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Test and Evaluation

TEST PILOT SCHOOL (PA)

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This instruction implements AFD 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 according to 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/DOX 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 AFPC M, *Officer Utilization Records System*, and F036 AFMC A, *Personnel Management Information System for Air Force Materiel Command (AFMC) Commanders*, apply.

These instructions apply to HQ Air Force Personnel Center (AFPC) and HQ Air Force Materiel Command (AFMC) which support the TPS and its mission.

SUMMARY OF REVISIONS

This revision refines the TPS mission (paragraph 1.); changes the experience requirement for pilots and navigators (Table 1.); expands the number of acceptable AFSCs for the experience requirement for experimental flight test engineers (Table 1.); adds T&E short courses (paragraph 1.1.); provides conditions under which Air Force Reserve and Air National Guard officers may apply (paragraph 1.2.); clarifies the TPS board process (paragraph 2.1.); moves the responsibility for curriculum approval to AFMC/DO (2.3); allows the AF Form 1712 to be used for more than one board (paragraph 3.2.); adds C-12 training for rotary pilots (paragraph 4.2.); adds flight evaluation as a requirement (paragraph 4.3.); clarifies funding for physiological training (paragraph 4.5.); deletes funding information for non-US Air Force students

and provides a DoD reference for current information (paragraph 5.3.3); adds AFIT and TPS doctoral program procedures (paragraph 11.); improves the flying experience resume (Attachment 2). A “[” indicates revised material since the last edition.

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1. US Air Force TPS Mission. The authority to establish and maintain the Air Force Test Pilot School can be found in Title 10, United States Code, Section 8013. Experimental test personnel provide early user input to the design of systems during the development cycle. To aid the US Air Force in the development, acquisition, and sustainment of operationally capable military systems to support the warfighter, the TPS educates and trains pilots, navigators, 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 T&E (DT&E) and flight test theory and techniques. TPS also gives school and test center professionals the opportunity to exchange ideas and information.

1.1. **Courses of Instruction:** The school provides a 48-week course of instruction and has the capability to provide multiple T&E short courses to support all levels of T&E training.

1.1.1. The 48-week course curriculum consists of three closely related courses: experimental test pilot; experimental test navigator; and experimental flight test engineer. Together, these courses train selected personnel in the latest methods of testing and evaluating aerospace vehicles and

related systems. (See AFCAT 36-2223 for description of curriculum.) These courses provide Acquisition Professional Development Program (APDP) equivalency for TST 101 and TST 202.

1.1.2. TPS short courses are developed at the direction of HQ AFMC/DO to support all levels of DoD DT&E and other T&E training requirements. Eligibility for these courses is determined by the TPS. MAJCOMs select individuals for short courses based on course eligibility and training needs. For all courses, the TPS Commandant is the final approval authority.

1.2. TPS Eligibility Requirements:

1.2.1. All applicants must meet eligibility requirements before requesting admission (see [Table 1](#)). The term navigator includes rated electronic warfare officers and weapon system operators.

Table 1. Eligibility Requirements for Courses.

Course	Time in Service (at class entry)	Education	Experience (at class entry)	Physical Qualification	Clearance
Experimental Test Pilot	Active: TAFCS (Guard and Reserve: TFCSD)	BS in Engineering, Mathematics, or Physics (Some physical science degrees will be considered on a case-by-case basis) Minimum grade point average (GPA) of 2.5 on a 4.0 scale	On extended active duty (EAD) and not in suspended flying status	Annual Flying Class II	Secret
Experimental Test Navigator	January Class: Fewer than 10 years July Class: Fewer than 10 years and 3 months		Pilots must have served at least 12 months as aircraft commander in a major weapon system Pilots must be qualified instructor pilots in a major weapon system or have at least 750 hours total time. Navigators must be qualified instructor navigators in a major weapon system or have at least 500 hours total time in a major weapon system. (total time excludes student time and unmanned aerial vehicle controller time).		

Course	Time in Service (at class entry)	Education	Experience (at class entry)	Physical Qualification	Clearance
Experimental Flight Test Engineer	Active: TAFCS (Guard and Reserve: TFCSD) Fewer than 8 years	Degree requirements, same as above except: Minimum GPA of 2.8 on a 4.0 scale Technical masters 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	*	*	*	*	*

* - Eligibility is determined independently for each short course

1.2.2. Pilot and navigator 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. Air Force federal service civilian personnel may apply for the Experimental Flight Test Engineer Course. Civilian applicants must have a current annual flying Class III physical on file.

1.2.5. Security clearances

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

1.2.5.2. International students require a SECRET clearance. SAF/IAD maintains the Disclosure Delegation Letter (DDL). 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.

1.2.6. Air Force Institute of Technology 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. Sixty days will be the benchmark for defining close alignment. TPS classes start in 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/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 level and code for their degree to fulfill their AFIT DDA upon completion of TPS.

1.2.10. Air Force Reserve and Air National Guard 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) in place of the Total Active Federal Commission Service date (TAFCS) for computation of time in service limits.

1.2.10.2. If selected, must be able to come on active duty for the full period of the TPS Active Duty Service Commitment.

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 Master of Science (MS) in Aeronautical or Electrical Engineering. The selected officers enter AFIT in September for a special program, followed by entering the regular US Air Force 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.

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 US 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 self-initiated elimination (SIE).

1.4.3. Applicants who did not finish any US Government-funded, full-time education or training program due to substandard performance or SIE (except as noted above). The US Air Force TPS or AFPC can eliminate any candidate who shows indications of substandard performance after becoming a TPS candidate, but before start of training.

2. **Administrative Responsibilities:**

2.1. HQ AFPC/DPAOT3:

- 2.1.1. Maintains applications.
- 2.1.2. Confirms eligibility (see [Table 1.](#))
- 2.1.3. Convenes a student selection board annually to select US Air Force officers and US Air Force civilian employees. May convene additional or supplemental selection boards as necessary.
- 2.1.4. Assigns board-selected Air Force pilots, navigators, and engineers to TPS.
- 2.1.5. Coordinates special 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 to the Commander, Air Force Flight Test Center (AFFTC), Edwards AFB CA.)
- 2.2.2. Reviews the TPS faculty board or Flying Evaluation Board (FEB) proceedings of students recommended for elimination.

2.3. HQ AFMC/DO:

- 2.3.1. Ensures TPS curriculum activities are consistent with HQ USAF policies and instructions.
- 2.3.2. Appoints an AFMC representative to advise the TPS selection board.
- 2.3.3. Approves student selections from the TPS selection board.
- 2.3.4. Requests and validates field requirements for TPS graduates. Provides validated requirements to the TPS Commandant, enabling graduating classes to provide their preferences for the available assignments.
- 2.3.5. Hosts video teleconferences to finalize assignments for the graduating classes. Provides student notification of their new assignments not later than 150 days prior to graduation.
- 2.3.6. Directs curriculum updates to include the latest flight test philosophy and methods.
- 2.3.7. Reviews and approves the TPS curriculum after every triennial curriculum review.
- 2.3.8. Directs the development of short courses to meet DoD and AF T&E training needs.

2.4. AFFTC/CC:

- 2.4.1. Supervises the TPS, under the 412th Test Wing operational control, according to HQ USAF policies and this AFI.
- 2.4.2. Reviews each report of faculty board proceedings and approves or disapproves faculty board findings and recommendations according to AFCAT 36-2223, *USAF Formal Schools*.
- 2.4.3. Convenes FEBs according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*.
- 2.4.4. Is the AFFTC FEB approving authority.
- 2.4.5. Budgets and funds the tuition costs of US Air Force students, US Air Force students attending foreign test pilot schools, and the AF cost of foreign students from participating countries attending the USAF TPS.

2.5. TPS Commandant:

- 2.5.1. Operates the TPS according to HQ USAF policies and this AFI.
- 2.5.2. Oversees all flying training, academic instruction, budgeting, and curriculum administration.
- 2.5.3. Conducts a triennial curriculum review and submits it via AFFTC/CC to HQ AFMC/DO for approval. Curriculum review participants should include standing flight test squadron commanders, and representatives from the US Naval TPS, operational MAJCOMS (Squadron Commanders or Operations Officers (desired)), AFOTEC, and Program Management leaders (SMs, SPDs, or Program Managers) as determined by AFMC/DO.
- 2.5.4. May waive curriculum requirements based upon resource availability or student status.
- 2.5.5. Approves the attendance of prospective allied students to TPS.
- 2.5.6. Assures all processes are in place attendant to the administration and orderly conduct of the TPS.
- 2.5.7. Writes each US Air Force and international military officer an Education or Training Report. Writes each US Navy and US Marine officer a Fitness Report. Adds the course to the professional specialty course list for each US Air Force graduate. Provides documentation of course completion to allow proper credit for APDP equivalency.
- 2.5.8. Suspends students from training when they do not meet training standards, become medically unqualified, or request elimination.
- 2.5.9. Convenes a faculty board (per AFI 36-2201, *Developing, Managing, and Conducting Training*) or FEB (per AFI 11-402).
- 2.5.10. Cancels an individual's student status if the faculty board or FEB recommendation to eliminate the student is approved.
- 2.5.11. Develops a board of visitors that includes representatives from AFIT, industry, users, and educational organizations to review curriculum and training.
- 2.5.12. Develops short courses as directed by HQ AFMC/DO.

3. Application Procedures:

3.1. Preparing Applications:

- 3.1.1. All applicants prepare AF Form 1711, **USAF Test Pilot School Application** (available as PerForm Pro or FormFlow file). 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 attached:
 - 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).
- 3.1.2. US Air Force pilot and navigator 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 Air Force Operations Resource Management System. This report can be obtained from the local Host Aviator Resource Management (HARM) office.

3.1.2.4. A summary of operational flying experience in the narrative section of 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 or test navigator.

3.1.2.4.5. Career goals in flight testing and acquisition.

3.1.3. Experimental flight test engineer applicants 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 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 and civilian applicants 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 95 Med Gp/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 95 Med Gp/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 (available as PerForm Pro or FormFlow file).

3.2.1. All applicants (except those from allied nations) 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) pitch font or the narrative may be handwritten.

3.2.2. Pilot and navigator 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 or navigation skill.

3.2.2.2. Crew member performance.

3.2.2.3. Experience.

3.2.2.4. Technical competence.

3.2.2.5. Energy and determination in flying, including ability and willingness to do precision flying according to predetermined flight plans.

3.2.2.6. Judgment, patience, adaptability, and responsibility.

3.2.2.7. Ability to analyze and solve problems.

3.2.2.8. Ability to work in a group.

3.2.2.9. Desire and ability to be proactive and take initiative.

3.2.2.10. Interest in research or experimental test work.

3.2.2.11. Ability, after further training, to decide issues of development, testing, and suitability for future Air Force aerospace systems.

3.2.2.12. 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 military supervisor fill out the form. The military 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 USAF TPS via a competitive process within their own government, they do not require an AF Form 1712.

3.3. Selection Board Details

3.3.1. HQ AFPC/DPAOT3 must have the entire application package no later than 45 days before the board convenes. The board does not consider late applications but holds them for future boards, if the officer is still eligible. A HQ AFPC colonel is president of the selection board. The TPS Commandant (or his representative) chairs the selection board and at least a majority of the board members must be TPS graduates (majors or lieutenant colonels). AFMC/DO selects board members. Board members should be standing flight test squadron commanders to ensure the most qualified applicants are selected and their follow-on assignments meet the flight test squadron commander's requirements. Selection board observers may include representatives from the US Naval TPS, operational MAJCOMs (Squadron Commander or Operations Officer desired), AFO-TEC, and Program Management leaders (Single Managers (SM), System Program Directors (SPD) or Program Managers) as determined by AFMC/DO. The selection board:

3.3.1.1. Chooses students based on their technical and flying credentials, career performance, academic performance, recommendations, and leadership potential.

3.3.1.2. Meets at HQ AFPC each year (usually in November) to select primary and alternate candidates for the next two TPS classes. HQ AFPC/DPAOT3 may convene additional or supplemental boards as necessary.

3.3.1.3. Selects students for the joint AFIT and US Air Force TPS program in aeronautical or electrical engineering, US Air Force students for Navy TPS, and students for exchange with foreign test pilot schools.

3.3.2. Applicants must keep their applications up to date. They must send annual update information to the TPS selection board at least 45 days before the board convenes. The applicant submits update information directly to HQ AFPC/DPAOT3. The yearly update includes:

3.3.2.1. New AF Form 1711.

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

3.3.2.3. New certified copy of AF Form 942.

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

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

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

3.3.3. Before sending applications to the board, HQ AFPC determines TPS availability for all applicants. After HQ AFPC releases the applications to the board, the selection board considers an applicant for TPS until:

3.3.3.1. The board selects the applicant.

3.3.3.2. The applicant voluntarily withdraws the application.

3.3.3.3. The applicant exceeds the maximum Total Active Federal Commissioned Service (TAFCS) specified in **Table 1**.

3.3.3.4. 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 according to AFMAN 37-139, *Records Disposition Schedule*.

3.3.4. Applicants can forward questions about their applications to HQ AFPC/DPAOT3 or the TPS application officer, US Air Force Test Pilot School, Student Training Division, USAFTPS/ED, 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/DO is the approval authority for such waivers. The request for waiver will be written in the form of a memo addressed to HQ AFMC/DO. 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 US Air Force TPS:

4.1. **Notification to Major Commands (MAJCOM).** HQ AFPC notifies MAJCOMs which officers are selected for training at least 60 days before the class starts. The MAJCOMs issue orders reassigning selected officers to AFFTC according to AFI 33-328, *Administrative Orders* and AFCAT 36-2223. The organization issuing orders will counsel the selected officers on the active duty service commitment (ADSC) associated with selection to TPS per AFI 36-2107 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. **Flight 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.

4.2.1. **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). TPS will identify and request annual Jet Currency D Track training requirements.

4.2.2. **Helicopter Pilot Candidates.**

4.2.2.1. These candidates will receive their training at the US Navy Test Pilot School (USNTPS) and must be qualified in both rotary-wing and fixed-wing aircraft when they report for training. 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.

4.2.2.2. All helicopter pilot candidates will attend C-12 flying training at Dothan, Alabama. TPS will identify and request annual C-12 training requirements. The losing unit will fund the TDY for training at Dothan, Alabama.

4.2.2.3. 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 to minimize the time between completion of transition training and start of USNTPS class.

4.3. **Test Pilot Candidate Flight Evaluation.** The TPS assigns 10 days of temporary duty (TDY) at Edwards AFB CA to all officers selected for the experimental test pilot course at US Air Force TPS, US Naval Test Pilot School (USNTPS), and foreign TPSs. During this period, the TPS evaluates candidates on their adaptability to the flight test environment.

4.3.1. The Air Force activity to which the prospective student is assigned assumes the TDY costs, unless he or she is assigned to UPT fixed-wing conversion training. In that case, the gaining organization assumes the TDY cost. The student can carry excess baggage for professional flying gear during this TDY.

4.3.2. Pilots must successfully complete the flight evaluation before permanent change of station (PCS). HQ AFPC/DPMROM will cancel the assignment to TPS of any student who does not successfully complete the flight evaluation. Such officers are permanently ineligible for further consideration to TPS. USAFTPS/ED coordinates evaluation scheduling. USAFTPS/ED notifies losing CBPO and HQ AFPC/DPMROM each pilot's evaluation status (info HQ AFPC/DPAOT3).

4.4. **Foreign TPS Assignment.** Officers who will attend foreign TPS receive up to 20 days temporary duty (TDY) at Edwards AFB CA during the 60 days before they leave for permanent change of station. US Air Force 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 TPS training. This training is funded by the losing unit.

4.6. **Billeting at USAF TPS.** All students are required to live on base.

5. Training Non-US Air Force Individuals:

5.1. **Other US Service Branches.** USNTPS selects US Navy and US Marine Corps personnel to attend the US Air Force TPS. The applicant's Service sends the information to USAFTPS/ED.

5.2. **Civilians.** AFMC/DOX can grant a limited number of flight test engineer training positions in the TPS to US Air Force civilians, Federal agencies, and allied nations. Applicants who are not US Air Force officers prepare applications according to paragraph 3. of this instruction, and submit them as described below.

5.2.1. **US Air Force Civilian Applicants.** The local organizational commander and the civilian personnel office (CPO) process the application. The application must explain 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 training date.

5.2.1.1. The local CPO forwards all applications that meet eligibility requirements of **Table 1.** to the applicant's MAJCOM CPO. After reviewing each application to determine its validity, MAJCOM CPOs forward approved applications to HQ AFPC/DPAOT3.

5.2.1.2. The AFPC selection board reviews civilian applications using the same standards as they do for military engineer applicants. They select the best qualified engineers. 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.

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 AFMC/DOX. AFMC/DOX reviews the application, and sends copies to the US Air Force TPS to determine the applicant's suitability for TPS training. The student's sponsoring organization must pay all costs associated with this training.

5.2.3. **Applicants From Allied Nations .** Applicants should apply at least 18 months before the desired start date of training. 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 educational and flying backgrounds of the prospective foreign students to the TPS for approval.

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

5.3.1. Other US Services. Nonreimbursable (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 Chapter 7, Volume 15, DoD 7000.14-R, DoD Financial Management Regulation.

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 according to DLIELC Instruction 1025.7, *Planning and Programming Security Assistance English Language Training*, October 1, 2001, and DLIELC Instruction 1025.15, *English Comprehension Level (ECL) Test Guidelines*, October 1, 2001. 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 according to 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 Commandant, US Air Force TPS, has exclusive authority to waive language training. To receive a waiver, the applicant's country must submit the request with the original TPS application, including a justification for such waiver.

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

6. TPS Graduation Awards. The 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 navigator or experimental flight test engineer graduate with the best overall record for outstanding performance and academic excellence.

6.3. Designates up to 10 percent of the graduates for each class as distinguished graduates.

7. **Assigning Graduates.** Air Force 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. Graduates receive a five-year commitment to the Air Force according to AFI 36-2107, *Active Duty Service Commitments (ADSC)*, with a DDA to a flight test vacancy as an active test flyer in developmental test and evaluation, or another position that uses the training.
- 7.2. Air Force requirements determine future assignments after the initial directed duty assignment.
- 7.3. Graduates of the AFIT/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 training.

8. US Naval Test Pilot School (USNTPS) Program. The Air Force sends a limited number of flight test navigator, flight test engineer, fixed-wing test pilot, and all rotary-wing test pilot students, to the USNTPS, NAS Patuxent River, MD. The TPS selection board picks students from the pool of applicants for Air Force TPS to fill the Air Force quotas at this school. Eligibility requirements are the same as for Air Force 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 wearing flight gear, and to tread water or drown proof for 10 minutes.

9. Foreign TPS. Opportunities periodically occur allowing students to take their test training at the Empire TPS in the United Kingdom or the French TPS (EPNER) in Istres, France. Applicants volunteering for foreign TPS should include that information on their applications. They should also specify whether or not they speak French. All volunteers for French TPS should take the Defense Language Aptitude Board (DLAB) test and submit results with the TPS application package. If selected, French TPS candidates will attend and pass applicable French language training requirements.

10. Failure To Meet School Standards:

10.1. **Process Overview.** Because the TPS maintains stringent eligibility requirements and uses a thorough selection process, most students successfully complete the training. When a student fails, applicable boards are convened, except when a rated student requests a flying evaluation board (FEB) waiver under AFI 11-402. Either way, the school suspends the student from further training.

10.2. TPS Board Procedures:

10.2.1. **FEB Proceedings.** FEBs review pending dismissals of rated students from the experimental test pilot or experimental test navigator course (except when waived) for lack of flying proficiency. The AFFTC convenes FEBs according to AFI 11-402, with the following restrictions:

- 10.2.1.1. Voting members must include at least three disinterested 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. **Faculty Boards** . The Faculty Board considers elimination of students from the experimental test pilot, experimental test navigator, or experimental flight test engineer course for failure to meet academic standards. TPS conducts faculty board proceedings according to AFI 36-2201, with additional requirements as indicated in the following paragraphs.

10.2.2.1. **Faculty Board Membership.** All members of the Faculty Board must be senior in rank to the student whose case is before it. Board membership must include:

10.2.2.1.1. At least three disinterested officers (with a 11EX or 12EX AFSC) in an active aviation service code.

10.2.2.1.2. At least one TPS staff member.

10.2.2.1.3. Optionally, additional TPS graduate members.

10.2.2.2. **Faculty Board Proceedings.** A student has the right to military legal counsel or civilian counsel obtained at the student's own expense.

10.2.2.2.1. A court reporter records proceedings verbatim, or in enough detail to use the resulting notes as the basis of a report.

10.2.2.2.2. The TPS Commandant adds comments and recommendations, then sends the proceedings to the AFFTC for review and approval.

10.2.2.2.3. After the AFFTC staff judge advocate performs a legal review of the proceedings, the AFFTC reviewing and approving authority approves or disapproves the findings and directs the action to take. If the AFFTC approving authority directs reinstatement, the report needs no further processing. If the AFFTC approving authority directs dismissal of the student, the report goes to HQ AFMC/DP for US Air Force students (both military and civilian) and to SAF/AQQC for non-US Air Force students (both military and civilian). Board proceedings are processed according to AFCAT 36-2223. An information copy of the transmittal letter is sent to HQ AFMC/DO.

10.2.3. **Board Proceedings:**

10.2.3.1. When a student requests voluntary elimination from TPS, the proceedings of related FEBs or faculty boards are not subject to the review requirements of AFI 51-602, *Boards of Officers*.

10.2.3.2. 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 51-602.

10.2.3.3. Disposition of documents from Board proceedings is according to AFMAN 37-139.

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

11.1. **Purpose** . Every year one TPS graduate is 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, Navigator, 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 of Science (MS) Degree in Engineering with 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 Publications.

11.4. **Selection Timeline.**

- 11.4.1. 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. August of the year prior to AFIT start. TPS Commandant and AFIT/TPS Liaison Officer recommend primary and alternate candidates. 412TW/CC approves the final selection.
- 11.4.3. September. Primary candidate follows AFIT application procedures.
- 11.4.4. December. Candidate receives official AFIT notification of acceptance.
- 11.4.5. August (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 advanced academic degree (AAD) coded position.
- 11.5.2. Upon graduation from AFIT, the officer will receive a five-year active duty service commitment (ADSC) to the Air Force in accordance with AFI 36-2107.

JOHN T. MANCLARK
Director of Test and Evaluation

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

Public Law 103-160 §220, *National Defense Authorization Act for Fiscal Year 1994*

The Privacy Act of 1974

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 33-328, *Administrative Orders*

AFI 33-360V2, *Forms Management Program*

AFI 36-2107, *Active Duty Service Commitments (ADSC)*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 37-138, *Records Disposition--Procedures and Responsibilities*

AFMAN 37-139, *Records Disposition Schedule and Processing Forms*

AFI 51-602, *Boards of Officers*

AFPD 99-1, *Test and Evaluation Process*

AFI 99-101, *Developmental Test and Evaluation*

AFI 99-102, *Operational Test and Evaluation*

AFI 99-105, *Live Fire Test and Evaluation*

AFI 99-106, *Joint Test and Evaluation Program*

AFI 99-109, *Test Resource Planning*

AFCAT 36-2223, *USAF Formal Schools*

DLIELC Instruction 1025.7, *Planning and Programming Security Assistance English Language Training*

DLIELC Instruction 1025.15, *English Comprehension Level (ECL) Test Guidelines*

NOTE:

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

Abbreviations and Acronyms

AAD—advanced academic degree

ADSC—Active Duty Service Commitment

AF—Air Force

AFB—Air Force Base

AFCAT—Air Force catalog

AFFTC—Air Force Flight Test Center

AFI—Air Force instruction
AFIT—Air Force Institute of Technology
AFMAN—Air Force manual
AFMC—Air Force Materiel Command
AFORMS—Air Force Operations Resource Management System
AFOTEC—Air Force Operational Test and Evaluation Center
AFPAM—Air Force pamphlet
AFPC—Air Force Personnel Center
AFPD—Air Force policy directive
AFSAT—Air Force Security Assistance Training
AFSC—Air Force Specialty Code
APDP—Acquisition Professional Development Program
BS—Bachelor of Science
CBPO—Consolidated Base Personnel Office
CIP—Commander’s Involvement Program
CPO—civilian personnel office
DDA—directed duty assignment
DDL—disclosure delegation letter
DLAB—Defense Language Aptitude Board
DLIELC—Defense Language Institute English Language Center
DoD—Department of Defense
DoDI—Department of Defense Instruction
DOS—date of separation
DT&E—Developmental T&E
e.g.—*exempli gratia*, meaning “for example”
EAD—extended active duty
ECL—English Comprehension Level
EPNER—French Test Pilot School
FAA—Federal Aviation Administration
FEB—Flying Evaluation Board
FMS—Foreign Military Sales
FY—fiscal year

GPA—grade point average
HARM—Host Aviator Resource Management
HOSM—Host Operations System Management
HQ—headquarters
HQ USAF—Headquarters United States Air Force
IMET—International Military Education Training
MAJCOM—major command
MS—Master of Science
NAS—Naval Air Station
NATO—North Atlantic Treaty Organization
PCS—Permanent Change of Station
PhD—Doctor of Philosophy Degree
OPI—Oral Proficiency Interview
OPR—office of primary responsibility
POC—point of contact
SAP—Special Access Programs
SIE—self-initiated elimination
SM—Single Manager or System Manager
SPD—System Program Director
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
USAF—United States Air Force
USN—United States Navy
USNTPS—United States Navy Test Pilot School

Terms

Defense Acquisition Deskbook—An automated repository of information consisting of an electronic Desk Reference Set, a Tool Catalog, and a Forum for the exchange of information. The Reference Set organizes information into two main categories: mandatory guidance and discretionary information.

Jet Currency Track—A course of instruction provided by AETC.

Test and Evaluation —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.

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

NAME: _____

AS OF: _____

Mission flown as Category *****	Type	Aircraft Commander* (N/A for Navigators)			Instructor**			Evaluator***			Total Hours
		Upgrade Date	Upgrade Hours	Hours	Upgrade Date	Upgrade Hours	Hours	Upgrade Date	Upgrade Hours	Hours	
								Total Flying Time			

Special Mission Qualifications and Civilian Ratings:

* Date and hours of initial aircraft commander qualification in this type aircraft.

** Date and hours of initial instructor qualification in this type of aircraft.

*** Date and hours of initial evaluation qualification in this type of aircraft.

**** Mission category and type examples

Fighter: A-10	Trainer/	T-33	Bomber/	B-52	Helicopter:	UH-1
F-15	Utility:	C-12	Tanker/	B-1		H-53, etc
F-16, etc.		C-21, etc.	Airlift	B-2		
				KC-135		
				C-130, etc.		

Do not include SUPT/SUNT student time.

NOTE: 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.

**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, AFI 36-2107, *Active Duty Service Commitments (ADSC)*. I fully understand that I will receive the appropriate TPS commitment upon graduation from test pilot school. If the ADSC changes, I will serve the ADSC in effect at the time I graduate. I agree to serve the appropriate ADSC per 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), 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 (MI), last name, SSN