

How to submit documentation to the NFO to Pilot Board

Definitions:

Application - Word document (on NFO to Pilot webpage) from you to PERS-433C stating your intentions to apply for the program.

Medical Forms - All required medical info per board announcement message for applicant's Student Naval Aviator flight physical

Correspondence - Any amplifying documentation once your application is submitted such as recent FITREPs, awards, qualifications, education, etc. and letters to the board (LTB). Typical letters to the board are letters explaining something in your record. LTBs can be from you or another Officer on your behalf but must be submitted by the applicant. LTBs are not required and are typically used to explain an adverse or non-standard point in your record or missing information. All correspondence should be listed as enclosures in your application.

CHECKLIST (for submitting correspondence to the board):

- Use either a binder clip or paper clip (**no staples**) to fasten your documents together.
- All correspondence should be added as enclosures to your application.
- If someone desires to write a LTB on your behalf after you have submitted your completed application, you must send a cover letter signed by you (authorizing inclusion into the board) and list the LTB as an enclosure.

Applications and correspondence shall be sent via the following:

i. Via e-mail. Send an encrypted email with PDF attachment to benjamin.l.sanders7.mil@us.navy.mil **AND YOUR DETAILER**. Subject "JUNE 2022 NFO TO PILOT BOARD APPLICATION/CORRESPONDENCE (as applicable)"

ii. Via U.S. Postal Service (use following address)

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
NFO TO PILOT BOARD (DESK 433C)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055

iii. Via FEDEX/UPS/DHL (use following address)

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER

NFO TO PILOT BOARD (DESK 433C)
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055

Medical documents shall be sent via the following:

Examining flight surgeons are to upload all medical documents to the Aeromedical Electronic Resource Officer (AERO) website and send notification email to Brain Hashey (brian.s.hashey2.civ@mail.mil). Email subject line "JUNE 2022 NFO TO PILOT BOARD SNA FLIGHT PHYSICAL."

INFORMATION SUBMITTED AFTER THE BELOW DEADLINES WILL NOT BE CONSIDERED.

- i. APPLICATION DEADLINE: received by 2359 CST, 9 June 2022**
- ii. MEDICAL FORMS: uploaded to AERO by 2359 CST, 1 May 2022**

Applicants are encouraged to submit documentation as early as possible to allow time for feedback if in error.

- iv. Applicants should confirm receipt of their application package by emailing the NFO to Pilot Program Manager, LCDR Benjamin Sanders, benjamin.1.sanders7.mil@us.navy.mil.**