

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 99-107**

**17 JANUARY 2013**

**Test and Evaluation**

**TEST PILOT SCHOOL**



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This instruction implements AFPD 99-1, *Test and Evaluation Process*. It defines authority for the US Air Force Test Pilot School (TPS). It outlines the supervision, operation, and administration of the school's mission, course instruction, eligibility requirements, application procedures, and selection process. This instruction also addresses English language requirements for allied students, Flying Evaluation Board (FEB) procedures, and faculty board procedures. The reporting requirements in this instruction are exempt from licensing in accordance with (IAW) paragraphs 2.11.5, 2.11.10, and 2.11.12 of AFI 33-324, *The Information Collections And Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. Submit recommended changes via AF Form 847, *Recommendation for Change of Publication*, to HQ AFMC/A3 with an information copy to HQ USAF/TEP.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force. Privacy Act system of records notice F036 AF PC C, *Military Personnel Records System*, apply. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) maintained in the Air Force Records Information Management Systems (AFRIMS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

These instructions apply to HQ Air Force Personnel Center (AFPC) and HQ Air Force Materiel Command (AFMC) which support the TPS and its mission. These instructions also apply to applicants from Air Force Reserve Command (AFRC) and Air National Guard (ANG) units.

**SUMMARY OF CHANGES**

This revision introduces a new Remotely Piloted Aircraft (RPA) curriculum as part of the Combat Systems Officer (CSO) classification; clarifies the academic eligibility requirements (paragraph 1.2.1); increases the minimum Grade Point Average (GPA) requirement for applicants (Table 1); changes Eligibility Requirements for Curricula (Table 1); reduces the allowable time in service for Pilot/CSO applicants (Table 1); revises and clarifies administrative responsibilities (Section 2); removes the requirement for a triennial curriculum review and creates the requirement for a semi-annual curriculum planning council (paragraph 2.6.5); modifies the selection process to include an interview and flight evaluation for pilot applicants (paragraph 3.3); clarifies required training before reporting (paragraph 4.2); changes the active duty service commitment for graduates (paragraph 7.1); further specifies disenrollment procedures (paragraph 10); simplifies the flying experience resume (Attachment 2); provides additional guidance for training reports (Attachment 5); clarifies various roles of responsibility and terminology throughout this instruction; and incorporates administrative changes where required.

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**1. TPS Vision and Mission.** The Vision of TPS is to be the world’s premiere educational and training center of excellence for theoretical and applied flight test engineering. The Mission of TPS is to produce highly-adaptive critical-thinking flight test professionals to lead and conduct full-spectrum test and evaluation (T&E) of aerospace weapon systems. Experimental test personnel provide early user input to the design of systems during the development cycle. To aid the Air Force in the development, acquisition, and sustainment of operationally capable military systems to support the war-fighter, the TPS educates and trains pilots, combat systems officers (rated navigators, electronic warfare officers, and weapon system operators), RPA pilots, and engineers to test and evaluate all manner of military systems. These tests yield technical information on the safety, security, military utility, and mission suitability of systems and subsystems. In addition to operational capabilities, experimental test aviators determine: flight characteristics; performance; stability and control; mission capability; and mission suitability. TPS is the center of expertise for Air Force developmental test and evaluation (DT&E) and flight test theory and techniques. TPS also gives school and test center professionals a forum in which to exchange ideas and information.

**1.1. Courses of Instruction:** The school provides a 48-week, 50 semester hour graduate-level course of instruction. Two classes are taught annually, the “A” class starting in January and graduating in December, and the “B” class starting in July and graduating in June. The school also offers a number of short courses to support various levels of T&E education.

1.1.1. The 48-week course consists of four closely related curricula: experimental test pilot; experimental test Combat Systems Officer (CSO); experimental Remotely Piloted Aircraft (RPA) pilot; and experimental flight test engineer. Together, these curricula educate selected personnel in the discipline of flight test engineering and conduct training in the latest methods of testing and evaluating aerospace vehicles and related systems. (See the Air Force *Education and Training Course Announcements* located at <https://etca.randolph.af.mil> for a description of curricula.) These curricula also provide some Acquisition Professional Development Program (APDP) equivalency.

1.1.2. TPS is a Title-10 authorized Master’s Degree granting school affiliated with Air University (AU) which confers a Master of Science degree in Flight Test Engineering upon graduation. AU is accredited by the Southern Association of Colleges and Schools. The course may also be recognized as an Intermediate Developmental Education (IDE) equivalent program, and graduates may request in-resident IDE credit following graduation from TPS on a case-by-case basis.

1.1.3. TPS short course development is directed by HQ AFMC/A3 and supports all levels of DT&E and other T&E education and training requirements. Eligibility for these courses is determined by TPS and approved by HQ AFMC/A3. Major commands

(MAJCOM) select individuals for short courses based on course eligibility and training needs. HQ AFMC/A3 is the final authority of TPS developed short course curriculum content. The TPS Commandant determines enrollment requirements and associated schedules.

## 1.2. TPS Eligibility Requirements.

1.2.1. All applicants must meet eligibility requirements before requesting admission (see **Table 1**). A Master of Science (MS) degree in any engineering field (without a Bachelor of Science (BS) Degree in Engineering) also qualifies. The guidance provided in paragraphs **1.2.1.3** through **1.2.1.6** should be used for considering eligibility of physical science degrees on a case-by-case basis. See paragraph **3.4** for information on requesting waivers to any eligibility requirements.

**Table 1. Eligibility Requirements for Curricula.**

Curricula	Time in Service (at class entry)	Education	Experience (at class entry)	Physical Qualification	Clearance
Experimental Test Pilot	Active: TAFCS (Guard and Reserve: TFCSD)  Fewer than 9 years and 6 months  (10 years and 3 months for helicopter pilots)	BS in Engineering, Mathematics, or Physics (see paragraph <b>1.2.1</b> for other acceptable degrees and required remediation). Minimum grade point average (GPA) of 3.0 on a 4.0 scale	Pilots on extended active duty (EAD) and not in suspended flying status. Minimum of 12 months as an aircraft commander in a manned Major Weapon System (MWS). Pilots must also be either qualified Instructor Pilots in their manned MWS or  1. Single pilot MWS - at least 750 hours total time  2. Dual pilot MWS – at least 1000 hours total time  Note: 250 hours of manned non MWS time may be included in total time.	Annual Flying Class II	Secret
Experimental Test Combat Systems Officer	Fewer than 9 years and 6 months	Same as above	Combat Systems Officers must be qualified instructor CSOs in a MWS or have at least 500 hours total time in their MWS. Total time excludes student time.	Annual Flying Class II	Secret

Experimental Test RPA Pilot	Same as above	Same as above	RPA pilots must be a qualified instructor in their RPA MWS or have at least 750 hours total time.  Note: 250 hours in a manned MWS may be included in the total time.	Annual Flying Class II	Secret
Experimental Flight Test Engineer	Active: TAFCS (Guard and Reserve: TFCSD)  Fewer than 8 years	Degree requirements same as above  Technical master's degree is highly desired	On EAD with a minimum of 2 years experience in one of the following AFSCs: 13XX, 14NX, 21AX, 21CX, 21LX, 21MX, 33SX, 61SX, 62EX, or 63AX  (Civilians: minimum 2 years experience in T&E)  FAA flying certifications or military flying is highly desired	Annual Flying Class III	Secret
Short Courses	<i>(Eligibility is determined independently for each short course)</i>				
<p><b>Note:</b> The term combat systems officer includes rated navigators, electronic warfare officers, and weapon system operators.</p> <p><b>Note:</b> All acronyms in this table are listed in Attachment 1.</p>					

1.2.1.1. A BS degree in Engineering, Mathematics, Physics, or a physical science degree must specifically state “Engineering”, “Mathematics”, “Physics”, or a “Physical Science”. Other titles such as “Aircraft Engineering Technology”, “Aerospace Science”, “Aerospace or Space Operations” or any other title using the words “Technology” or “Aircraft” are not acceptable.

1.2.1.2. A Bachelor of Arts degree in Mathematics or a physical science degree does not qualify.

1.2.1.3. If the BS or MS degree is in a physical science, eligibility must be questioned. Acceptable physical science degrees may include (but are not limited to) the degrees listed in Figure 1.

**Figure 1. Acceptable Physical Science Degrees.**

Astronomy	Mining
Chemistry	Oceanography
Computer Science	Operations Research
Geology	Physical Science
Metallurgy	Statistics

Meteorology Management	Systems Engineering
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1.2.1.4. If the applicant's degree is in a physical science, additional technical course requirements must be satisfied to become eligible. As a minimum, the applicant must have satisfactorily completed with a "B" average or higher all six of the mandatory courses and have satisfactorily completed with a "B" average or higher at least four courses from the desired course list. For the purposes of determining applicant eligibility, a "B" average is considered to be 3.0 average on a 4.0 = "A" scale. Mandatory and desired courses are presented in **Figure 2**.

**Figure 2. Course Requirements For Physical Science Degrees.**

<b><u>Mandatory Courses</u> (must have all 6 courses indicated below)</b>	
Calculus I	
Calculus II	
Differential Equations	
Physics I (classical mechanical)	
Physics II (classical electro-optical)	
Probability and Statistics	
<b><u>Desired Courses</u> (must have at least 4 courses from those listed below)</b>	
Statics	Aerodynamics
Dynamics	Fluid Mechanics
Vectors and Matrices	Thermodynamics
Linear Algebra	Aircraft Stability and Control
Strength of Materials	Linear Control Theory
Structures	Electrical/Electronic Circuit
Theory	
Mechanical Vibrations	
Probability & Statistics (may be Design of Experiments)	
Instrumentation/lab/data acquisition or processing	

1.2.1.5. To be considered eligible, prospective applicant transcripts must reflect all six mandatory courses satisfactorily completed and at least four courses satisfactorily completed from the desired course list (**Note:** desired courses are not required to be from four different areas; several courses may belong to one desired course sequence, e.g., Aircraft Structures I, Aircraft Structures II, or Linear Control Theory I, Linear Control Theory II.)

1.2.1.6. To ensure proper evaluation of academic eligibility, coordination will be accomplished between HQ AFPC/DPAOT3, HQ AFMC/A3, and USAF TPS/CT on all applications which are not unequivocally qualified by **Table 1** (i.e., BS in Engineering, Mathematics, or Physics with a minimum GPA of 3.0 on a 4.0 scale), or any application where there is uncertainty.

1.2.1.7. If there are any questions, contact the Chief of Student Services at DSN 527-9933 (commercial: 661-277-9933), or 527-3000 (commercial: 661-277-3000).

1.2.2. Pilot, CSO, and RPA pilot applicants must have a current annual flying Class II physical on file. If applicable, they may apply before they meet the minimum flying hour requirements if they will have the minimum flying time before the beginning of class.

1.2.3. Experimental flight test engineer applicants must have an annual flying Class III physical on file.

1.2.4. Federal Service civilian personnel with a valid experimental flight test mission may apply for the Experimental Flight Test Engineer Course. Civilian applicants must have a current annual flying Class III physical on file. Reference 5.2.1 and 5.2.2 for responsibilities of the organization of the civilian applicant.

1.2.5. Security clearances.

1.2.5.1. US applicants must possess at least a SECRET clearance. SECRET clearances must be no older than five years from the projected TPS graduation date to allow access to Special Access Programs (SAP) and upgrade to TOP SECRET while attending TPS.

1.2.5.2. International students require a SECRET clearance. International applicants interested in applying to TPS should contact Air Force Security Assistance Training (AFSAT) through their host nation government as described in paragraph [5.2.3](#). AFSAT defers to SAF/IA for prioritization of requirements if there are more requirements than quotas available for international students.

1.2.5.3. TPS staff members, as identified by the USAF TPS/CC, will hold TOP SECRET clearances.

1.2.6. AFIT graduates serving in an AFIT Directed Duty Assignment (DDA) may apply for TPS if they meet all of the following criteria:

1.2.6.1. One year in an advanced academic degree (AAD) position prior to TPS class start date.

1.2.6.2. Release by member's current commander through the Commander's Involvement Program (CIP) with MAJCOM concurrence. Every possible consideration should be granted to the member in their last year of eligibility.

1.2.7. AFIT students may apply for TPS if they meet all of the following criteria:

1.2.7.1. Eligibility requirements stated in [Table 1](#)

1.2.7.2. AFIT graduation date must align closely with TPS class start date. AFIT students graduating more than sixty days prior to the start of the next TPS class will not be permitted to apply. TPS classes start in the July and the following January after each TPS board.

1.2.7.3. Release by member's DDA follow-on commander through the CIP with MAJCOM concurrence. Every possible consideration should be granted the member in their last year of eligibility.

1.2.8. AFIT and USAF Academy faculty may compete only if released by the owner of the AAD faculty billet for which they were sponsored.

1.2.9. All officers released to TPS from their AAD program prior to completion must (if selected) be assigned to the appropriate AAD coded position for their degree to fulfill their AFIT DDA upon completion of TPS.

1.2.10. AFRC/ANG officers may apply if they meet the requirements of **Table 1** and the following:

1.2.10.1. Use the Total Federal Commission Service Date (TFCS D) in place of the Total Active Federal Commission Service (TAFCS) date for computation of time in service limits.

1.2.10.2. To establish eligibility to compete, applicants must submit proof of eligibility to return to and remain on active duty for the entire Active Duty Service Commitment (ADSC) period from HQ AFPC/DPSIPR with their application package. If selected, AFRC/ANG officers shall return to and remain on active duty for the full period of the TPS ADSC.

1.2.11. Eligibility for short courses is determined individually for each course.

**1.3. Joint AFIT and TPS Program.** Air Force officers eligible for TPS can volunteer for a joint AFIT and TPS program leading to a MS in Aeronautical or Electrical Engineering. The selected officers enter AFIT in September for a special program, followed by entering the regular TPS curriculum in January, 15 months later. AFIT graduate courses stress aircraft and system analysis, design, and development. In TPS, the student develops a comprehensive test program using test aircraft and facilities to gather essential data for a thesis, which is then completed and defended within 3 months of graduation from TPS.

**1.4. Bars to Eligibility.**

1.4.1. Officers eliminated from any Air Force or military formal flying training program in their present rated category are ineligible for TPS.

1.4.2. Navigators eliminated from Air Force Specialized Undergraduate Pilot Training (SUPT) and engineers eliminated from SUPT or Specialized Undergraduate Navigator Training (SUNT) are eligible, unless they left these programs by drop on request (DOR).

1.4.3. Applicants who did not finish any US Government-funded, full-time education or training program due to substandard performance or DOR (except as noted above).

1.4.4. AFMC/A3 can eliminate any candidate who shows indications of substandard performance after becoming a TPS candidate, but before the class start date.

## **2. Administrative Responsibilities.**

**2.1. HQ AFPC/DPAOT3.**

2.1.1. Maintains applications.

2.1.2. Confirms candidate eligibility and forwards ineligible candidates to HQ AFMC/A3 for waiver consideration (see **Table 1**).

2.1.3. Convenes a TPS Selection Board annually to select Air Force officers and civilian employees. Convenes supplemental Records Boards as necessary.

2.1.4. Publishes and disseminates the selection notification message following approval of the student selections by HQ AFMC/A3.

2.1.5. Enters Joint AFIT and TPS student selection information into the Education Management System database immediately following the annual selection board notification process.

2.1.6. Assigns approved Air Force pilots, CSOs, and engineers to TPS.

2.1.7. Coordinates special non-flying training for appointed students en route to TPS.

2.1.8. Coordinates special non-flying training for TPS graduates en route to their next assignment.

## 2.2. HQ AFMC/CC.

2.2.1. Appoints the TPS Commandant. (This authority may be delegated no lower than AFMC/CC.)

2.2.2. Is the final approval authority for all FEB actions IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*. (This authority may be delegated no lower than HQ AFMC/A3.)

## 2.3. HQ AFMC/A3.

2.3.1. Ensures TPS curricular activities are consistent with HQ USAF policies and instructions.

2.3.2. Organizes and chairs an annual TPS Advisory Board. Selects delegates from user MAJCOMs, Air Force Life Cycle Management Center, Air Force Test Center, and educational organizations to review TPS curricula. Provides an Executive Summary of the TPS Advisory Board Proceedings to AFMC/CC and AU/CC for review

2.3.3. Provides curriculum direction to USAF TPS/CC. Direction includes the latest flight test philosophy and methods.

2.3.4. Directs the development of short courses and other curricula to meet DoD and AF T&E education and training needs.

2.3.5. Chairs the student TPS selection board or may delegate this responsibility, normally to a general officer TPS graduate.

2.3.6. Appoints members to the TPS selection board.

2.3.7. Final authority on student selections for TPS class enrollment. Forwards results to HQ AFPC/DPAOT3 for publication.

2.3.8. Appoints an HQ AFMC/A3 functional manager for TPS policy and selection processes.

2.3.9. Requests and validates field requirements for TPS graduates. Provides validated requirements to the TPS Commandant, enabling graduating classes to provide their preferences for available assignments.

2.3.10. Mediates between TPS, gaining test units, and AFPC as necessary to finalize assignments for the graduating classes.

#### 2.4. AFTC/CC.

2.4.1. Responsible for TPS mission execution and resources (facilities, manpower, budget, aircraft, student housing, etc.). Delegates operational control of TPS to the 412th Test Wing.

2.4.2. Designates the FEB Convening Authority IAW AFI 11-402 and this AFI. (AFTC/CC typically designates 412 TW/CC, but may designate another.)

2.4.3. Budgets and funds the tuition costs of Air Force students, Air Force students attending foreign test pilot schools, and the Air Force cost of foreign students from participating countries attending TPS.

2.4.4. Budgets and provides reciprocal qualitative evaluation flying opportunities in AFTC aircraft to visiting students/faculty of affiliated test pilot schools and representatives of foreign flight test centers.

2.4.5. Appoints members to the Comprehensive Candidate Evaluation Program (CCEP) interview panel.

2.4.6. Reviews and determines final approval/disapproval of TPS Academic Evaluation Board (AEB) recommendations for students considered or recommended for academic elimination. Provides an information copy of final results to AFMC/A3.

#### 2.5. 412 TW/CC.

2.5.1. Supervises and exercises operational control over TPS (exclusive of curricular control).

2.5.2. Resolves any resource conflicts between 412 OG test mission requirements and TPS curricular requirements as necessary (aircraft availability, flying hours, range time, etc.).

2.5.3. Convenes FEBs IAW AFI 11-402 and this AFI, unless AFTC/CC has designated another convening authority.

#### 2.6. USAF TPS/CC (Commandant).

2.6.1. Operates TPS by overseeing all flying activities, academic instruction, budgeting, and school administration. Assures all processes are in place for the effective administration and orderly conduct of TPS.

2.6.2. Executes the TPS curricula consistent with TPS Advisory Board guidance, principles of the Department of Education, and the accrediting body of Air University. May waive individual curriculum events based upon resource availability or student status.

2.6.3. Coordinates directly with HQ AMFC/A3 on curricular affairs. Develops short courses and other curricula per requirements from HQ AFMC/A3.

2.6.4. Prepares and presents topical information briefs to the annual TPS Advisory Board.

2.6.5. Approves the attendance of prospective Allied students to TPS.

2.6.6. Coordinates with AFMC/A3 and AFPC/DPAOT3 to fill enrollment vacancies from the approved list of alternates as required.

2.6.7. Convenes a semi-annual Curriculum Planning Council (CPC) to review and revise TPS curricula in response to internal and external feedback. The CPC is chaired by the TPS Technical Director and comprised of the TPS deputy commandant, division chiefs, master instructors, and chief test pilot as its voting membership. Provides a memo to HQ AFMC/A3 for approval of proposed changes to the curriculum.

2.6.8. Maintains affiliate relationships with AU and other organizations, as required. Reviews, and if necessary, updates Memorandums of Agreement (MOA) on a bi-annual basis. Coordinates directly with AU/CF regarding graduate affiliate affairs and responsibilities.

2.6.9. Assigns final grades for academic curriculum courses and forwards them directly to AU for archiving and the creation of graduate transcripts.

2.6.10. Completes an AF Form 475, *Education/Training Report* for each TPS student and forwards a file copy to AU for archiving. In addition to the AF Form 475, completes a Fitness Report for each US Navy and US Marine officer. Adds the course to the professional specialty course list for each Air Force graduate. Provides documentation of course completion to allow proper credit for APDP equivalencies.

2.6.11. Suspends students when they fail to meet curriculum standards, become medically unqualified, or request elimination.

2.6.12. When required, initiates the FEB process.

2.6.13. When required, convenes an AEB to evaluate students for academic dismissal. Forwards AEB recommendations to AFTC/CC for final review and approval.

2.6.14. When warranted, cancels an individual's student status for gross misconduct, or if the AEB or FEB recommendation to eliminate a student is approved.

## 2.7. AU Commander.

2.7.1. Maintains an affiliate relationship with TPS IAW the AU/USAF TPS MOA and this AFI. Reviews, and if necessary updates, the AU/USAF TPS MOA on a bi-annual basis. Coordinates with the USAF TPS/CC regarding graduate affiliate affairs and responsibilities.

2.7.2. Confers diplomas for the Master of Science in Flight Test Engineering (MSFTE) upon graduates of TPS per the authority granted under USC Title 10, Sec 9317.

2.7.3. Manages TPS student transcripts based on course grade inputs from TPS. Maintains a graduate repository of transcripts and Education/Training Reports for each student and issues official transcripts as requested.

2.7.4. Provides services, oversight and direction necessary for TPS to satisfy and maintain Southern Association of Colleges and Schools (SACS) accreditation requirements. Provides representation and assistance to TPS during SACS accreditation visits.

2.7.5. Reviews annual TPS Advisory Board Executive Summary and integrates TPS into the AU Board of Visitors oversight.

### 3. Application Procedures.

#### 3.1. Preparing Applications.

3.1.1. All applicants will prepare AF Form 1711, *USAF Test Pilot School Application*. The narrative section of AF Form 1711 (limited to space provided) will be prepared in bullet format with a 12 (or form default) pitch font. The following must be included/attached as appropriate:

3.1.1.1. Certified transcripts of all college credits.

3.1.1.2. A resume of flying experience, if applicable (see **Attachment 2** for format).

3.1.1.3. A copy of GRE scores, if applying for the AFIT/USAF TPS program. AFIT/USAF TPS volunteers are encouraged to establish AFIT eligibility prior to submitting the TPS application by following the AFIT application procedures at <http://www.afit.edu>. Once established, AFIT Master's eligibility letters are permanently valid.

3.1.1.4. If a volunteer for non-English-speaking foreign TPS, applicants are encouraged to take the Defense Language Aptitude Board (DLAB) to establish general aptitude for foreign languages, and the DLPT for any foreign languages already in their repertoire.

3.1.1.5. Contact information of unit commander for TPS Selection Board purposes.

#### 3.1.2. Air Force pilot and CSO applicants also:

3.1.2.1. Attach a certified true copy of AF Form 942, *Record of Evaluation*.

3.1.2.2. Attach copies of all AF Forms 8, *Certificate of Aircrew Qualification*, from their Flight Evaluation Folders.

3.1.2.3. Attach a copy of Flying History Report from the Aviation Resource Management System (ARMS). This report can be obtained from the local Host Aviation Resource Management (HARM) office.

3.1.2.4. Include a summary of operational flying experience in the narrative section of the AF Form 1711 (limited to space provided), including:

3.1.2.4.1. Significant flying experience and activities.

3.1.2.4.2. Professional accomplishments and honors.

3.1.2.4.3. Engineering-related activities.

3.1.2.4.4. Reason(s) the applicant wants to be a test pilot, test CSO, or test RPA pilot.

3.1.2.4.5. Career goals in flight testing and acquisition.

3.1.3. Experimental flight test engineer applicants will also include a narrative on AF Form 1711 (limited to space provided) that summarizes:

3.1.3.1. Technical experience.

- 3.1.3.2. Test experience.
- 3.1.3.3. Operational experience.
- 3.1.3.4. Engineering-related activities.
- 3.1.3.5. Professional accomplishments and honors.
- 3.1.3.6. Career goals in flight testing and acquisition.
- 3.1.4. Civilian test engineer applicants also:
  - 3.1.4.1. Provide copies of all performance evaluations.
  - 3.1.4.2. Include a narrative on AF Form 1711 (limited to space provided) that summarizes:
    - 3.1.4.2.1. Technical experience.
    - 3.1.4.2.2. Test experience.
    - 3.1.4.2.3. Engineering-related activities.
    - 3.1.4.2.4. Professional accomplishments and honors.
    - 3.1.4.2.5. Career goals in flight testing and acquisition.
  - 3.1.5. Experimental flight test engineer applicants (military and civilian) are required to undergo a flying Class III physical prior to the TPS selection board. Any medical conditions requiring a waiver will be adjudicated and processed by the 95 MDG/SGP (Flight Surgeon's office) prior to the TPS selection board. Submit a copy of the most recent SF 88, *Report of Medical Examination*, and AF Form 1042, *Medical Recommendations for Flying or Special Operational Duty*, along with the application. If a waiver is requested, copies of both the SF 88 and the individual's SF 93, *Report of Medical History*, must be submitted along with supporting documentation (as applicable) to the 95 MDG/SGP at Edwards AFB.
  - 3.1.6. Submit the AF Form 1711 with all attachments to Special Flying Programs Section, HQ AFPC/DPAOT3, 550 C Street West, Suite 31, Randolph AFB TX 78150-4733.

3.2. AF Form 1712, ***Special Flying Program Recommendation***.

3.2.1. All applicants (except those from allied nations) will obtain at least one completed AF Form 1712 from their immediate supervisor. Applicants may have two additional AF Forms 1712 prepared by officers who know the applicant's flying and technical abilities firsthand (maximum of three AF Forms 1712 may be submitted). AF Form 1712 will be prepared in bullet format with a 12 (or form default) point font or the narrative may be handwritten.

3.2.2. Pilot and CSO pilot applicants must have their immediate supervisor complete this form. The supervisor should know the applicant's flying ability, technical ability, and professional competence firsthand. In filling out the form, do not exceed the limits of space provided for remarks, nor attach documents (such as separate letters of recommendation). If the applicant's current supervisor does not know the applicant's flying ability firsthand, an officer who supervised the applicant in a rated position during

the previous three years can give one of the two additional recommendations. However, no more than three recommendations may be submitted for each applicant. These recommendations must minimally contain an evaluation of the officer's:

- 3.2.2.1. Piloting and/or combat systems operating skills, as applicable.
  - 3.2.2.2. Crew member performance.
  - 3.2.2.3. Experience.
  - 3.2.2.4. Technical competence.
  - 3.2.2.5. Judgment, patience, adaptability, and responsibility.
  - 3.2.2.6. Ability to analyze and solve problems.
  - 3.2.2.7. Ability to work in a group.
  - 3.2.2.8. Desire and ability to be proactive and take initiative.
  - 3.2.2.9. Interest in research or experimental test work.
  - 3.2.2.10. Ability, after further training, to decide issues of development, testing, and suitability for future Air Force aerospace systems.
  - 3.2.2.11. Ability and desire to be a leader in Air Force development and Acquisition Corps.
- 3.2.3. Experimental flight test engineer applicants must have their immediate supervisor (civilian or military) fill out the form. The immediate supervisor must know the applicant's technical ability and professional competence firsthand. The recommendation should include information on the applicant's:
- 3.2.3.1. Experience and technical and professional competence.
  - 3.2.3.2. Energy, determination, and effectiveness in assigned duties.
  - 3.2.3.3. Judgment, patience, adaptability, and responsibility.
  - 3.2.3.4. Ability to analyze and solve problems.
  - 3.2.3.5. Ability to work in a group.
  - 3.2.3.6. Ability and desire to be proactive and take initiative.
  - 3.2.3.7. Interest in research or experimental test work.
  - 3.2.3.8. Ability, after further training, to decide issues of development, testing, and suitability for future Air Force aerospace systems.
  - 3.2.3.9. Ability and desire to be a leader in Air Force development and Acquisition Corps.
- 3.2.4. Recommending officers submit AF Form 1712 by separate correspondence directly to Special Flying Programs Section, HQ AFPC/DPAOT3, 550 C Street West, Suite 31, Randolph AFB TX 78150-4733. A maximum of three recommendations (immediate supervisor plus two others) remain in the applicant's folder for selection board consideration. These recommendations may be used on subsequent boards if they are still applicable and the officer has not changed supervisors.

3.2.5. Because applicants from allied nations are selected to attend TPS via a competitive process within their own government, they do not require an AF Form 1712.

### 3.3. Selection Process.

3.3.1. HQ AFPC/DPAOT3 must receive the entire application package no later than 45 days before the TPS Selection Board convenes. The board will not consider late applications but will hold them for future boards if the officer remains eligible. A HQ AFPC colonel will be president of the TPS Selection Board. However, AFMC/A3 (or appointed representative) will chair the board. At least a majority of the board members must be TPS graduates (majors or lieutenant colonels).

3.3.2. HQ AFMC/A3 selects TPS Selection Board members. Board members should be standing flight test squadron or test squadron commanders to ensure the most qualified applicants are selected and that their follow-on assignments meet future flight test requirements. TPS Selection Board observers may include representatives from the US Naval TPS (USNTPS), operational MAJCOMs (Squadron Commander or Operations Officer desired), Air Force Operational Test and Evaluation Center (AFOTEC), and program management leaders as determined by HQ AFMC/A3.

3.3.2.1. The TPS Selection Board evaluates Test Pilot, Flight Test Engineer, RPA pilot, and CSO student candidates based on their technical and flying credentials, career performance, academic performance, recommendations, and leadership potential.

3.3.2.2. The TPS Selection Board meets at HQ AFPC each year, between July and November, to select a pool of student candidates (Primary and Alternate) for the TPS classes starting in the following July and the January. Select pilot student candidates may continue their selection process at the TPS as specified in paragraph **3.3.3**.

3.3.2.3. The TPS Selection Board identifies students eligible for the joint AFIT and TPS program in aeronautical or electrical engineering, Air Force students for the USNTPS, and students for exchange with foreign test pilot schools. Students are selected by the coordinated efforts of AFPC, AFMC/A3 and TPS. Pilots selected for these programs must complete the entire pilot selection process.

3.3.3. Fighter and Multi-Engine pilot candidates will participate in a CCEP at the TPS. The CCEP consists of a flight evaluation and an interview at Edwards AFB.

3.3.3.1. The flight evaluation will assess a candidate's ability to perform in and adapt to the experimental or developmental flight test environment. The evaluation will consist of sorties in TPS curriculum aircraft and flown under the supervision of an instructor pilot. Unsatisfactory flight performance will eliminate the candidate from consideration and may justify permanent ineligibility.

3.3.3.2. The interview will assess the candidate's desire to become a valuable contributing member of the Test and Evaluation community.

3.3.4. Flight Test Engineers, Rotary Wing Aircraft Pilots, RPA Pilots, and CSO students will be selected solely from the TPS Selection Board ranking, unless the TPS Selection Board President deems it necessary for candidates to participate in a version of the

CCEP. This modified CCEP will be developed by the TPS and approved by AFMC/A3 prior to candidate participation.

3.3.5. The candidate's current unit will assume temporary duty (TDY) expenses associated with this selection process.

3.3.6. Candidates must keep their applications up to date. They must ensure annual update information is received by the TPS Records Board at least 45 days before the board convenes. The applicant submits update information directly to HQ AFPC/DPAOT3. The yearly update includes:

3.3.6.1. New AF Form 1711.

3.3.6.2. New AF Form 1712 from the immediate supervisor (if different).

3.3.6.3. New certified copy of AF Form 942.

3.3.6.4. Certified copies of all AF Forms 8 since the last update (for pilot and CSO applicants).

3.3.6.5. College transcripts or grade reports for any other education acquired.

3.3.6.6. Updated resume of flying experience (if changed and if applicable) (**Attachment 2** format).

3.3.7. Before the applications are boarded, HQ AFPC determines TPS availability for all applicants. After HQ AFPC releases the applications to the TPS Selection Board, the board will consider an applicant for TPS until:

3.3.7.1. The board selects the applicant.

3.3.7.2. The applicant voluntarily withdraws the application.

3.3.7.3. The applicant exceeds the maximum TAFCS specified in **Table 1**

3.3.7.4. The applicant does not update the application within the 10 months preceding the TPS selection board date.

**Note:** AFPC/DPAOT3 retains ineligible applications for 1 year and then destroys them IAW the *Air Force Records Disposition Schedule*, available through the Air Force Records Information Management System (AFRIMS) at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

3.3.8. Applicants can forward questions about their applications to HQ AFPC/DPAOT3 or the USAF TPS Chief of Student Services at DSN 527-9933, USAF TPS, 220 South Wolfe Avenue, Edwards AFB CA 93524-6485.

**3.4. Requests for Waivers.** Requests for waivers to the eligibility requirements listed in **Table 1** will be submitted as part of the application package. HQ AFMC/A3 is the approval authority for such waivers. The request for waiver will be written in the form of a memo addressed to HQ AFMC/A3. The memo will state the eligibility requirement that requires a waiver and the rationale for requesting the waiver. Total flight time and aircraft commander time requirements will usually not be waived.

#### **4. Assigning Officers to the TPS.**

4.1. **Notification to MAJCOMs.** HQ AFPC notifies MAJCOMs which officers are selected for TPS. Notification will be made as soon as possible as to not cause a hardship to the member. The MAJCOMs issue orders reassigning selected officers to AFTC IAW AFI 33-328, *Administrative Orders*, and the Air Force *Education and Training Course Announcements* located at <https://etca.randolph.af.mil>. The organization issuing orders will counsel the selected officers on the ADSC associated with selection to TPS IAW AFI 36-2107, *Active Duty Service Commitments*, and will have the individual sign an ADSC Statement of Agreement (see example in **Attachment 3**). Since TPS is a voluntary school, a Seven Day Option is not required for individuals who are selected but choose not to accept the assignment. For information on the AFIT class start date, contact Admissions Directorate, AFIT/RR 2950 P Street, Wright-Patterson AFB OH 45433-7765.

4.2. **Required Actions for AFIT/USAF TPS Candidates.** If AFIT eligibility has not already been established, candidates selected for the AFIT/USAF TPS program must submit an AFIT admissions package to the AFIT Registrar office following selection notification from AFPC. All candidates selected for AFIT/USAF TPS must contact the AFIT Registrar; AFIT/ENER 2950 Hobson Way, Wright-Patterson AFB OH, 45433, DSN 785-6234 x4, Comm 937-255-6234 x4.

4.3. **Required Training Before Reporting.** Pilot candidates should complete at least 20 hours of flight during the 90-day period immediately before they start TPS. MAJCOMs provide this flight experience to candidates using available resources. **Table 2** summarizes the required training all candidates must complete before reporting to TPS.

**Table 2. Required Training Before Reporting.**

<i>Student Category</i>	<i>Type Training</i>	<i>Location</i>	<i>Funding Responsibility</i>
Pilot	Centrifuge <sup>1</sup>	Brooks	Losing Unit
Pilot	Altitude Chamber	Various	Losing Unit
Pilot	Jet D Course <sup>2</sup>	Randolph	Test Pilot School
CSO/RPA pilot/FTE	Altitude Chamber	Various	Losing Unit
RPA pilot/FTE	Water Survival Course S-V86-A <sup>3</sup>	Various	Losing Unit
All	Defense Acquisition University (DAU) training <sup>4</sup>	Various	DAU or Losing Unit

Notes:

1. Pilot students not current in centrifuge training who are attending the Jet D course will be scheduled by USAF TPS/DOT to attend centrifuge training at Brooks AFB whenever possible.

2. Pilot students who have never been qualified in the T-38 aircraft will attend Jet D. See paragraph **4.2.1**.

3. Personnel who attended S-V90-A instead of S-V86-A prior to 1 Jan 03 are exempt from this requirement if they received local water survival refresher training which included hands-on water parachute drags as well as canopy disentanglement. MAJCOMs are highly encouraged to obtain S-V86-A allocations for grandfathered personnel based on level of risk, point in career, and course availability. See AFI 16-1301, *Survival, Evasion,*

*Resistance, and Escape (SERE) Program.*

4. Required DAU courses are primarily those needed for DAU certification to Test & Evaluation Level 1. A current list will be distributed by USAF TPS Student Services as part of a student info package.

4.3.1. **Fixed-wing Pilot Candidates.** Fixed-wing pilots who have never been qualified in the T-38 aircraft will complete Jet Currency D Track training prior to reporting to TPS. Course dates for the Jet Currency D Track training will be scheduled to minimize the time between completion of training and start of TPS class (no longer than 90 days). USAF TPS/DO will identify and request annual Jet Currency D Track training requirements.

4.3.2. Helicopter Pilot Candidates.

4.3.2.1. These candidates will receive their training at the USNTPS and must be qualified in both rotary-wing and fixed-wing aircraft when they report to USNTPS. They should complete at least 20 hours of flight in rotary wing aircraft during the 90 days before reporting to the USNTPS. This applies to all students except those reporting to USNTPS from SUPT fixed-wing transition training. MAJCOMs provide this flight experience to candidates using available resources.

4.3.2.2. Helicopter pilot candidates who are not qualified in fixed-wing aircraft will complete SUPT fixed-wing transition training prior to reporting to USNTPS. Course dates for the SUPT fixed-wing transition training will be scheduled by TPS and HQ AFMC/A3V to minimize the time between completion of transition training and start of USNTPS class.

4.3.2.3. Helicopter pilot candidates may be directed to attend C-12 flying training at Dothan, AL prior to reporting to USNTPS. TPS will identify and request annual C-12 training requirements. TPS will fund the TDY for training at Dothan, AL.

4.4. **Foreign TPS Assignment.** Officers who will attend foreign TPS receive up to 20 days TDY at Edwards AFB, CA during the 60 days before they leave for permanent change of station. TPS funds this TDY.

4.5. **Physiological Training.** All candidates must report for the start of their TPS class with current physiological training that will not expire before completion of the TPS course. The losing unit funds this training.

4.6. **Billeting While Attending TPS.** All students are required to live on base.

4.7. **Promotion Recommendations.** All students who expect to meet a promotion board while attending TPS should arrive with a current Narrative Only Promotion Recommendation Form.

## 5. Educating and Training Non-USAF Individuals.

5.1. **Other US Service Branches.** USNTPS selects US Navy and US Marine Corps personnel to attend the TPS. The applicant's Service sends the information to USAF TPS/CC for coordination and final approval.

5.2. **Civilians.** HQ AFMC/A3 may grant a limited number of flight test engineer course positions in the TPS to Air Force civilians, Federal agencies, and allied nations. Applicants

who are not Air Force officers prepare applications IAW paragraph 3 of this instruction and submit them as described below.

**5.2.1. Air Force Civilian Applicants.** The local organizational commander and the civilian personnel office (CPO) process the application. The application must include a separate justification from the sponsoring organization of why the position the applicant will hold after graduation requires a TPS graduate. Officials providing recommendations for candidates must submit AF Form 1712, by separate correspondence, directly to HQ AFPC/DPAOT3. Start the application process at least 18 months before the TPS class start date.

5.2.1.1. The local CPO forwards all applications that meet eligibility requirements of **Table 1** to HQ AFPC/DPAOT3.

5.2.1.2. The TPS Selection Board reviews civilian applications using the same standards as they do for military engineer applicants. The board ranks all military and civilian engineers in a common pool, and selects civilian quotas from the top-ranking civilian engineers that fall above the cut line in the common pool. AFMC/A3 determines the number of civilian quotas. HQ AFPC notifies candidates and their servicing CPOs of their selection.

5.2.1.3. The student's sponsoring organization funds the individual's civilian pay and all other associated costs to include housing, moving expenses, and hazardous duty pay.

5.2.1.4. HQ AFPC/DPAOT3 returns applications of civilians that they do not select. The applicant can reapply if he or she still meets all eligibility requirements.

**5.2.2. Other Federal Agency Applicants.** Applications from other Federal agencies must be processed through the local organizational executive-level supervisor. Submit these applications directly to HQ AFMC/A3. HQ AFMC/A3 reviews the application and sends copies to the TPS to determine the applicant's suitability for TPS education and training. The student's sponsoring organization must pay all costs associated with TPS attendance.

**5.2.3. Applicants from Allied Nations.** Applicants should apply at least 12 months before the desired TPS class start date. This period allows time to review applications, allocate training slots, and schedule necessary English language courses. Sponsoring countries must translate applications into English before submitting them. Send applications to AFSAT/TO 315 J Street West, Randolph AFB TX 78150-4354. As soon as possible after receipt of the applications, AFSAT will provide the name, educational and flying backgrounds of the prospective foreign students to the TPS for approval.

5.2.3.1. HQ AFMC/A3 will determine the type and number of TPS slots to be allocated to international partners and coordinate with SAF/IA to solve timing issues.

**5.3. Funding for Non-USAF Students.** Invitational travel orders for international students must include TDY funds for field trips that are part of the curriculum. The following guidelines determine funding:

5.3.1. Other US Services. Non-reimbursable (reciprocal agreements apply).

5.3.2. Other US Agencies. Fully reimbursable to include military pay at standard rates.

5.3.3. Allied/Friendly Nations. Tuition for international students is reimbursable at four different rates depending on the eligibility of the country and is developed IAW the DoD 7000.14-R, *DoD Financial Management Regulations (FMRS)*, Chapter 7, Volume 15.

#### 5.4. English Language Requirements for Students from Allied Nations.

5.4.1. All TPS students must be able to use the English language effectively. Candidates whose primary language is English are exempt from the requirements of paragraph 5.4 to screen, test, and train.

5.4.1.1. All students must obtain a rating of 2+/2+ or better on the Oral Proficiency Interview (OPI).

5.4.1.2. Non-English speaking foreign countries must test students for English language skills before TPS selects them, unless the Secretary of Defense grants an exemption from in-country testing.

5.4.1.3. The Defense Language Institute English Language Center (DLIELC) English Comprehension Level (ECL) and OPI will be used to screen applicants.

5.4.1.4. Administer ECL testing IAW DLIELC Instruction 1025.7, *Planning and Programming Security Assistance English Language Training*, and DLIELC Instruction 1025.15, *English Comprehension Level (ECL) Test Guidelines*. Copies are available from DLIELC, Lackland AFB TX 78236-5259.

#### 5.4.2. The sponsoring country ensures that:

5.4.2.1. Any candidate selected for TPS who achieves less than 85 ECL must attend English language training at DLIELC IAW the duration tables in DLIELC Instruction 1025.7.

5.4.2.2. Any student who achieves 85 ECL or above and 2+/2+ or better on the OPI attends 9 weeks of specialized English aviation language training at DLIELC.

5.4.3. DLIELC re-examines incoming students to confirm their in-country ECL score. If a student qualifies with an 85 ECL and a 2+/2+ on the OPI, DLIELC puts that student into the specialized aviation course.

5.4.4. The USAF TPS Commandant has exclusive authority to approve or deny language training waiver requests. The applicant's country must submit the waiver request with the original TPS application, including a justification for such waiver.

5.5. Billeting at TPS for Non-USAF Individuals. All students, including civilians and international students, are required to live on base.

### 6. TPS Graduation Awards. The USAF TPS Commandant:

6.1. Presents the Liethen-Tittle Award to the experimental test pilot graduate with the best overall record for outstanding performance and academic excellence.

6.2. Presents the R.L. Jones Award to the outstanding experimental test combat systems officer, experimental RPA pilot, or experimental flight test engineer graduate with the best overall record for outstanding performance and academic excellence.

6.3. May designate up to 15% of the graduates of each class as distinguished graduates. Remainders may be rounded up.

**7. Assigning Graduates.** TPS graduates represent a highly trained, critical resource. A strong personnel management program controls their use as graduates of a specialized flying school.

7.1. Air Force graduates receive an ADSC commitment to the Air Force IAW AFI 36-2107 with a three-year DDA to a flight test vacancy as an active test flyer in DT&E, or another position that uses the education and training (see [Attachment 3](#)).

7.2. Air Force requirements determine future assignments after the initial DDA.

7.3. Graduates of the AFIT/USAF TPS program are required to work in an AAD coded position for three years within the next six years after graduation.

7.4. Air Force civilians assume the positions for which they received TPS education and training.

**8. USNTPS Program.** The Air Force sends a limited number of flight test CSO, flight test engineer, fixed-wing test pilot, and rotary-wing test pilot students to the USNTPS, Naval Air Station (NAS) Patuxent River, MD. The TPS Selection Board selects students from the pool of applicants for TPS to fill the Air Force quotas. Eligibility requirements are similar to the TPS.

8.1. The USNTPS syllabus includes fixed-wing and rotary-wing aircraft. A selected student without fixed-wing aircraft experience attends SUPT fixed-wing conversion training before attending USNTPS.

8.2. Each Air Force student attending the USNTPS must complete an accredited water survival course. Each student must pass a US Navy Class B swimmers course while at the USNTPS. The Navy swimmers course requires the applicant to swim 75 yards using three types of strokes while wearing flight gear, and to tread water or drown proof for 10 minutes.

**9. Foreign TPS.** Opportunities periodically occur allowing students to receive their test training at the Empire TPS in Boscombe Downs, United Kingdom or the French TPS (École du Personnel Navigant d'Essais et de Réception - E.P.N.E.R.) in Istres, France. Applicants volunteering for foreign TPS should include that information on their applications and specify whether or not they have existing foreign language ability. All volunteers for French TPS should take the DLAB test and submit results with the TPS application package. If selected, French TPS candidates must attend and pass applicable French language training requirements. The spouse of a candidate selected for French TPS should also be able to attend full-time language training. EPNER selectees will undergo a two-month preparatory education at ISAE in Toulouse, France, before commencing EPNER, in order to fully satisfy academic requirements for the Specialized Master's Degree in Experimental Flight Test conferred upon EPNER graduates.

**10. Failure to Meet School Standards and Disenrollment.**

10.1. **Overview.** A TPS student may be disenrolled for deficiencies in flying, academics, professional conduct, medical, or through voluntary DOR procedures. TPS has three general categories for removing a student from the course: elimination, removal without prejudice, and DOR. All students removed from the course prior to graduation will still require a Training Report (TR) IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems*, regardless of how many days they attended the course. See [Attachment 5](#) for guidance on completing TRs for TPS students.

10.2. **Elimination.** Because TPS maintains stringent eligibility requirements and uses a thorough selection process, most students successfully complete the course. However, when a student fails to meet professional conduct, flying and/or academic standards, elimination from TPS may be warranted. When a student has been identified for elimination by the Commandant, the student will be removed from the course and applicable boards will be convened as outlined below.

10.2.1. **FEB Proceedings.** An FEB may be convened to review pending dismissal of a rated student from the experimental test pilot or experimental test CSO/RPA course (except when waived) for failure to meet standards in the flying portion of the course. If an FEB waiver request is not warranted or not approved, AFTC/CC will designate the convening authority IAW AFI 11-402 with the following stipulations:

10.2.1.1. Voting members must include at least three unbiased officers who hold an 11EX or 12EX AFSC.

10.2.1.2. At least one voting member must be a TPS staff member.

10.2.1.3. The board can include additional voting members with 11EX or 12EX AFSCs.

10.2.2. **FEB Waiver.** The Commandant will make a recommendation to the 412 TW/CC on whether an FEB waiver is warranted under the provisions of AFI 11-402. The Commandant will counsel the student on their right to request a waiver after advising them on the right to seek legal counsel with an “Opportunity to Request an FEB Waiver” letter ([Attachment 6](#)). If a student requests an FEB waiver and it is approved, the student is then administratively removed from the course IAW AFI 36-2201, Vol 1 (sample removal letter in [Attachment 7](#)). See [Attachment 8](#) for a sample student request for FEB waiver. If the student opts to seek legal counsel, the legal counsel should sign Attachment 8. If the student does not seek legal counsel, the Commandant should sign Attachment 8. It is not necessary for both counsel and the Commandant to sign Attachment 8.

10.2.3. **Academic Evaluation Board (AEB).** The AEB considers elimination of students from the experimental test pilot, experimental test CSO/RPA pilot, or experimental flight test engineer course for failure to meet academic standards. TPS conducts AEB proceedings IAW requirements indicated in the following paragraphs.

10.2.3.1. **AEB Membership.** The USAF TPS Commandant is the AEB convening authority and appoints either USAF TPS/CD or USAF TPS/CT to serve as AEB Chair, with voting membership to include: USAF TPS/ED and/or USAF TPS/DO, Master Instructors from each sub-discipline, and Chief Pilot.

10.2.3.2. **AEB Process.** The AEB will thoroughly review the student’s academic performance, evaluating all contributing factors. The board shall provide formal proceedings with a recommendation for retention or dismissal to the TPS Commandant. The Commandant will review and forward the AEB’s recommendation to AFTC/CC for the final decision to retain or dismiss the student. If AFTC/CC directs dismissal of the student, the AEB report will go to HQ AFMC/A3 to process through HQ AFMC/DP for Air Force military/civilian students

or to SAF/AQQC for non-USAF students. AEB proceedings will be archived by the TPS registrar in the appropriate class archive.

#### 10.2.4. Board Proceedings Disposition.

10.2.4.1. When a student requests voluntary elimination from TPS, the proceedings of related FEBs or AEBs are not subject to the review requirements of AFI 51602, *Boards of Officers*.

10.2.4.2. When board proceedings form the basis of further administrative action, or inquire into the conduct, efficiency, fitness, or financial liability of the student as a member of the Air Force, such proceedings must meet all requirements of AFI 51602.

10.2.4.3. Disposition documents from AEB proceedings IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

10.3. **Removal without Prejudice.** In some cases, sufficient reasons exist for a student to be removed from the course without prejudice administratively; this includes inadequate resources, humanitarian, medical, security clearance issues, etc. Students removed from the course without prejudice will be allowed to re-compete for future TPS courses.

10.3.1. Students removed from the TPS course without prejudice do not require an FEB or FEB waiver. These students will be processed IAW AFI 11-402.

10.3.2. Use the following non-completion reasons for Block II (paragraph 4) on the AF Form 475, *Education/Training Report*: "Withdrawn without prejudice for the needs of the Air Force" or "Withdrawn for humanitarian reasons" IAW AFI 36-2406. If none of the above reasons apply, state the reason. To explain further, also enter, "See Comments," and explain in the appropriate comment section.

10.3.3. Only with prior approval by AFMC/A3 may a student be administratively removed from a course and retain primary select status for a future course. Such actions may only be arranged on a space-available basis, and are only valid within 12 months or less from the original course start date. This process is usually not feasible due to the fixed, small number of students selected annually to attend TPS. Normally, the student should plan on re-applying if still eligible for future courses.

#### 10.4. **DOR.**

10.4.1. Any student contemplating DOR should be made aware that he or she will receive a Training Report (TR) documenting the circumstances of the withdrawal. Additionally, the FEB process may be initiated if circumstances warrant. The Commandant or a designated representative will provide counseling on the ramifications of DOR. Counseling will be documented on AF Form 174, *Record of Individual Counseling*.

10.4.2. Following counseling, the student will be given time to reconsider. A student electing to DOR will be removed from TPS and placed with another unit, pending formal reassignment action. If warranted, the USAF TPS Commandant may initiate the FEB process.

10.4.3. **DOR Training Reports.** The Commandant will decide if the student has sufficient justification to withdraw from the course without prejudice. If the Commandant determines that the student has sufficient justification beyond his or her control, the student will be allowed to withdraw without prejudice and a Final TR will be completed (see [Attachment 5](#) and paragraph [10.3](#)). If the Commandant determines there is not sufficient justification to withdraw without prejudice, the student will draft a memorandum to the Commandant stating he or she is dropping on request along with the reason(s). The Commandant will complete a Referral TR IAW AFI 36-2406.

10.4.3.1. The following comments in [Figure 3](#) are mandatory for Block III on the AF Form 475, *Education/Training Report*, for a student who elects DOR and does not have sufficient cause to withdraw without prejudice.

**Figure 3. Mandatory Comments on AF Form 475 for DOR.**

<p>ACADEMIC/TRAINING ACCOMPLISHMENTS:</p> <p>“United States Air Force Test Pilot School is a rigorous 48-week graduate-level, 50 semester hour advanced course designed and structured to produce the world’s finest flight test professionals. Students are selected through a highly competitive selection process; culminated with a board of officers convened at AF Personnel Center.”</p> <p>“(Rank/last name) voluntarily dropped on request on the (XX) training day of this course. By making this decision after class start date, the Air Force was unable to activate an alternate candidate for this training. This voluntary drop on request will adversely affect Air Force flight test community officer manning for the next 3 to 5 years.”</p> <p>PROFESSIONAL QUALITIES:</p> <p>“Voluntary separation after the rigorous nomination and board selection process calls into question (rank/last name)’s dedication to service before self and leadership potential.</p> <p>“General attitude, military bearing and appearance, conduct, and fitness met standards (if applicable).”</p> <p>OTHER COMMENTS:</p> <p>“USAF TPS/CC (or designated representative) counseled (rank/last name) on his/her decision to drop on request. No extraneous circumstances were presented or identified.”</p>
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10.5. **Notification.** For all cases of student removal from TPS, the Commandant or designated representative will directly notify HQ AFMC/A3 that the student was removed from the course with reasons why.

## 11. AFIT and TPS Doctoral (Ph. D.) Program.

11.1. **Purpose.** Every year, one or more TPS graduates may be chosen to attend AFIT (in residence) for three years and earn a Doctor of Philosophy Degree (Ph.D.) in Aeronautical or Electrical Engineering. The primary purpose of this program is to ensure the TPS curriculum and research programs reflect the state of the art in aeronautical sciences. In addition, it creates a cadre of officers within AFMC who combine current flight test experience with a high level of theoretical knowledge.

### 11.2. Minimum Eligibility Requirements.

11.2.1. TPS graduate Pilot, Combat Systems Officer, or Flight Test Engineer.

11.2.2. At least two years of flight-test experience since TPS graduation prior to AFIT start date.

11.2.3. At least two years' time on station prior to AFIT start date.

11.2.4. Master's Degree in Engineering with at least a 3.5 GPA.

### 11.3. Application Materials.

11.3.1. Resumé emphasizing job experience, flight experience, test experience, education, APDP certifications, professional accomplishments, and honors.

11.3.2. Copies of transcripts from every college or university attended showing degrees awarded and GPA.

11.3.3. Description of undergraduate and graduate thesis research.

11.3.4. List of scholarly publications.

### 11.4. Selection Timeline.

11.4.1. Not later than (NLT) 31 July of the year prior to AFIT start. Send application materials to USAF TPS/CD, 220 S. Wolfe Ave, Edwards AFB CA 93524-6485.

11.4.2. NLT August of the year prior to AFIT start. USAF TPS Commandant and AFIT/USAF TPS Liaison Officer recommend primary and alternate candidates. AFMC/A3 approves the final selection.

11.4.3. NLT September. Primary candidate follows AFIT application procedures.

11.4.4. NLT December. Candidate receives official AFIT notification of acceptance.

11.4.5. NLT August of the year of entry. Candidate begins AFIT Ph.D. program.

### 11.5. Assigning Graduates.

11.5.1. Upon graduation from AFIT, the officer is assigned to the TPS staff for a three-year tour in an AAD coded position.

11.5.2. Upon graduation from AFIT, the officer will receive a five-year ADSC to the Air Force IAW AFI 36-2107. See [Attachment 4](#).

RICKY L. PETERS  
Director of Test and Evaluation

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- DoD 7000.14-R, *Department of Defense Financial Management Regulations (FMRS)*, Volume 15, Chapter 7 (*Pricing*), April 2008
- AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, 25 September 2007
- AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, 6 September 2006
- AFI 33-324, *The Information Collections And Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, 1 June 2000
- AFI 33-328, *Administrative Orders*, 16 January 2007
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 22 April 2005
- AFI 36-2201, Vol 1, *Training Development, Delivery, and Evaluation*, 1 October 2002
- AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 15 April 2005
- AFI 51-602, *Boards of Officers*, 2 March 1994
- AFPD 99-1, *Test and Evaluation Process*, 22 July 1993
- AFI 99-103, *Capabilities-Based Test and Evaluation*, 26 February 2008
- DLIELC Instruction 1025.7, *Planning and Programming Security Assistance English Language Training*, 1 October 2008
- DLIELC Instruction 1025.15, *English Comprehension Level (ECL) Test Guidelines*, 1 October 2007

**NOTE:** The user of this instruction is responsible for verifying the currency of the cited documents.

***Prescribed Forms***

- AF Form 1711, *USAF Test Pilot School Application*
- AF Form 1712, *Special Flying Program Recommendation*

***Adopted Forms***

- AF Form 8, *Certificate of Aircrew Qualification*
- AF Form 174, *Record of Individual Counseling*
- AF Form 475, *Education/Training Report*
- AF Form 847, *Recommendation for Change of Publication*
- AF Form 942, *Record of Evaluation*
- AF Form 1042, *Medical Recommendations for Flying or Special Operational Duty*

*Abbreviations and Acronyms*

**AAD**—Advanced Academic Degree  
**ADSC**—Active Duty Service Commitment  
**AEB**—Academic Evaluation Board  
**AF**—Air Force  
**AFB**—Air Force Base  
**AFCAT**—Air Force Catalogue  
**AFTC**—Air Force Test Center  
**AFI**—Air Force Instruction  
**AFIT**—Air Force Institute of Technology  
**AFMAN**—Air Force Manual  
**AFMC**—Air Force Materiel Command  
**AFOTEC**—Air Force Operational Test and Evaluation Center  
**AFPAM**—Air Force Pamphlet  
**AFPC**—Air Force Personnel Center  
**AFPD**—Air Force Policy Directive  
**AFRC**—Air Force Reserve Command  
**AFRIMS**—Air Force Records Information Management System  
**AFSAT**—Air Force Security Assistance Training  
**AFSC**—Air Force Specialty Code  
**ANG**—Air National Guard  
**APDP**—Acquisition Professional Development Program  
**ARMS**—Aviation Resource Management System  
**AU**—Air University  
**BS**—Bachelor of Science  
**CCEP**—Comprehensive Candidate Evaluation Program  
**CIP**—Commander's Involvement Program  
**CP**—Crew Position  
**CPC**—Curriculum Planning Council  
**CPO**—Civilian Personnel Office  
**CSO**—Combat Systems Officer  
**DAU**—Defense Acquisition University

**DDA**—Directed Duty Assignment  
**DDL**—Disclosure Delegation Letter  
**DLAB**—Defense Language Aptitude Battery  
**DLPT**—Defense Language Proficiency Test  
**DLIELC**—Defense Language Institute English Language Center  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**DOR**—Drop on Request  
**DOS**—Date of Separation  
**DT&E**—Developmental Test and Evaluation  
**e.g.**—*exempli gratia*, meaning “for example”  
**EAD**—Extended Active Duty  
**ECL**—English Comprehension Level  
**EPNER**—École du Personnel Navigant d’Essais et de Réception (French TPS)  
**ETPS**—Empire Test Pilots’ School (British TPS)  
**FAA**—Federal Aviation Administration  
**FEB**—Flying Evaluation Board  
**FMS**—Foreign Military Sales  
**FTE**—Flight Test Engineer  
**FY**—Fiscal Year  
**GPA**—Grade Point Average  
**HARM**—Host Aviation Resource Management  
**HOSM**—Host Operations System Management  
**HQ**—Headquarters  
**HQ USAF**—Headquarters United States Air Force  
**IAW**—In Accordance With  
**IDE**—Intermediate Developmental Education  
**IMET**—International Military Education Training  
**ISAE**—Institut Supérieur de l’Aéronautique et de l’Espace (French Aeronautics University)  
**MAJCOM**—Major Command  
**MDS**—Mission Design Series  
**MOA**—Memorandum of Agreement

**MS**—Master of Science  
**NAS**—Naval Air Station  
**NATO**—North Atlantic Treaty Organization  
**NLT**—Not Later Than  
**PCS**—Permanent Change of Station  
**Ph.D.**—Doctor of Philosophy Degree  
**OPI**—Oral Proficiency Interview  
**OPR**—Office of Primary Responsibility, or Officer Performance Report  
**POC**—Point of Contact  
**RDS**—Records Disposition Schedule  
**RPA**—Remotely Piloted Aircraft  
**SAP**—Special Access Programs  
**SSAN**—Social Security Administration Number  
**SUNT**—Specialized Undergraduate Navigator Training  
**SUPT**—Specialized Undergraduate Pilot Training  
**T&E**—Test and Evaluation  
**TAFCS**—Total Active Federal Commissioned Service  
**TFCSD**—Total Federal Commissioned Service to Date  
**TDY**—Temporary Duty  
**TPS**—Test Pilot School  
**TR**—Training Report  
**USAF**—United States Air Force  
**USAFA**—United States Air Force Academy  
**U.S.C.**—United States Code  
**USN**—United States Navy  
**USNTPS**—United States Naval Test Pilot School

### *Terms*

**Jet Currency Track**—A course of instruction provided by Air Education and Training Command.

**Test and Evaluation (T&E)**—The act of generating empirical data during the research, development or sustainment of systems, and the creation of information through analysis that is useful to technical personnel and decision makers for reducing design and acquisition risks. The process by which systems are measured against requirements and specifications, and the results analyzed so as to gauge progress and provide feedback. (AFI 99-103)

**Note: Joint Publication 1—02, *Department of Defense Dictionary of Military and Associated Terms*, and AFM 11-1, *Air Force Glossary of Standardized Terms*, contain standardized terms and definitions for DoD and Air Force use.**

## Attachment 2

## FORMAT FOR RESUME OF FLYING EXPERIENCE

## RESUME OF FLYING EXPERIENCE

Aircraft	Crew Position (CP)	Date Starting that CP	Hours in CP	Combat Time	Total by MDS
<i>Example</i>					
F-16	UP	1 Jan 08	40	0	
F-16	FP	1 Jun 08	60	0	
F-16	MP	1 Sep 08	300	10	
F-16	IP	1 Nov 08	100	15	
F-16	EP	1 Dec 08	50	10	550
F-15E	UP	1 Feb 09	100	0	
F-15E	MP	1 Jun 09	100	10	200
				Grand total	700

NAME: \_\_\_\_\_ AS OF: \_\_\_\_\_

**NOTES:**

1. Do not include SUPT/SUNT student time.
2. Flying time logged while piloting nonmilitary aircraft may be added as a remark in a similar format. Civilian ratings held may also be listed. Applicants from allied nations should enter their military flying experience by type aircraft in the appropriate category above.

**Attachment 3****ACTIVE DUTY SERVICE COMMITMENT****STATEMENT OF AGREEMENT**

(TEST PILOT SCHOOL)

**I have been counseled on the active duty service commitment (ADSC) associated with selection to test pilot school (TPS), and I have reviewed AFI 36-2107, *Active Duty Service Commitments (ADSC)*. I fully understand that I will receive an active duty service commitment to the Air Force IAW AFI 36-2107 and a three-year Directed Duty Assignment commitment upon graduation from TPS. If the ADSC changes, I will serve the ADSC in effect at the time I graduate. I agree to serve the appropriate ADSC IAW AFI 36-2107 if I am eliminated or withdrawn from TPS. I understand that when I am assigned, my TPS ADSC (whether by graduation from TPS, because I was eliminated, or withdrew from training), and my date of separation (DOS) will be adjusted to match my TPS ADSC if my DOS is less than the applicable ADSC.**

(Signature and date)

Printed or typed; first name, middle initial, last name, SSAN

## Attachment 4

## ACTIVE DUTY SERVICE COMMITMENT

## STATEMENT OF AGREEMENT

(Ph.D. INSTRUCTOR for TEST PILOT SCHOOL)

**I have been counseled on the active duty service commitment (ADSC) associated with selection to Ph.D. candidacy in residence at AFIT, and I have reviewed AFI 36-2107, *Active Duty Service Commitments (ADSC)*. I fully understand that I will receive a five-year active duty service commitment to the Air Force IAW AFI 36-2107 and a three-year controlled TPS staff commitment upon graduation from AFIT. If the ADSC changes, I will serve the ADSC in effect at the time I graduate. I agree to serve the appropriate ADSC IAW AFI 36-2107 if I am eliminated or withdrawn from AFIT. I understand that when I am assigned, my AFIT ADSC (whether by graduation from AFIT, because I was eliminated, or withdrew from training), and my date of separation (DOS) may be adjusted to match my TPS ADSC if my DOS is less than the applicable ADSC.**

(Signature and date)

Printed or typed; first name, middle initial, last name, SSN

## Attachment 5

## TPS TRAINING REPORT (TR) FACT SHEET

**A5.1. Purpose.** Documents an officer's accomplishments during formal training and is filed in the member's permanent records at HQ AFPC.

**A5.2. Form Used.** AF Form 475, *Education/Training Report*.

**A5.3. Guidance.** AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

**A5.4. Who Requires a TR.** TRs are mandatory for all TPS students on completion, interruption of, or elimination from TPS. This TR will be a permanent part of the student's record. The TR is treated just like an officer performance report (OPR), regardless of whether the student Dropped on Request, was eliminated, or withdrew prior to course completion (see AFI 36-2406, paragraph [6.2.1.1](#)).

**Table A5.1. Training Report Types.**

Purpose for TR	Type of TR
DOR	Referral TR
Eliminated for any reason	Final TR (Block II.2. marked "course not completed")
Withdrawn for any reason	Final TR (Block II.2. marked "course not completed")
Completed course	Final TR

**A5.5. Inclusive Dates.** The TR will begin the first day following the "THRU" date of the student's last OPR. This is important if the student's last OPR closed out prior to the TPS class start date. Any significant events which occurred after the previous OPR closeout date will need to be included in the TR.

**Table A5.2. "THRU" Date for TR.**

Student Status	"THRU" date on TR
Completed course	The date of graduation
Eliminated/withdrawn/DOR	The date student was removed

**A5.6. Student's Responsibility.** Students are responsible for following up with their squadron orderly room within 90 days of graduation or elimination to ensure a copy of the TR is in their records at HQ AFPC. If not in the records after 120 days, contact the USAF TPS Registrar at DSN 527-3000 or via email: [TPS.registrar@edwards.af.mil](mailto:TPS.registrar@edwards.af.mil).

## Attachment 6

## SAMPLE "OPPORTUNITY TO REQUEST AN FEB WAIVER" REQUEST

DATE

MEMORANDUM FOR (*Officer concerned*)

FROM: USAF TPS/CC

SUBJECT: Opportunity to Request FEB Waiver

1. You are suspended from aviation service effective (*date*). As of (*date*), your aviation service code (ASC XX) will change to ASC 04 and your aviation career incentive pay will cease.
2. In accordance with AFI 11-402, Chapter 4, I am offering you the opportunity to request a waiver to a Flying Evaluation Board (FEB). If you choose not to request an FEB waiver, proceedings to convene an FEB will be initiated. Reviewing authorities at any level may deny the waiver request and direct an FEB.
3. This action is a result of your inability to show satisfactory progress in the Air Force Experimental Test (*Pilot/CSO*) Course. The reasons for this decision are as follows:
  - a. Your marginal/unsatisfactory flying progress in (*state phases of unsatisfactory performance and amplifying information*).
  - b. Your performance of basic flying skills is satisfactory (*this statement should be included if recommendation is for an FEB waiver*).
  - c. Your displayed judgment qualities are commensurate with your experience level (*this statement should be included if recommendation is for an FEB waiver*).
4. Military legal counsel can be obtained to advise you of your rights under FEB action and FEB waiver action. You will have complete access to your training records for review with your counsel.
5. Acknowledge receipt of this letter and return it to me within five working days.

(COMMANDANT SIGNATURE BLOCK)  
Commandant

**Attachment 7**

**SAMPLE STUDENT REMOVAL FROM TPS NOTIFICATION**

DATE

MEMORANDUM FOR (*Officer concerned*)

FROM: USAF TPS/CC

SUBJECT: Elimination from USAF Experimental Test (*Pilot/CSO/RPA pilot/Engineer*) Course

1. You are hereby eliminated from participation in the Air Force Experimental Test (*Pilot/CSO/RPA pilot/Engineer*) Course. The reason for this action is your failure to meet the requirements of the TPS (*pilot/CSO/RPA pilot/engineer*) syllabus. Your inability to show timely progression indicates the need to eliminate you from the course.
2. Your performance of basic (*flying skills/basic mission skills if applicable*) was satisfactory and your disciplined judgment qualities are commensurate with your experience level.

(*COMMANDANT SIGNATURE BLOCK*)

Commandant

## Attachment 8

## SAMPLE STUDENT REQUEST FOR FEB WAIVER

DATE

MEMORANDUM FOR USAF TPS/CC

FROM: (*Officer Concerned*)

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

1. On (*date*), I was notified by the convening authority that a FEB will convene for the purpose of developing and considering evidence concerning my professional qualifications as an aircrew member. The FEB will submit recommendations regarding my suitability for future aviation service.
2. I hereby waive my right to have a FEB consider my qualifications for continued aviation service. I understand by this action I will be withdrawn from the Air Force Experimental Test (*Pilot/CSO/RPA pilot*) Course for failure to meet minimum course training standards and will be assigned to aircrew 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 the Air Force Experimental Test (*Pilot/CSO/RPA pilot*) Course. I further understand my request for waiver can be disapproved at any level of command, in which case FEB proceedings will resume.

(*Member's Signature*)  
 (*Member's Type Name, Grade, USAF*)  
 (*SSAN*)

The preceding statement is (*grade, full name*) own decision. (*grade, last name*) signed the statement after being fully counseled by me on (*his/her*) rights under AFI 11-402. (*He/She*) acknowledged this request and forfeits (*his/her*) right to appear before an FEB and present evidence on (*his/her*) own behalf.

(*COMMANDANT SIGNATURE BLOCK*)  
 Commandant

The preceding statement is (*grade, full name*) own decision. (*grade, last name*) signed the statement after being fully counseled by me on (*his/her*) rights under AFI 11-402. (*He/She*) acknowledged this request and forfeits (*his/her*) right to appear before an FEB and present evidence on (*his/her*) own behalf.

(*Signature Area Defense Counsel or legal representative*)  
 (*Type Name, Grade, USAF, or civilian equivalent*)