



UNITED STATES MARINE CORPS

2d MARINE AIRCRAFT WING
U.S. MARINE CORPS FORCES, ATLANTIC
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NORTH CAROLINA 28533-0050

WgO 5420.11F

G-3/SSS

10 APR 2003

WING ORDER 5420.11F

From: Commanding General
To: Distribution List

Subj: FIELD FLIGHT PERFORMANCE BOARDS (FFPB)

Ref: (a) MCO P1000.6G

Encl: (1) FFPB Rules and Procedures
(2) Sample Convening Order
(3) Format for Notice of Initial Session of FFPB
(4) Format for Respondent's FFPB Final Statement
(5) Format for Naval Message

1. Purpose. To amplify the policies and procedures governing 2d Marine Aircraft Wing (2d MAW) Field Flight Performance Boards (FFPB).

2. Cancellation. WgO 5420.11E.

3. Policy. A FFPB is an informal administrative board convened to evaluate the performance, potential, and motivation of a respondent ordered by competent authority to appear before the board. A FFPB is composed of qualified naval aviators, naval flight officers, officer navigators or naval aerial observers, and a naval flight surgeon. Formal rules governing admissibility of evidence do not apply. A FFPB may consider and include in its report any reasonable matter relevant to the case; however, a FFPB shall make no recommendation for disciplinary action concerning the matters evaluated during the proceedings. Any disciplinary matters arising out of the circumstances forming the basis for convening a FFPB shall be treated separately.

4. Action. Pursuant to paragraph 1214 of the reference, a FFPB shall convene to evaluate the performance of a respondent directly involved in a flight or flight-related mishap when their standard of performance is in any way suspect. A FFPB shall also convene because of an indicated lack of (or suspect) professional aeronautical performance, ability, motivation or fitness of

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aeronautically designated personnel. Further guidance on when to convene a FFPB may be found in enclosure (1). All respondents of a FFPB shall be temporarily suspended and restricted from a flight status effective the date the appointing order is signed and continuing until the matter is fully adjudicated in accordance with reference (a). The Commanding General, 2d MAW, will consider exceptions on an individual basis when deemed appropriate. FFPB rules and procedures are set forth in enclosure (1). Deviation from the procedures set forth herein are not authorized, except by specific authority of the CG, Assistant Wing Commander (AWC) or Chief of Staff (C/S).



T. D. ROGERS
Chief of Staff

Distribution: A

FFPB RULES AND PROCEDURES

1. Convening a FFPB

a. Convening of the FFPB. FFPB's will be convened for respondents directly involved in a flight or flight-related mishap when, in the judgment of the convening authority, their standard of performance is in any way suspect.

b. Convening Authority. Pursuant to paragraph 1214.2a(2) of reference (a), a decision will be made by the cognizant commander having special court-martial convening authority whether or not to convene a FFPB.

c. Immediate Preliminary/Informal Review of Mishaps. Paragraph 1214.2a of reference (a) requires an informal review of flight and flight-related mishaps when, in the judgment of the convening authority, the standard of aeronautical performance is in any way suspect. Because of the seriousness of mishaps, it is imperative that all respondents involved be subject to a review of their aeronautical competence, in order to dismiss or address any question of their standard of performance. This review will be conducted within 72 hours following notice of a mishap. This review will be the basis for the convening authority's decision to convene a FFPB.

d. When to Convene a FFPB. A FFPB will be convened as follows:

(1) A FFPB is mandatory for all respondents involved in a Class A or Class B Mishap.

(2) A FFPB is mandatory for all respondents who are party to a gross breach of flight discipline or fail to meet the minimum standards of any established major aeronautical performance requirement after being provided a reasonable opportunity to correct such deficiencies. Major aeronautical performance requirements include, but are not limited to: instrument checks, NATOPS evaluations, tactical phase checks, and failure to attain annual flight time minimums.

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(3) A FFPB must also be considered in the event that a respondent is the subject of any flight violation report or has demonstrated a severe lapse of aeronautical judgment.

(4) The above conditions are provided as a guide and are not meant to be in any way restrictive. Command discretion must be exercised when a respondent is deemed professionally unfit for any reason not specified above.

e. FFPB Membership. The FFPB members will be assigned in accordance with paragraph 1214.3 of reference (a). Members will be selected on the basis of professional expertise, experience, and objectivity. A field grade officer will be assigned as the senior member in all cases and will be from a different aircraft TMS community than the respondent.

(1) President. The senior member shall act as the President of the FFPB and has the ultimate responsibility to ensure that all requirements of the reference and this Order are met.

(2) Recorder. The junior member of the FFPB shall act as the Recorder and shall ensure that the administrative requirements of reference (a) and this Order are successfully accomplished.

(3) Board members, except the flight surgeon member, shall be senior to the officer concerned.

(4) As a general rule, no prospective witness or interested party shall be a member of the FFPB.

f. Appointing Orders. A FFPB will be appointed in writing, personally signed by the convening authority. A copy of the appointing order will be provided to the AC/S, G-3. A sample format of the convening letter is provided in enclosure (2).

g. Convening Report to CMC (ASM). The AC/S, G-3 will monitor the administrative progress of all FFPB's convened within 2d MAW. The Convening Authority of the FFPB will advise CMC (ASM) within 72 hours of the convening of a FFPB using the format contained in enclosure (5).

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2. Administrative Processing Deadlines

a. Once convened, the FFPB will be conducted expeditiously and forwarded through the review chain within 90 days to enable final action within 110 days. Convening of the FFPB shall not be delayed more than 30 days for the purpose of obtaining the personal appearance of the individual concerned or his desire to provide witnesses or statements. A request to delay the convening of the FFPB shall be made in writing by the individual concerned to the convening authority.

b. The following processing schedule will be strictly adhered to and commences on the date of the incident and includes mailing time. When circumstances preclude compliance with the submission schedule, notification will be made to the CMC (ASM) via the chain of command as to the reason and expected length delay.

- (1) INCIDENT TO FFPB REPORT - 30 calendar days
- (2) GROUP/STATION/MEU ENDORSEMENT - 20 calendar days
- (3) WING/COMCAB ENDORSEMENT - 20 calendar days
- (4) MEF/FORCE ENDORSEMENT - 20 calendar days
- (5) FSSB FINAL ACTION - 20 calendar days

c. Once the CMC completes final action, the letter directing the flight status of the respondent will be forwarded directly to the command which convened the FFPB and copies will be provided to the administrative review chain of command.

3. FFPB Action

a. FFPB's will ensure that only those respondents who have demonstrated the capability to satisfactorily perform assigned duties will be recommended for retention in a flight status.

b. The board's recommendations must achieve through administrative action the desired purpose, which is to maintain a safe and effective force.

c. FFPB's are required to consider the entire environment, to include the supervisory chain. Recommendations will be made for improvements in operations if appropriate.

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d. Respondents will be afforded the opportunity to present whatever material they consider pertinent to their case (i.e., present witnesses, make statements, etc.). In no case should the presentation of such material, witnesses, or statements give the appearance of a judicial hearing. Legal rules of evidence and testimony do not apply. Verbatim transcripts of board proceedings will not be maintained or forwarded with the report.

e. The respondent will be allowed to review all material and statements the FFPB receives, prior to the material and statements being forwarded as part of the FFPB report. Upon reviewing the material and statements, the respondent may amend his/her statement if desired. However, once the report has been submitted, no new materials will be attached to the report of the board prior to its reaching the CMC (ASM).

4. FFPB Recommendations

a. Respondents to a FFPB will be subject to one of the following appropriate administrative actions:

(1) No Action Required

(a) The respondent is fit or satisfactory for flight duties.

(b) Approval authority for this status rests with the CG, 2d MAW.

(2) Further Training, Conversion or Transition Training.

Recommendations for further training will only be approved through Flight Status Selection Board (FSSB)/CMC action.

(3) Conditional Flight Status

(a) The respondent is found fit or satisfactory for duties in a conditional flight status for a specific period of time.

(b) Approval of a conditional status rests with the CG, 2d MAW.

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(c) At the conclusion of the period, the individual's flight performance during this period will be reviewed by his commanding officer and an appropriate report will be forwarded to the CG, 2d MAW for final resolution.

(4) Probationary Flight Status. The respondent is found fit or satisfactory for duties in a probationary flight status for a specific period of time. At the conclusion of this period, the individual's flight performance will be reviewed and an appropriate recommendation forwarded via the chain of command to CMC (ASM) for final action.

(5) Revocation of Right to Wear Aviation Insignia. Revocation of this right is considered appropriate when board action is the result of bringing discredit upon Naval Aviation by flagrant violation of established rules, regulations and directives.

(6) Revocation of Orders to Duty in a Flight Status. Revocation is an administrative action designed to ensure that only those aircrew who can safely and competently perform assigned flying duties are so assigned. The respondent is found unfit for flight duties due to:

(a) Lack of general aeronautical ability.

(b) Lack of sufficient skill or necessary judgment to perform their assigned flight duties.

(c) Breaches of flight regulations, flight safety or air discipline.

(d) Failure to maintain a reasonable and acceptable level of flight proficiency.

b. Recommendations of Probation, Transition or Revocation must be forwarded via the endorsing chain delineated in paragraph 4.b. to CMC (ASM) for final adjudication. If the FFPB and the Convening Authority agree on recommendations of No Further Action or Conditional Flight Status, CG, 2d MAW retains the authority to adjudicate. If CG, 2d MAW does not concur or the FFPB and Convening Authority do not agree, then CMC (ASM) is the final adjudication authority.

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c. The respondent is temporarily suspended and restricted from a flight status until the FFPB report is fully adjudicated. Pursuant to reference (a) the respondent will neither be transferred, nor execute PCS or PCA orders from his parent command pending complete adjudication or completion of any conditional or probationary period. The CMC (ASM) may waive this requirement.

5. FFPB Report Format. The FFPB shall submit a report that contains the following information:

(1) Facts. A comprehensive summary of the pertinent facts and circumstances in the matter under review. The opening sentence will contain the reason the FFPB was convened. The summary shall be clearly and concisely stated.

(2) Flight Experience. Total flight hours, total hours last 3 months, total house in model, total hours in model last year, and total hours in model last 3 months.

(3) Findings. Concise statements of FFPB findings.

(4) Opinions. Concise statements of FFPB opinions.

(5) Recommendations. Concise statement of FFPB recommendations concerning flight status of the individual. When the FFPB members are not in unanimous agreement, a minority report shall be included.

(6) Respondent Appearance/Review. Signed statement(s) by the respondent that he understands the purpose of the board and was afforded the opportunity to (within the limitations of paragraph 1214.5d of the reference) personally appear at the proceedings of the FFPB, present material evidence, call witnesses in his behalf, make whatever statements desired, and make a final statement which is appended to the final FFPB report.

(7) Enclosures. Appropriate enclosures will be appended to the FFPB report (i.e. witness statements, flight records, etc.). Include only certified excerpts of the appropriate portions for those orders not contained in the Navy/Marine Corps directive

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systems. Copies of JAG Manual or flight mishap investigation reports (MIR's) will not be appended nor will information contained in these reports be referenced.

(a) The convening document shall be enclosure (1).

(b) A flight surgeon's statement shall be enclosed when appropriate, to include at a minimum, an evaluation of physical qualification and aeronautical adaptability.

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SAMPLE CONVENING ORDER

(Unit Heading of Convening Authority)

From: Commanding Officer
To: Lieutenant Colonel J. E. Doe 044 04 4001/7501 USMC
Major D. E. Foxtrot 071 23 4121/7501 USMC
Captain F. E. Mike 090 00 1101/7501 USMC
Lieutenant G. H. Lima 516 78 9331/2100 USN

Subj: FIELD FLIGHT PERFORMANCE BOARD; APPOINTMENT TO IN THE
CASE OF CAPTAIN A. A. ALPHA 001 02 0003/7501 USMC

Ref: (a) MCO P1000.6G
(b) WgO 5420.11F

1. You are appointed to serve on a Field Flight Performance Board (FFPB) to be convened (time), (date), (location), to inquire into the fitness of Captain Alpha to continue in a flight status.
2. The senior member will serve as the President of the FFPB. The junior member will serve as the Recorder.
3. The FFPB will make a thorough investigation of all factors relating to Captain Alpha's fitness as a Naval Aviator and will forward a report to the convening authority, the contents of which will comply with paragraph 1214.7 of reference (a).
4. All members of the FFPB hereby appointed will comply with the provisions of the references.

I. M. MARINE

Copy to:
CG, 2d MAW (G-3)
CO, MAG-XX

ENCLOSURE (2)

FORMAT FOR NOTICE OF INITIAL SESSION OF FFPB

(Unit Heading of Convening Authority)

From: Commanding Officer
To: Captain A. A. Alpha 001 02 0003/7501 USMC
Subj: NOTICE OF INITIAL SESSION OF FIELD FLIGHT PERFORMANCE BOARD (FFPB)
Ref: (a) MCO P1000.6G
(b) WgO 54201.11F
(c) (Cite convening order)

1. Pursuant to paragraph 1214 of reference (a) and reference (b), you are hereby notified that the initial session of the Field Flight Performance Board (FFPB), ordered in your case by reference (c) will convene at (time), (date), at (location).
2. The FFPB will inquire into the circumstances surrounding (reason board convened). The purpose of the FFPB is to evaluate your fitness for flight status and to make recommendations pertinent thereto.
3. You are hereby directed to report to the President of the FFPB at the appointed time the initial session convenes. You are authorized to exercise the rights set forth below:
 - a. To personally appear before the FFPB.
 - b. To present whatever material you consider pertinent to your case.
 - c. To present witnesses in your behalf.
 - d. To make such statement as you desire.
 - e. To review all material and statements which the FFPB receives, prior to such material or statements being forwarded as part of the FFPB report.

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FORMAT FOR NOTICE OF INITIAL SESSION OF FFPB

f. To amend your statements after reviewing material and statements received by the FFPB.

g. To make a final statement to be appended to the final FFPB report.

4. In no case will the convening of the board or final report be delayed longer than 30 days, without authorization from CMC (ASM), while awaiting material, witnesses or statements you desire to present.

I. M. MARINE

(Date)

FIRST ENDORSEMENT

1. I hereby acknowledge receipt of the foregoing notice on this date.

2. I understand the purpose of the FFPB and my rights attendant thereto as set forth in reference (a).

A. A. ALPHA

ENCLOSURE (3)

FORMAT FOR RESPONDENT'S FFPB FINAL STATEMENT

Date

1. I, Captain A. A. Alpha 001 02 0003/7501 USMC, the subject of the foregoing Field Flight Performance Board (FFPB) proceedings, hereby state that I understand the purpose of the FFPB. I was afforded the opportunity to exercise all rights directed in MCO P1000.6G.

2. After having reviewed the final FFPB report,

Signature I do not desire to make any further statement concerning this matter.

Signature I desire to make the following statement (use additional pages, if necessary)

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FORMAT FOR NAVAL MESSAGE

RAAUZYWU RUEOMFN6248 0521739-UUU-RUCKFCA.

ZNR UUUUU ZUI RUEOMCE3889 0521740

RXXXXXXZ FEB 03 PSN 686388J39

FM VMA

TO RUEACMC/CMC WASHINGTON DC//AVN/ASM//

INFO RUCKFCA/CG SECOND MAW//GE//

RUCKFCA/MAG //OPS//

RUCKFCA/VMA //OPS//

ZEN/MAG

ZEN/VMA

BT

UNCLAS

QQQQ

SUBJ: FIELD FLIGHT PERFORMANCE BOARD

UNCLAS

UNCLAS//NO1500//

MSGID//GENADMIN/VMA //

SUBJ/FIELD FLIGHT PERFORMANCE BOARD//

REF/A/MCO P1000.6G//

REF/B/DOC/WGO 5420.11F//

POC/ /LTCOL/XO/VMA /TEL: DSN 582- //

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RMKS/1. AN FFPB WILL BE CONVENED FEB 1300 ON

CAPT A. A. ALPHA 001 02 0003/7501 USMC.

2. THE FFPB IS BEING INITIATED DUE TO SUB-STANDARD PERFORMANCE.

3. FFBP MEMBERSHIP:

LTCOL J. E. DOE USMC-SENIOR MEMBER

MAJ D. E. FOXTROT USMC

CAPT F. E. MIKE USMC

LT G. H. LIMA USN-FLIGHT SURGEON.//

BT

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ENCLOSURE (5)