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**Personnel**

**ADDITIONAL TRAINING PERIOD PROGRAM**

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OPR: 73 AS/DOTF (CMSgt Kevin P. Pomeroy)

Certified by: 932 OG/CC  
(Colonel Michael P. Hayes)

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This instruction implements AFD 36-80, *Reserve Training and Education* and AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*. This instruction establishes guidance and procedures for the administration, preparation, and execution of the 932d Airlift Wing's Additional Training Period (ATP) Program. This will include both the Additional Flying Training Period (AFTP) and Additional Ground Training Period (AGTP). This instruction applies to all 932d Airlift Wing aircrew members, assigned or attached, including pilots, flight surgeons, nurses, and medical technicians.

**SUMMARY OF REVISIONS**

This revision changes who is authorized to perform AFTPs and AGTPs. It redefines how many AGTPs are authorized. It redefines who is responsible for reviewing and verifying all source documents, AMC Form 41, **Flight Authorization**, AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document** and the automated AF Form 3956, **Report of Inactive Duty Training Performance AGTP/AFTP (USAFR)** from the AFRC Incentive Pay Program. Once the Automated AF Form 3956 is complete, a finance report from the AFRC Incentive Pay program is submitted to 932 AW/FMFP for pay. A ( | ) indicates revisions from the previous edition.

**1. RESPONSIBILITIES:**

1.1. The Operations Group Commander (932 OG/CC) will ensure that this instruction is managed by the 73 AS/DO or authorized representatives. The 73 AS/DO will ensure that the 73 AS/CC, 932 AES/CC, 932 AW/FM, 932 MDG/CC, 932 OG/CC, and the 932 AW/CC coordinate this instruction respectively.

1.1.1. The 73 AS/DO will be responsible for compliance with the instruction to ensure that all individuals, who are responsible for the administration of the program or participating in the program, are adequately trained in accordance with the guidance set forth in this instruction.

1.2. Authorized representative (appointed by their respective squadrons by letter) from 73 AS and 932 AES are the approving authority for all AGTPs. The 73 AS approving authority will approve the flight surgeons in a valid API 5 position (not an overage) from the 932d Medical Group. On a case-by-case basis, the approving authority may authorize an AGTP provided the following conditions are met:

1.2.1. No other RMP, AGTP, or active duty has been accomplished that calendar day.

1.2.2. The aircrew member meets the established criteria for an AGTP in accordance with the 932 OG/CC letter, subject "Authorized Events for Additional Ground Training Period."

1.2.3. The aircrew member has not exceeded their authorized number of AGTPs.

1.3. All AGTPs will be approved in advance and entered into a log identifying the aircrew member, the event identifier from the AGTP events letter, and the approving authority.

1.4. 73 AS/DOS/DOT/DOTF and 932 AES/SGNT will be responsible for reviewing and verifying all source documents to include the AMC Form 41, AFTO Form 781, and automated AF Form 3956 from the HQ AFRC AFTP system for accuracy. Once the AF Form 3956 is complete, 73 AS/DOTF and 932 AES/SGNT will submit a finance report from the HQ AFRC AFTP system to 932 AW/FMFP for pay.

1.4.1. 73 AS/DOTF and 932 AES/SGNT will act as gatekeepers for their personnel to ensure aircrews do not perform an excess of the quarterly or yearly (FY) ATP authorizations. Pilots, Flight Surgeons, Flight Nurses, and Medical Technicians are authorized 24 AGTPs per FY. However, only 8 AGTPs are authorized per quarter and only 48 ATPs are authorized per FY, including AFTPs and AGTPs.

1.4.2. Prior to being scheduled for an ATP, each squadron scheduler will verify that the individual has not performed the maximum number of ATPs for the quarter or year.

1.4.2.1. The date, type of ATP, and flight time or ground event performed will be updated in the HQ AFRC AFTP system.

1.5. All ATPs are entered on the automated AF Form 3956, sign the AF Form 3956, and provide a copy of the AFTO Form 781 to the verifying official. Individual reservists performing AFTPs must ensure that the aircraft commander enters the appropriate duty status in block 33 of the AFTO Form 781.

1.5.1. Individuals will ensure a minimum of 12 hours crew rest between release time and report time on consecutive duty days.

1.5.2. If an error is made on the automated AF Form 3956, the individual will make a single line through the incorrect entry, make the correction, and initial correction. Do not obliterate any entries.

1.5.3. All forms will be completed in blue or black ink.

1.5.4. All times entered will be "Scott AFB local" times.

1.6. The following rules apply to an Air Reserve Technician (ART):

1.6.1. ARTs must be in leave status when performing AFTPs/AGTPs during scheduled civilian workday.

1.6.2. The automated AF Form 3956 "Civilian Time Sheet" block will reflect the scheduled duty day, SDO, Saturday, Sunday, or holiday as applicable.

1.6.2.1. ARTs must provide a copy of the AFTO Form 781 and AFRC Form 4, **Air Reserve Technician (Aircrew) Work Hours Record (Civ, AD, IAD)**, to the timekeeper if it exceeds one crew duty day, a flight departs the local area in excess of the ARTs regularly scheduled work hours or if the ARTs duty status changes within a single crew duty day. **NOTE:** All times entered on AFRC Form 4 will be in Scott AFB local time.

1.6.2.2. For aeromedical evacuation missions, civilian duty hours will start with your mission brief time and will reflect straight 8 hours of duty (9 hours, if on a compressed workweek schedule) with an in-place lunch.

1.6.2.3. For all other missions, the individual's supervisor will approve any deviations to the established workday.

1.6.2.4. ARTs will not work through lunch or change their duty day to avoid taking leave for AFTPs/AGTPs.

1.6.2.5. Conversion from civilian workday to an AFTP will be accomplished on the ground.

1.6.2.6. Fill in the type of leave column with the amount and type of leave taken or enter N/A if none is required.

1.6.2.7. Verifiers or certifiers will cross-check the AFTO Form 781, and the automated AF Form 3956 to verify accuracy of entries prior to Finance Report being submitted to 932 AW/FMFP. Incorrect or incomplete AF Forms 3956 will be returned to the member for correction.

1.6.2.8. ARTs automated AF Form 3956 financial reports will not be submitted for pay until the timekeeper has signed and checked them. Ensure the timekeeper block is initialed. The certifying official will ensure those times on the automated AF Form 3956, AFRC Form 4, and the AFTO Form 781 all matches.

1.6.2.9. The ARTs certifying official will be the immediate supervisor or higher.

## 2. REQUIREMENTS:

2.1. AFTPs: AFTPs will normally be scheduled to include a minimum of 2.0 hours flying time and 4 hours duty time. However, only some time is required to log an AFTP in a 4-hour timeframe. The minimum 4 hours duty time applies regardless of actual flying time logged (i.e., early landing due to maintenance or weather). Some flying time must be logged on the AFTO Form 781. The duty begins at the required show time and ends no earlier than four hours after scheduled show time. Duty periods in excess of 4 hours are authorized.

2.1.1. Consecutive AFTPs may be authorized on missions provided an 8-hour duty period with a minimum of 4 flying hours is scheduled. No more than two AFTPs are authorized in a single crew duty day. For training periods extending past 2400L, the time after midnight will be included on the previous day's period.

2.2. Inactive duty status is authorized for missions to or through the United States its territories or possessions. The 932 OG/CC must approve inactive duty status on missions departing the Continental United States.

ORAL W. CARPER, Colonel, USAFR  
Commander