



DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCES
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COMNAVAIRFORINST 5420.1G
N40
18 Aug 17

COMNAVAIRFOR INSTRUCTION 5420.1G

From: Commander, Naval Air Forces

Subj: FIELD NAVAL AVIATOR EVALUATION BOARD PROCEDURES

Ref: (a) SECNAVINST 5211.5E
(b) MCO 1000.6 (ACTS MANUAL)
(c) MILPERSMAN 1610-020
(d) BUPERINST 1326.4E
(e) MILPERSMAN 1220-020

Encl: (1) FNAEB Procedural Guidance
(2) Sample FNAEB Waiver Request
(3) Sample Convening Order
(4) Sample Respondent Notification
(5) Sample Respondent Acknowledgment and Election of Rights
(6) Sample Flight Surgeon Waiver
(7) Flight Surgeon Guidance
(8) Consulting Flight Surgeon Evaluation Format
(9) Sample FNAEB Report of Proceedings
(10) Sample Aviation Background Review Summary
(11) Sample Receipt of Report and Acknowledgment of Right to Comment
(12) Sample Probationary Flight Status Letter
(13) Administrative Checklist
(14) Administrative Routing Sheet

1. Purpose. This instruction provides single source guidance for all matters pertaining to the Field Naval Aviator Evaluation Board (FNAEB) process and should be read in its entirety.

2. Cancellation. COMNAVAIRFORINST 5420.1F.

3. Definitions

a. Naval Aviator. For purposes of this instruction, the term “Naval Aviator” refers to both pilots and Naval Flight Officers (NFOs). When it is necessary to distinguish between pilot and NFO, the sentence will specify which aviator is affected.

b. FNAEB. Navy administrative board convened to evaluate the performance, potential and motivation for continued service of any Naval Aviator ordered by competent authority to appear before such a board.

c. Field Flight Performance Board (FFPB). The FFPB is the Marine Corps equivalent to the FNAEB. Reference (b) provides instruction for the implementation of Marine Corps administrative boards.

4. Background. This instruction gives TYCOMs the authority to adjudicate all FNAEB results. While the TYCOM is the adjudicator for transition recommendations, final disposition of transitions will be determined by Naval Personnel Command (NPC) through the existing transition board process. If a conflict arises between reference (c) and this instruction, this instruction takes precedence.

5. Scope

a. Naval Officers. This instruction applies to the conduct of FNAEBs for all active duty and reserve Naval Aviators. Reference (c) shall be consulted for the implementation of personnel actions to be taken as a result of a FNAEB.

b. United States Marine Corps (USMC) Officers. Marine Aviators assigned to Navy commands shall be processed using the procedures outlined in reference (b). The FFPB report and endorsements shall be routed per enclosure (1), paragraph 21, of this instruction.

c. Enlisted Aircrewmen. The FNAEB process governs Naval Aviators. If a convening authority determines an enlisted aircrewman's actions are a causal factor in a Class A or B mishap, refer to BUPERINST 1326.4E and MILPERSMAN 1220-020.

6. Action. All FNAEB members and convening and reviewing authorities shall comply with the procedures issued in enclosure (1) of this instruction. Enclosures (2) through (14) are provided to facilitate compliance with that guidance. All officers participating in the FNAEB process must be thoroughly familiar with this instruction and all applicable references prior to taking official action in the case.

7. Reports. The reporting requirements contained in this instruction are exempt from reports controlled by SECNAVINST 5210.16.

8. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, Commander, Naval Air Forces (CNAF) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency and consistency with Federal, DoD, SECNAV and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will

automatically expire 5 years after effective date unless reissued or canceled prior to 5-year anniversary date, or an extension has been granted.



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Releasability and distribution:

The instruction is cleared for public release and is available electronically via:

COMNAVAIRPAC HIP: <https://cpf.navy.deps.mil/sites/cnap/n004/Pages/directives>

FNAEB PROCEDURAL GUIDANCE

1. Grounds for Convening FNAEB

a. A FNAEB shall be convened for all Class A and B flight mishaps except in those cases where the aircrew's performance is not in question (i.e., mechanical failures). In these cases the Convening Authority shall request a waiver from the FNAEB process as outlined in paragraph 1.e. A separate board shall be convened for each aviator involved in a Class A or B flight mishap.

b. Normally, for circumstances not involving a flight mishap, the decision to convene a FNAEB is left to the discretion of the Respondent's Commanding Officer or Immediate Superior in Command (ISIC). Higher authority may direct a FNAEB when considered necessary. A FNAEB should be convened when the following conditions exist:

(1) The aviator demonstrated faulty judgment in flight situations. This may be evidenced by violations of flight discipline or repeated minor incidents in which aeronautical judgment is a factor.

(2) The aviator demonstrated a lack of general or specific flight skill. This may be evidenced by failure to satisfactorily complete all or any part of a prescribed training syllabus or failure to achieve required qualifications. This may also be evidenced by near mishaps involving pilot skills.

(3) The aviator demonstrated certain habits, character traits, emotional tendencies, lack of mental aptitude or motivation that makes it questionable to continue the member in assigned flying duties.

(4) The aviator failed to comply with minimum annual flying requirements for reasons within the member's control.

c. The above conditions are provided as a guide and are not in any way restrictive. Command discretion must be exercised when an aviator is deemed professionally unfit for flying for any reason not specified above.

d. Commanding Officers of active duty squadrons who deem assigned reserve aircrew performance to be deficient shall recommend a FNAEB in writing to that the Respondent's Naval Aviation Reserves (NAVAIRRES) Commanding Officer.

e. Suspension of Flight Status. Upon convening of a FNAEB, the Respondent shall be suspended from all flight duties. The suspension shall remain in effect until the TYCOM completes action in the case (A (1) or A (4)) or until NPC adjudicates the transition. Classification definitions are found in paragraph 24 of this enclosure. Waivers from the suspension of flight status are addressed in paragraph 1e of this enclosure.

f. Waivers. There are two types of waivers: a waiver to conduct the FNAEB process and a waiver to permit the Respondent to return to flight status during the endorsement process.

(1) In cases of aircraft mishap, if there is no suspicion of aircrew error, the Convening Authority may request a waiver from the FNAEB. The Convening Authority shall present analysis to demonstrate findings that aircrew performance is not in question. The waiver request shall be routed as outlined in paragraph 21 with a processing goal of 10 working days to complete the analysis, obtain endorsements and final TYCOM adjudication. To achieve the processing goal, the Convening Authority shall ensure all parties are notified of the waiver request and correspondence shall be handled by the most expeditious delivery method (email of PDF documents, FAX or hand delivery). An example waiver format is included as enclosure (2). This request can only be approved by the TYCOM, or TYCOM equivalent. In order to expedite the process, when there is no suspicion of aircrew error, the first O-6 in the Chain of Command may call the TYCOM Chief of Staff to receive a verbal approval of the waiver. Once the verbal waiver is granted, the paperwork must continue up the chain of command for TYCOM signature.

(2) The first Flag Officer endorser, or the Type Wing Commander when the first Flag Officer is the TYCOM, may request a waiver to allow the member to resume flight status pending TYCOM adjudication. This waiver only applies to A (1) or A (4) classification recommendations. Waiver authority shall not be delegated below the TYCOM level.

2. Human Factors Councils/Boards. Human Factors Councils and Boards are valuable tools for the commanding officer. A Human Factors Board (HFB) should normally precede a FNAEB. However, if a situation arises, such as a mishap, where the commanding officer determines that a FNAEB is warranted, an HFB is not required prior to initiating the FNAEB. All Human Factors Council/Board results shall be maintained in strict confidentiality and shall not follow an officer from one squadron to another with the following exception: on HFB result which is included as an enclosure to a FNAEB Report of Proceedings shall remain with the report as it is forwarded through the endorsing chain of command.

3. Relationship to Disciplinary Proceedings/Safety Investigations

a. FNAEBs should not be convened if it is obvious that disciplinary action is appropriate (either Non-Judicial Punishment (NJP) or Court-Martial). However, the possibility of that occurrence is considered rare and normally the FNAEB process can proceed independent of any Judge Advocate General (JAG) or other administrative investigation. Since FNAEBs are administrative and not disciplinary or punitive in nature, United States Code of Military Justice, Article 31 advisements are normally unnecessary and inappropriate (contact the ISIC JAG for clarification if questions arise).

b. The JAG investigation and the FNAEB are independent processes. However, factual information from an on-going JAG may be used to clarify circumstances that may lead to convening a FNAEB or support FNAEB findings.

c. Privileged Safety Investigation Report information shall never be used by a FNAEB. Non-privileged information can be used to clarify circumstances that lead to convening a FNAEB, initiating a waiver from the FNAEB process or support FNAEB findings. All FNAEB members and reviewers shall exercise caution to maintain the sanctity of privilege related to safety investigations.

4. Board Membership. A majority of the board members shall have the same designator (131X or 132X) as the Respondent. A FNAEB shall consist of a minimum of three pilots/NFOs and a flight surgeon for the respective board. One pilot may be used for an NFO board (and vice versa) when practical to best support operational or training requirements. The senior member should have the same designator as the Respondent.

5. Board Member Seniority. Reference (c) provides that the unrestricted line officer members of a board shall be senior to the Respondent. The preferred degree of seniority of the unrestricted line officer members over the Respondent is at least one year group. The Senior Board Member, at a minimum, will be an O-5 unrestricted line officer. In the event an O-5 is unavailable, the Senior Board Member can be an O-4 unrestricted line officer with waiver approval from COMNAVAIRPAC/COMNAVAIRLANT Chief of Staff/N40 or COMNAVAIRFORES Deputy/Chief of Staff. It is also desirable, though not required, that the Flight Surgeon member of the board be senior to the Respondent. In addition, the Senior Board Member shall be from outside the command conducting the FNAEB. Officers conducting training at a Fleet Replacement Squadron (FRS) (i.e., PXO) may be used as senior members for FNAEBs within the FRS. To facilitate compliance with the seniority requirement, the date of rank (DOR) of each board member and the Respondent must be indicated in the board's convening order, per enclosure (3).

6. Board Member Disqualification

a. No board member may sit on more than one FNAEB arising from a single incident.

b. No officer shall be appointed to serve as a FNAEB member if that officer can reasonably be expected to be called as a witness before the board.

c. No officer shall be appointed to a FNAEB if, for any reason, that officer may find it difficult to render a fair and impartial judgment based solely upon the evidence presented at the hearing. Factors which the Convening Authority should consider in appointing board members are bias in favor of or against the Respondent and the prospective member's personal relationship with the Respondent.

d. Under normal circumstances, no officer should be appointed to a FNAEB if that officer has previously served on a HFB, Training Review Board (TRB), Internal Review Board, or FNAEB involving the same Respondent. No board members, including the Flight Surgeon, should be appointed that have been involved with the safety investigation in any capacity. Waivers to this requirement shall be reviewed/approved by the appropriate TYCOM and included as an enclosure to the FNAEB Report of Proceedings.

7. Convening Order and Respondent Notification. The format provided in enclosure (3) shall be used to convene all FNAEBs. The Convening Authority shall immediately forward an electronic PDF copy or FAX of the convening order to the appropriate TYCOM and the intermediate endorsing chain of command. Upon receipt of the convening order, the FNAEB senior member shall notify the Respondent of the pending board and shall obtain the Respondent's acknowledgment of rights and privileges by completing enclosures (4) and (5). The senior member shall ensure the convening order and the Respondent's notification and acknowledgment of rights forms are appended to the board's report as enclosures (1) through (3).

8. Right to Counsel. The FNAEB Respondent has no right to be represented by a military lawyer before the board. The Respondent may bring a lawyer or non-lawyer advisor and may confer with the advisor during the course of the hearing. The Respondent's advisor may testify before the board, just as any other witness; however, the advisor may not take an active part in the hearing. Specifically, an advisor may not:

- a. challenge board members,
- b. question board members or witnesses, and
- c. make objections, arguments or opening and closing statements.

9. Respondent's Right to Object to Board Membership. The Respondent is entitled to have the case heard by a panel of officers who shall render a fair and impartial decision. The Respondent may object to service on the board of any officer believed by the Respondent to be incapable or unwilling to be fair and impartial. The Respondent's objection must be directed in writing to the Convening Authority and must be received by the Convening Authority prior to the commencement of the hearing. If the Convening Authority finds merit in the objection, the board member being objected to shall be replaced. The Convening Authority's decision is final. The Convening Authority shall state in writing the action taken, if any, in response to the objection, and the rationale for that action. The senior member shall ensure both the Respondent's objection and the Convening Authority's statement are appended as enclosures to the board's report.

10. Rules of Evidence

a. The FNAEB is an administrative, not disciplinary proceeding. Accordingly, the rules of evidence applicable at courts-martial do not apply. Per reference (c), the senior member shall permit the board to consider any matter of reasonable believability or authenticity that is relevant to the case.

b. The reports of previous Training Review Boards (TRBs), HFBs and FNAEBs may be considered as evidence at a subsequent FNAEB; however, the endorsements to previous TRBs, HFBs, or FNAEBs shall not be considered. HFB results shall only be used in FNAEBs conducted in the same command as the HFB.

11. Witnesses. Witnesses need not be sworn prior to offering testimony. Privacy Act statements are not required for witnesses other than from the Respondent. Enclosure (5), which shall be signed by the Respondent prior to the hearing, contains a Privacy Act statement applicable to any written or verbal statement the Respondent may make to the board.

12. Summary of Testimony. The senior member shall summarize the testimony of witnesses who appear before the board. Whenever possible, the witness shall sign the summary of testimony. When the witness is not available to sign the summary of testimony, the senior member shall authenticate the summary by typing and signing the following statement beneath the testimony: “The foregoing is a complete and accurate summary of the FNAEB testimony of _____.”

13. Witness Statement Introduction. Written witness statements submitted for the board’s consideration and a summary of the witness’ live testimony shall begin with an opening paragraph which provides a concise summary of the witness’ background, qualifications and relationship to the Respondent. For example: “I am LCDR John Q. Smith. I have been on active duty for 12 years and have been a Naval Aviator for 11 of those years. I have 3,500 hours total flight time of which 2,700 hours are in the EA-6B. I have 550 traps. My current qualifications include Air Wing Strike Leader and Functional Check Flight Pilot. I have known LTJG Sampson for one year as both my wingman and one of my division officers.”

14. Flight Surgeon Evaluation. An evaluation by an independent Flight Surgeon is required and shall be appended to the board report as enclosure (4). Per reference (c), the evaluation may not be provided by the same Flight Surgeon who serves as a member of the board, unless only one Flight Surgeon is reasonably available and the Respondent waives his/her right, in writing, to have the evaluation performed by a Flight Surgeon other than the one who serves on the board. Enclosure (6) to this instruction shall be completed and appended to the FNAEB Report of Proceedings to record such waiver. Guidance for conducting the Flight Surgeon’s evaluation is provided in enclosure (7). The Flight Surgeon’s evaluation shall be prepared per enclosure (8).

15. FNAEB Hearing. The senior member shall ensure the hearing is conducted expeditiously, yet with due regard for the Respondent’s rights. There is no requirement to tape record or otherwise maintain a verbatim transcript of the proceedings, although the Convening Authority may direct such record. The following format for the hearing is recommended, but not required:

- a. Senior member calls hearing to order.
- b. Senior member ensures all board members and the Respondent are familiar with this instruction and references (b) and (c).
- c. Senior member numbers all documents to be considered by the board and includes them as enclosures to the FNAEB Report of Proceedings.
- d. Board members and Respondent review all documentary evidence.

- e. Senior member calls witnesses.
- f. Respondent calls witnesses.
- g. Senior member and/or Respondent calls rebuttal witnesses.
- h. Board deliberates in closed session (without the Respondent or any witnesses present).
- i. Senior member announces recommendation of board.

16. FNAEB Report of Proceedings. The senior member shall prepare a report of the board's proceedings per enclosure (9). An Aviation Background Review Summary shall be prepared per enclosure (10) and included with the Report of Proceedings as enclosure (5). Training Command data shall be drawn from the Chief of Naval Air Training (CNATRA) student control database (DSN 861-3559; commercial (361) 961-3559). A copy of the CNATRA Aviation Training Jacket Summary Card (CNATRAINST 1500.4) shall be included in the FNAEB package. All possible classifications discussed in paragraph 24 of this enclosure should be thoroughly considered and the reasons for rejecting each should be documented in the Report of Proceedings and subsequent endorsements.

17. Report Authentication. All FNAEB members, including the Flight Surgeon, shall sign the board's report. If any members disagree with the board's recommended classification, dissenting members shall append to the report a brief statement of their reasons for disagreement.

18. Convening Authority/First Endorser Responsibilities

a. Upon receipt of the report, the Convening Authority shall provide the Respondent with a copy of the board's proceedings, including all endorsements. Delivery of the report shall be recorded as an enclosure to the Report of Proceedings. An example is included as enclosure (11) of this instruction. The Respondent shall indicate thereon an intention to submit comments or waiver of that right.

b. In preparing the endorsement, the Convening Authority must pay particular attention to the specific requirements delineated in paragraph 1 of this instruction, particularly an assessment of the Respondent's past performance and future potential as a Naval Aviator.

c. For all A (4) recommended classifications, the Convening Authority, as the first endorser, shall generate a Probationary Flight Status letter addressing completion or failure to complete the terms of probation. This letter shall be drafted per enclosure (12) and forwarded to the TYCOM. The TYCOM shall render final disposition of probation failures as type B (1) and forward a copy of the final endorsement to NPC for further action.

d. The Convening Authority shall suspend the member's Aviation Career Incentive Pay (ACIP) effective on the date of the first Type B recommendation by contacting NPC ACIP

Action Officer (PERS-435A). If the Respondent is subsequently returned to aviation service, ACIP eligibility will commence effective on the suspension date.

19. Processing Time/Extensions

a. Processing and routing time requirements for FNAEB proceedings are as follows:

(1) FNAEB. 14 working days from convening order to final report.

(2) Evaluee. 5 working days to provide comments to the Convening Authority.

(3) Convening Authority and subsequent endorsers. Take appropriate action and forward the package so that it arrives at the next endorsing command within 7 working days.

(4) The processing goal for TYCOM final disposition is 10 working days.

NOTE (1). Correspondence routing shall be accomplished by the most expeditious delivery method (e.g., 2-day/overnight commercial carrier, email of PDF documents, FAX or hand delivery). All emails with attached documents containing PII must be digitally signed, encrypted and labeled in accordance with reference (a). All members of the FNAEB process shall use enclosure (14) to document applicable FNAEB processing dates and delays, as applicable. Enclosure (14) shall be attached to the front of the FNAEB package as it is routed through the endorsing chain.

NOTE (2). While it is the goal to expedite the proceedings and subsequent endorsements to minimize the overall processing time, this should not be accomplished at the expense of providing a thorough and complete evaluation.

b. If the senior member or an endorser determines that the FNAEB or an endorsement cannot be thoroughly completed within the time allowed, an extension should be requested from the TYCOM stating the reason for and expected duration of the extension. Any requests for extensions, and the responses to, must be appended to the report or to the endorsement as applicable. The senior member and subsequent endorsers shall explain, in the preliminary statement or in their endorsements, respectively, the reason for any delay in processing FNAEBs.

20. Respondent Interview. Whenever practical, each endorser shall personally interview the Respondent before commenting on the board's recommendation. If an interview is not conducted, the endorser shall state the circumstances in the endorsement. Factors to be considered in determining whether to conduct a personal interview are availability of the Respondent, potential costs involved in transporting the Respondent, completeness of the record, potential delay in endorsement and the endorser's assessment of the value of a personal interview in the particular case under review.

21. Forwarding of Report. FNAEB reports shall be forwarded as indicated below with final disposition forwarded to Commander, Naval Air Forces for maintaining a data base and review

to ensure consistency throughout all TYCOMs. Any desired modifications or unique endorsing chains shall be referred to the TYCOM for approval. All endorsers shall forward reports and endorsements using the most expeditious means available. The standard is an electronic PDF copy of the entire package followed by either hand delivery or overnight express mail of the hard copy package.

a. Fleet Squadrons - CVW

- (1) CO, Squadron
- (2) CVW Commander
- (3) Strike Group Commander
- (4) TYCOM (CVW Commander's TYCOM) (note 1)

b. Squadron/Detachment - Non-CVW

- (1) CO, Squadron
- (2) Type Wing Commander
- (3) Group Commander (if applicable)
- (4) TYCOM (note 1)

c. CNATRA Activities

- (1) CO, Squadron
- (2) Training Wing Commander
- (3) CO, Marine Aviation Training Support Group (MATSG) (Marine Aviator)
- (4) CNATRA (Note 2)

d. Shore Activities (CONUS NAS/NAF)

- (1) CO, NAS/NAF
- (2) Type Wing Commander
- (3) TYCOM

e. Shore Activities (Outside CONUS)

- (1) CO or Det Officer in Charge (OIC)
- (2) First flag officer in the Respondent's chain of command
- (3) TYCOM

f. Navy units/Naval Aviator under Marine chain of command (e.g., VFA/VAQ squadron deployed to Iwakuni, Navy instructor pilot assigned to VMFAT-101)

- (1) CO, Squadron
- (2) CO, Marine Aircraft Group (MAG)
- (3) CG, Marine Aircraft Wing (MAW) (if applicable)
- (4) Type Wing Commander
- (5) TYCOM

g. Marine Pilots under instruction at a Navy FRS (e.g., VFA-106/VFA-125)

(1) If Respondent is assigned for initial/transition/refresher training:

- (a) CO, FRS
- (b) CO, MATSG
- (c) Type Wing Commander
- (d) TYCOM

(e) Commandant of the Marine Corps, Department of Aviation, Manpower and Support Branch [CMC (ASM)]

(2) If Respondent is TAD for training from a Marine Aircraft Group:

- (a) CO, Fleet Squadron
- (b) CO, MATSG
- (c) CO, MAG
- (d) CG, MAW

- (e) CMC (ASM)
- h. Marine Corps units attached to CVW Commander
 - (1) CO, Squadron
 - (2) CVW Commander
 - (3) Strike Group Commander (deployed)
 - (4) CO, MAG
 - (5) CG, MAW
 - (6) CMC (ASM)
- i. Reserve Force Squadron (RESFORON)
 - (1) CO, RESFORON
 - (2) Wing Commander
 - (3) COMNAVAIRES
- j. FRS Squadron Augment Unit (VFA-106, VAQ-129, etc.)
 - (1) CO, Augment Unit
 - (2) CO, Squadron (Active Duty)
 - (3) Type Wing Commander (Active Duty)
 - (4) TYCOM
- k. NAS/NAF/JRB (C-12 or flying with squadron)
 - (1) CO, NAS
 - (2) Wing Commander (Note 3)
 - (3) TYCOM
- l. CNATRA Squadron Augment Unit
 - (1) CO, Augment Unit

(2) CO, Squadron

(3) Training Wing Commander

(4) CNATRA

m. COMNAVAIRSYSCOM Test Wing Atlantic/Pacific Activities

(1) CO, Activity

(2) TESTWINGLANT/PAC (as appropriate)

(3) CO, Marine Aviation Detachment (Marine Aviator)

(4) NAWCAD/NAWCWD (as appropriate)

(5) COMNAVAIRSYSCOM (Note 2)

n. NAVAIR aircrew assigned to an Integrated Test Team (ITT)

(1) OIC

(2) Host Squadron Commanding Officer

(3) CO, Marine Aviation Detachment (Marine Aviator)

(4) TESTWINGLANT/PAC (as appropriate)

(5) NAWCAD/NAWCWD (as appropriate)

(6) COMNAVAIRSYSCOM (Note 2)

o. Navy aircrew assigned to the Defense Contract Management Agency (DCMA)

(1) CO, Activity

(2) Director, DCMA

(3) COMNAVAIRSYSCOM (Note 2)

p. Activities outside NAVAIRSYSCOM but under NAVAIR aircraft controlling custodian cognizance (i.e., Naval Research Laboratory Flight Support Detachment, Naval Surface Warfare Center Panama City)

(1) OIC, Activity (as required)

(2) CO/Reporting Senior

(3) COMNAVAIRSYSCOM (Note 2)

q. Aircrew assigned to COMNAVAIRSYSCOM Naval Air Depots

(1) CO, Activity

(2) NAVAIR-6.0

(3) CO, Marine Aviation Detachment (Marine Aviator)

(4) COMNAVAIRSYSCOM (Note 2)

NOTE (1). For USAF/Coast Guard pilots on exchange tours, the Report of Proceedings shall be forwarded as applicable and as described in paragraph 21a, 21b or 21c. The TYCOM, as the final endorser, will forward the full report to Headquarters USAF/XOOT, 1480 Air Force Pentagon, Washington, DC 20330-1480 or Commandant, USCG (G-OAV), 2100 Second Street SW, Washington, DC, 20593.

NOTE (2)

a. Marine Aviators assigned to Navy training or test squadrons shall be subject to the USMC FFPB process. FFPB packages shall be routed and endorsed by the cognizant Marine O-6 Command prior to CNATRA or COMNAVAIRSYSCOM. CNATRA or COMNAVAIRSYSCOM shall forward the package to the Commandant of the Marine Corps (CMC ASM) for final disposition.

b. Naval Aviators assigned to Air Force joint training squadrons shall be subject to the Air Force Flight Evaluation Board process. The package will follow Air Force standards through the Air Force Wing Commander then forwarded to CNATRA for action.

c. Air Force Aviators assigned to Navy joint training squadrons or Navy test squadrons shall be subject to the Navy FNAEB process. The package will follow Navy standards through the Training Wing Commander then forwarded to 19th Air Force for action.

d. Coast Guard Aviators assigned to Navy training or test squadrons shall be subject to the Navy FNAEB process. The package will follow Navy standards to CNATRA or COMNAVAIRSYSCOM. CNATRA or COMNAVAIRSYSCOM shall forward the package to Commandant, USCG (G-OAV) for final disposition.

NOTE (3). The Wing Commander would be applicable to the type aircraft flown. For example, if a Naval Air Reserve (NAR) pilot was flying with the local P-3 squadron, the P-3 Wing Commander would be the second endorser. If the pilot was flying the C-12 then Commander, Fleet Logistics Support Wing, would be the second endorser.

22. Endorsement Copies. Each endorser shall provide the Respondent and each prior endorser a copy of the endorsement and any enclosures appended to the record.

23. FNAEB Checklist. The senior member and all endorsers shall ensure the proceedings meet the procedural requirements of references (b), (c) and this instruction. Enclosure (13) is a checklist that shall be used by the senior member and each endorser to prepare and review the FNAEB package.

24. FNAEB Board Recommendations/Classifications

a. Per reference (c), recommendations from FNAEB boards and subsequent endorsers should recommend one of the following classifications for aviators under consideration:

(1) Type A: Continuation in a flight status.

(2) Type B: Termination of flight status.

b. In addition, all FNAEB boards and subsequent endorsers should make one of the following four sub-recommendations:

(1) Type A (1): Retain in present duty assignment.

(2) Type A (4): Probationary flight status for a specified period of time.

(3) Type B (1): Retention of the right to wear the insignia.

(4) Type B (2): Revocation of the right to wear the insignia. Revocation of this right is considered appropriate when board action is the result of dishonoring Naval Aviation, willful and flagrant violation of established rules, regulations and directives or the deliberate refusal to faithfully execute their duties and obligations as a Naval Aviator.

c. The sub-recommendation of Type A (3): Transfer to another activity operating different aircraft; is reserved for the TYCOM.

d. An A (3) recommendation is limited to aircrew being evaluated prior to completion of their first Fleet tour. This classification will be adjudicated by the TYCOM if an individual has the requisite aviation skills to safely and effectively operate another type of aircraft, taking into account the needs of the Navy after close consultation with NPC. A transition package to the recommended community will include the FNAEB findings and all endorsements. Failure to select at the transition board will cause the A (3) recommendation to revert to B (1). NPC shall be responsible for final disposition of these cases through the established transition board process.

e. An A (4) classification shall normally be considered when aircrew error/poor performance is involved and should include a detailed review of current aeronautical qualifications. When an A (4) is assigned, the terms and duration of the probation shall be clearly defined and should include the requirements for re-earning suspended or revoked qualifications. The applicable Type B recommendation (B (1)) shall be included in order to cover those individuals who fail to successfully achieve the terms of probation. Regardless of the outcome of the probation, a letter stating the results of the probation (enclosure (12)) shall be forwarded by the squadron commanding officer through the appropriate endorsing chain to the TYCOM.

25. Final Approval Authority. The TYCOM shall be the final approving authority for all classifications. A copy of TYCOM approved B (1) and B (2) packages will be forwarded to NPC to facilitate further detailing or reassignment of the officer. Due to the impact on transition boards, NPC shall be responsible for final administrative disposition on A (3) recommendations through execution of the existing detailing and transition board process. TYCOM A (3) letters shall stipulate the number of consecutive boards to which the officer will be permitted to submit a transition package and a timeframe in which this process must be initiated and subsequently completed. All transition packages submitted to NPC shall be copied to the TYCOM. The TYCOM A (3) letters shall include verbiage that states a reversion to B (1) classification will occur if transition does not occur within the specified timeframe through the established transition board procedures. Failure to submit a package to NPC within the delineated time period will be grounds for reversion to B (1) classification. NPC will notify the TYCOM of any A (3) reversions to B (1).

26. USMC Procedures

a. Authority. Although similar in purpose and scope, distinct differences exist between the Navy FNAEB process and the Marine Corps FFPB process and classifications. Convening authorities shall use this instruction and reference (b) for all FFPBs involving Marine Aviators. Where conflicts exist between this instruction and reference (b), the procedures outlined in reference (b) shall be used. Questions about specific provisions or proceedings should be directed to the parent MAG, MATSG, TYCOM Marine Liaison Officer or Commandant of the Marine Corps, Department of Aviation, Manpower and Support Branch (CMC (ASM)). Board and endorser recommendations shall be stated per reference (b). Conditional and Probationary Flight Status are highlighted below due to significant differences in definition and procedure from a FNAEB equivalent A (4) probationary status.

(1) Conditional Flight Status is the Marine Corps equivalent to Navy A (4) probationary status. Reference (b) allows the first General Officer in the endorsing chain to approve a conditional flight status recommendation for Marine Aviators if the FFPB and all endorsers concur. Conditional Flight Status is not considered a significant career event and therefore will not become a part of the individual's Official Military Personnel File (OMPF). That endorser will then forward a copy of the Conditional Flight Status letter via the established endorsing chain to CMC (ASM). The commanding officer shall forward a Conditional Flight Status completion letter to CMC (ASM) via the original endorsing chain as delineated in paragraph 21.

All Conditional Flight Status failures shall be reviewed by the appropriate endorsing chain of command prior to being forwarding to CMC (ASM) for final action.

(2) Probationary Flight Status (Marine) does not have a Navy equivalent classification. Reference (b) requires approval of this classification by CMC (ASM). Probationary flight status is considered a significant career event and will be submitted as adverse material in the individual's OMPF.

27. FNAEB Documentation. All FNAEB actions on Navy personnel shall be made a permanent part of an aviator's record. An entry shall be made in Section IV (B), "Aircraft Mishaps and Flight Violations," of the individual's NATOPS Flight Personnel Training/Qualification Jacket (OPNAV 3760/32). This entry shall consist of the date of the FNAEB final disposition, the classification and comments by the commanding officer. This responsibility shall not be delegated by the commanding officer.

28. FNAEB Database. In the interest of standardization and the management of all pertinent FNAEB historical information, a common database shall be maintained by all TYCOMS (COMNAVAIRPAC, COMNAVAIRLANT, COMNAVAIRSYSCOM, CNATRA, COMNAVAIRES). Every effort shall be made to ensure commonality and compatibility. At a minimum this data base shall contain name, social security number, race, sex, squadron, type aircraft, total hours, hours in type, reason for FNAEB, board results, endorser recommended classification, final disposition, probationary terms and probationary status. A master database incorporating data from all TYCOMS shall be maintained by the Commander, Naval Air Force, Pacific. Waivers from the FNAEB process shall also be included in this database. A Privacy Act systems notice was established to permit the establishment and use of the FNAEB database. All users of the FNAEB database must post the systems notice and ensure their personnel are properly trained.

29. Type Wing Commander Oversight. As the individuals responsible for manning and training for their specific T/M/S, Type Wing Commanders have a need to be informed on all FNAEBs involving their communities. As such, Lead Type Wing Commanders shall be listed in the "Copy To:" line of board reports and subsequent endorsements for their respective communities on all CVW fleet FNAEBs as delineated in paragraph 21(a) of this enclosure. Lead Type Wing Commanders are charged with informing fellow Type Wing Commanders.

COMNAVAIRFORINST 5420.1G
18 Aug 17

SAMPLE FNAEB WAIVER REQUEST

From: Commanding Officer, _____

To: (TYCOM)

Via: (ENDORISING CHAIN OF COMMAND) (see enclosure 1, paragraph 21)

Subj: FIELD NAVAL AVIATOR EVALUATION BOARD (FNAEB) IN THE CASE OF
(RANK/NAME/BRANCH OF SERVICE/DESIGNATOR/DATE OF RANK)

Ref: (a) COMNAVAIRFORINST 5420.1G

1. Per reference (a), a careful analysis of all relevant facts, statements and a personal interview with (NAME) was conducted to determine whether a FNAEB is warranted in regard to the (DESCRIPTION OF INCIDENT/MISHAP).

2. (ANALYSIS).

3. Following the completion of the above analysis, I have determined that a FNAEB is not warranted. Accordingly, request a waiver of the FNAEB requirement in this case and authority to return (NAME) to full flight status.

Commanding Officer's Signature/Date

Copy to:
Respondent

FOR OFFICIAL USE ONLY

Enclosure (2)

SAMPLE CONVENING ORDER

From: Commanding Officer, _____
To: (SENIOR MEMBER'S NAME, COMMAND, DATE OF RANK)

Subj: FIELD NAVAL AVIATOR EVALUATION BOARD (FNAEB) IN THE CASE OF
(RANK/NAME/BRANCH OF SERVICE/DESIGNATOR/DATE OF RANK)

Ref: (a) COMNAVAIRFORINST 5420.1G

1. Per reference (a), you are appointed as the Senior Member of a Field Naval Aviator Evaluation Board in the case of (NAME OF THE RESPONDENT), the Respondent. The following named officers shall also serve as members of the board:

(RANK/NAME/BRANCH OF SERVICE/DESIGNATOR/DATE OF RANK/UNIT)

2. This board is convened due to the Respondent's (STATE SPECIFIC REASON LISTED IN PARAGRAPH 1 OF ENCLOSURE (1)).

3. You are directed to review, evaluate and make recommendations concerning the performance, potential, judgment and motivation of (NAME OF RESPONDENT) for continued service as a Naval (AVIATOR/FLIGHT OFFICER). You shall specifically address (STATE HERE THE SPECIFIC INCIDENT OR ELEMENT OF PERFORMANCE/BEHAVIOR INDICATED IN PARAGRAPH 2).

4. The board shall conduct the proceedings in strict compliance with reference (a). The board is not bound by formal rules of evidence and may consider and include in the record any matter of reasonable believability or authenticity that is relevant to the case. As the board is neither a judicial nor disciplinary body, you shall make no recommendations for disciplinary action as a result of the board's evaluation.

5. You are directed to submit the report of the board's proceedings not later than 14 working days from this date or submit a request for an extension. Any such request, and approval/denial of same, shall be made an enclosure to the board's report of proceedings.

6. Administrative clerical support for the board shall be provided by _____.

Convening Authority's Signature/Date

COMNAVAIRFORINST 5420.1G
18 Aug 17

Copy to:
Type Commander
Endorsing Chain
Commanding Officer of all Board Members (as appropriate)
All Board Members and Respondent

SAMPLE RESPONDENT NOTIFICATION

From: (SENIOR MEMBER)

To: (RESPONDENT)

Subj: FIELD NAVAL AVIATOR EVALUATION BOARD (FNAEB) IN THE CASE OF
(RANK/NAME/BRANCH OF SERVICE/DESIGNATOR/DATE OF RANK)

Ref: (a) (CONVENING ORDER)

(b) COMNAVAIRFORINST 5420.1G

Encl: (1) Statement of Understanding and Acknowledgment of Rights and Privileges

1. Per reference (a), I have been appointed the Senior Member of a Field Naval Aviator Evaluation Board convened under reference (b). The specific purpose of the board is to evaluate your performance, potential, judgment and motivation for continued service as a Naval (AVIATOR/FLIGHT OFFICER) as a result of (SPECIFIC REASON STATED IN PARAGRAPH 2 OF REFERENCE (A)). The board will convene at (TIME/DATE/PLACE).

2. You are prohibited from all operational flying duties pending final review of your case by (TYCOM), or until authorized to resume flying duties by proper authority.

3. You should familiarize yourself with the contents of reference (b) prior to commencement of the board. Based upon the evidence received during the proceedings, the board shall enter findings and opinions and make one of the classification recommendations required by reference (b).

4. The following rights and privileges are accorded to you at this proceeding:

a. You have the privilege of appearing in person before the board, to be present during all open proceedings and to make such statements pertinent to the case that you desire. If you choose not to appear personally, you may submit a written statement to the board for its consideration. Any waiver of your privilege to appear personally before, or to submit a statement to, the board must be made in writing and provided to the board on or before the convening date set for the proceedings.

b. You may be accompanied at the hearing by a lawyer or non-lawyer advisor and you may confer with your advisor during the hearing. You do not have the right to a military lawyer advisor. Your advisor may testify at the hearing, but may not take an active part in the hearing. Specifically, your advisor may not:

(1) Challenge board members.

(2) Question board members or witnesses.

Subj: FIELD NAVAL AVIATOR EVALUATION BOARD (FNAEB) IN THE CASE OF
(RANK/NAME/BRANCH OF SERVICE/DESIGNATOR/DATE OF RANK)

(3) Make objections, arguments, or opening or closing statements.

c. You have the right to a fair and impartial hearing. In this regard, you may object to the composition of the board if service of any member(s) on the board would prejudice your right to such hearing. Any such objection, and the reasons therefore, must be specifically addressed in writing to the Convening Authority.

d. You have the right and shall be given the opportunity to offer rebuttal, call witnesses and present any relevant evidence in your own behalf. This shall be accomplished at no cost to the government.

e. You have the right to receive a complete copy of the board's report. You will be afforded five working days from receipt of the report to submit written comments on the report. Failure to submit such comments to the Convening Authority within this period, in the absence of a request in writing for an extension of time, which is thereafter granted, shall be deemed a waiver of this right of rebuttal.

f. You do not have the right to demand that the open proceedings of the board be recorded, in any form or by any means, and/or transcribed verbatim. This decision is a matter that rests solely within the discretion of the Convening Authority.

5. Enclosure (1), which must be signed and returned, indicates your acknowledgment and understanding of the purpose of the board and your rights and privileges before it. Enclosure (1) shall thereafter be made an enclosure to the report of the board.

Senior Member's Signature/Date

SAMPLE RESPONDENT ACKNOWLEDGMENT AND ELECTION OF RIGHTS

From: (RESPONDENT)

To: (CONVENING AUTHORITY)

Subj: FIELD NAVAL AVIATOR EVALUATION BOARD IN THE CASE OF
(RANK/NAME/BRANCH OF SERVICE/DESIGNATOR/DATE OF RANK)

Ref: (a) COMNAVAIRFORINST 5420.1G

1. I, (NAME), have been advised of, and fully understand, the purpose and authority of the Field Naval Aviator Evaluation Board convened in my case. I further acknowledge my understanding that the following rights and privileges are accorded me with respect to these proceedings:

- a. To be present during all open proceedings of the board._____.
- b. To appear in person before the board and make such statements as I desire, or to submit a written statement, or to waive both rights.
- c. To be accompanied at the hearing by a lawyer or non-lawyer advisor, whose role at the hearing is limited, as stated in enclosure (1) paragraph 8 of reference (a).
- d. To have a fair and impartial hearing.
- e. To object to the composition of the board.
- f. To offer rebuttal, call witnesses and present any relevant evidence in my own behalf.
- g. To receive a copy of the board's report of proceedings and to submit comments thereto within five working days of receipt.

2. I hereby elect, as signified by my initials, the following:

- a. To be present during all open proceedings of the board._____
- b. To appear in person before the board._____
- c. To submit a statement in my own behalf, either orally, in writing or both. I understand that even if I do not appear in person before the board, I may still submit a written statement. With regard to any statement I may submit, I understand my Privacy Act rights as follows: Personal information which I may provide to the board would be received under the authority of 5 U.S.C. 301. The information provided by me would be relied upon by the board in determining a recommended Naval Aviator classification under reference (a). The information I

Subj: FIELD NAVAL AVIATOR EVALUATION BOARD IN THE CASE OF
(RANK/NAME/BRANCH OF SERVICE/SSN/DESIGNATOR/DATE OF RANK)

may provide would become a permanent part of the record of proceedings of the board, and may be used by officials of the Department of the Navy in making recommendations and decisions in connection with my continued status as a Naval Aviator. I understand that I am not required to provide any personal information. I understand that if I do not provide any information, the board will make its recommendations based on the other evidence which will be presented before the board._____.

d. To be accompanied by a lawyer or non-lawyer advisor, arranged by me, at no expense to the Government. I understand that I am not entitled to a military lawyer as an advisor._____

e. To call witnesses and to present evidence in my own behalf. I will inform the senior member in writing of any witnesses who I would like to call, but who will be unavailable to appear at the hearing._____

3. I (do/do not) object to the membership of the board.

Respondent's Signature/Date

COMNAVAIRFORINST 5420.1G
18 Aug 17

SAMPLE FLIGHT SURGEON WAIVER

From: (RESPONDENT)

To: (CONVENING AUTHORITY)

Subj: FIELD NAVAL AVIATOR EVALUATION BOARD IN THE CASE OF
(RANK/NAME/BRANCH OF SERVICE/DESIGNATOR/DATE OF RANK)

Ref: COMNAVAIRFORINST 5420.1G

1. Per reference (a), I understand that a Flight Surgeon is a required member of subject board and that the Flight Surgeon member cannot, without my concurrence, serve as a member of the board and provide the required medical evaluation for consideration by the board. I have been advised that the services of a second Flight Surgeon are not reasonably available.

2. Having been completely apprised of my entitlements in this matter, I (do/do not) voluntarily waive this right and (do/do not) consent to the Flight Surgeon who has been appointed as a board member also providing the required medical evaluation for the board's consideration.

Respondent's Signature/Date

FLIGHT SURGEON GUIDANCE

1. The FNAEB is an in-depth review of a Naval Aviator's or Naval Flight Officer's performance, potential, judgment and motivation. In light of this, the existent emotional and psychological climate is of great importance. The entire board must fully understand and carefully evaluate the aviator and the incidents leading up to the board such that reviewers up the chain of command, and ultimately the TYCOM, are provided with a background context into which the incidents in question can be placed. It is important for the medical professional to provide insight into the psychodynamics of the individual (especially as it relates to stress,) coping capability, motivation to continue in aviation and a likelihood of success if returned to a flying status.
2. It must be determined if the Respondent was Physically Qualified (PQ) and Aeronautically Adapted (AA) at the time of the performance in question. If not PQ and/or AA, the disqualifying factors must be evaluated for cause and effect relationship to his/her performance and may serve as mitigating factors or may preempt the board. Not being PQ and/or AA does not, however, preempt the FNAEB proceedings if the senior member determines the underlying condition to be non-causative after consultation with the respective Force Medical Officer. The board's evaluation of the flyer's performance, potential, judgment and motivation may remain valid. Before return to flight status, however, the flyer must first be returned to a PQ and AA status.
3. The Flight Surgeon member of the board (typically the squadron Flight Surgeon) shall:
 - a. Obtain a written evaluation from an independent, consulting Flight Surgeon, gathering the information specified in paragraph 4 as a minimum.
 - b. Refrain from taking a history and performing a physical examination, unless he or she is the only available Flight Surgeon and a waiver has been signed.
 - c. Collect, review and interpret all available medical information and, when required, obtain additional evaluations, opinions and tests before completion of the board.
 - d. Recommend that the consulting Flight Surgeon be called as a witness if appropriate.
 - e. Provide an opinion as to the "performance, potential, judgment and motivation of the Respondent for continued service as a Naval Aviator."
 - f. Provide recommendations for further treatment, if necessary, to be obtained after conclusion of the board.
 - g. Ensure all written medical evaluations are included in the board report.
4. The consulting Flight Surgeon provides the board with an objective, written appraisal of the Respondent's physical and psychological status. The Flight Surgeon shall:

- a. Perform an appropriate physical examination. The extent of examination is at the discretion of the consulting Flight Surgeon and is dependent upon the factors that led to the initiation of the board.

- b. Conduct psychological evaluation as outlined in enclosure (8) to this instruction. Ensure all significant events in the social and military/aviation background are included and document the aviator's past and current perception/attitude for each event. Follow-up on any potential human factors and provide a complete evaluation. For example, if alcohol abuse is even a remote possibility, complete a "CAGE" screening. If any issues are beyond the skills of a Flight Surgeon, consult the appropriate specialist, such as an Aeromedical Psychiatrist for complicated mental health issues.

- c. Provide a logical discussion supporting each conclusion, rather than just a compilation of facts. Address all human and medical factors. Relevant positive and negative factors should also be included. Aeromedical implications for all stressors and medical conditions should be addressed. The goal is to present a thorough written picture of the aviator involved. This write-up will be reviewed extensively by the FNAEB endorsing chain, including the TYCOM, and should provide an accurate understanding of the background and makeup of the aviator.

CONSULTING FLIGHT SURGEON EVALUATION FORMAT

From: (COMMAND FLIGHT SURGEON)
To: (FNAEB SENIOR MEMBER)

Subj: FLIGHT SURGEON'S EVALUATION ICO (NAME/RANK/BRANCH OF SERVICE/
DESIGNATION)

1. Social background. (including age, birth place, childhood, family constellation and relationships, past/current marital status, dependents, lifestyle, peer relations, interests, hobbies, significant successes and failures, major life changes/stressors in the past year and their apparent effect, future aspirations, etc.)

2. Military/aviation background. (including rank, designator, years of service, active and/or reserve, recruitment, deciding factors, motivation for entry into aviation, civil flying, training, grades in each phase, effectiveness of study habits, preferred aircraft, past/current squadron/unit, major assignments, deployments, flight hours, combat, etc.)

3. Medical background. (including significant illnesses/injuries/surgery, drug allergy, use of medication/supplements/herbals/OTC, social history/cigs/alcohol/drugs,etc.)

4. Synopsis of physical findings. (mention all areas examined, provide detail on abnormalities, mention all pertinent negatives, explain clinical and aeromedical significance of any findings, etc.)

5. Mental status examination. (including appearance, activity and behavior, affect, mood, speech, thought content, thought process, cognition, judgment, insight, include attitude, motivation, coping mechanisms, effectiveness under stress and provide Axis I (clinical), II (personality), III (medical), IV (psychosocial), V (functioning), etc.)

6. Conclusions

a. (NAVMED P-117/15-66, 67 qualifications, as listed below, with emphasis on the time of performance in question)

(1) PQ/NPQ (Physically Qualified DIF?)

(2) AA/NAA (Aeronautically Adapted?)

b. (State your impression of the person, all significant human and medical factors and any amplifying remarks)(do not provide recommendations on disposition of aviation career, which is the purview of the board).

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Enclosure (8)

COMNAVAIRFORINST 5420.1G
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Subj: FLIGHT SURGEON'S EVALUATION ICO (NAME/RANK/BRANCH OF SERVICE/
DESIGNATION)

c. Recommendations of further medical or psychological evaluation:

Flight Surgeon's Signature/Date

SAMPLE FNAEB REPORT OF PROCEEDINGS

From: (SENIOR MEMBER)
To: (TYCOM)
Via: (ENDORISING CHAIN) (as appropriate; see enclosure (1) paragraph 21)

Subj: FIELD NAVAL AVIATOR EVALUATION BOARD REPORT IN THE CASE OF
(RANK/NAME/BRANCH OF SERVICE/DESIGNATOR)

Ref: (a) COMNAVAIRFORINST 5420.1G

Encl: (1) Convening Order (reference (a) enclosure (3))
(2) Respondent Notification (reference (a) enclosure (4))
(3) Respondent's Acknowledgment of and Election of Rights (enclosure (5)
of reference (a))
(4) Request for Extension/Approval of Request (if applicable)
(5) Flight Surgeon Waiver (if applicable)
(6) Respondent's Objection to Board Membership and Convening Authority's Response
(if applicable)
(7) Flight Surgeon Evaluation (reference (a) enclosure (8))
(8) Summary of Testimony of Other Documents Considered by the Board
(e.g., statements, log book entries, training records, etc.)
(9) Aviation Background Review Summary ICO [RESPONDENT] (reference (a)
enclosure (10))
(10) Statement of Dissent by Board Member

PRELIMINARY STATEMENT

1. The board was called to order at (TIME/DATE/PLACE). All members of the board were present. The Respondent, (NAME), was/was not present. Enclosures (1) through (10) are provided in support of this report.
2. The senior member ascertained that (RESPONDENT) and all board members were familiar with reference (a). The senior member reminded (RESPONDENT) of the rights to which the Respondent is entitled, as indicated in enclosure (2). (RESPONDENT) elected rights as indicated in enclosure (3).
3. (RESPONDENT) did/did not object to the composition of the board. (If objection was made, refer to reference (a) enclosure (4))
4. The Flight Surgeon member of the board was/was not the same Flight Surgeon who prepared the Flight Surgeon's evaluation for the board (enclosure (5)). (If the board member did prepare the Flight Surgeon evaluation, add: (RESPONDENT) was apprised of the right to have a Flight Surgeon independent of the board perform the medical evaluation. (RESPONDENT) elected to waive that right, as indicated in enclosure (6).)

Subj: FIELD NAVAL AVIATOR EVALUATION BOARD REPORT IN THE CASE OF
(RANK/NAME/BRANCH OF SERVICE/DESIGNATOR)

5. The following persons appeared and testified before the board: (LIST NAMES). The senior member summarized their board testimony. These testimonies are appended to this report as enclosures () through ().
6. The following persons provided written statements, but did not appear in person before the board: (LIST NAMES). These written statements are appended as enclosures () through ().
7. (If applicable) The following witnesses requested by the Respondent were not reasonably available, and therefore did not testify before the board: (LIST WITNESSES). The reasons for their unavailability were: (STATE REASONS).
8. (If applicable) The board's report could not be completed within 14 working days of the convening order date for the following reason: (STATE REASON). Enclosure (ENCLOSURE NUMBER SPECIFIC TO COMMAND PACKAGE) is the request and authorization for an extension.
9. (Discuss any other matters pertinent to the conduct of the board, which do not amount to findings, opinions or recommendations. Reference enclosures that support this information.)

FINDINGS OF THE BOARD

1. The Respondent's flight hours are summarized in enclosure (9), Aviation Background Review.
2. (State and number additional findings of fact. Make findings concerning all matters pertinent to the deficiency for which the Respondent is before the board. Findings may include matters such as pre-service history, training, operational experience, etc. Each finding of fact must be supported by an enclosure. Reference the applicable enclosure in parentheses at the end of each statement of fact.)

OPINIONS

1. (Opinions should be based on findings of fact and include subjective evaluation as to the Respondent's potential, motivation and probability for success in the current or a different aviation community, etc. Reference the applicable finding of fact in parentheses at the end of each opinion.)

RECOMMENDATIONS

1. The board (UNANIMOUSLY/BY MAJORITY VOTE) recommends that (RESPONDENT) be assigned the following flight classification: A (1), A (4), B (1), B (2). The dissenting member stated their recommendations and rationale in enclosure (10) to this report.

Subj: FIELD NAVAL AVIATOR EVALUATION BOARD REPORT IN THE CASE OF
(RANK/NAME/BRANCH OF SERVICE/DESIGNATOR)

2. Although not required, the board may make additional recommendations at the discretion of the senior member. If additional recommendations are offered, number each one consecutively. Recommendations may pertain to such matters as terms of probation, remedial flights, additional instruction, etc.

AUTHENTICATION

1. The foregoing is a complete and accurate record of the FNAEB conducted in the case of (RESPONDENT).

Senior Member Signature

Flight Surgeon Signature

Board Member Signature

Board Member Signature

SAMPLE AVIATION BACKGROUND REVIEW SUMMARY

AIRCREW DATA FOR LT JOHN Q. SMITH, XXX-XX-6789/1310, USN Date: _____

1. Flight Hour Summary:

- a. Total Flight Hours: _____
- b. Total Hours Last Three Months: _____
- c. Total TMS (Type/Model/Series) Hours: _____

2. TRACOM Performance

a. VT-X (Primary)

Navy Standard Score (NSS): NN.NN (Equates to XX percentile)#
Squadron Average NSS: 50.0*
Number of Marginal and Unsat Flights: None
Remarks: (Example: I4101 – UNSAT for BAW)

b. VT/HT-XX(Intermediate)

Navy Standard Score (NSS): NN.NN (Equates to XX percentile)#
Squadron Average NSS: 50.0*
Number of Unsat Flights: -X
Remarks: _____

c. VT-XX (Advance)

Navy Standard Score (NSS): NN.NN (Equates to XX percentile)#
Squadron Average NSS: 50.0*
Number of Unsat Flights: _____
Remarks: _____
Individual LSO Grades/Boarding rate: **
CNATRA CQ minimum GPA/Boarding rate: **
Overall Composite Score: _____
Average Squadron Composite Score: 200***
Remarks: None

* Squadron average will always be 50 due to CNATRA normalization of curriculum data.

** Applicable to strike pipelines only.

*** The average squadron composite score will always be 200 due to normalization of curriculum data.

Percentile shall be obtained from appendix H (table E-1) of CNATRAINST 1500.4H (TA MANUAL) included below in this instruction.

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Enclosure (10)

Remarks should only be used to comment on substandard (UNSAT) graded events (CNATRA will provide corresponding grade sheets when available, ATJ's are kept locally for only 2 years).

3. FRS Performance (squadron)

Phase Individual Grade Squadron Average Rank (##)

A. (List phases pertinent to FRS aircraft)

B.

C.

SODS: (list all SODs with a brief summary in chronological order)

Remarks: (list trends, incidents, or comments as applicable)

4. Squadron Performance (squadron)

a. Specific Qualifications:

b. Squadron Syllabus Grades (if applicable):

c. LSO Grades/Comments (if applicable):

d. Previous FNAEB Results (if applicable):

Remarks: (current commanding officer's appraisal of individual flying skills, time to qualify relative to peers, trends, prior incidents, predictors and other comments as applicable).

SDs	NSS	% Below	SDs	NSS	% Below
-3.0	20	0.13%	0.1	51	53.98%
-2.9	21	0.19%	0.2	52	57.93%
-2.8	22	0.26%	0.3	53	61.79%
-2.7	23	0.35%	0.4	54	65.54%
-2.6	24	0.47%	0.5	55	69.15%
-2.5	25	0.62%	0.6	56	72.57%
-2.4	26	0.82%	0.7	57	75.80%
-2.3	27	1.07%	0.8	58	78.81%
-2.2	28	1.39%	0.9	59	81.59%
-2.1	29	1.79%	1.0	60	84.13%
-2.0	30	2.28%	1.1	61	86.43%
-1.9	31	2.87%	1.2	62	88.49%
-1.8	32	3.59%	1.3	63	90.32%
-1.7	33	4.46%	1.4	64	91.92%
-1.6	34	5.48%	1.5	65	93.32%
-1.5	35	6.68%	1.6	66	94.52%
-1.4	36	8.08%	1.7	67	95.54%
-1.3	37	9.68%	1.8	68	96.41%
-1.2	38	11.51%	1.9	69	97.13%
-1.1	39	13.57%	2.0	70	97.72%
-1.0	40	15.87%	2.1	71	98.21%
-0.9	41	18.41%	2.2	72	98.61%
-0.8	42	21.19%	2.3	73	98.93%
-0.7	43	24.20%	2.4	74	99.18%
-0.6	44	27.43%	2.5	75	99.38%
-0.5	45	30.85%	2.6	76	99.53%
-0.4	46	34.46%	2.7	77	99.65%
-0.3	47	38.21%	2.8	78	99.74%
-0.2	48	42.07%	2.9	79	99.81%
-0.1	49	46.02%	3.0	80	99.87%
0.0	50	50.00%			

Table E-1

COMNAVAIRFORINST 5420.1G
18 Aug 17

SAMPLE RECEIPT OF REPORT AND ACKNOWLEDGMENT
OF RIGHT TO COMMENT

From: (CONVENING AUTHORITY)
To: (RESPONDENT)

Subj: REPORT OF FIELD NAVAL AVIATOR EVALUATION BOARD (FNAEB) IN THE
CASE OF (RANK/NAME/BRANCH OF SERVICE/DESIGNATOR)

Encl: (1) FNAEB Report of Proceedings

1. Enclosure (1) is a copy of subject board's Report of Proceedings. You have the right to provide comments concerning the report. Your comments will be considered by me and by subsequent reviewers of the report. Your failure to provide comments within five working days of your receipt of this letter will constitute a waiver of your right to comment.
2. You are directed to complete and return the receipt and acknowledgment form provided below.

Convening Authority's Signature/Date

From: (RESPONDENT)
To: (CONVENING AUTHORITY)

1. I hereby acknowledge receipt, on (DATE), of a copy of the completed report of the Field Naval Aviator Evaluation Board conducted in my case.
2. I further certify that I have been advised of my right to make comments thereon within five working days of receipt of the report. I (do/do not) desire to submit such comments.

Respondent's Signature/Date

Enclosure (11)

SAMPLE PROBATIONARY FLIGHT STATUS COMPLETION/FAILURE LETTER

From: Commanding Officer, _____

To: (TYCOM)

Via: (ENDORISING CHAIN) (as appropriate; see enclosure (1), paragraph 21)

Subj: COMPLETION/FAILURE OF PROBATIONARY FLIGHT STATUS IN THE CASE
OF (RANK/NAME/BRANCH/DESIGNATOR)

Ref: (a) (TYCOM) ltr granting A (4) probationary flight status

1. (RESPONDENT) has satisfactorily/unsatisfactorily fulfilled the conditions of the probationary period imposed by reference (a).
2. The following facts are germane: (include a detailed description of the probationary period, training received, hours flown, grades assigned, problems experienced, LSO comments, etc.)
3. Per reference (a), (RESPONDENT) is hereby returned to full flight status/recommended for reclassification as Type B (1).

Commanding Officer's Signature/Date

Copy to:
Endorsement Chain
Respondent

ADMINISTRATIVE CHECK LIST

Subj: FNAEB ICO _____

Reviewed by: _____

Ref: (a) COMNAVAIRFORINST 5420.1G

Date: _____

Prior to or immediately after convening a FNAEB, notify appropriate TYCOM POC

1. Convening Order

- _____ States specific reason for referral to FNAEB process.
- _____ Lists date of rank (DOR) of all board members and the Respondent.
- _____ Forwarded to type commander and endorsing chain at time of appointment.
- _____ Forwarded to CNATRA for Aviation Background Review Summary (stu.nagel@navy.mil).

2. Board Membership/Composition

a. Membership

- _____ All Unrestricted Line (URL) Officers senior to Respondent.
- _____ All URL Officers at least one year group senior to Respondent (recommended).
- _____ Senior Member: Outside of Respondent's command.
- _____ Flight Surgeon: Did not perform evaluation or waiver obtained.
- _____ Flight Surgeon: Senior to Respondent (recommended).

b. Composition (Pilot)

- _____ Majority of unrestricted line members are pilots.
- _____ Senior Member is a pilot (recommended).
- _____ One Flight Surgeon.

c. Composition (NFO)

- _____ Majority of unrestricted line members are NFOs.
- _____ Senior Member is an NFO (recommended).
- _____ One Flight Surgeon.

3. Pre-hearing Advice

- _____ Respondent advised of board purpose (enclosures (3) and (4) of ref (a)).
- _____ Respondent acknowledged and elected rights (enclosure (5) of ref (a)).

4. Hearing Procedures

- _____ Respondent afforded opportunity to be present for all open proceedings.
- _____ Respondent afforded opportunity to present evidence/statements.
- _____ Respondent afforded opportunity to call witnesses in own behalf.
- _____ Respondent afforded opportunity to offer rebuttal.
- _____ Witness testimonies accurately summarized to reflect witness' statements before the board.

- _____ Witness statements begin with introductory paragraph (enclosure (1), paragraph 13 of reference (a)).
- _____ Witness correspondence, verbal (transcribed or summarized), facsimile or written (including printed emails) used as enclosures to the board report shall be authenticated by signature, either by the witness or Senior member.
- _____ All evidence/statements/documents are shown to Respondent.

5. Report of Proceedings

- _____ Convening order marked and appended as enclosure (1).
- _____ Findings of fact substantiated by evidence contained in enclosures.
- _____ Opinions entered and based on findings of facts.
- _____ Flight hour information included (enclosure (10) of reference (a)).
- _____ CNATRA Aviation Training Jacket Summary Card included.
- _____ Flight Surgeon evaluation signed, dated, and included as an enclosure.
- _____ All evidence considered is made an enclosure (specific document segments should be extracted for brevity).
- _____ Recommended classification made and per enclosure (1) of reference (a).
- _____ Report signed by all members.
- _____ Dissenting opinions appended and signed (if applicable).
- _____ Extension requests and approvals/rejections appended as enclosures.
- _____ Submitted to Convening Authority within 14 working days.

6. Convening Authority Action on Report of Proceedings

- _____ Provide Respondent with a copy of report and all enclosures.
- _____ Respondent's acknowledgment of receipt of FNAEB package and advisement of right to comment on report within five working days appended as an enclosure (enclosure (11) of reference (a) – annotated on Convening Authority endorsement and added sequentially to the board report enclosures).
- _____ Respondent's comments appended as an enclosure. (If applicable).
- _____ Recommendation drafted as first endorsement to final report.
- _____ Assessment of Respondent's past performance and future potential included in first endorsement.
- _____ Additional evidence/documents considered are appended as enclosures.
- _____ Provide senior member and Respondent a copy of the endorsement.
- _____ If Type B is recommended, suspend ACIP IAW MILPERSMAN 1610-020.
- _____ Report and endorsement forwarded to arrive at next endorsing command within seven working days.
- _____ Copy provided to Type Wing Commander (if applicable).

ADMINISTRATIVE ROUTING SHEET

Subj: FNAEB ICO (NAME)

Ref: (a) COMNAVAIRFORINST 5420.1G

Board/Evaluee/Endorser	Date Received	Date Signed	Date Forwarded/ Method Used	Reason for delay (if applicable)
FNAEB Senior Member				
Evaluee				
Convening Authority/ First Endorser				
Second Endorser				
Third Endorser				
Fourth Endorser				
TYCOM				