

**BY ORDER OF THE COMMANDER  
944TH FIGHTER WING**

**944TH FIGHTER WING INSTRUCTION 11-402**

**19 MAY 2004**



***Flying Operations***

***F-16 FLYING AND GROUND TRAINING  
FOR PILOTS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 11-4, *Aviation Service*, and prescribes training required to ensure all 944th Fighter Wing F-16 pilots attain and maintain established training requisites. This instruction is applicable to the 944th Fighter Wing (944 FW), 302d Fighter Squadron (302 FS), and F-16 assigned and attached pilots.

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

## Chapter 1

### BASIC POLICIES AND RESPONSIBILITIES

#### 1.1. Policies.

1.1.1. Status. In addition to duties as formal training unit (FTU) instructor pilots, assigned pilots will establish and maintain combat mission ready (CMR) status to the maximum extent possible. As a minimum, pilots will fly at a basic mission capable (BMC) rate in accordance with (IAW) the Air Force Reserve Command (AFRC) 302d Fighter Squadron F-16 Ready Aircrew Program (RAP) message. The current AFRC RAP message is kept at the operations desk, and maintained in the fighter squadron training office (302 FS/DOT).

1.1.2. Waiver. 302 FS/DOT ensures waiver requests for excess upgrade time are submitted IAW AFI 11-2F-16V1, *F-16 Aircrew Training*.

1.1.3. Record Review. The training officer with the squadron director of operations (302 FS/DO) or commander (302 FS/CC) will review the records of newly assigned pilots for total flying time, fighter experience, unit equipped (UE) flying time, and special qualifications in order to determine upgrade training requirements

1.1.4. Training Approval. The 302 FS/DO or CC determines the individual pilot's upgrade program and provides a memorandum to indicate upgrade completion. The memo is maintained in the individual's training folder while training is in progress and maintained by 302 FS/DOT as long as necessary.

#### 1.2. Responsibilities.

1.2.1. The 302 FS/DOT:

1.2.1.1. Ensures all prerequisites for flights have been accomplished. Completes the upgrade memo and maintains it in the individual's training folder, after 302 FS/DO or CC signature. Ensures data from the individual training period activity summary and individual currency summary are input into the Aviation Resource Management System (ARMS) computer.

1.2.1.2. Maintains overall quality and control of individual training folders and ensures any deficiencies are corrected. Provides end of month reports on RAP sortie/event accomplishments and currencies to 302 FS/DO and CC for review. Additionally, provides 302 FS/DO and CC the current Status of Resources and Training System (SORTS) status for the 302 FS and an updated Letter of Xs.

1.2.1.3. Informs 302 FS/DO or CC the need to prorate/adjust training requirements according to AFI 11-2F-16V1 and documents pro-rated training as appropriate.

1.2.2. Each pilot:

1.2.2.1. Completes all training requirements for each phase of training and notifies 302 FS/DOT and director of scheduling (302 FS/DOS) of any discrepancies as soon as discrepancies become apparent.

1.2.2.2. Maintains instructor pilot (IP) training folders by ensuring all required documentation is accomplished in a timely manner. Training folders will be maintained as per this instruction.

1.2.2.3. Ensures training folder discrepancies are promptly corrected and those that are not correctable are brought to the attention of 302 FS/DOT.

**1.3. Operations.** Processes and procedures utilized by 302 FS/DOT are detailed in the 302 FS/DOT training continuity book.

## Chapter 2

### GROUND TRAINING

#### 2.1. General.

2.1.1. Purpose. This chapter outlines 944th Fighter Wing ground training requirements and procedures in addition to AFI 11-2F-16V1 and applicable instructions. In addition to complying annual RAP requirements, the objective of all training and testing is to increase the proficiency and knowledge of pilots in attaining and maintaining CMR status and the highest level of FTU instruction. The ground training program has been established to accomplish the majority of training for an individual or group during the unit training assembly (UTA).

2.1.2. Annual Training Schedule. An Annual Training Plan is maintained and managed by 302 FS/DOT and is used to forecast monthly training requirements. If necessary, the Annual Training Plan is updated mid-cycle, normally January of each year. UTA schedules outlining activities and offices of primary responsibility (OPRs) are published prior to each UTA.

#### 2.2. UTA Training Schedule.

2.2.1. Overall UTA Schedule. The unit ancillary (ground) training program is scheduled to ensure appropriate requirements are completed in accordance with the annual training plan. Newly assigned personnel will not usually be scheduled for ground training given during the previous 90 days, unless the training is grounding or affects CMR/BMC status.

2.2.2. UTA Ground Training. Prior to each UTA the assistant director of operations (302 FS/ADO), UTA assigned flight commander, and the training officer will coordinate with other functional areas to determine which personnel require specialized testing and training. On the ground training day (normally Sunday of the UTA weekend) approximately six hours should be available for ground training. 302 FS/DOT will normally schedule ground training activities (i.e., small arms, flight physicals, egress/hanging harness) on the flying training day (normally Saturday of the UTA weekend) for pilots not flying. Upon completion of group training, 302 FS/DOT will submit a 944 FW Form 4, **ARMS F-16 Flying Training Accomplishments Worksheet**, or 944 FW Form 6, **ARMS Ground Training**, as applicable, for input into ARMS.

2.2.3. UTA Flying Training. Programmed flying training (PFT) permitting sorties during primary UTA will normally be scheduled as continuation training (CT).

2.2.4. Make-up UTA Training. To further ensure timely completion of required training, unaccomplished UTA training will be displayed on the Go/No-Go system at the operations desk (302 FS/DOO). Make-up training will be accomplished by videotape review prior to the next UTA and signed off by 302 FS/DOT in the Go/No-Go computer after completion.

**2.3. UTA Training Documentation.** The ARMS documents training for unit members. Use a 944 FW Form 6, as the source document. UTA attendance rosters are maintained in 302 FS/DOT, who will ensure makeup training is completed prior to the next UTA.

#### 2.4. Functional Training.

2.4.1. Multi-Task Trainer (MTT). Due to the lack of an operational flight trainer (OFT), all emergency procedure evaluation (EPE) requirements will be accomplished in the MTT.

2.4.2. Situational Emergency Procedure Training (SEPT). This training is outlined in AFI 11-2F-16V1, paragraph 4.2.5. The following additional procedures apply:

2.4.2.1. Without a cockpit familiarization trainer (CFT), pilots will complete SEPT through monthly UTA flight seminars or flight briefings using relevant scenarios developed by Standardization/Evaluation (Stan/Eval) (944 OG/OGV) separate from the emergency procedures (EP) of the day. If available, pilots may complete SEPT sessions in the MTT.

2.4.2.2. Make-up SEPT. Those pilots who make up UTA training must complete SEPT in the MTT with another IP who has current SEPT.

2.4.2.3. Documentation. 302 FS/DOT will use ARMS and the Go/No-Go program to document and track SEPT.

2.4.2.4. Responsibilities. 944 OG/OGV will create SEPT profiles and conduct training during each UTA. The training officer ensures that SEPT is scheduled, accomplished and documented.

**2.5. Training Requirements.** Reference AFI 11-2F-16V1, Chapter 4.

**2.6. Documentation of Training.** 302 FS/DOT will use ARMS and the Go/No-Go program to track training requirements. 302 FS/DOT will assist OPRs with scheduling ground training events. OPRs are responsible for course content and instruction.

**2.7. Required Training OPRs.**

2.7.1. Chemical Warfare Defense Training-Ground Crew Ensemble: 944 CES/CEX

2.7.2. Handgun Training: 302 FS/DOO

2.7.3. Isolated personnel report (ISOPREP) Review: 302 FS/DOI

2.7.4. Intelligence Training: 302 FS/DOI

2.7.5. Air Force Anti-Terrorism/Force Protection: Office of Special Investigation (OSI)

2.7.6. Physiological Training (Altitude Chamber): 302 FS/DOF

2.7.7. Instrument Refresher Course (IRC): 944 OG/OGV

2.7.8. Life Support Training (Egress/Ejection, Hanging Harness, Life Support Equipment, Combat Survival, Water Survival, and Local Area Survival Training): 302 FS/DOL

2.7.9. Initial Chemical Warfare Defense Training—Pilot Ensemble: 302 FS/DOL

2.7.10. Annual Chemical Warfare Defense CT Pilot Ensemble: 302 FS/DOL

2.7.11. Simulator Training: 302 FS/DOS

2.7.12. SEPT: 944 OG/OGV

2.7.13. Verification: 302 FS/DOW

2.7.14. Weapons and Tactics Academics: 302 FS/DOW

- 2.7.15. Marshaling Exam: 944 MOF/MXOT
- 2.7.16. Flying Safety Training: 944 FW/SE
- 2.7.17. Supervisor Safety Training: 944 FW/SE
  - 2.7.17.1. Visual Recce Training: 302 FS/DOI
  - 2.7.17.2. Cockpit Resource Management (CRM): 944 OG/OGV
  - 2.7.17.3. Night Vision Goggle (NVG) Academics: 302 FS/DOW
  - 2.7.17.4. Protection of the President: OSI
  - 2.7.17.5. US/Russia Prevention of Dangerous Military Activities: 302 FS/DOI
  - 2.7.17.6. Fire Extinguisher Training: 302 FS/DOL.
  - 2.7.17.7. Code of Conduct: 944 FW/JAG
  - 2.7.17.8. Law of Armed Conflict: 944 FW/JAG
  - 2.7.17.9. Substance Abuse Education: 944 MDS/SGA
  - 2.7.17.10. Military Equal Opportunity Newcomer's Orientation: 944 FW/MEO

## Chapter 3

### INITIAL QUALIFICATION TRAINING

**3.1. Initial Qualification Training (IQT).** IQT will be conducted IAW selected Air Education Training Command (AETC) syllabus at a FTU.

## Chapter 4

### MISSION QUALIFICATION TRAINING (MQT) PROGRAM

#### 4.1. General.

4.1.1. Objective. To train 302 FS F-16 pilots for the attainment of CMR status in all assigned air-to-air and air-to-surface roles and missions indicated in the RAP tasking message provided annually by AFRC.

4.1.1.1. Ground Training. As prescribed in AFI 11-2F-16V1.

4.1.1.2. Simulator and Flying Training. As prescribed in AFI 11-2F-16V1.

4.1.1.3. Additional Flying Training. As determined by 302 FS/DO or CC to ensure accomplishment of MQT training and certification as a CMR pilot.

**4.2. Deviations.** IAW AFI 11-2F-16V1, the 302 FS/DO or CC will individually tailor programs for all pilots based on current qualification, experience, currency, documented performance, and formal training.

## Chapter 5

### CONTINUATION TRAINING PROGRAM

**5.1. General.** This chapter contains those training programs used on a day-to-day basis to maintain CMR status. The air-to-surface and air-to-air profiles assume that MQT syllabus accomplishments have been met. If a pilot regresses from mission ready (MR) status due to lack of RAP sorties, use weapons delivery sorties to regain status. 302 FS/CC or DO approval is required prior to entering training to regain MR status.

**5.2. Phase Training.** In an effort to maintain a high degree of proficiency in each of the numerous missions assigned to the 302 FS, CT should be scheduled in a series of phases, each designed to maximize training opportunities and exercise the squadron's required tactical skills. Each CT phase will be compatible with the current PFT phase (configuration, sortie duration, etc.) to the maximum extent possible.

5.2.1. Training phases. Air-to-surface phases are: basic surface attack (BSA), surface attack (destroy enemy air defense) (SAT(DEAD)), and surface attack (close air support/time sensitive target) (SAT (CAS/TST)). Air-to-air phases are: basic flight maneuver (BFM), air combat maneuver (ACM), initial (INT), dissimilar air combat-offensive counter air (DACT-OCA), and dissimilar air combat-defensive counter air (DACT-DCA). All phases may be flown in conjunction with night systems training involving NVGs and/or targeting pods (TGP).

5.2.2. Scheduling. 302 FS/DOS will determine phase training flow around formal course PFT, with inputs from operations, weapons, and training; training should simulate realistic combat scenarios to the maximum extent possible.

**5.3. Electronic Combat (EC) Training.** EC training will be accomplished to ensure all F-16 pilots are both knowledgeable and proficient in unit equipped F-16 EC systems. EC training will also provide training in enemy EC capabilities and philosophy of employment, correct use of EC systems against specific threats and ordnance types, and effective use of evasive maneuvers in concert with EC systems.

5.3.1. Responsibilities. Weapons and tactics (302 FS/DOK) is responsible for the overall conduct of the wing EC program. The electronic combat officer (ECO) is responsible for the 944 FW EC program within 302 FS/DOK.

**5.4. Instrument Training.** Pilots may use the following profiles to fulfill the instrument training program as prescribed in AFI 11-2F-16V1. 944 FW F-16 pilots fly instrument sorties as required/desired in addition to the instrument evaluation.

5.4.1. Profiles. Unusual attitude recoveries will only be accomplished in the F-16D. The following suggested profiles could be used:

5.4.1.1. Profile 1. Round robin; Air Force (AF) Form 70, **Pilot's Flight Plan and Flight Log**; Defense Department (DD) Form 175, **Military Flight Plan**; DD Form 175-1, **Flight Weather Briefing**; standard instrument departure (SID)/radar vectors; unusual attitudes (if in an F-16D); tactical air navigation/inertial navigation system (TACAN/INS) navigation, penetration, approach, and missed approach; instrument landing system (ILS) approach, missed approach; and precision approach radar (PAR) approach, missed approach.

5.4.1.2. Profile 2. Cross-country or out and back accomplishing the same events as profile one. Complete a 944 FW Form 2, **Request for Cross Country Flight**, two weeks prior to proposed departure date and submit to 302 FS/DO.

5.4.1.3. Profile 3. Local flight (scheduled, weather backup, or alternate mission): 944 FW Form 3, **Local Flight Clearance**--Flight Order, line-up card; stereo departure; TACAN/INS navigation; tactical air navigation (TACAN) holding, penetration, approach, and missed approach; ILS approach, missed approach; PAR approach, missed approach; and unusual attitudes (if an F-16D).

## Chapter 6

### SPECIALIZED UPGRADE TRAINING PROGRAMS

#### 6.1. General:

6.1.1. Contents. This chapter contains the local upgrade requirements for pilots accomplishing training in flight lead (FL) upgrade, IP upgrade, flight examiner (FE) upgrade, Mission Commander (MCC) upgrade, supervisor of flying (SOF) upgrade, Maverick upgrade, TGP upgrade, NVG upgrade, Combat Search and Rescue (CSAR) upgrade, functional check flight (FCF) upgrade, and forward air controller (Airborne) (FAC (A)) upgrade.

6.1.2. Other Training Requirements. Certain deployments may require special preparatory training. Participation in Weapons Systems Evaluation Program (WSEP), Red Flag, over-water deployments, or other special events will be considered on an individual basis. The 302 FS/CC or DO will determine the content of training and documentation when this need arises.

**6.2. Flight Lead Upgrade Training.** FL upgrade will be flown IAW AFI 11-2F-16V1 and documented in the pilot's training folder. 302 FS/CC with DO, ADO, and DOT will tailor programs for all pilots, based on current qualification, experience, currency, documented performance, and formal training.

**6.3. Instructor Pilot Upgrade Training.** IP upgrade will be flown IAW AFI 11-2F-16V1 and documented in the pilot's training folder. 302 FS/CC with DO, ADO, and DOT will tailor programs for all pilots, based on current qualification, experience, currency, documented performance, and formal training.

**6.4. Flight Examiner Upgrade Training.** FE upgrade will be flown IAW AFI 11-2F-16V1 and administered by 944 OG/OGV.

**6.5. Mission Commander Upgrade.** MCC upgrade will be flown IAW AFI 11-2F-16V1.

**6.6. Supervisor of Flying Upgrade.** SOF training will be accomplished IAW AFI 11-418. Individuals nominated for the SOF upgrade will report to 302 FS/DOT to pick up the training checklist and begin the SOF upgrade.

**6.7. Maverick Upgrade.** Maverick upgrade will be accomplished IAW AFI 11-2F-16V1.

**6.8. Night Systems Upgrade.** TGP and NVG upgrades will be accomplished IAW AFI 11-2F-16V1, current AETC Syllabus F-16CGSOOPL, or equivalent.

**6.9. Combat Search and Rescue (CSAR) Upgrade.** CSAR upgrade will be accomplished IAW AFI 11-2F-16V1.

**6.10. Functional Check Flight Upgrade.** FCF upgrade program will be administered by 944 FW/SE.

**6.11. FAC (A) Upgrade.** FAC (A) upgrade will be accomplished IAW the Air Combat Command (ACC) FAC (A) formal syllabus or AFI 11-2F-16V1.

**6.12. Certification of Specialized Qualifications.** Completion of an upgrade program is signified by a signed memo of completion located in the training folder, or by a signed Letter of X's containing the new qualification. Subsequent removal or loss of this qualification will require removal of the appointment memo and an update to the Letter of Xs.

6.12.1. For any operations group or fighter wing level qualification (SOF, Stan/Eval Flight Examiner (SEFE)), a memo signed by the appropriate authority will be included in the individual training folder. Subsequent removal or loss of this qualification will require removal of the appointment memo and removal from the Letter of Xs.

**6.13. ARMS documentation:** For upgrades requiring ARMS input, 302 FS/DOT will provide flight records (FR) with an AF Form 4324, **Aviation Resource Management System (ARMS) Upgrade Worksheet**, to be input into ARMS. The AF Form 4324 will kept in the individual's training record folder, maintained by the flight records section.

## Chapter 7

### TRAINING FOLDERS FOR PERMANENT PARTY INSTRUCTOR PILOTS

#### 7.1. Newly Assigned Instructor Pilots.

7.1.1. This section establishes guidance pertaining to permanent party IP qualification training and documentation.

7.1.2. New IPs assigned to a squadron with a different block of aircraft than the block used during their instructor pilot upgrade will accomplish block conversion training (BCT) for the appropriate block of aircraft to be flown IAW AETC Syllabus F16C0CX0PL. 302 FS/CC may waive training commensurate with previous block experience.

7.1.3. Squadron training officers will review incoming IP's training records from their losing unit to determine which flying training currencies or upgrades are required. Training officers will then build a squadron training folder, using the sample folder maintained in 302FS/DOT, as an example. 302 FS/DO or CC will determine which qualifications to accept with no further training, based on prior Letter of Xs and pilot currency, and 302 FS/DOT on the previous qualifications (PQ) memo in the training folder. These PQs will not be posted on the 302 FS Letter of Xs until squadron MQT is complete.

7.1.4. All newly assigned IPs will meet with the 944 OG/CC or deputy commander (CD) prior to performing any instructor duties.

#### 7.2. Additional Documentation (IP Training Folders).

7.2.1. All certification/upgrade documentation accomplished with the 944 FW will be maintained in each IP's training folder and annotated on the Letter of Xs. IP training folders will contain documentation if the individual is in training for or certified for that duty. In cases where the only documentation of training in progress is the actual checklist (e.g., SOF), a "T" in the appropriate block on the squadron Letter of Xs and documentation on the In-Processing/Upgrade Checklist will suffice. If an individual's certification is later revoked or suspended, a memo, signed by the 302 FS/CC or DO describing such, will be attached to the front of the certification sheet and an appropriate change made on the Letter of Xs until such time as the qualification should be reinstated.

7.2.2. The training folder review log will show initial and annual review of the training folder. If no upgrade training has been accomplished in the previous year, the folders will be reviewed annually by 302 FS/DOT. While in training, reviews will be accomplished by the 302 FS/DO, ADO, or CC, quarterly.

7.2.3. The training folder discrepancy log will track documentation errors and corrections in the training folder.

7.2.4. A PQ memo, maintained in the training folder, shows the qualifications for new IPs that the 302 FS/CC accepts without further training, based on each pilot's previous Letter of Xs. The PQ memo will be sufficient documentation to verify a "checked" block on any other section cover sheet and the Letter of Xs. It is not required to post any previous training checklists or grade sheets from prior units/assignments. The squadron may maintain a "dead file" for any previous training documentation.

7.2.5. The In-Processing/Upgrade Checklist summarizes important individual training dates. The squadron may add items to reflect specific squadron training. This checklist may be removed from the individual training folder at the completion of MQT.

7.2.6. A copy of the SOF certification checklist, Luke Air Force Base (LAFB) Form 43, **Initial Supervisor of Flying (SOF) Training Checklist**, will be filed in the individual's training folder upon completion of the upgrade. A signed appointment memo by the 944 OG/CC will also be sufficient documentation of appointment. Additionally, if individuals lose their certification and must accomplish recertification training, a SOF recertification memo will be attached to the front of the SOF upgrade checklist.

7.2.7. Individuals selected for FCF upgrade will complete training IAW AFI 21-101, *Aerospace Equipment Maintenance Management*. Documentation of this qualification will be maintained in the individual's training folder.

7.2.8. Pilots who attend high angle of attack (AOA)/deep stall training will have this training documented in their training folder.

### 7.3. Training Folder Format and Content.

7.3.1. Information regarding the format and content of IP training folder's will be maintained in the 302 FS DOT training continuity book. This will also be reflected in the sample IP Training Folder, maintained in 302 FS/DOT.

### 7.4. Forms or Information Management Tools (IMT).

7.4.1. Prescribed forms or IMTs. 944 FW Form 2, **Request for Cross Country Flight**; 944 FW Form 3, **Local Flight Clearance—Flight Order**; 944 FW Form 4, **ARMS F-16 Flying Training Accomplishment Sheet**; and 944 FW Form 6, **ARMS Ground Training**.

7.4.2. Adopted forms or IMTs. AF Form 70, **Pilot's Flight Plan and Flight Log**; AF Form 4324, **Aviation Resource Management System (ARMS) Upgrade Worksheet**; DD Form 175, **Military Flight Plan**; DD Form 175-1, **Flight Weather Briefing**; and LAFB Form 43, **Initial Supervisor of Flying (SOF) Training Checklist**.

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Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-2F-16V1, *F-16 Aircrew Training*

AFI 21-101, *Aerospace Equipment Maintenance Management*

***Abbreviations and Acronyms***

**ACC**—Air Combat Command

**ACM**—air combat maneuver

**AETC**—Air Education and Training Command

**AF**—Air Force (as used for forms)

**AFPD**—Air Force policy directive

**AFRC**—Air Force Reserve Command

**AOA**—angle of attack

**ARMS**—Aviation Resource Management Systems

**BCT**—block conversion training

**BFM**—basic flight maneuver

**BMC**—basic mission capable

**BSA**—basic surface attack

**CFT**—cockpit familiarization trainer

**CMR**—combat mission readiness

**CRM**—cockpit resource management

**CSAR**—combat search and rescue

**CT**—continuation training

**DACT-DCA**—dissimilar air combat-defensive counter air

**DACT-OCA**—dissimilar air combat-offensive counter air

**DD**—Defense Department (as used for forms)

**EC**—electronic combat

**ECO**—electronic combat officer

**EP**—emergency procedure

**EPE**—emergency procedure evaluation

**FAC (A)**—forward air controller (Airborne)

**FCF**—functional check flight  
**FL**—flight lead  
**FR**—flight record  
**FTU**—formal training unit  
**IAW**—in accordance with  
**ILS**—instrument landing system  
**IMT**—information management tool  
**INT**—initial  
**IP**—instructor pilot  
**IRC**—instrument refresher course  
**IQT**—Initial Qualification Training  
**ISOPREP**—isolated personnel report  
**LAFB**—Luke Air Force Base  
**MCC**—mission commander  
**MQT**—mission qualification flight  
**MR**—mission ready  
**MTT**—multi-task trainer  
**NVG**—night vision goggle  
**OFT**—operational flight trainer  
**OPR**—office of primary responsibility  
**OSI**—Office of Special Investigation  
**PAR**—precision approach radar  
**PFT**—programmed flying training  
**PQ**—previous qualification  
**RAP**—ready aircrew program  
**SAT (CAS/TST)**—surface attack (close air support/time sensitive target)  
**SAT (DEAD)**—surface attack (destroy enemy air defense)  
**SEFE**—Standard/Evaluation flight examiner  
**SEPT**—situational emergency procedure training  
**SID**—standard instrument departure  
**SOF**—supervisor of flying  
**SORTS**—Status of Resources and Training System

**STAN/EVAL**—Standardization/Evaluation

**TACAN**—tactical air navigation

**TACAN/INS**—tactical air navigation/inertial navigation system

**TGP**—targeting pod

**UE**—unit equipped

**UTA**—unit training assembly

**WSEP**—Weapons Systems Evaluation Program