Address the request to Assignment Procedures Section (HQ AFPC/DPAPP1), and send information copies to NAF/DO and HQ AETC/DOF. Ensure the message request includes the officer's name, grade, and SSN, original start and stop dates of the TDY orders, projected new stop date, inclusive of travel time to home station, and reason for delay over 179 days. **NOTE:** Extension of TDY over 179 days must be approved by the Secretary of the Air Force (SAF).

4.8.3.2.2. (Added)(AETC) When an officer in TDY status departs for home station following adjournment of an FEB, his or her flight records will remain at the training unit's HARM office. After the MAJCOM commander, vice commander, or 19 AF/CC commander approves or disapproves the FEB recommendations, the training unit's HARM office is notified. The office assigns the appropriate ASC (05, 1A, 2J, etc.) and forwards the FRF to the officer's primary duty station.

4.8.3.4. The convening authority forwards recommendations to the 19 AF/CC for review. 19 AF/CC recommendations are forwarded directly to the National Guard Bureau (NGB) for final approval, with an information copy to HQ AETC/DOFV.

5.6.2.3. Upon initiation of an investigation for substance abuse, inform the 19 AF/DO by message or e-mail, citing the individual's name, grade, and SSN. **NOTE:** During MINIMIZE, inform by phone; follow up by memorandum.

5.7.1.3. The effective date for the permanent disqualification action is the date of the original recommendation from the unit commander, not the date of the approval for disqualification from MAJCOM.

5.9.6. (Added)(AETC) When there is failure to complete a formal school, initial qualification student, see AETCI 36-2205, *Formal Aircrew Training Administration and Management*. AETCI 36-2205 provides instructions for initial qualification students who fail to complete formal training. Initial qualification students are students who have not met the criteria for permanent award of the aircrew member badge.

5.9.7. (Added)(AETC) When there is failure to complete a formal school, advanced or lateral qualification, the unit commander responsible for formal training initiates actions that:

5.9.7.1. (Added)(AETC) Convene an AEB, as outlined in chapter 7 of the basic AFI.

5.9.7.2. (Added)(AETC) If recommendation is not to reinstate the member, immediately notify his or her unit commander. Return the member to his or her home unit.

NOTE: The formal school registrar office will initiate disqualification action for an aircrew member TDY en route. Notification of course elimination will be forwarded to the member's gaining commander.

6.2. Applicable to Whom. Include flight screening program officer trainees. Combat control officers will have AFSC 13BXH. Additional information and guidance regarding parachute jumping duty is found in DFAS-DEM 177-373, Volume 2, *Defense Finance Accounting System*, Tables 3-2 and 3-3.

6.6. Termination of Aviation/Parachutist Service. Unit commanders will immediately notify the HARM office when nonrated crewmembers have permanent change of station (PCS) or permanent change of assignment (PCA) actions pending.

7.8.1. The convening authority will make the decision to offer a waiver of AEB or convene an AEB and notify the respondent, 19 AF/DO, and HQ AETC/DOFV within 15 calendar days of the occurrence of conditions requiring AEB action. For AEB cases, the board must convene within 30 calendar days of the convening authority decision to convene. This is a total of 45 calendar days from occurrence of conditions requiring AEB action. Copies of convening authority review of AEB recommendations and board proceedings are due to 19 AF/DO and MAJCOM DO 30 calendar days after the board convenes. This is a total of 75 calendar days from occurrence of conditions requiring AEB action. Send request for extension to these suspenses to 19 AF/DO. For waiver of AEB actions, the convening authority must forward copies of the waiver request package to 19 AF/DO and HQ AETC/DOFV within 30 calendar days from occurrence of conditions requiring waiver action. See Attachment 47 (Added)(AETC) for additional guidance on AEB waivers and Attachment 48 (Added)(AETC), Figure A48.2 (Added)(AETC), for completing a request for an AEB waiver.

9.7.2. Attach AF IMT 196, **Data for Parachutist Rating**, to the request for review and award of an advanced parachutist rating. The HARM office will document the course number and location of training in the remarks section of the AO.

Table 9.2. Mandatory Requirements for Wear of Parachutist Badges.

Note 3. Operational equipment is defined as an additional container attached to the parachute harness carrying real or simulated equipment. (EXAMPLE: For jumpers performing duties with units assigned to the 336 TRG, operational equipment consists of a type ML-4 container packed with a one-person raft and simulated accessory kit.)

Note 4. Operational equipment is defined as an additional container attached to the parachute harness carrying real or simulated equipment. (EXAMPLE: For jumpers performing duties with units assigned to the 336 TRG, operational equipment consists of a type ML-4 container packed with a one-person raft and simulated accessory kit.)

10.6.2. AETC IMT 125B, Application for Waiver of Flying Evaluation Board.

10.6.3. AF IMT 8, Certificate of Aircrew Qualification; AF IMT 142, Aviation Service Audit Worksheet; AF IMT 196, Arms Request Data for Parachutist Badge; AF IMT 475, Education/Training Report; AF Form 847, Recommendation for Change of Publication; and AF IMT 1042, Medical Recommendation for Flying Duty or Special Operational Duty; AETC IMT 126A, Record of Training Review Action; AETC IMT 1122, Summary Performance Report.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DFAS-DEM 177-373, Volume 2, *Defense Finance Accounting System*

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*

AFI 33-360, Volume 1, *Air Force Content Management Program—Publications*

AFI 37-132, *Records Management Program*

AETCI 36-2201, *Formal Aircrew Training Administration and Management*

Abbreviations and Acronyms

ADC—area defense counsel

AFSC—Air Force specialty code

DOR—drop on request

FTU—formal training unit

IFF—introduction to fighter fundamentals

IP—instructor pilot

NGB—National Guard Bureau

PCS—permanent change of station

PCA—permanent change of assignment

PFT—programmed flying training

SJA—staff judge advocate

SSN—social security number

TDY—temporary duty

VILO—voluntary disqualification in lieu of

ROBERT J. MARTINELLI, Colonel, USAF
Deputy Director, Plans and Operations

4 Attachments (Added)(AETC)

46. Sample Request for Award of Basic Rating

47. Guidance for Applying for an AEB or FEB Waiver

48. Sample Requests for a Flying Evaluation Board (FEB) Waiver and Aircrew Evaluation Board (AEB) Waiver

49. Sample AETC IMT 12B, Application for Waiver of Flying Evaluation Board

Attachment 46 (Added)(AETC)

SAMPLE REQUEST FOR AWARD OF BASIC RATING

A46.1. (Added)(AETC) To request award of basic rating, use the example memorandum in Figure A46.1 (Added)(AETC).

Figure A46.1. (Added)(AETC) Sample Memorandum Request for Award of Basic Rating.

Appropriate Header

(Date)

MEMORANDUM FOR (Local HARM)

FROM: (Awarding commander's functional address symbol)

SUBJECT: Request for Aeronautical Orders Awarding Basic Rating

1. In accordance with AFI 11-402, paragraph 2.4.1, and AFI 11-401, paragraph 2.4.1 and Table 2.5, request you publish an aeronautical order awarding the basic rating and assigning aviation service code (1X) for each of the following individuals with an effective date of _____. The following individuals of class (YY-X) (see attachment 1 or list below) have met all requirements leading to this award:

Grade Name (Last, First, MI) SSN

2. POC is _____.

(Awarding commander's signature)
(Typed name, grade, USAF)

Attachment: Graduating class roster (certified by awarding commander)

Attachment 47 (Added)(AETC)**GUIDANCE FOR APPLYING FOR AN AEB OR FEB WAIVER*****Section A47A (Added)(AETC)—Requirements***

A47.1. (Added)(AETC) Application for an AEB or FEB Waiver. The application for an AEB or FEB waiver applies only to those trainees who are recommended for elimination due to lack of instructor adaptability or failure to meet training standards (may include airsickness) and who have formally applied for waiver actions using AETC IMT 125B, **Application for Waiver of Flying Evaluation Board** (Attachment 48 [Added][AETC]), and **Application for Waiver of Aviator Enlisted Board** (Attachment 49 [Added][AETC]).

A47.2. (Added)(AETC) Documentation for AEB or FEB Waiver. The documentation accompanying the application for an AEB or FEB waiver must clearly substantiate:

A47.2.1. (Added)(AETC) The member was given sufficient opportunity to overcome deficiencies.

A47.2.2. (Added)(AETC) The member's proficiency meets basic qualification standards but falls below acceptable course training standards.

A47.3. (Added)(AETC) Review Process. The convening authority (normally the wing commander) will review the application for waiver package and makes the determination to:

A47.3.1. (Added)(AETC) Reinstate the trainee into training and prescribe additional training.

A47.3.2. (Added)(AETC) Disapprove the request for a waiver and convene an AEB/FEB.

A47.3.3. (Added)(AETC) Recommend approval of the waiver. In this case, the convening authority prepares three packages according to paragraph A47.6, this supplement and sends the original package and one copy (including the original and one copy of the AETC IMT 125B) to 19 AF/DO, 2 AF/DO, or AU/CV, as appropriate. Send one copy of the package (including one copy of the AETC IMT 125B) to HQ AETC/DOFV.

A47.4. (Added)(AETC) Determination Process. The appropriate NAF commander or the AU commander will review the application for waiver and makes the determination to:

A47.4.1. (Added)(AETC) Disapprove the application for waiver and direct the convening authority to convene the AEB/FEB.

A47.4.2. (Added)(AETC) Disapprove the application for waiver and direct reentry into training.

A47.4.3. (Added)(AETC) Recommend approval of the waiver and forward it to HQ AETC/DO.

A47.5. (Added)(AETC) Approval Authority. 19 AF/CC is the approval authority for AEB/FEB waiver requests for pipeline students. For all others, HQ AETC/DO is the waiver authority.

Section A47B (Added)(AETC)—Administrative Instructions

A47.6. (Added)(AETC) Notification Process. The unit notifies the 19 AF/DO and HQ AETC/DOFV by record format (a six-part folder containing items as described in paragraph A47.7 [Added][AETC]) as soon as a trainee is withdrawn from training and it is determined a request for a waiver of AEB/FEB will be submitted. If the trainee is a major weapons system (MWS) resource, include information identifying the parent command. HQ AETC/DOFV will use this information to inform the parent command. Include the following information in record format i.e. fax, email etc.: trainee's name, grade, SSN, AFSC, aeronautical rating, and previous unit of assignment.

A47.7. (Added)(AETC) Record Format. In the package requesting a waiver include:

A47.7.1. (Added)(AETC) A copy of the notification memorandum (see AFI 11-402, attachment 16).

A47.7.2. (Added)(AETC) AETC IMT 125B, with comments in Section V, pertinent to the waiver request made by the convening authority, 19 AF/CC, or AU commander. **NOTE:** If the individual is a recent UFT graduate the AETC IMT 125B should include a recommendation for his or her next assignment.

A47.7.3. (Added)(AETC) Respondent's letter requesting a waiver of AEB or FEB (see Attachment 48 [Added][AETC] and Attachment 49 [Added][AETC]).

A47.7.4. (Added)(AETC) An original or clear copy of the trainee's complete record of training.

A47.7.5. (Added)(AETC) Certified copies of all AF IMT 942, **Record of Evaluation**, and AF IMT 8, **Certificate of Aircrew Qualification**.

A47.7.6. (Added)(AETC) For recent UFT graduates, clear copies of UFT training records; AETC IMT 1122, **Summary Performance Report**; and AF IMT 475, **Education/Training Report**.

A47.7.7. (Added)(AETC) Certified copies of the individual's most current *ARMS Individual Data Summary*, *ARMS Flying History Report*, and *ARMS Individual Flight Record*.

A47.7.8. (Added)(AETC) Copy of AF IMT 1042, **Medical Recommendation for Flying or Special Operational Duty**.

A47.7.9. (Added)(AETC) Copy of all individual's aeronautical orders.

NOTE: If a trainee has been withdrawn from training due to chronic airsickness, the proposed date for completion of the waiver package will be determined after the case has been reviewed by HQ AETC/SGPT.

A47.8. (Added)(AETC) Suspense Process. For suspenses, see paragraph 4.3, this supplement, for waiver of FEB suspenses; and paragraph 7.8.1, this supplement, for waiver of AEB suspenses to intermediate and MAJCOM review authorities.

A47.9. (Added)(AETC) Approval and Disapproval Process. HQ AETC/DO will review the request for AEB or FEB waiver, concur with the recommendation or disapprove the request, and direct an AEB or FEB be convened. If approved, HQ AETC/DOF will forward the request to HQ AFPC/DPAOY for assignment action and provide information copies to the appropriate 19 AF/CC, convening authority, and HARM responsible for the flight record file.

Attachment 48 (Added)(AETC)

SAMPLE REQUESTS FOR A FLYING EVALUATION BOARD (FEB) WAIVER AND
AIRCREW EVALUATION BOARD (AEB) WAIVER

A48.1. (Added)(AETC) Requesting an FEB Waiver. Use Figure A48.1 (Added)(AETC) as a sample for requesting an FEB waiver. See Attachment 47 (Added)(AETC) for further guidance.

Figure A48.1. (Added)(AETC) Sample Request for an FEB Waiver.**Appropriate Header***(Date)*MEMORANDUM FOR *(Wing/CC or convening authority)*FROM: *(Respondent)*

SUBJECT: Request for Waiver of Flying Evaluation Board (FEB)

1. On *(date)*, I was notified that an FEB will convene for the purpose of developing and considering evidence concerning my professional qualifications and: (x applicable) () failure to meet minimum training standards or () lack of instructor adaptability and making recommendations regarding my future in flying duties.
2. I hereby waive my right to have an FEB consider my qualifications for continued aviation service. I understand by this action I will be withdrawn from the *(course name)* for failure to meet minimum course training standards or lack of instructor adaptability and I will be assigned other-rated duties for which I am qualified, consistent with the needs of the Air Force.
3. I understand if my request for waiver of FEB is approved, I will be eliminated from training course . I further understand my request for waiver can be disapproved at any level of command and an FEB action initiated.

Student Signature (name, grade, USAF) Date

The preceding statement is _____'s own decision. It was signed by *(grade, last name)* after being fully counseled by me on his or her rights under AFI 11-402/AETC Sup 1, paragraph 4.4.7.5 (Added)(AETC). (He) (She) acknowledged understanding (his) (her) right to appear before an FEB and present evidence on (his) (her) own behalf.

Signature (name, grade, USAF) Date
(Appropriate squadron commander)

The preceding statement is _____'s own decision. It was signed by *(grade, last name)* after being fully counseled by me on his or her rights under AFI 11-402/AETC Sup 1, paragraph 4.4.7.5 (Added)(AETC). (He) (She) acknowledged understanding (his) (her) right to appear before an FEB and present evidence on (his) (her) own behalf.

Signature (Area Defense Counsel) Date
(Appropriate legal representative)

A48.2. (Added)(AETC) Requesting an AEB Waiver. Use Figure A48.2 (Added)(AETC) as a sample for requesting an AEB waiver.

Figure A48.2. (Added)(AETC) Sample Request for an AEB Waiver.

Appropriate Header

(Date)

MEMORANDUM FOR (Wing CC or convening authority)

FROM: (Respondent)

SUBJECT: Request for Waiver of Aircrew Evaluation Board (AEB)

1. On (date) , I was notified that an AEB will convene for the purpose of developing and considering evidence concerning my professional qualifications and: (x applicable) () failure to meet minimum training standards or () lack of instructor adaptability and making recommendations regarding my future in flying duties.
2. I hereby waive my right to have an AEB consider my qualifications for continued aviation service. I understand by this action I will be withdrawn from the (course name) for failure to meet minimum course training standards or lack of instructor adaptability and I will be assigned other rated duties for which I am qualified, consistent with the needs of the Air Force.
3. I understand if my request for waiver of AEB is approved, I will be eliminated from training course . I further understand my request for waiver can be disapproved at any level of command and an AEB action initiated.

Student Signature (name, grade, USAF) Date

The preceding statement is _____'s own decision. It was signed by (grade, last name) after being fully counseled by me on his or her rights under AFI 11-402/AETC Sup 1, paragraph 4.4.7.5 (Added)(AETC). (He) (She) acknowledged understanding (his) (her) right to appear before an AEB and present evidence on (his) (her) own behalf.

Signature (name, grade, USAF) Date
(Appropriate squadron commander)

The preceding statement is _____'s own decision. It was signed by (grade, last name) after being fully counseled by me on his or her rights under AFI 11-402/AETC Sup 1, paragraph 4.4.7.5. (He) (She) acknowledged understanding (his) (her) right to appear before an AEB and present evidence on (his) (her) own behalf.

Signature (Area Defense Counsel) Date
(Appropriate legal representative)

Attachment 49 (Added)(AETC)

SAMPLE AETC IMT 125B, APPLICATION FOR WAIVER OF FLYING EVALUATION BOARD

A49.1. (Added)(AETC) When completing AETC IMT 125B see Figure A49.1 (Added)(AETC).

Figure A49.1. (Added)(AETC) Sample AETC IMT 125B.

APPLICATION FOR WAIVER OF FLYING EVALUATION BOARD				
PRIVACY ACT STATEMENT				
AUTHORITY: 10 U.S.C.8013, Secretary of the Air Force; powers and duties; delegation by; implemented by AFI 11-402/AETC SUP 1, Aviation Service, Aeronautical Ratings, and Badges, F036 AF PC C, Military Personnel Records System, and E.O. 9397. PURPOSE: To request waiver of Flying Evaluation Board (FEB) by trainees being eliminated from formal AETC flying training courses. ROUTINE USES: No uses outside the DOD. Information is for FEB use only. DISCLOSURE: Furnishing the information is voluntary. However, trainees who do not provide the information will be scheduled to meet a FEB.				
SECTION I. TO BE COMPLETED BY TRAINEE				
TRAINING UNIT/LOCATION 49th Flying Training Squadron Columbus AFB MS 39701		PERMANENT BASE OF TRAINEE (Gaining unit for recent UPT graduates, if known. Leave blank if not known.) 1st Fighter Squadron, Tyndall AFB FL		
NAME (Last, First, Middle Initial) WASHINGTON, DARRON A.	GRADE 1Lt	SSN 999-99-9999	CLASS 97-AB	COURSE NO B/F-V5A-K
Application for waiver of Flying Evaluation Board action. See AFI 11-402/AETC Sup 1 for conditions applicable to waiver.		SIGNATURE		
SECTION II. ACTION BY CONVENING AUTHORITY				
APPLICATION FOR WAIVER OF FLYING EVALUATION BOARD <input type="checkbox"/> DISAPPROVED. Trainee will meet a Flying Evaluation Board. <input checked="" type="checkbox"/> RECOMMEND APPROVAL. The trainee should be dis-enrolled from training due to (lack of instructor adaptability) (failure to meet minimum training standards) and, consistent with the needs of the Air Force, reassigned to other rated duties.				
DATE	SIGNATURE, GRADE AND TITLE (Wing commander or convening authority) MICHAEL G. LEELAND, Col, USAF Commander, 14th Flying Training Squadron			
SECTION III. ACTION BY NUMBERED AIR FORCE COMMANDER OR CHIEF, OPERATIONS AND READINESS				
REQUEST FOR WAIVER OF FLYING EVALUATION BOARD <input type="checkbox"/> DISAPPROVED. Trainee will meet a Flying Evaluation Board. <input type="checkbox"/> DISAPPROVED. Trainee will be returned to training. <input checked="" type="checkbox"/> RECOMMEND APPROVAL. Additional comments are/are not attached.				
DATE	SIGNATURE, GRADE AND TITLE THOMAS W. NORTH, Maj Gen, USAF Commander, 19th Air Force			
SECTION IV. ACTION BY HQ AETC DIRECTOR OF OPERATIONS OR NUMBERED AIR FORCE COMMANDER				
<input type="checkbox"/> DISAPPROVED. Trainee will meet a Flying Evaluation Board. <input type="checkbox"/> DISAPPROVED. Trainee will be returned to training. <input checked="" type="checkbox"/> APPROVAL. Additional comments are/are not attached.				
DATE	SIGNATURE, GRADE AND TITLE JOHN C. GRIFFIN, Lt Gen, USAF Vice Commander			
SECTION V. REMARKS				
1Lt Washington was unable to adapt to the dynamic tactical environment required to complete IFF Course B/F-V5A-K. His basic flying skills are solid and he is a hard-working, dedicated professional. Recommend reassignment to multi-place crew aircraft. <div style="text-align: right;">MICHAEL G. LEELAND, Lt Gen, USAF Commander, 14th Flying Training Wing</div>				
SECTION VI. SUMMARY OF TRAINING				