

# AFRC Medical ETP Request Process Guide

## Step 1 – SGP Review

Purpose: To confirm your case is eligible and ready for ETP

Action: The local RMU should contact AFRC/SGP to review the case. The workflow email address is [AFRC.SGO.PhysicalStandards@us.af.mil](mailto:AFRC.SGO.PhysicalStandards@us.af.mil) and the phone number is 478-222-9172. If AFRC/SGP confirms the case is ready for ETP, proceed to Step 2.

## Step 2 – Obtain Current AETC Guidance

Purpose: To obtain the most current medical ETP guidance from HQ AETC/A3K

Action: ETP requester should contact AFRC/A345 ([HQAFRC.A345.UFT@us.af.mil](mailto:HQAFRC.A345.UFT@us.af.mil)) to obtain AETC's latest guidance for Med ETP Decision Boards.

## Step 3 – Obtain AFRC/CC Endorsement

Purpose: To obtain AFRC/CC endorsement of medical ETP request

Actions: For ETP requester:

1. Create the Medical ETP Request Endorsement Memo. A sample template is provided as Attachment 1 (*open this Guide in Adobe to view attachments*).
2. Create AFRC Snowflake for staffing using the template provided (Attachment 2 - *open this Guide in Adobe to view attachments*)
3. Staff the endorsement memo for AFRC/CC signature via AFRC Snowflake in TMT using the following TMT routing: Sq/CC → Gp/CC → Wg/CC → NAF Workflow → “AFRC/SGP Aerospace Medicine” → “AFRC A345B Workflow” → “AFRC CSA Workflow” → “AFRC CS Workflow” → “AFRC CD Workflow” → “AFRC CC Workflow”

## Step 4 – Medical ETP Decision Board

Purpose: To obtain AETC/CC final decision on med ETP request

Action: Sponsoring unit should follow AETC's guidance obtained in step 2 to submit the med ETP request (including AFRC/CC's endorsement memo obtained in step 3) to the AETC Med ETP Decision Board.

## Step 5 – AFRC UFT Selection Board

Purpose: To apply to AFRC UFT Selection Board

Action: Sponsoring unit should submit complete UFT Selection Board application package, *including the AFRC/CC-endorsed ETP memo obtained in step 3*, following the guidance outlined in Section 4 of the AFRC UFT Website: [www.milrecruiter.com/afrc-uft-application/](http://www.milrecruiter.com/afrc-uft-application/)