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, updated photo, 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.

CHECKLIST (for submitting correspondence to the board):

☐ Use either a binder clip or paper clip (no staples) to fasten your documents together.

☐ All correspondence needs to have a signed cover letter (see example below).

☐ All correspondence needs to have "YOUR NAME / YOUR COMPLETE SOCIAL SECURITY NUMBER" in the upper right hand corner of all pages prior to sending.

☐ If someone desires to write a LTB on your behalf, 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 robert.m.spann@navy.mil AND YOUR DETAILER. Subject “JUNE 2021 NFO TO PILOT BOARD APPLICATION/CORRESPONDENCE (as applicable)”

ii. Via U.S. Postal Service (use following address) POSTMARKED BY 20 MAY 2021:

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) POSTMARKED BY 20 MAY 2021:
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 2021 NFO TO PILOT BOARD SNA FLIGHT PHYSICAL.”

INFORMATION SUBMITTED AFTER THE BELOW DEADLINES WILL NOT BE CONSIDERED.

i. APPLICATION DEADLINE: received by 2359 CST, 10 June 2021

ii. MEDICAL FORMS: uploaded to AERO by 2359 CST, 20 May 2021

iii. CORRESPONDENCE DEADLINE: received by 1700 CST, 21 June 2021

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 or calling the NFO to Pilot Program Manager, LCDR Rob Spann, robert.m.spann@navy.mil.
From:  LT/LTJG Xxx X. Xxxxxx, USN, xxx-xx-xxxx/1320
To:    President, FY19 NFO to Pilot Board (#347)

Subj: INFORMATION FOR CONSIDERATION BY THE FY19 NFO TO PILOT BOARD (#347)

Ref: (a) SECNAVINST 1420.1

Encl: (1) Fitness Report for the period 15FEBO1-15MAY05
      (2) Navy Commendation Medal Award Citation, dtd 15 May 06
      (3) Letter of Recommendation from ADM R F Gentry

1. Per reference (a), please include enclosures (1), (2), and (3) in my official record for consideration by the FY19 NFO to Pilot Board.

Xxx X. Xxxxxxx