

7 APRIL 2003



Personnel

**FORMAL AIRCREW TRAINING
ADMINISTRATION AND MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AETCI 36-2205, 29 June 2001 Pages: 114

Distribution: F

This instruction implements AFD 36-22, *Military Training*, and provides management guidelines for all AETC flying training courses. HQ AETC/DOF oversees these programs. This instruction applies to all AETC and AETC-gained units conducting formal aircrew flying training, battle management training (BMT), and survival, evasion, resistance and escape (SERE) training aligned under 19 Air Force. **Chapter 1** through **Chapter 4** provide guidance for all AETC flying training programs (including SERE) except where specifically referenced otherwise or excepted. **Chapter 5** applies to undergraduate pilot, navigator, and battle manager training. **Chapter 6** through **Chapter 14** apply to specific training.

This publication applies to all undergraduate and graduate flying training wings and groups and to members of the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) enrolled in AETC flying courses. It applies to students enrolled in joint flying training with the US Navy and US Army; however, the memorandums of agreement (MOU) and host-command guidance take precedence as do the Euro-NATO joint jet pilot training (ENJJPT) plan of operation, MOU, and steering committee guidance, as applicable. This instruction establishes policy for student administration, training conduct and documentation, and graduate critiques.

Subordinate units may supplement this instruction. They will forward local supplements to 19 AF/DO and HQ AETC/DOF for approval prior to publication. ANG and AFRC flying training units (FTU) will forward a copy of their local supplement to ANG/DO or AFRC/DO (as applicable), 19 AF/DO, and HQ AETC/DOF. Submit suggested changes to this instruction through command channels on AF Form 847, **Recommendation for Change of Publication**. HQ AETC/DO is the overall approving authority for changes, ANG/DO is the approving authority for ANG specific changes, and AFRC/DO is the approving authority for AFRC specific changes. Unless otherwise specified, the 19 AF/DO is waiver authority for this instruction. Forward copies of 19 AF/DO-approved waivers to HQ AETC/DOF. Forward copies of ANG- or AFRC-approved waivers to 19 AF/DO and HQ AETC/DOF.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. Maintain and dispose of records created from processes prescribed in this publication according to

AFMAN 37-139, *Records Disposition Schedule*. See [Attachment 1](#) for a glossary of references and supporting information.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Adds AETC medical hold procedures (paragraph [3.16.](#)), clarifies procedures for overweight flying training students (paragraph [4.6.](#)), changes AETC minority elimination review requirements ([Chapter 5](#)), modifies and/or clarifies student record procedures ([Chapter 5](#)), clarifies time-critical items relating to SUPT assignment night ([Chapter 5](#)), adds TDY-to-school notifications ([Chapter 3](#), [Chapter 4](#), [Chapter 10](#), [Chapter 13](#), and [Chapter 14](#)), clarifies record-keeping and training documentation in accordance with applicable MDS-specific AFI 11-2X publications ([Chapter 11](#)), expands SERE student administration ([Chapter 13](#)), adds enlisted initial flying training ([Chapter 14](#)), clarifies JSUNT and JSUPT merit assignment selection system (MASS) calculations ([Attachment 4](#)), removes low-level check ride requirement for T-38 track MASS calculations (paragraph A4.2.2), replaces reference to AFTMS with MilPDS throughout, updates references and removes redundant guidance throughout, and replaces the requirement for AETC Form 803A, which is obsolete, with AF Form 4293.

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Chapter 1

TRAINING ADMINISTRATION

1.1. Responsibilities. This instruction outlines the responsibilities for units conducting aircrew, battle management, and SERE training in AETC. Each unit will institute procedures to ensure training documentation, practices, and procedures are accomplished in accordance with this instruction. Specific responsibilities are as follows:

1.1.1. Director of Operations (HQ AETC/DO). HQ AETC/DO establishes policy and provides directives and resources for the conduct of formal training within this command. The offices of primary responsibility (OPR) for flying training policy, flight allocation, and the creation of the annual program flying training (PFT) are as follows:

1.1.1.1. HQ AETC/DO is approving authority for formal flying syllabuses developed and maintained by the command. HQ AETC/DO, ANG/DO, or AFRC/DO, as applicable, approve syllabuses used in common by Air Force and ANG and/or AFRC FTUs. The ANG/DO approves ANG-unique syllabuses.

1.1.1.2. Aircrew Training and Standardization Division (HQ AETC/DOF) is the OPR for flying training policy, syllabus development and oversight, student management, standardization, and continuation training. OPRs for ANG and AFRC FTU flying training policy, student management, standardization, and syllabus development and oversight are ANG/DOO and AFRC/DOT, respectively.

1.1.1.3. Resources Division (HQ AETC/DOR) is the OPR for PFT programming and management. The OPR for PFT programming and management for ANG FTUs is HQ AETC/DORA-CCG; the OPR for the 162 FW PFT is the 162 OG/OSS.

1.1.1.4. Training Technology Division (HQ AETC/DOZ) is the OPR for AETC courseware management; ANG/DOOT is the ANG OPR. (**EXCEPTION:** The 336 TRG is the OPR for SERE courseware management in AETC.) These OPRs oversee all flying training courseware including instructor training, follow-on training, and aircrew training systems (ATS). This courseware must meet the intent and standards for AETC flying training policies and be developed from AETC-approved flying syllabuses.

1.1.2. The 19 AF/DO. The 19 AF/DO is responsible for the execution of flying training operations within AETC. Formal schools taught by ATS contractor personnel will follow contract provisions. The ANG/DO and AFRC/DO are responsible for the execution of flying training operations for ANG and AFRC FTUs, respectively.

1.1.3. Operations Group Commanders (OG/CC) and Training Group Commanders (TRG/CC). OG/CCs and selected TRG/CCs are responsible for formal course training. The OG/CC and selected TRG/CCs will: (**NOTE:** In the 479 Flying Training Group [FTG] and 336 TRG, the commander is assigned responsibilities specific to wing commanders [WG/CC] and the deputy group commander is assigned responsibilities specific to OG/CCs.)

1.1.3.1. Follow the guidance of the education and training course announcements (ETCA) at <https://etca.randolph.af.mil/>.

1.1.3.2. Follow formal procedures for eliminating graduate or previously qualified enlisted students from flight status according to AFI 11-402/AETC Sup 1, *Aviation and Parachutist Service*, Aeronautical Ratings and Badges. ANG and AFRC FTUs will follow formal procedures for eliminating graduate students from flight status according to AFI 11-402. **NOTE:** AETCI 36-2205 applies to eliminating all undergraduate officer or initial qualification enlisted students.

1.1.3.3. Follow guidance in AFI 11-404, *Centrifuge Training for High-G Aircrew*, as it relates to initial qualification or commander-directed training.

1.1.3.4. Establish a registrar function to oversee student administrative duties for formal course training.

1.1.3.5. Ensure graduates meet Air Force requirements of standards and discipline.

1.1.4. **Registrar.** The registrar, or a similarly designated wing or group OPR, is responsible for:

1.1.4.1. Ensuring an individual has an officer or airman active duty service commitment (ADSC) for ADSC-incurred training courses before the student starts training. Coordinate with local military personnel flights (MPF) to verify the accuracy of an ADSC and request other assistance as required. (The OG, TRG, or FTG commander may delegate this function to individual squadron orderly rooms.) For specific requirements, see AFI 36-2107, *Active Duty Service Commitments (ADSC)*, ETCAs, and the applicable mission design series (MDS)-specific AFI 11-2X, Volume 1, series publication. Units will withdraw the individual from training if a correct ADSC cannot be established and documented (AFI 36-2107). **NOTE:** Before the student departs, the home unit will prepare an AF Form 63, **Active Duty Service Commitment (ADSC) Statement**.

1.1.4.2. Ensuring all data is input into the Military Personnel Data System (MilPDS) no later than 10 duty days after the class start date. (ANG units without MilPDS access will ensure all data is forwarded to ANG/DPDF no later than 10 days after the class start date.)

1.1.4.3. Updating the MilPDS no later than 10 duty days after class graduation date. (ANG units without MilPDS access will ensure all data is forwarded to ANG/DPDF no later than 10 days after the class graduation date.)

1.1.4.4. Forwarding a class graduation roster for all courses to the appropriate MPF ADSC point of contact (POC).

1.1.5. **ATS Program or Course Manager or Subject Matter Expert (SME).** Where applicable, the wing will assign an ATS program or course manager or SME for each crew position in each MDS, as appropriate. The program or course manager or SME will help validate the contract for the quality assurance representative (QAR), outlining specific duties according to AFPAM 63-503, *Quality Assurance of Training System Contracts*.

1.1.6. **QARs.** Where applicable, wings will appoint QARs to ensure ATS contractors meet standards. Specific duties and responsibilities of QARs are in accordance with AFPAM 63-503.

1.2. Developing Syllabuses:

1.2.1. A syllabus is the command-approved directive for executing each formal training course in the PFT. If a conflict with an MDS-specific AFI 11-2X-series publication is discovered, the AFI normally takes precedence; if the conflict pertains to training administration, the syllabus normally takes precedence. In either case, the syllabus OPR should be notified of the conflict.

1.2.2. A syllabus prescribes the overall program of instruction for a course, gives special instructions, and lists the title and duration of subjects or phases in the curriculum. It is a control document for administrative and supervisory personnel, and its recommended revision cycle is every 2 years. The syllabus is also used to prepare examinations, instructor guides, and student guides; and the recommended revision cycle for these documents is every 3 years.

1.2.3. HQ AETC/DOF is the command manager for AETC flying training syllabuses, and HQ AETC/DO is the approving authority. For syllabuses used in common by Air Force, ANG, and/or AFRC FTUs, HQ AETC/DOF, ANG/DOO, and AFRC/DOT are the command managers and HQ AETC/DO, ANG/DO, and AFRC/DO are the approving authorities, respectively. For ANG-unique syllabuses, 162 FW/OST is the syllabus manager and ANG/DO is the approving authority. **The syllabus is directive and will be followed precisely, unless a waiver is approved.** Prerequisite waiver, waiver approval authority, and deviation instructions are defined in each syllabus.

1.2.4. To develop a syllabus:

1.2.4.1. Use the guidelines in AFH 36-2235, Volume 8, *Information for Designers of Instructional Systems Application to Aircrew Training*. Follow the guidance in the AETC Handout, *Preparing Flying Training Specialized Publications*, available at <http://trss3.randolph.af.mil/bookstore/pubs.htm>.

1.2.4.2. Outline the training required to meet the standards of proficiency specified in the course training standards (CTS).

1.2.4.3. Include a bibliography of training publications and a list of required training aids.

1.2.4.4. Ensure each syllabus defines course phases and categories in order to accurately determine progress review triggers. Also ensure the syllabus defines criteria for incomplete training sorties.

1.3. Learning Centers and Computer-Assisted Instruction (CAI) Labs:

1.3.1. Learning centers and CAI labs will support flying training by presenting standardized procedures, general knowledge, and widely accepted techniques through selected media. Air Force-maintained learning centers will: (**NOTE:** Contractor-provided multimedia centers are exempt from these requirements; they operate under a specific contract.)

1.3.1.1. Support syllabus-directed ground training.

1.3.1.2. Develop flying training courseware designed to supplement command courseware (except for 12 FTW and 58 SOW). As a minimum, develop courseware covering local departures, recoveries, training areas, hazards, and subject matter unique or essential to local training. These products must meet the standards of Category 1A productions according to AFI 33-117, *Visual Information (VI) Management*. Submit local products having potential command-wide applicability to HQ AETC/DOZ for review. (For ANG-unique syllabuses, units will submit products to ANG/DOOT for review and coordination and provide an info copy to HQ AETC/DOZ.)

1.3.1.3. Ensure the appropriate level of coordination is accomplished before implementing a locally developed program. Design coordination to ensure completeness, accuracy, and standardization of all local programs. Ensure the final coordination includes the OG/CC and appropriate agencies. Advise the base visual information manager (BVIM) of the implementation date and number of copies required of each program. File a DD Form 1995, **Visual Information (VI) Pro-**

duction Request and Report, with the BVIM for each local production. **NOTE:** The BVIM or approved agency issues a production authorization number that must appear in the title of the production and on the media container.

1.3.1.4. Establish a review process for command and local programs to ensure they are kept current, reflect command policies and procedures, and are of sound training value. As a minimum, review all programs annually and ensure the reviews are from a representative cross-section of instructors, including flight line instructors, flight examiners, academic instructors, and supervisors. Forward critiques on command-issued programs to HQ AETC/DOZ (and ANG/DOOT, as appropriate.)

1.3.1.5. Reply by e-mail to HQ AETC/DOZ within 5 workdays of receiving new or revised programs.

1.3.1.6. Ensure at least two copies of each program (command and local) are current and available for viewing. Use AETC Form 771, **Learning Center Program Update Errata**, to provide temporary changes to programs. Use available resources to the maximum extent possible to correct the errata.

1.3.1.7. Locally, transfer command products to a common electronic format, if necessary. These products may be made available for student checkout, using the following procedures:

1.3.1.7.1. Determine how many electronic copies to make of each command program.

1.3.1.7.2. Ensure students requesting home use of materials sign the programs out on an AF Form 1297, **Temporary Issue Receipt**. Also ensure the form states that further duplication is not authorized.

1.3.1.8. Maintain a wing learning center catalog to include all current command and local programs. Review the catalog quarterly to ensure its currency.

1.3.1.9. Assign programs on local topics to the appropriate ground training unit (GTU).

1.3.1.10. Complete an AETC Form 894, **Learning Center/Ground Training Record**, containing both command and local programs and briefings, as applicable.

1.3.2. The wing or group learning center chief will ensure:

1.3.2.1. Newly assigned instructional program developers or phase managers are trained in all phases of programming.

1.3.2.2. HQ AETC/DOZ-provided programs are critiqued using AETC Form 895, **Learning Center Program Critique**. Review, validate, and annotate actions taken, and then forward command program critiques to HQ AETC/DOZ.

1.4. Standards and Discipline:

1.4.1. Objective. In accordance with AETCI 36-2216, *Administration of Military Standards and Discipline Training*, the objective of standards and discipline is to reinforce training initiated during basic military training or officer training and to continue emphasizing core values, professionalism, and equal opportunity and treatment.

1.4.2. **Military Customs, Courtesies, and Traditions.** Students must understand that customs, courtesies, and traditions play a time-honored role in the military profession and serve as an integral

part of their development as professionals and future leaders. Group commanders are encouraged to establish a program of activities to reinforce traditional military customs and courtesies and prepare students for future leadership roles. Depending on student load and training requirements, this program may include parades, reveilles, retreats, and open-ranks inspections.

1.4.3. **Instructor and Student Relationships.** Professional conduct and relationships are essential to a quality training environment. Students and instructors are expected to maintain high standards of bearing and behavior and demonstrate a professional attitude toward superiors and subordinates. All training conduct and relationships will be in accordance with AFI 36-2909, *Professional and Unprofessional Relationships*, and AETCI 36-2909, *Professional Conduct and Relationships*.

1.5. Training Folders and Grade Books:

1.5.1. Each student will have a training folder, grade book, or equivalent containing grade sheets and other documentation as defined by the specific syllabus or applicable MDS-specific AFI 11-2X-series publication. Certain courses may use, in whole or in part, electronic media (such as the training management system [TMS], the training integration management system [TIMS], or the combat crew training management system [CCTMS]) to fulfill this requirement. If syllabus-directed training documentation guidance conflicts with an MDS-specific AFI 11-2X-series publication, the syllabus normally takes precedence. However, the syllabus OPR should be notified of the conflict.

1.5.2. Training folders and grade books are property of the Air Force. Unit personnel will safeguard them at all times. Loss or destruction of these documents could subject the member to adverse administrative action, as well as possible prosecution under the Uniform Code of Military Justice (UCMJ). Squadron personnel will brief students on potential adverse administrative actions. Training folders and grade books will be released to students by the gaining unit at the completion of all formal course training.

1.6. Student Scheduling:

1.6.1. Normally, students will not perform duties in excess of a 12-hour duty day. **EXCEPTIONS:** Fighter, mobility, special operations, and rescue crews will comply with applicable MDS-specific AFI 11-2X-series publications. SERE personnel will follow guidelines outlined in the applicable course syllabus. Academic scheduling personnel will follow guidelines in AETCI 36-2220, *Academic Training*.

1.6.2. Units will place students removed from training for more than 5 duty days (holiday stand-down, breaks in pipeline training courses, etc.) in a pass, leave, duty not involving flying (DNIF) status or “casual student” status until their training resumes. For ANG and AFRC students, see paragraph [4.1.2.2](#).

Chapter 2

TRAINING QUALIFICATION

2.1. Course Training Standards (CTS). Graduates will satisfactorily complete all syllabus-directed CTSs. CTSs prescribe the skills, knowledge, and proficiency required of formal flying training course graduates. CTSs establish overall course objectives and are the primary qualitative course control. Feedback from gaining MAJCOM units and actual student performance is used to refine a CTS. Evaluation criteria from AFIs will be used as an AETC default standard if not otherwise specifically defined in the syllabus.

2.2. Commander's Awareness Program (CAP):

2.2.1. Objective:

2.2.1.1. CAP's objective is to focus supervisory attention on a student's progress in training, specific deficiencies, and potential to complete the program. CAP may also be used to monitor personal issues requiring supervisory attention. (S-V80-A, Combat Survival Training, is exempt because of short training phases and field training requirements.) **NOTE:** CAP does not apply to courses of 7 training days or less.

2.2.1.2. Units will develop specific CAP guidance as it relates to the unit's mission. This guidance should address such topics as any stratification of supervision level (increased, marginal, first level, second level, etc.), CAP types or categories (academic, flying, officership, etc.), student or training activity restrictions, and instructor continuity requirements.

2.2.1.3. For undergraduate officer training, an AETC Form 101, **Student Performance Summary**, must be generated for any student placed on CAP for failing an aircraft or simulator evaluation, a check, an academic test, or for an officership or airmanship problem. AETC Form 101 is a permanent part of the student's training folder or grade book as well as the training record.

2.2.1.4. For enlisted initial qualification training and graduate flying training, supervisors and instructors will make appropriate entries in the training record to document academic and performance failures. These entries will also become a permanent part of the training record.

2.2.1.5. CAP may be divided into categories as required by a specific syllabus; for example, flying, academic, officership, procedural, or other. Units should outline categories in local supplements, guides, or operating instructions (OI).

2.2.2. Squadron Commander (SQ/CC) Responsibilities. The SQ/CC administers CAP. During contractor-provided training, the SQ/CC with student oversight administers the program. Once a student begins flight line training, the flying SQ/CC administers the program. **NOTE:** CAP administration may be delegated to the squadron operations officer, flight commander, flight supervisor, or designated student training manager (TM), but the SQ/CC maintains overall authority and responsibility.

2.2.3. Placement or Removal. The flight commander, operations officer, squadron commander or designated supervisor places the student on CAP when substandard performance, personal issues, or lost training requires close monitoring of individual progress. Commanders approve a student's removal from CAP when sustained normal progress is demonstrated or when personal issues are resolved. See individual syllabuses for a definition of substandard performance.

2.2.3.1. While the student is in CAP, training is tailored to address the student's particular situation within the limits of the syllabus. (Contractor-provided training is conducted IAW the training contract.) Instructor continuity will be closely monitored. Proficiency standards must not be compromised to permit CAP students to progress in training. Additional sorties to clear flight deficiencies will not exceed those authorized by the syllabus.

2.2.3.2. Generally, CAP is intended as a short-term program. A student requiring an extended period of increased supervision should be considered for a progress check (PC) or elimination check (EC). The student's immediate supervisor will brief squadron leadership weekly on the student's progress. As a minimum, this briefing will include the student's strong areas, weak areas, additional training (AT) details, and anticipated removal date from CAP.

2.2.4. **Counseling.** The immediate supervisor will counsel the student placed on or removed from CAP. Additional counseling is done at the discretion of the immediate supervisor. All counseling will be documented in the student's training folder or grade book.

2.3. Commander's Review (CR) Process. Units will enter students who fail to progress in the normal syllabus flow into the CR process. The CR process must be described in AETC syllabuses and ANG and AFRC supplements to this instruction.

2.4. End-of-Course Critiques. Each organization conducting formal training will administer an end-of-course critique program as an integral part of the formal training course. The OG/CC or equivalent will determine the critique's content and medium. Supervisors will review reports and initiate corrective action as necessary. The critique must be administered within 15 duty days of graduation. Use AETC Form 673, **Student Critique**, or an approved local critique form for written critiques.

2.5. Aircrew Graduate Evaluation Program (AGEP):

2.5.1. AETC courses with pipeline students will establish a mandatory point, termed an AGEP data capture point, where a supervisor or ATS contract instructor, as applicable, must accomplish an evaluation to assess the effectiveness of the preceding pipeline training.

2.5.2. Supervisors at the gaining AETC units will complete web-based feedback instruments available on <https://www.aetc.af.mil/do> and <https://agep-ift.randolph.af.mil/gradeval/>. For more information, refer to AETCI 36-2206, *Aircrew Graduate Evaluation Program (AGEP)*, or contact HQ AETC/DOZE.

2.5.3. AETC syllabus OPRs will establish syllabus stops for AGEP data capture points, as applicable, to ensure AETC graduate evaluations are completed at appropriate points in training. HQ AETC/DOZE is responsible for obtaining feedback on graduates who attend follow-on training external to AETC. The use of web-based feedback instruments is required where available. **NOTE:** Feedback and evaluations on international students are not required.

Chapter 3

MEDICAL MANAGEMENT REQUIREMENTS

Section 3A—Overview

3.1. General. This chapter and AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, establish student management requirements for flight surgeons and operations personnel. (**NOTE:** Because AETCI 48-102 does not apply to ANG FTUs, these units will use the guidance in this chapter for medical management.) Operations and medical personnel must ensure commanders are informed when students exhibit manifestation of apprehension (MOA) symptoms or other medical conditions that affect daily student training decisions. They must also strive to keep students motivated and flying on a regular basis. The operational and medical procedures in paragraphs **3.3.**, **3.4.**, and **3.5.** provide individual attention and a reasonable opportunity for students who experience airsickness to adapt to the flying environment. (For SERE medical management requirements, see **Chapter 13.**)

Section 3B—Airsickness

3.2. Definition. The airsickness management program is outlined in AETCI 48-102. There are two types of airsickness, active and passive. Active airsickness includes vomiting. Passive airsickness does not include vomiting but, because of discomfort or nausea, results in a significant deviation in the lesson profile or the student's ability to complete tasks.

3.3. Procedures for Joint Specialized Undergraduate Pilot Training (JSUPT) Students:

3.3.1. Commanders process rated officers in JSUPT who cannot overcome airsickness problems according to AFI 48-123, *Medical Examination and Standards*. In some cases, these officers may be granted an airsickness waiver and returned to rated duties in their previous specialty. Squadron supervisors should coordinate closely with the chief of aeromedical services (or Army equivalent for helicopter [HELO] training) for each of these special cases.

3.3.2. Students must meet maneuver item file (MIF) standards to continue flight training. Grade them against the absolute rating scale, regardless of the effect of airsickness. Early in primary flight training, the instructor may help students overcome the effects of airsickness by changing the profile, momentarily taking control of the aircraft, or if necessary, terminating the lesson. As students progress in training, instructor assistance will decrease. During the last five sorties preceding initial solo, instructors may offer only minimal assistance.

3.3.3. Flight commanders and instructors will send students who experience active or passive airsickness to the flight surgeon for examination, counseling, and treatment as soon as practical and before the next flight. Episodes of airsickness will be documented on AF Form 4293, **Student Activity Record**, or suitable substitute.

3.3.4. While participating in the airsickness management program, students will continue the normal syllabus flow, including flying.

3.3.5. Students who become airsick on four or more pre-solo primary sorties will be placed on CAP.

3.3.6. Grade primary students who develop airsickness resulting in (1) instructor pilot (IP) intervention, (2) relinquishing aircraft control, or (3) premature sortie termination during any of the last five sorties preceding the initial solo or on any post-solo sortie as unsatisfactory for safety of flight—airsickness. In addition, primary students who become airsick during any of the last five sorties preceding the initial solo must receive SQ/CC approval before flying an initial solo.

3.3.7. Grade advanced students who occupy any pilot or copilot position and develop airsickness resulting in (1) IP intervention, (2) relinquishing aircraft control, or (3) premature sortie termination on any sortie as unsatisfactory for safety of flight—airsickness. Airsickness experienced by the student not occupying a pilot seat with access to flight controls (jump seat, passenger seat, etc.) does not necessarily warrant an overall grade of unsatisfactory. In this case, consideration should be made for in-flight conditions, training accomplished, and whether or not the mission is terminated early.

3.3.8. Medication (dexscope treatment) of students is limited to a maximum of three sorties, and treatment will stop no later than five sorties prior to the initial solo. Medication will be restricted to students flying in the pre-solo phase of primary training.

3.3.9. Following any airsickness episode, the student's next flight must be with an IP.

3.3.10. After the third post-solo airsickness, the SQ/CC will assess the student's potential to complete training. If the student's potential to graduate is high, the SQ/CC will make an AF Form 4293 entry and continues the student in training. If the student's potential to graduate is low, the CR process will determine whether the student will be retained in or eliminated from training. Student eliminations are conducted according to AETCI 48-102.

3.4. Procedures for Rated and Previously Trained Aircrew. See Attachment 7 of AFI 48-123 for these procedures.

3.5. Procedures for JSUNT, BMT, and Initial Enlisted Aircrew Training Students:

3.5.1. Students must meet standards to continue flight training. Continue efforts to achieve requirements until the students can no longer meet them.

3.5.2. Send students who experience active or passive airsickness to the flight surgeon for examination, counseling, and treatment as soon as practical. This must be accomplished prior the next flight. If the student is off station and no flight surgeon is available, verbal approval will be obtained from a flight surgeon before the student flies the next sortie. The student will report to the flight surgeon for evaluation upon return to home station and will not fly again until cleared by a flight surgeon. Airsickness episodes will be documented on AF Form 4293 or a suitable substitute.

3.5.3. Medication (dexscope treatment) is limited to three flights during training.

3.5.4. The SQ/CC will review the airsick student's performance, determine the appropriate action, and inform the OG/CC of any action required. If the student continues to be actively airsick, the SQ/CC will consider a CR. The squadron will forward the student's airsickness history to the next gaining squadron. Conduct student eliminations according to AETCI 48-102.

Section 3C—Manifestation of Apprehension (MOA)

3.6. Definition. MOA is a state of psychological anxiety, apprehension, and/or physical impairment exhibited by students toward their training environment.

3.7. Symptoms. MOA symptoms may include passive or active airsickness, insomnia, appetite loss, anxiety, or tension related to the flying or controlling environment. Students may try to mask MOA symptoms with frequent vague medical problems, frequent visits to the flight surgeon, lack of preparation, or daydreaming. Performance deterioration or airsickness is more common and occurs over a long period.

3.8. Identification. At times, the best possible identification of MOA is an instructor's subjective evaluation. A student's sudden lack of motivation, negative attitude toward learning, loss of sense of humor, and/or other personality changes may indicate MOA. The instructor will inform the flight commander when a student's performance is impaired because of actual or suspected MOA (AETCI 48-102).

3.9. Management Procedures. The squadron or flight commander will request a flight surgeon examination for a student with MOA symptoms. If no psychological or physical problems are present, the student is medically qualified for flying and controlling duties. The decision to eliminate a student for MOA reasons is an operational decision based on mission impairment and operational risk management (ORM). The SQ/CC will review the student's training record and enter justification for recommending elimination for MOA. For rated crewmembers, see AFI 11-402 and its AETC Sup 1.

Section 3D—In Flight G-Tolerance Problems

3.10. Overview:

3.10.1. G-induced loss of consciousness (G-LOC) or visual blackout incidents are considered G-induced physiological incidents.

3.10.2. When a student experiences G-LOC, the IP will terminate the sortie and grade it incomplete or according to the appropriate syllabus. The IP will ensure Wing Safety is notified immediately after landing. A flight surgeon will evaluate any student who experiences in-flight G-tolerance problems.

3.10.3. Flight surgeons and aerospace physiologists will review heads up display (HUD) tapes, when available, to help determine the cause of each G-related incident. The OG/CC reviews the circumstances surrounding each G-LOC incident and determines the appropriate action. The incident will be reported as a physiological incident or mishap IAW AFI 48-123 and AFI 91-204, *Safety Investigations and Reports*.

3.10.4. As a minimum, the student will fly the next sortie dual.

3.10.5. Document every G-LOC episode in the student's grade book.

3.11. Procedures for Flight Surgeon and Physiological Training Officer (PTO) or Trained Air Force Personnel (TAFP):

3.11.1. If a G-LOC episode is the result of an improper anti-G straining maneuver (AGSM), the flight surgeon will refer the student to the PTO or TAFP, as appropriate, for a one-on-one training session to be accomplished before the next aircraft lesson. The session will include the proper use of the AGSM. The PTO or TAFP, as appropriate, will evaluate the student's performance of the AGSM to determine if additional instruction is necessary.

3.11.2. A G-LOC episode caused by an easily remedied medical reason, such as dehydration, does not require additional AGSM training. Flight surgeons may use counseling as an effective training methodology. G-intolerance for a cause that cannot be resolved is a reason for elimination from training.

All cases of students pending elimination for G-intolerance after completion of primary training will be referred to the 19 AF/DO and ANG/DO or AFRC home unit, as appropriate, for review.

3.11.3. G-LOC may require a medical waiver prior to return to flying duties (AFI 48-123).

3.12. Procedures for Students Experiencing More Than One G-LOC Episode:

3.12.1. For primary, introduction to fighter fundamentals (IFF), and FTU training, a second G-LOC incident caused by an improper AGSM requires evaluation and training at Holloman AFB centrifuge before the student may continue in the course flow. **NOTE:** ENJJPT international students are exempt.

3.12.2. When a student experiences a second G-LOC episode in a formal flight training course, the flight surgeon will report the situation to the Aerospace Medicine Branch (HQ AETC/SGPA) before clearing the student for further flying. (ANG FTUs will report the situation to the ANG/SG.)

3.13. Procedures for the Flight Commander:

3.13.1. The flight commander will review the student's training folder or grade book and discuss anti-G straining procedures with the student to ensure maximum training effectiveness.

3.13.2. When a student enrolled in a flying training course that requires centrifuge training experiences a G-related incident before completing this training, the flight commander will restrict the student to dual-only flying until completion of initial centrifuge training. If the student fails to complete centrifuge training, the appropriate chapter in AFI 11-404 will be followed.

3.14. Persistently Inadequate G-Tolerance. The flight surgeon and squadron operations officer will evaluate a student who fails repeat centrifuge training or has recurring difficulty meeting training objectives caused by the effects of G-forces, as follows: (**NOTE:** During the evaluation period, the student is restricted to dual-only flying.)

3.14.1. **Active Duty Training Units.** The flight surgeon will forward a summary of the medical evaluation to HQ AETC/SGPA. A healthy student who is unable to perform satisfactorily under G- forces despite repeat centrifuge training will be handled administratively, as follows:

3.14.1.1. (*Active duty students*) If administrative procedures move the student to a low-G weapon system, the 19 AF/DO determines whether the individual should be restricted from future duties as a pilot or an IP in aerobatic aircraft. If such a restriction is warranted, the 19 AF/DO will so inform the Air Force Personnel Center (AFPC/DPAO) by memorandum.

3.14.1.2. (*ANG and AFRC students*) If administrative procedures move the student to a low-G weapon system, the 19 AF/DO will determine whether the individual should be restricted from future duties as a pilot or an IP in aerobatic aircraft. If such restrictions are warranted, the 19 AF/DO informs the ANG/DO or AFRC/DO (as applicable) by memorandum, who will then inform the student's home unit by memorandum and wait for notification of the student's reassignment and/or classification.

3.14.2. **ANG and AFRC FTUs.** The flight surgeon will forward a summary of the medical evaluation to HQ AETC/SGPA for active duty students and to ANG/SG or AFRC/SG for all other students. A healthy student unable to perform satisfactorily under G-forces despite repeat centrifuge training will be handled administratively, as follows: (**NOTE:** At Luke AFB, the 944 FW will refer active-duty students through the 56 FW/SG to HQ AETC/SG and HQ AETC/DO.)

3.14.2.1. (*Active duty students*) If administrative procedures move the student to a low-G weapon system, the ANG/DO determines whether the individual should be restricted from future duties as a pilot or an IP in aerobatic aircraft. If such a restriction is warranted, the ANG/DO notifies the 19 AF/DO who will inform AFPC/DPAO by memorandum and wait for notification of the student's reassignment. For AFRC students, the ANG/DO notifies the AFRC home unit. **NOTE:** At Luke AFB, the 944 FW will refer active-duty students through the 56 FW/CC to the 19 AF/DO and HQ AETC/DO.

3.14.2.2. (*ANG and AFRC students*) If administrative procedures move the student to a low-G weapon system, the ANG/DO or AFRC/DO, as applicable, determines whether the individual should be restricted from future duties as a pilot or an IP in aerobatic aircraft. If such a restriction is warranted, the ANG/DO or AFRC/DO, as applicable, will inform the student's home unit by memorandum and wait for notification of the student's reassignment or reclassification.

Section 3E—Administrative Requirements for Flying Training Supervisors and Flight Surgeons

3.15. Overview:

3.15.1. Flight surgeons will provide flying training supervisors a list of flying restrictions for each student entering training. Flying training supervisors will forward these restrictions to gaining units.

3.15.2. An instructor or squadron supervisor may direct a student to visit the flight surgeon, or a student may self-initiate the visit.

3.15.3. Every visit to the flight surgeon or PTO will be documented. For directed visits, the student hand-carries the documentation to the flight surgeon or PTO. The flight surgeon reviews the documentation, annotates any recommended flying restriction, and dates and signs the documentation. The student will return the documentation to the flight commander for inclusion in the training folder or grade book. If the student initiates the visit, the flight surgeon or PTO provides the documentation to the student, who will return it to the flight commander.

3.15.4. If a student's duty not including controlling (DNIC) or DNIF status changes, the flight surgeon's office will inform the student's flying squadron of this either by telecon or via a copy of AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty** (or another Service's equivalent). Simulation training during DNIC or DNIF status may be acceptable, and the flight surgeon should address this on AF Form 1042. The appropriate supervisor will approve dental and flight surgeon examinations (other than sick call and emergencies) before scheduling a dental or flight surgeon appointment.

Section 3F—Medical Hold Status

3.16. Requirements:

3.16.1. The WG/CC authorizes initial medical hold status. SQ/CCs, with attending flight surgeon concurrence, make recommendations to the OG/CC and WG/CC in medical hold cases.

3.16.2. Students placed in DNIF status for more than 30 days should either be placed in medical hold status or be considered for medical disqualification. In general, students should be placed in medical hold if their medical condition is expected to be resolved within 12 months and permits a return to Flying Class II duties. All other disqualifications should result in disenrollment, elimination, and reas-

signment or processing for separation. (Notify the ANG/DO or AFRC/DO, as applicable, when medical hold or disqualification is warranted for ANG and AFRC students.) For further information, see AETCI 48-102. **NOTE:** For those students funded under the TDY-to-school program, the assigned unit will notify 19 AF/DO and HQ AETC/FMAT as soon as the medical hold status becomes probable.

3.16.3. Students are placed in medical hold status only when a medical condition does not resolve after 30 days. Medical hold status in such cases is effective on the 31st day of DNIF. In accordance with AETCI 48-102, the WG/CC may authorize medical hold status for up to 3 months for students with remedial or temporarily disqualifying conditions. On the written recommendation of the WG/CC and attending flight surgeon, HQ AETC/SGPS may extend a student's medical hold up to a total of 6 months. An aeromedical summary will be submitted with the documentation requesting an extension of medical hold status.

3.16.4. Students who must remain on medical hold from 6 to 12 months must be approved by the 19 AF/DO. Prior approval by HQ AETC/SGPS is required for an extension of up to 6 months, but approval may be requested simultaneously by concurrent coordination. A student approved for up to 12 months of medical hold will continue to be reported according to the provisions of AETCI 48-102. When a student extended beyond 6 months is returned to or eliminated from training, notify both HQ AETC/SGPS and 19 AF/DO. The ANG/DO or AFRC/DO, as applicable, must approve medical hold status for ANG or AFRC students.

3.16.5. Units will process medical hold actions using appropriately routed memorandums, supporting documentation (AF Form 4293, grade sheets, etc.), and AETC Form 125A, **Record of Administrative Training Action**. If the medical hold does not resolve, elimination for medical disqualification will be initiated according to normal procedures.

Chapter 4

STUDENT ADMINISTRATION

4.1. Quota Management. The PFT document establishes the baseline for student quota management. The quota management worksheets, maintained by HQ AETC/DORA and available at <https://www.aetc.af.mil/do/dor/download/quotas.htm>, reflect real-time changes and are the primary source document for information on class entry, student load, and production schedules for AETC flying training courses. (ANG/DPDF maintains the ANG PFT.)

4.1.1. Class Entry Rosters:

4.1.1.1. Training units should obtain class entry rosters in MilPDS not later than 2 weeks before class entry. ANG FTUs should obtain class entry rosters from ANG/DOOT 2 weeks before class entry. AFRC FTUs should obtain class entry rosters from HQ AETC/DORA-CCG. Rosters should be obtained as early as possible to allow identification of excess capacity. Undergraduate flying training (UFT) units should contact HQ AETC/DORA and AFPC/DPPAO and graduate flying training units should contact HQ AETC/DORA and AFPC/DPAOT to allow fill of excess capacity if identified with adequate lead time.

4.1.1.2. Active duty training units will report roster discrepancies as soon as they are discovered, but no later than 3 days following the class start date. (**EXCEPTION:** The 336 TRG will provide only end-of-month data to HQ AETC/DORF.) Report changes, discrepancies, and graduation delays to HQ AETC/DORA, HQ AETC/DORF, AFPC/DPPAO or DPAOT, and 19 AF/DO.

4.1.1.3. ANG and AFRC FTUs will report discrepancies as soon as they are discovered, but no later than 3 days following the class start date. Report changes or discrepancies to HQ AETC/DORA-CCG and, for ANG FTUs, to ANG/DOOT. With ANG approval, students awaiting training may be entered in an earlier class.

4.1.2. Students in Transition Status:

4.1.2.1. Commanders assign transition students (awaiting training, eliminees, medical or administrative hold, etc.) to duties commensurate with their background, training, and grade. **NOTE:** For TDY-to-school funded students, the unit assigned will notify HQ AETC/FMAT of any student training delays.

4.1.2.2. ANG and AFRC students are not normally assigned “casual student” duties. Contact the 19 AF/CCG or 19 AF/CCR for the disposition of these students. (See applicable chapters for specific guidance.)

4.2. Class Quotas. HQ AETC will provide yearly class quotas via electronic PFT pages published on the HQ AETC/DO home page and/or via messages. HQ AETC OPRs will notify affected units of quota changes.

4.3. Production Metrics Report. HQ AETC/DORF, assisted by the 19 AF/DO staff, is the primary point of contact (POC) for flying training production metrics. At the beginning of each fiscal year, HQ AETC/DORF will provide a metric reporting template (such as the PFT database) to each flying training wing. Group commanders or their designated POCs will use the template to forward class entries, attritions, gains, losses, and graduation numbers to HQ AETC/DORF by the 10th day of every month. ANG FTUs

will send reports to ANG/DOO and HQ AETC/DORF and HQ AETCDORA-CCG. AFRC FTUs will send reports to HQ AETC/DORF and HQ AETC/DORA-CCG.

4.4. Special Reporting Procedures for ANG and AFRC Students. SQ/CCs will ensure the following actions are taken (paragraphs 4.4.1. through 4.4.3.2.): (**NOTE:** This reporting is exempt from RCS reporting according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*)

4.4.1. **For ANG or AFRC Students Experiencing Difficulty:** (**NOTE:** ANG or AFRC FTUs are exempt from reporting their own students to 19 AF, but should report other components' students, as appropriate. That is, ANG reports active duty and AFRC students to 19 AF, and AFRC reports active duty and ANG students to 19 AF.)

4.4.1.1. Units will notify the 19 AF/CCR or 19 AF/CCG, as appropriate, via message (19 AF RANDOLPH AFB TX//CCR/CCG//) or e-mail when an ANG or AFRC student requires a PC or an EC, enters CR, is placed on administrative hold, or is eliminated from or reinstated in training. In addition, notify 19 AF/CCR or 19 AF/CCG, as appropriate, when there is reasonable doubt about a student's potential to complete a training phase. Include the student's home unit and ANG (ANG WASHINGTON DC//DPDF/DOOT//) or AFRC directorate of training (HQ AFRC ROBINS AFB GA//DOT//), as applicable, as addressees on these messages or e-mails.

4.4.1.2. ANG or AFRC students experiencing difficulty may include students assigned to a fighter unit who lack the potential to complete follow-on fighter training.

4.4.2. **For ANG and AFRC Fighter-Bound Students:**

4.4.2.1. The OG/CC, SQ/CC, and flight commander will review an ANG or AFRC student's training (1) if the student falls to the bottom half of the class 5 weeks prior to track select or (2) any time the student lacks the potential to complete follow-on training.

4.4.2.2. If the review determines the student lacks the potential to complete follow-on training, the OG/CC will inform the student's home unit, 19 AF/DO, 19 AF/CCR or CCG (as appropriate), and ANG/DPDF or AFRC/DPMB/DOT, as appropriate, by message or e-mail. ANG or HQ AFRC will then respond to 19 AF/DO and 19 AF/CCR or CCG, as appropriate, with one of the following decisions: (1) continue training, (2) continue training with a change in assignment to a nonfighter unit, or (3) remove from training.

4.4.3. **Graduation Notification:**

4.4.3.1. When the PFT graduation date changes and class duration is 60 days or greater, training units will notify the student's home unit and ANG/DPDF or HQ AFRC/DPMB, as appropriate, by message or e-mail of the student's new graduation date no later than 30 days before graduation. When it appears that a student may graduate late, notify the student's home unit as soon as possible. An information copy will be sent to 19 AF/CCR or 19 AF/CCG, as appropriate. **EXCEPTION:** Units with ANG or AFRC advisers are exempt from this requirement.

4.4.3.2. Units will provide ANG and AFRC students attending BMT courses an extra copy of their AF Form 1256, **Certificate of Training**, and instruct them to provide this copy to their servicing MPF for updating their permanent personnel folder in accordance with the ETCA.

4.5. Fitness Standards for Crewmembers. Students will participate in a scheduled physical training program designed in each syllabus, as applicable. JSUPT, IFF, and fighter FTUs will administer programs outlined in a specific syllabus; AETCI 11-406, *Fighter Aircrew Conditioning Program*; and AFPAM 11-419, *G-Awareness for Aircrew*.

4.6. Weight and Body Fat Standards. Weight and body fat standards will be in accordance with AFI 40-502, *The Weight and Body Fat Management Program (WBFMP)*. In addition, the following procedures apply:

4.6.1. Administrative Procedures (US Students):

4.6.1.1. Students who do not meet weight or body fat standards will not begin training. The parent or losing unit will weigh students prior to their departure for training. Students already enrolled in the Weight and Body Fat Management Program (WBFMP) will hand-carry their case file (or a copy) to the gaining training unit, and they may begin training with weight status code (WSC) 3 (phase II - 6 months of observation) or 4 (body fat standard adjustment). (**NOTE:** SQ/CCs may direct weigh-ins for students who do not appear to be within weight and body fat standards upon initial check-in.) The following supervisory procedures apply for those students who do not meet Air Force weight or body fat standards:

4.6.1.1.1. Place active duty students on “casual” status and enter them into the WBFMP. They will be allowed to begin training **only** when they meet the weight and body fat standards; or they may be sent back to their home unit until they can meet the standards.

4.6.1.1.2. Send ANG and AFRC students back to their home unit until they can meet weight and body fat standards.

4.6.1.2. Students placed on the WBFMP after they are entered in training may continue ground training events at the discretion of the SQ/CC. Students who exceed body fat standards will be grounded until they have completed a medical evaluation, diet counseling, and exercise program plan in accordance with AFI 40-502. While on WSC 0 (3-month exercise and dietary period), 6 (initial), or 1 (satisfactory progress), the student may continue to fly at the commander’s discretion. However, if regression to WSC 2 (unsatisfactory progress) occurs, the student is grounded and will not return to flying status until achieving WSC 1, 3, or 4. Refer to AFI 40-502 for details. Evaluate students failing to make satisfactory progress in the WBFMP and/or failing to meet their maximum allowable body fat standard within the prescribed time under the CR process.

4.6.1.3. AFI 48-123 and AFI 11-401/AETC Sup 1 establish a weight-for-flight standard of 103 to 245 pounds for flying in ejection-seat aircraft. However, for reasons particular to the T-38 ejection system, the standard is 103 to 240 pounds for personnel flying the T-38 and students entering SUPT. Guidance states that personnel reporting for flight training must meet the new standards at their initial flight screening; otherwise, they will be reassigned to meet the needs of the Air Force. The following specifics apply to the weight-for-flight standards:

4.6.1.3.1. Training units will brief undergraduate flight training students on the capabilities and limitations of the T-6, T-37, and T-38 ejection seats. During the briefing, they will be given an AETC Form 35, **Ejection Seat Weight Limit Notification**, documenting seat design limits and risks involved with exceeding these limits. Students reporting for training outside the weight-for-flight range are given until they reach the flight line to get their weight into the

proper range. Request AFPC to reassign those who fail according to the needs of the Air Force (that is, to aircraft not equipped with ejection seats).

4.6.1.3.2. Rated pilots and navigators reporting for duty in aircraft equipped with ejection seats will be weighed and briefed on the appropriate ejection-seat capabilities and limitations and given an AETC Form 35. They will comply with the weight-for-flight standards in paragraph [4.6.1.3](#).

4.6.1.3.3. Individuals approved for orientation flights in aircraft equipped with ejection seats will be weighed and must meet body weights limitations. **EXCEPTION:** USAFA and ROTC cadets approved for orientation flights must meet the 103- to 240-pound limit.

4.6.1.3.4. Life support management personnel will ensure body weight limitations are part of annual life support training.

4.6.2. **Administrative Procedures (International Students).** International students not meeting US Air Force body fat standards will not be grounded unless the flight surgeon determines their condition is a hazard to flying safety. Units will contact the Air Force Security Assistance Training [AFSAT] Commander and the 19 AF/DO for further administrative guidance regarding international students who do not meet weight-for-flight standards. International students will be briefed on ejection-seat capabilities and the risks involved if their body weight falls outside the certified weight range. International students reporting to AETC assignments in aircraft equipped with ejection seats must meet the requirements of paragraphs [4.6.1.3.1](#) and [4.6.1.3.2](#).

Chapter 5

UNDERGRADUATE FLYING TRAINING (UFT)

NOTE: For the purposes of this instruction, “UFT” includes undergraduate pilot, navigator, and air battle manager (ABM) training.

Section 5A—Training Folders

5.1. Introduction. A training folder, sometimes referred to as a grade book, is for the exclusive use of the flight commander and immediate chain of command. Personnel will secure training folders, grade books, and personal information folders to prevent unauthorized access. Information affecting student training that is inappropriate for public access or sensitive in nature will be documented in this folder. A contractor approved for conducting formal training or maintaining training records may keep training folders in a secure location. When required, flight commanders or superintendents should maintain personal information folders on students to protect information of a personal nature not appropriate for the training folder. Students may only access their own training folder.

5.2. Contents of the Training Folder. The following items will be included in the training folder, as applicable: (**NOTE:** Additional contents are referenced in **Chapter 9** for JSUNT, in **Chapter 10** for BMT, and in **Chapter 14** for enlisted initial flying training.)

- 5.2.1. AETC Form 101, **Student Performance Summary**.
- 5.2.2. AF Form 4293, **Student Activity Record** (previously AETC Form 803A).
- 5.2.3. AF Form 174, **Record of Individual Counseling**.
- 5.2.4. Academic test grades summary.
- 5.2.5. Grade sheets.
- 5.2.6. CR process paperwork.
- 5.2.7. Messages (ANG and AFRC, if applicable).
- 5.2.8. Student officer’s biography (optional).
- 5.2.9. A copy of AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**. **NOTE:** Another Service’s equivalent form may be substituted, if applicable.
- 5.2.10. Other forms pertinent to training (AETC Form 173, **Student Record of Academic/Non-Academic Counseling and Comments**; AF Form 4023, **Aircrew Training Progress Report**; etc.) as required by the applicable MDS-specific AFI 11-2X-series publication.

5.3. Documentation. AF Form 4293 (or equivalent for SUPT-H) will be used to manually document undergraduate officer student training in training folders or grade books. In addition, appropriate training records and forms will be used as directed by the applicable MDS-specific AFI 11-2X-series publication when required. Instructors will provide a concise summary of the student’s training and ensure entries clarify any training action. Begin each entry with the date and reason for the entry. The entry ends with the signature, printed name, grade, and duty title of the instructor making the entry. The student and flight

commander (or student resource manager) will initial all AF Form 4293 entries. Documentation is required for the following:

- 5.3.1. Temporary medical disqualification (DNIF or DNIC status).
- 5.3.2. Failure of any academic test, performance check, PC, or EC. (If used, AETC Form 101 will be updated.)
- 5.3.3. Document counseling sessions concerning training progress on AF Form 4293 (or a suitable substitute) and sessions concerning sensitive personal problems on AF Form 174 or AETC Form 173. These forms may be kept in the personal information folders maintained by the supervisor.
- 5.3.4. Change of primary instructor or flight of assignment.
- 5.3.5. Assignment to and removal from CAP.
- 5.3.6. Training folder or grade book review prior to a PC, EC, or CR.
- 5.3.7. Incomplete lessons.
- 5.3.8. Authorization for additional training (AT).
- 5.3.9. Accomplishment of AT sortie or simulator.
- 5.3.10. Removal from or reinstatement into training.
- 5.3.11. Syllabus deviations or training waivers.
- 5.3.12. Airsickness, G-LOC, or MOA episodes.
- 5.3.13. Unusual occurrences that could affect the student's progress.
- 5.3.14. Lessons graded overall fair (F) or unsatisfactory (U).
- 5.3.15. Special syllabus requirements not completed. When a requirement is accomplished, "completed" will be entered next to the original entry with the instructor's signature and date.

Section 5B—Commander's Review (CR) Process

5.4. Entry. Enter students failing to progress in the normal syllabus flow into the CR process. The flight commander, squadron director of operations (SQ/DO), or SQ/CC will enter the student in the CR process as outlined in each syllabus. ENJJPT will use a training review board, as required, to manage students not meeting normal syllabus progress. (See the ENJJPT syllabuses for specific guidelines.)

5.5. Checks and Evaluations: (*NOTE:* This paragraph does not apply to enlisted initial qualification—see [Chapter 14](#) instead.)

- 5.5.1. PCs and ECs are key events in the CR process, and they are conducted as flight or simulator lessons, depending on the syllabus. Triggers for these events are located in the applicable syllabus. For PCs generated in a training unit, appropriate instruction will be given in all areas. If the PC is generated by an unsatisfactory check or evaluation, the person administering the PC may offer instruction to assess the student's potential to complete the course. However, there should be no instruction on subareas graded below standards on the check evaluation that triggered the PC or on subareas that have been a trend item on practice missions.

5.5.2. No matter how they are generated, ECs must assess the student's ability to accept instruction and individual potential for course completion and success in follow-on training. The overall mission grade should be made on student's characteristic performance in these areas. The student is allowed to repeat maneuvers, and instruction is allowed in all areas. In all cases, the unsatisfactory subareas that precipitated the PC or EC will be sampled. See paragraph 5.6. for procedures that apply to PCs and ECs:

5.6. PC and EC Procedures:

5.6.1. As a minimum, a flight commander or chief of a check flight will administer PCs. The flight commander of the affected student will not administer PCs. If another flight commander or checks flight chief is not available, the PC will be conducted with an assistant operations officer (ADO) or above. For 563 FTS, if a flight commander is not available, a check-qualified phase instructor or phase flight commander will conduct T25 (simulator) PCs with an ADO or above observing. For BMT, the flight commander or assistant flight commander may administer PCs. If another flight commander or assistant flight commander is not available, a designated block instructor will conduct PCs with the ADO or above observing.

5.6.2. The student's SQ/CC, DO, or ADO will conduct ECs. For 563 FTS, a checks-qualified phase instructor will conduct T25 ECs with an ADO or above observing. For BMT, a designated block instructor will conduct ECs with an ADO or above observing.

5.6.3. PCs or ECs for procedural knowledge are ground evaluations. These evaluations may include a simulator mission. Procedural PCs or ECs are recorded as zero time in the category where the deficiency was noted. **NOTE:** There are no ground evaluation PCs or ECs for JSUNT or BMT.

5.6.4. Satisfactory PCs or ECs will complete the mission that triggered the check if all original mission objectives are met. If the next scheduled mission was an end-of-phase check and all check objectives were satisfied on the PC or EC, the PC or EC will count as the end-of-phase check. Simulator PCs or ECs will not be substituted for a syllabus-directed aircraft or live evaluation. When a PC or EC is substituted for an end-of-phase check, submit a zero-time 19 AF Form 50, **Record of Training (JSUPT)** (for JSUPT), or a 19 AF Form 52, **Record of Training (JSUNT)** (for JSUNT), from the applicable category for the category checks.

5.6.5. Grade PCs and ECs as no grade (NG) or unsatisfactory (U).

5.7. Responsibilities:

5.7.1. **Overview.** The CR review will recommend the student's elimination or retention in training. It must be completed within 10 duty days (24 duty days for international students) from the date the SQ/CC initiating authority (IA) signs AETC Form 126A, **Record of Commander's Review Action**. The OG/CC (reviewing authority [RA]) reviews the form and package and recommends elimination or reinstatement. The WG/CC (approving authority [AA]) decides if a student is reinstated or eliminated from training. Paragraph 5.10. provides guidance on the distribution of CR records. Maintain these records according to AFMAN 37-139.

5.7.2. **Initiating Authority (IA).** The IA is the SQ/CC with administrative control of the student. (For UFT, this is normally the SQ/CC conducting the student's syllabus training.) The IA will:

5.7.2.1. Notify students in writing of their consideration for elimination (**Attachment 2**). For international students, also notify the local base international military student office (IMSO).

5.7.2.2. Brief the student on the CR process (**Attachment 3**, paragraph **A3.1.**).

5.7.2.3. Remove the student from training. The IA may elect to continue the student in academic training with the RA's concurrence.

5.7.2.4. Complete AETC Form 126A, Section I, and ensure the student completes Section II.

5.7.2.5. Send the RA the completed AETC Form 126A with the student's memorandum, training records, and any attachments.

5.7.2.6. Notify the Aviation Resource Management System (ARMS) to suspend the student's aeronautical orders with aviation service code (ASC) 04.

5.7.3. Reviewing Authority (RA). The OG/CC is the RA (336 TRG/CD for SERE). See paragraph **1.1.3.** for OG/CC responsibilities. The RA will:

5.7.3.1. Review the student's training and recommend elimination from or retention in training. The OG/CC may delegate this authority to the OG deputy commander, operations support SQ/CC, or any flying training SQ/CC (not to include the student's SQ/CC). The RA will examine the student's training records and, as deemed necessary, interview the student and flight commander or SQ/CC.

5.7.3.2. Complete Sections III and V (if applicable) of AETC Form 126A and forward the form with all applicable records to the AA for final review. These records will include a written summary of the significant facts and specific rationale used in arriving at the recommendations.

5.7.3.3. Terminate the CR when it becomes apparent that circumstances require convening an investigation instead under the provisions of AFI 51-602, *Boards of Officers*, or when information arises that would cause the student to be medically disqualified.

5.7.4. Approving Authority (AA). The WG/CC is the AA. See paragraph **1.1.3.** for WG/CC responsibilities. The AA will:

5.7.4.1. Eliminate or reinstate the student.

5.7.4.2. Complete Section IV of AETC Form 126A, annotating any recommendations for follow-on training for the student. Pilot training eliminees (or potential eliminees, if training with the Navy) will not be recommended for entry into any other JSUPT track. Similarly, navigator training eliminees (or potential eliminees, if training with the Navy) will not be recommended for entry into any other JSUNT track. Because of academic similarities, JSUPT academic eliminees will not be recommended for JSUNT or BMT. Eligible eliminees for JSUNT or BMT must have a minimum academic average of 93 percent. Students eliminated for MOA or drop on request (DOR) (previously self-initiated elimination [SIE]) will not be recommended for any other flying training.

5.8. Student Eliminations:

5.8.1. Students *should* be eliminated if they:

5.8.1.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course because of physical, psychological, or personality factors. LOA eliminees require an evaluation from both medical and rated personnel. This category includes airsickness, G-LOC, and MOA. Specific deficiencies will be annotated in the remarks section of AETC Form 126A.

- 5.8.1.2. Fail to meet proficiency standards of the syllabus in flying, controlling, academics, or procedures.
- 5.8.1.3. Fail to demonstrate the potential to complete the course within syllabus constraints.
- 5.8.1.4. Receive punitive action under the articles of the UCMJ.
- 5.8.1.5. Fail to meet standards prescribed in AFI 40-501, *The Air Force Fitness Program*.
- 5.8.2. Students **will** be eliminated if they:
 - 5.8.2.1. Self-initiate elimination (DOR).
 - 5.8.2.2. Become medically disqualified, unless a flight surgeon determines the disqualification may resolve within 12 months of the initial disqualification. In the latter instance, place the student in medical hold status.
 - 5.8.2.2.1. Individuals placed in DNIF status for more than 30 days will either be placed in medical hold status or considered for medical disqualification. In general, medical conditions expected to resolve within 12 months and assessed as likely to permit the individual to return to Flying Class II duties should result in a determination to place the individual on medical hold. All other medical disqualifications should result in disenrollment, medical elimination, and reassignment or processing for separation. For detailed information, refer to AETCI 48-102 and **Chapter 3** of this instruction.
 - 5.8.2.3. Initiate action to separate from the service.
 - 5.8.2.4. Are recalled by the parent unit, higher headquarters, or home country.
 - 5.8.2.5. Are involved in drug abuse substantiated by reliable evidence.
 - 5.8.2.6. Are adjudicated absent without leave (AWOL), are confined, or have deserted.
 - 5.8.2.7. Are hospitalized for an extended period (as determined by the WG/CC). Student may be considered for reinstatement at a later date.
 - 5.8.2.8. Demonstrate improper conduct or attitude or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the student's fitness for training.
- 5.8.3. The HQ AETC/DO will monitor the elimination of female and minority students from flying training. The HQ AETC/DO will provide the AETC/CV a quarterly report and identify any trends in female/minority performance in flying training.
 - 5.8.3.1. HQ AETC/DOR will collect female and minority elimination data for undergraduate flying training to include undergraduate pilot, navigator, and ABM training.
 - 5.8.3.2. The data in this report will be generated from data provided by each flying unit as part of the AETC Decision Support System (ADSS).
 - 5.8.3.3. The 19 AF/DO will provide specific elimination case data as requested by the AETC/CV.

5.9. Student Dispositions:

5.9.1. Students reinstated into training after a CR will complete an EC following completion of the AT. Students reinstated after academic deficiencies will repeat the exam after appropriate AT. **NOTE:** This does not apply to enlisted initial qualification; see **Chapter 14** instead.

5.9.2. For battle management students reinstated into training, two AT sessions beyond the syllabus are authorized by the OG/CC. Students reinstated into training after a CR will be administered a second EC following completion of AT. They will be eliminated if they subsequently fail to progress in the normal syllabus flow after this AT and a second EC.

5.9.3. After completing Section IV of AETC Form 126A, process eliminated students under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*; AFI 36-3207, *Separating Commissioned Officers*; AFI 36-2110, *Assignments*; or the ETCA. Process international students under AFJI 16-105, *Joint Security Assistance Training (JSAT)*.

5.9.3.1. Pipeline or permanent change of station (PCS) students will be processed through appropriate personnel channels.

5.9.3.2. Forward assignment recommendations on students recommended for lateral flow to other aviation training to HQ AETC/DOF.

5.10. CR Records Distribution:

5.10.1. The school registrar or similarly designated authority will maintain original CR records according to AFMAN 37-139 and distribute them within 10 duty days of completion of the CR. These records must be available for review.

5.10.2. CR records of eliminated officers will be distributed as outlined in **Table 5.1** and maintained according to AFMAN 37-139. **NOTE:** **Chapter 9** provides disposition instructions for BMT student CR records; **Chapter 13** provides disposition instructions for SERE student CR records.

Table 5.1. Distribution of Officer CR Records.

I T E M	A	B	C
	Form or Item	Type of Student	Copy Distribution
1	AETC Form 126A (note 1)	Active Duty Air Force	19 AF/DOU – 1 Servicing MPF – 1 AFPC/DPM and DPSAM – 1 each (note 2)
2		Naval Aviators	19 AF/DOU – 1 Servicing MPF – 1 CNATRA/N3 – 1 (note 3)
3		ANG	19 AF/DOU – 1 Servicing MPF – 1 ANG/DO and DPDF – 1 each (note 4)
4		AFRC	19 AF/DOU – 1 Servicing MPF – 1 HQ AFRC/DPMB – 1 (note 5) ARPC/DPSS – 1 (note 6)
5		International	19 AF/DOU – 1 Servicing MPF – 1 AFSAT/TO – 1 (note 7)
6	Notification memorandum (note 8)	All	19 AF/DOU – 1
7	Student's show cause memorandum (note 8)		
8	Student's daily grade reports (note 8)		
9	Student's daily resumes (note 8)		
10	Individual flight record (note 8)		
11	Military and academic training report (note 8)		
12	Student training record, including AF Forms 4293 (note 9)		
13	AETC Form 240-5 (note 9)		
14	Involuntary release statement (note 9)		19 AF/DOU – 1 (if applicable)
15	AF Form 422 (note 9)		19 AF/DOU – 1
16	SF 502 (note 9)		19 AF/DOU – 1 (medical eliminations only)
17	AETC Form 99, student (as biography or personal data sheet applicable)(note 9)		19 AF/DOU – 1
18	Order awarding aeronautical rating (note 9)		19 AF/DOU – 1
19	Order rescinding aviation status (note 9)		

NOTES:

1. Suspense is 10 workdays after completion of the CR.
 2. AFPC/DPM and DPSAM, 550 C St West, Ste 21, Randolph AFB TX 78150-4723.
 3. CNATRA/N3, 250 Lexington Blvd, Ste 102, NAS Corpus Christi TX 78419-5000.
 4. ANG/DO and DPDF, Jefferson Plaza #1, 1411 Jefferson Davis Highway, Arlington VA 22202.
 5. HQ AFRC/DPMB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635.
 6. ARPC/DPSS, 6760 East Irving Pl, Denver CO 80280-4600.
 7. AFSAT/TO, 315 J Street West, Randolph AFB TX 78150-4302.
 8. For CR packages, attach Items 6 through 11 of this table (in order) to the AETC Form 126A. Suspense is 10 workdays after completion of the CR.
 9. For CR packages for students eliminated from training, attach Items 12 through 20 of this table (in order) to the AETC Form 126A. Suspense is 10 workdays after completion of the CR.
- 5.10.3. The course registrar will ensure every elimination is updated in the training management database with an elimination code.
- 5.10.4. The base flight management office will update the ARMS with the appropriate disqualification code.

Section 5C—Student Assignment Process--General

NOTE: This section does not apply to enlisted initial qualification.

5.11. Overview:

- 5.11.1. Students will receive major weapon system (MWS) assignments based on their potential to successfully complete required follow-on training. The WG/CC will be actively involved and participate in MWS assignment selections and any associated waiver requests.
- 5.11.2. AFPC/DPAOT will provide the aircraft assignment blocks for each class to HQ AETC/DPAOR no later than 9 calendar days before the scheduled assignment night.
- 5.11.3. HQ AETC/DPAOR will break the aircraft assignment listing into separate blocks for the three SUPT bases, ensuring equitable distribution of aircraft between the bases.
- 5.11.4. HQ AETC/DPA is the final approving authority for assignment block distribution between the SUPT bases. Assignment night will be no later than 2 weeks before graduation for JSUPT and ENJJPT.

5.12. Career Information:

- 5.12.1. Before track assignment and again before MWS assignment, wings will provide students with MWS-specific career information. This information should help students make educated choices when requesting specific training tracks or aircraft. Specific information should include mission duties, career path and advancement opportunities, and average TDY commitments.

5.12.2. Units will also brief students that, under the current Total Force Absorption Plan (TFAP), active duty graduates may be assigned to reserve component units. The information will be presented via briefings, career days, and/or other practical means. UFT wings should also consider sponsoring career day activities along with the base's annual open house or airshow. JSUPT students will make their career requests on AF Form 3849, **PME AFIT RTFB Officer Worksheet**, or suitable substitute. See **Attachment 4** for a sample AF Form 3849. **NOTE:** Direct students with special-need dependents or circumstances to make these situations known to their chain of command.

5.13. Merit Order Information:

5.13.1. All students in the class should be present for an overall assignment system briefing given by the flight commander or appropriate squadron representative to ensure understanding of the methodology. Ensure any student who is unavoidably absent is subsequently briefed by the flight commander or other appropriate squadron representative.

5.13.2. Depending on the UFT program, 80 or 90 percent of a student's MASS score is determined by using objective criteria from flying and academic scores. Flight commander ratings provide 10 or 20 percent of the overall MASS score and use subjective criteria to determine ratings.

5.13.3. This rating is an overall assessment of the student's airmanship, capability, officership, and potential. It includes the flight commander's assessment of a student's ability to complete follow-on training, flying skills, officership, leadership, teamwork, and attitude. Flight commanders will consider every facet of a student's training when assigning ratings; officership (bearing, discipline, punctuality, etc.) is not the sole basis for assigning this rating.

Section 5D—JSUPT Student Assignment Process

NOTE: This section applies to Columbus, Laughlin, Moody, and Vance AFBs—US students only.

5.14. Track Assignment Process:

5.14.1. **Overview.** The T-6 and T-37 merit order will be used to assign advanced training tracks (paragraph **A5.2.1.**). HQ AETC/DOR will allocate and forward track authorizations (T-1, T-38, T-44 or CT-12, and UH-1) to each JSUPT wing based on each wing's class size (assignment eligible students only) no later than 5 workdays before the T-6 or T-37 primary phase completion date. Tracks will be assigned during the last week of T-37 training after all assignment-eligible students have completed their checks.

5.14.2. **Merit Order Calculation.** Each OG/CC will compute the T-6 and T-37 merit order for all US students, using the percentages and calculations at **Attachment 5**. Each flight commander will rank assigned students using the Flight Commander Ranking Matrix at **Attachment 6**. The two flight merit orders will be merged, producing a class standing (merit order) by total point score (no ties).

5.14.3. Track Assignment Procedures:

5.14.3.1. Prior to track assignment, each student will complete AF Form 3849, Part II, to indicate a preference order for advanced training (paragraph **5.12.**). The student's assigned IP will make a training recommendation for each track on the AF Form 3849. **Attachment 4** provides a sample AF Form 3849, including information needed in Part IV. The flight commander will concur or nonconcur with remarks. (**NOTE:** Remarks are required if the flight commander nonconcur with the IP's recommendation. These remarks may be continued on the back of the form, if necessary.)

The recommendation will be based on each student's demonstrated skills and potential to complete advanced training.

5.14.3.2. The SQ/CC and flight commanders will convene and assign students advanced training, as follows:

5.14.3.2.1. Rank students for advanced training in merit order, calculated by using the procedures in [Attachment 5](#).

5.14.3.2.2. Ensure the top 10 percent of graduates receive their first choice, if available. For example, in a class of 15 students, the top 10 percent would be 1.5 students. Round numbers .5 and above to the next higher number, making the top 10 percent (in this example) 2 students.

5.14.3.2.3. Continuing with the rank order listing and using the student's AF Form 3849, provide the best match of the student's skills, potential, desires, and available training quotas. Students will receive their first choice of an advanced training track if it is available and if the individual student's IP and flight commander recommend the student for that track.

5.14.3.2.4. If the student's first choice is not available or the student is not recommended for that track, go to the second (third, etc.) choice. If that track is available and the student is recommended, assign the student to that track.

5.14.3.2.5. If the remaining students are not recommended for a specific training quota (for example, a T-38 quota is unfilled, but remaining students are not recommended for T-38 training), assign that quota to a student recommended for that training, but previously assigned to another track. This will free up the training quota previously assigned, but may require additional changes. In all cases, consider the student's skill, potential, and desires as well as the needs of the Air Force when assigning advanced training.

5.14.3.3. The WG/CC will be actively involved in the track selection process. The WG/CC is the approving authority to ensure students are assigned to JSUPT tracks based on demonstrated potential to successfully complete the track.

5.14.3.4. The OG/CC will forward copies of the final merit order and track assignment to HQ AETC/DORA within 2 workdays after final approval.

5.14.3.5. Units will report any student bound for a fighter or bomber track with a MASS rating below 50 to 19 AF/DO and 19 AF/CCR or CCG, as appropriate.

5.15. MWS Assignment Process. The advanced track merit order will be used to assign MWS aircraft and location assignments, as follows:

5.15.1. **Merit Order Calculation.** The OG/CC will compute the T-1, T-38, and UH-1 merit order for all US students, using the percentages and calculations at [Attachment 5](#). T-38 students must complete contact, two-ship formation, and navigation checks to compete for assignment with their class. T-1 students must complete transition and navigation checks to compete for assignment with their class. UH-1 students must complete all training through a point defined in the syllabus of the Air Force-unique phase to compete for assignment with their class ([paragraph A5.2.4](#)).

5.15.2. **MWS Assignment Procedures:**

5.15.2.1. After receiving the aircraft assignment block and before assignment night, all students will complete AF Form 3849, indicating in order their choice of MWS aircraft. The assigned IP

will make a first assignment instructor pilot (FAIP) recommendation for each student on AF Form 3849 (**Attachment 4**). Base the recommendation on the student's demonstrated flying and interpersonal skills, maturity, and potential to return as an FAIP. The flight commander will concur or nonconcur (with remarks for non-concur).

5.15.2.2. FAIPs will be identified with an MWS and guaranteed a follow-on assignment to that MWS (fighter, bomber, tanker, strategic airlift, or theater airlift). WG/CCs are not authorized to change this FAIP assignment process.

5.15.2.3. HQ AETC/DPAOR will provide JSUPT WG/CCs (and will info OG/CCs) with their respective assignment block no later than 11 workdays before the scheduled assignment night.

5.15.2.4. WG/CCs will be informed of other bases' aircraft assignments. If an appropriate MWS assignment is not available in the assignment block, WG/CCs are authorized to work assignment swaps (within an assignment block) with other WG/CCs to better meet Air Force needs and student desires. WG/CCs may also request the assistance of HQ AETC/DPAOR to obtain an appropriate MWS assignment based on a suitable match with the student's skill and potential. Assignment swaps must be coordinated with HQ AETC/DPAOR and accomplished before students receive their assignments.

5.15.2.5. The SQ/CC and flight commanders convene and assign students MWS aircraft as follows:

5.15.2.5.1. Rank students in merit order for MWS aircraft, using the calculation procedures in **Attachment 5**.

5.15.2.5.2. Ensure the top 10 percent of graduates receive their first choice, if available. For example, in a class of 15 students, the top 10 percent would be 1.5 students. Round numbers .5 and above to the next higher number, making the top 10 percent (in this example) 2 students. **NOTE:** The top 10 percent will not be assigned FAIP duty unless they specifically volunteer.

5.15.2.5.3. Continuing with the rank order listing and using the student's AF Form 3849, provide the best match of the student's desires with available MWS aircraft. All students receive their first choice of MWS aircraft, if available. If a student's first choice is not available, go to the second (third, etc.) choice until a match is found.

5.15.2.5.4. If a FAIP quota is unfilled and the remaining students are not recommended for FAIP duty, assign that quota to a student recommended for FAIP duty, but previously assigned to another aircraft. This frees up the aircraft previously assigned, but may require additional changes. **NOTE:** Individuals will not normally be selected for FAIP duty in an aircraft they did not fly in JSUPT. Exceptions to this policy must be requested by the WG/CC, coordinated through 19 AF/DO and HQ AETC/DOF and DOR, and approved by HQ AETC/DO.

5.15.2.5.5. For rated management reasons, do not assign FAIP duty to captains (as of graduation), even if they volunteer.

5.15.2.6. The WG/CC will be actively involved in actions affecting JSUPT students in the assignment selection process and will make the final decision on the best match of student's skill, potential, and desire with available aircraft. The WG/CC will provide HQ AETC/DPAOR a list of finalized assignment selections and merit rank order not later than 5 workdays before the scheduled assignment night.

5.15.2.7. HQ AETC/DPAOR will check assignment selections for potential errors and coordinate with the appropriate WG/CC for final release of student assignments.

5.15.2.8. Squadron supervisors will establish procedures for announcing track and assignment drops. In addition, they will closely monitor student performance after MWS assignment.

5.15.2.9. When appropriate, squadron, operations group, and wing personnel will work with 19 AF to coordinate any assignment changes necessitated by post-MWS assignment performance.

5.16. Helicopter (HELO) Assignment Selection Process:

5.16.1. At least 3 weeks before graduation and before assignment day (or night), the 23 FTF/CC will compute student merit order, using the percentages and calculations in **Attachment 5**. **NOTE:** AFPC/DPAOT1 provides a full assignment block to the 58 OG/CC 3 weeks before graduation for student review.

5.16.2. After receiving the aircraft assignment block and before assignment day (or night), students will fill out an AF Form 3849, indicating their choice (in order) of MWS aircraft. No FAIP recommendation is required.

5.16.3. The 23 FTF/CC and assigned flight commanders will convene to assign MWS aircraft, using procedures outlined in paragraph **5.15.2**, for JSUPT assignments. After all assignments are made, they will submit the results to the 58 OG/CC for final approval who will, in turn, forward copies of the final class merit order and MWS assignments to HQ AETC/DPAO within 2 workdays after final approval.

Section 5E—JSUPT (Navy) Student Assignment Process

5.17. Track Assignment Process (NAS Whiting Field—Air Force Students Only). The T-34 merit order (paragraph **A5.4**) will be used to assign advanced training, as follows:

5.17.1. **Merit Order Calculation.** The senior Air Force officer (SAFO) will compute merit order, using percentages and calculations in **Attachment 5**.

5.17.2. Track Assignment Procedures:

5.17.2.1. The SAFO will coordinate with HQ AETC/DORA for advanced track training quotas when Air Force students are scheduled to complete the primary track. Students will complete AF Form 3849, listing their choices (in order) for advanced training. The assigned IP (Air Force or Navy) will make training recommendations.

5.17.2.2. To provide equitable track select opportunity for students, HQ AETC/DORA will provide advanced training, depending upon available class dates and PFT quotas. Therefore, students must be grouped (normally four to six to a group) before being assigned an advanced training track.

5.17.2.3. Once a group is formed and advanced training quotas are allocated, the flight commander and SQ/CC meet to determine track assignments based on AF Form 3849 comments, as follows:

5.17.2.3.1. If a first choice is available and the student is recommended, assign that training.

5.17.2.3.2. If a first choice is not available or the student is not recommended, go to the next choice until a match is found. In all cases, consider the student's skill, potential, and desires as well as the needs of the Air Force when assigning advanced training.

5.17.2.3.3. Once all track selections are decided, forward recommendations to the training WG/CC for approval.

5.17.2.4. The WG/CC will be actively involved and will participate in all assignment actions affecting track selection.

5.18. MWS Assignment Process (NAS Corpus Christi—Air Force Students Only). The joint advanced multi-engine curriculum (T-44 and CT-12) merit order (paragraph [A5.4.](#)) will be used to select the C-130 type and location, as follows:

5.18.1. **Merit Order Calculation.** The SAFO will compute the joint advanced multi-engine merit order, using the percentages and calculations at [Attachment 5](#).

5.18.2. **MWS Assignment Procedures:**

5.18.2.1. After receiving the aircraft assignment block and before assignment day (or night), all students will fill out an AF Form 3849, listing their choices (in order) of MWS aircraft. No FAIP recommendation is required. **NOTE:** AFPC/DPAOT1 provides an assignment block for student review to the SAFO 3 weeks before graduation.

5.18.2.2. The SAFO will make MWS assignments, using ranking and matching procedures outlined for JSUPT in paragraph [5.15.2.5](#). Send the results to the senior Air Force liaison to the Chief of Naval Education and Training (CNET/SAFLO) for final approval.

5.18.2.3. Within 2 workdays after assignment approval from CNET/SAFLO, the SAFO will forward the final joint advanced multi-engine merit order and assignment results to HQ AETC/DPAO.

Section 5F—ENJJPT Student Assignment Process (US Students)

5.19. Merit Order Calculation:

5.19.1. The US senior national representative (SNR), student training flight commander, and military training officers (MTO) will compute the merit order for ENJJPT students, using the percentages and calculations at [Attachment 5](#). (Flight commander ranking of US students will use ENJJPT officer quality evaluation scores.) The total point score will determine class standing (merit order).

5.19.2. Each student must have completed T-38 contact, instrument, basic formation, and advanced formation checks to compete for assignment with that class. In case of unforeseen circumstances that prevent the completion of any one of these checks by all students in the class, the operations group deputy commander will determine what point in training to use as the cutoff for the MASS computation.

5.20. MWS Assignment Process:

5.20.1. On receipt of assignments from AFPC/DPAOT, HQ AETC/DPAOR will provide the assignment block to the WG/CC and info the US SNR 3 weeks before graduation.

5.20.2. Two weeks before assignment night, US students will complete AF Form 3849, indicating their choice (in order) of MWS aircraft (location information optional).

5.20.3. One week before assignment night, the assigned IP, flight commander, and MTO will review the AF Forms 3849, make appropriate FAIP recommendations, and forward them to the student training flight commander.

5.20.4. The MTO, student training flight commander, and US SNR (who will coordinate as required with SQ/CCs) will convene and assign students MWS aircraft, using the guidance outlined for JSUPT and ENJJPT.

5.20.5. The WG/CC will approve and forward a copy of the final class merit order and MWS assignments to HQ AETC/DPAOR 1 workday before assignment night.

5.20.6. HQ AETC/DPAOR will compile the results and forward this information to AFPC/DPAOT no later than the following Monday after assignment night. This will complete all actions required to process the assignments.

Section 5G—JSUNT Student Assignment Process

5.21. Merit Order Calculation. The appropriate percentages and calculations at [Attachment 5](#) will be used for merit order calculations. The 562nd and 563rd Flying Training Squadron (FTS) commanders will compute merit rating for their respective students at Randolph AFB. Each flight commander will rank all students, using the matrix at [Attachment 6](#) (no ties). For Air Force students at NAS Pensacola, the TRAWING SIX senior Air Force liaison officer (SAFLO) computes merit order.

5.22. Track Selection Procedures. Merit order ranking will be used to select students for advanced training. HQ AETC/DOR will forward track allocations to the 562 FTS commander at least 1 week before the completion of the Fundamentals of Navigation phase of the Primary Navigation (N-V4R-N-1) syllabus. On track selection day, students will report as a class and select advanced training tracks in merit order. **NOTE:** At NAS Pensacola, local assignment selection procedures will determine the student's advanced training track.

5.23. Assignment Selection Procedures:

5.23.1. Students will report as a class on assignment day (or night) and select their assignments in merit order.

5.23.2. For 12 FTW, AFPC/DPAOT1 provides students an allocation no later than 6 weeks before graduation to allow them time to review. At least 5 weeks before graduation and before assignment day, the commanders will compute the merit order (paragraph [5.21](#)).

5.23.3. For TRAWING SIX, AFPC/DPAOT1 provides the TRAWING SIX SAFLO the Air Force assignment block no later than 2 workdays before the student class completes Strike Core. (CNATRAININST 1542.132B, *Advanced Naval Flight Officer (NFO)/Air Force Navigator (AF NAV) Core Training Curriculum*, available at <https://cnatra.navaltx.navy.mil/cnatra/instruct.htm>.)

Section 5H—BMT Student Assignment Process

5.24. Merit Order Calculation: (**NOTE:** This applies to active duty students only.)

5.24.1. The 325 ACS/CC will compute merit order, using an equally weighted average of the following three values: (1) academic test score average, (2) flight commander ranking matrix value shown in **Attachment 6**, and (3) average of the final graded mission elements from each of the following performance level tables: simulated aerial refueling, live high performance, and ABM). Sum the three values and then divide by 3 to produce a merit order (class standing) by point score (no ties).

5.24.2. Only the first attempt on a test will count in the student's academic test average and only the first grade received on a graded mission element will count in that average. BMT instructors must ensure all "retakes" are properly entered. No AT events will count toward the graded mission element average.

5.25. Assignment Selection Procedures. Seven days before assignment day, all students (excluding ANG and AFRC) will rank order their assignment choices. The 325 ACS/CC will match assignments forwarded from AFPC with student choices and merit order ranking to determine assignment choices. The 325 ACS /CC will notify AFPC of the matches.

Section 5I—Student Awards

NOTE: This section does not apply to enlisted initial qualification or graduate flying training.

5.26. Overview. The WG/CC will establish and maintain a program to present awards to students selected as outstanding in academics, military qualities, and flying training. For BMT, the 325 ACS and 107 ACS will establish comparable programs. Duplicate awards may be presented for ties. AFI 36-2805, *Special Trophies and Awards*, governs appropriations for such awards. A wing awards council or similar process will nominate and select students for awards approved by the WG/CC. (Air Force students graduating from NAS Pensacola are eligible to compete for Navy naval flight officer awards.) The ENJJPT Steering Committee Directive 3-1 and 80th FTW guidance will determine ENJJPT student awards.

5.27. Distinguished Graduate(s) Awards:

5.27.1. **Procedures.** Each OG/CC may select students from each class as DGs and present them a plaque and an 19 AF/CC memorandum of recognition during graduation. For each class, the OG/CC is the final approval authority for all awards presented. As a minimum, a DG award requires a student to be in the upper 10 percent of the graduating class. For JSUNT and JSUPT, the upper 10 percent of each track will be considered. (Numbers .5 and above will be rounded to the next higher number.) If a DG is an ANG or AFRC member, notify 19 AF/CCR or 19 AF/CCG, as appropriate, as soon as possible to ensure appropriate representation. (NAS Pensacola students will compete for graduate awards, using Navy rules.)

5.27.2. **Plaques.** Plaques are purchased from appropriated funds, using specifications outlined in AFI 36-2853, *Unit Plaque Awards*.

5.27.3. **Memorandums of Recognition (19 AF/CC).** The WG/CC will:

5.27.3.1. Ensure 19 AF/CC memorandums with the date, address element, and salutation are completed.

5.27.3.2. Notify 19 AF/DO by memorandum within 5 days after graduation of the memorandums issued with the student's name, grade, and Social Security number (SSN).

5.27.3.3. Establish procedures to maintain a record of the memorandums for 1 year.

5.27.3.4. Maintain a stock of memorandums and submit requisitions to 19 AF/DO.

5.28. Order of Daedalians AETC Commander's Trophy. The OG/CC will notify the Order of Daedalians of the recipient's name before class graduation and presentation. During the graduation ceremony, the WG/CC will present this award to the most outstanding student in each class. (For JSUPT, awards will be presented to the most outstanding student from each track.) The Order of Daedalians will supply the trophies. (See [Attachment 7](#) for award specifications.)

5.29. AETC Commander's Trophy (JSUNT). During the graduation ceremony, the 12 FTW Commander will present this award to the most outstanding student in each class. The 12th Operations Group will supply the trophies. (See [Attachment 7](#) for award specifications.)

5.30. Orville Wright Achievement Award:

5.30.1. This Daedalian Foundation award consists of an engraved plaque and a citation presented by a member of the Order of Daedalians to the most outstanding JSUPT or ENJJPT graduate of the quarter. Air Force, ANG, and AFRC students are eligible for this award, which is presented quarterly.

5.30.2. Each undergraduate training base nominates one student per quarter. Send the nomination memorandum to 19 AF/DOU within 10 workdays after the end of the quarter when the nominee graduated. The memorandum will include a biographical sketch of the nominee including training accomplishments. A copy of the nominee's AETC Form 240-5, **Summary of Training Record**, and official orders or forwarding address will be attached to the memorandum.

5.30.3. A board of officers at 19 AF will select the recipient of the award. The 19 AF/DO will inform the units, the gaining MAJCOM commander, and the Order of Daedalians of the graduate selected for the award. The Order of Daedalians forwards the award to the appropriate base for presentation.

5.31. BMT Student Awards Program. All BMT students may be considered for the awards in this program. The squadron commander is the approval authority for awards. Each training directorate will comply with the intent of the awards program. Give DG and Top Graduate (TG) recipients an extra copy of their certificate and instruct them to provide this copy to their servicing MPF for update in their permanent personnel folder. Award requirements are as follows:

5.31.1. **Distinguished Graduates (DG).** As a minimum, the DG must have achieved the following: a 94 percent or better academic average; no academic, check, or flight or simulator evaluation failures; no more than two AT sessions; recommendations from all flight commanders; and the concurrence of the student's training directorate ADO. (International officer students are excluded—academic criteria only.) At graduation, the DG will receive an AETC Form 499, **Distinguished Graduate Certificate**, signed by the unit CC and DO. One DG is authorized per graduating class, or 10 percent of the graduating class rounded up (.5 and greater), if criteria are met. (International officer students are excluded.)

5.31.2. **Top Graduate (TG).** As a minimum, the TG must have achieved the following: a 97 percent or better academic average; no academic, check, or flight or simulator evaluation failures; no AT sessions, recommendations from all flight commanders; and the concurrence of the student's training directorate ADO. Only one TG is authorized per graduating class (counted against a DG authorization). The TG will receive an AETC Form 498, **AETC Commander's Award**, signed by the unit DO and CC.

5.31.3. **The 325th Training Squadron (TRS) Yukla Award.** The Yukla Award is presented to the selected ABM graduate who best exemplifies dedication and loyalty to Air Force principles, both inside and outside the academic environment. One Yukla Award will be presented per graduating class.

5.32. Awards to International Military Students (IMS). As soon as possible after the decision is made to present an award to an IMS, the unit will notify AFSAT/CC through the base international military student office (IMSO).

Section 5J—Student Training Records and Forms—Disposition and Documentation

5.33. Disposition of Student Training Records. Graduate students will usually obtain their training records during out processing and hand-carry them to their gaining unit. If the record is incomplete when the graduate departs, the training unit will mail the training record to the gaining unit via certified mail within 10 duty days of the student's graduation. The training unit or ATS will maintain records of disenrolled students for a minimum of 1 year. Loss or destruction of these documents could subject the member to adverse administrative action, as well as possible prosecution under UCMJ. See [Table 5.2.](#) for distribution of training documents, including forms, records, and reports.

Table 5.2. Distribution of Training Documents.

I T E M	A	B	C
	Document	Student	Copy Distribution
1	AETC Form 240-5 (notes 1 and 2)	US Air Force and US Navy	Original - flight records folder (per AFI 11-401/AETC Sup 1, <i>Flight Management</i> (note 3)) Student - 1 19 AF/DOU - 1 (for JSUPT, JSUNT, ENJJPT) Student's squadron - 1 (for USN) 12 FTW - 1 (PIT assignments only)
2		ANG and AFRC	[Original - flight records folder (per AFI 11-401/AETC Sup 1, <i>Flight Management</i> (note 3))] Student - 1 19 AF/DOU - 1 (for JSUPT, JSUNT, ENJJPT) ANG/DPDF or HQ AFRC - 1 (note 4)
3		International (except ENJJPT)	19 AF/DOU - 1 (for JSUPT, JSUNT) Base IMSO - 1 (note 5)
4		ENJJPT	Student - 1 19 AF/DOU - 1 SNR - 1
5	AETC Form 471 (note 6)	JSUPT, ENJJPT, and JSUNT	19 AF/DOU - 1 HQ AETC/DOZ - 1
6	Student training folder, AF Forms 4293 (notes 2, 7, and 8)	US Air Force, ANG, and AFRC	Original - according to AFMAN 37-139
7		International students (P-V4A-A/B)	On graduation, original (for all tracks) - to base IMSO Copies - according to AFMAN 37-139
8		ENJJPT (P-V4A-N; F-V5N-A/B)	SNR - 1
9		International students in all navigator and BMT courses	Original - to base IMSO
10		US Navy (JSUNT)	Original - to Navy liaison office

I T E M	A	B	C
	Document	Student	Copy Distribution
11	AETC Forms 1122, 1122A, 1122B, 1122E, and 1122F (notes 2 and 9)	US Air Force, ANG, and AFRC	19 AF/DOU - 1 (for JSUPT, JSUNT, ENJJPT) Original - flight records folder (notes 2 and 3) ANG or HQ AFRC (ANG and AFRC students only) - 1 (notes 4 and 10) 12 FTW - 1 (PIT assignments only)
12		International (except ENJJPT)	Base IMSO - 1 (note 5)
13		ENJJPT (P-V4A-N; F-V5N-A/B)	SNR - 1
14	T-38 grade reports (Courses P-V4A-A/B/N or F-V5A-M) (note 9)	US Air Force, ANG, and AFRC (fighter assignments)	Original - flight records folder (note 2)
15		US Air Force (PIT only)	12 FTW - 1

NOTES:

1. Suspense is 10 workdays after the student graduates or has been eliminated. Follow-on training date may require completion of AETC Form 240-5 immediately after graduation because this form is required for entry into training.
2. On graduation from JSUPT, ENJJPT, or PCS for advanced (phase III) flight training each student's training folder or grade book will be sent to the local HARM. The losing unit's HARM will include the student's training folder or grade book with AETC Forms 240-5 and 1122 in a sealed envelope to be hand-carried to the student's gaining AETC base. If a student's follow-on training is outside AETC, training folders or grade books will be retained. The gaining unit's HARM will send the training folder or grade book to the OG/CC for distribution to the appropriate FTS commander. The last AETC flying base the student received training from will maintain the record for 1 year after the student departs. International and US Navy records will be handled as directed in this instruction.
3. For JSUNT, one copy of the form will be forwarded to the follow-on training unit.
4. This form will be sent to ANG/DPDF, Jefferson Plaza #1, 1411 Jefferson Davis Highway, Arlington VA 22202, or HQ AFRC/DPMB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635, as applicable.
5. The base IMSO will comply with distribution procedures in AFJI 16-105.

6. Suspense is 10 workdays after graduation.
7. Suspense is 10 workdays after graduation.
8. For BMT, 325 ACS and 107 ACS will forward all student (US Air Force, ANG, and AFRC) training folder or grade book contents and other training documentation to the gaining unit DO. The unit IMSO will forward international graduates' training documentation to HQ AFSAT.
9. For international students who complete the T-37 training in course P-V4A-E, AETC Form 1122 will be mailed upon course completion. The final AETC Forms 1122, 1122A, and 1122E, as applicable, will be mailed on the graduation date.
10. One copy will be sent to the gaining unit.

5.34. Documentation. OG/CCs will standardize student documentation and content. See [Table 5.2](#) for the distribution of training documents. The following documentation is required:

- 5.34.1. **Aeronautical Orders.** The local host aviation resource management (HARM) office will publish aeronautical orders according to AFI 33-328, *Administrative Orders*, and AFI 11-402. **NOTE:** BMT is excluded.
- 5.34.2. **AF Form 77, Supplemental Evaluation Sheet.** The training unit ensures enlisted BMT entry-level weapons director students receive an AF Form 77 upon graduation or elimination according to AFI 36-2403, *The Enlisted Evaluation System (EES)*.
- 5.34.3. **AF Form 475, Education/Training Record.** Prior to course completion or completion of a training track resulting in a change of station, the losing unit will complete an AF Form 475 in accordance with AFI 36-2402, *Officer Evaluation System*. Comments on AF Form 475 should be written like an officer performance report and signed by the SQ/DO or higher.
- 5.34.4. **AF Form 1256, Certificate of Training.** The training unit ensures graduates of the Security Assistance Training Program (SATP) and BMT and international students who are graduates of the Advanced Training Program (ATP) receive an AF Form 1256.
- 5.34.5. **AETC Form 6, Waiver Request.** This form is used for all waiver requests. The WG/CC will be actively involved and participate in all assignment actions affecting JSUPT students, including any associated waiver requests. Waiver requests are routed through the SQ/CC, OG/CC, and WG/CC. WG/CCs requesting waivers to track selection or MWS assignment processes submit their recommendations through 19 AF to HQ AETC/DO.
- 5.34.6. **AETC Form 31, Certificate of Aeronautical Rating.** An AETC Form 31 is awarded to JSUPT, JSUNT, ENJJPT, and Aviation Leadership Program (ALP) graduates.
- 5.34.7. **AETC Form 99, Student Pilot Personnel Data.** All JSUPT and ENJJPT students will complete an AETC Form 99 upon course entry for inclusion in their training folder or grade book, as appropriate.
- 5.34.8. **AETC Form 101, Student Performance Summary.** If applicable, this form will be prepared to record and monitor student deficiencies during the course. The form is maintained in the student's training folder. Documented military deficiencies will be specified. These deficiencies may include unexcused tardiness or absences, traffic tickets, unaccompanied quarters inspection failures, weight program, violations, and dress and appearance (in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*).

5.34.9. **AETC Form 173, Student Record of Academic/Nonacademic Counseling and Comments.** Flight commanders will counsel students whose attitude and behavior do not meet Air Force standards. This counseling will be documented on AETC Form 173 only if it was not previously documented on AF Form 4293 or AETC Form 101. Each flight commander ensures the appropriate training directorate ADO reviews and signs the student's nonacademic counseling form. This form is kept in the student's training folder at all times throughout the course and maintained according to AFMAN 37-139. Document sessions concerning sensitive personal problems on AF Form 174 or AETC Form 173 and maintain them separately in a secure location.

5.34.10. **AETC Form 186, Individual Mission Gradesheet (Battle Management).** BMT student missions are documented on AETC Form 186 in applicable courses. The form is filed in the student's training folder or grade book.

5.34.11. **AETC Form 200, Solo Certificate.** This form is presented to JSUPT, ENJJPT, and ALP students following their T-6 or T-37 solo.

5.34.12. **AETC Form 238, T-38 Solo Certificate.** This form is presented to JSUPT, ENJJPT, and ATP students following their T-38 solo.

5.34.13. **AETC Form 240-5, Summary Record of Training.** This form provides a record of training and accomplishments in flying training courses as follows: (**NOTE:** See notes 1 and 2 in [Table 5.2](#) for further information.)

5.34.13.1. A form is generated for each student who completes or is eliminated from JSUPT, ENJJPT, and JSUNT. (The form is not required for JSUPT HELO track.) For international students, numeric check or flight or simulator evaluation scores are entered rather than overall grades.

5.34.13.2. Enter remarks on the form for outstanding achievements or awards (DG, etc.) and any other pertinent information to indicate the student's performance, progress, or achievements during the course.

5.34.13.3. If the student is eliminated from training, the commander's recommendations for reinstatement at a later date or for training in other programs must be included.

5.34.14. **AETC Form 298, Flight Briefing Critique.** Supervisors will use this form to critique daily flight briefings. **NOTE:** BMT and JSUNT are excluded.

5.34.15. **AETC Form 471, Graduation Roster (RCS: 19 AF/DOU (AR) 7901).** The OG/CC ensures a graduation roster is prepared for each graduating class. The roster will indicate the next training location, class, and training dates, if available. **NOTE:** The emergency status code for this report is C-2, continue reporting during emergency conditions; normal precedence. Submit data requirement as prescribed.

5.34.16. **AETC Form 498, AETC Commander's Award Certificate.** This form is presented to students selected for TG status.

5.34.17. **AETC Form 499, Distinguished Graduate Certificate.** This form is presented to students selected for DG status.

5.34.18. **AETC Form 580, T-1A Team Certificate.** This form is presented to JSUPT students after their initial T-1 team sortie as an aircraft commander.

5.34.19. **AF Form 4293, Student Activity Record.** This form is used to document information in a student's training folder or grade book. Flight commanders will maintain this document in the training folder. On course completion and prior to forwarding a student's training record, the SQ/CC will selectively authorize the removal of specific AF Form 4293 entries of a highly personal or sensitive nature (for example, medical, legal, family) that have been resolved and do not (or will not) affect follow-on training. (SUPT-H will use an equivalent form.)

5.34.20. **AETC Form 901A, Training Record - Battle Management; and AETC Form 904, Training Summary.** Training for BMT students is documented on these forms. Upon a student's graduation or elimination, the training unit sends the original forms to 19 AF/DOK for archiving and a certified copy to the gaining unit DO and DOT.

5.34.21. **AETC Form 902, Student Activity Record, and AETC Form 903, Unaccompanied Task Log.** These forms provide a means of inputting and updating student performance data in the flying training database.

5.34.22. **AETC Forms 1122, Summary Performance Report; 1122A, Summary Performance Report JSUNT/NAV; 1122B, Summary Performance Report JSUNT Bomber/Fighter; 1122E, Summary Performance Report JSUNT/EWOT/EWU; and 1122F, Summary Performance Report JSUPT.** These forms provide information on the student's performance in training to the follow-on training unit. The training unit prepares the applicable form on each JSUPT, ENJJPT, and JSUNT graduate. In addition, an AETC Form 1122 is prepared for international students in the ALP on completion of T-6 or T-37 training.

Chapter 6

INTRODUCTORY FLIGHT TRAINING (IFT)

6.1. Course Description and Training Standard. IFT is a prerequisite for JSUPT and will be administered to pre- and post-commissioned Air Force candidates identified for pilot training. A Federal Aviation Administration (FAA) class III medical is mandatory for all participants according to the Federal Aviation Regulation (FAR).

6.2. Requirements:

6.2.1. While participating in the IFT program, candidates are allowed to fly orientation flights in military aircraft, but they must obtain their immediate supervisor's approval of the type and extent of their flying activities.

6.2.2. Candidates who DOR from IFT or fail to complete IFT are not eligible to attend JSUPT. Candidates who DOR are ineligible for Air Force navigator training or BMT. Inability to pass the class III medical will result in elimination from IFT.

6.2.3. During IFT, candidates are prohibited from receiving any other flight instruction.

6.2.4. Flight instructors will use a training plan or syllabus that includes all tasks in the current private pilot practical test standards.

6.2.5. In accordance with the FAR, Part 61 or Part 141, certified flight instructors (CFI) must conduct flight training.

6.3. Candidates With or Without a Private Pilot Certificate (PPC). To complete IFT, candidates without a PPC must complete their initial solo within 25 hours and obtain a PPC within the 50 hours. Candidates who do not have a PPC or higher with an airplane single-engine land or multiengine land rating will complete the 50-hour program.

6.4. Crew Rest and Flight Duty:

6.4.1. Because they must receive adequate rest, IFT candidates will comply with AFI 11-202, Volume 3, *General Flight Rules*, regarding crew rest and flight duty period.

6.4.2. The flight duty period begins with any official duty or class and end when the engine is shut down at the end of the mission. The maximum flight duty period is 12 hours.

6.4.3. Candidates must have at least 8 hours of continuous, uninterrupted rest during the 12 hours immediately prior to the beginning of the flight duty period.

6.5. Pilot Candidate Selection Method (PCSM) and Medical Flight Screening (MFS):

6.5.1. All JSUPT prerequisites apply to IFT, including medical screening and PCSM testing. MFS will include all tests from the previous enhanced flight screening—medical and anthropometric measurements. The initial medical exam before a pilot candidate is selected will include standing and sitting heights. Candidates close to standards (± 1 inch) will accomplish MFS before IFT. MFS for all candidates must be accomplished before JSUPT.

6.5.2. PCSM testing will include the Air Force Officer Qualifying Test (AFOQT) and the Basic Attributes Tester (BAT). According to AFI 36-2605, *Air Force Military Personnel Testing System*, all accession sources will use PCSM scores in their pilot selection process.

6.6. IFT Program Administration. The Air Force Officer Accession and Training Schools (AFOATS) and the United States Air Force Academy (USAFA) are the program administrators for IFT, as follows:

6.6.1. AFOATS is the program administrator for Air Force Reserve Officer Training Corps (AFROTC)-categorized cadets, Officer Training School (OTS) graduates, late-rated candidates, officers awaiting PCS training (APT), and ANG and AFRC candidates.

6.6.2. USAFA is the program administrator for USAFA cadets and APT officers in the academy area.

6.6.3. AFOATS and USAFA are responsible for enrollment, tracking, and billing of their respective candidates. In addition, they are responsible for building and maintaining a flow plan to track their candidates' entry into and completion of IFT, using the IFT database.

6.7. Training Duration:

6.7.1. Pre-commission IFT will normally be completed in 180 calendar days; post-commission IFT will normally be completed in 90 calendar days.

6.7.2. Candidates should complete IFT at least 30 calendar days before their JSUPT class date. If IFT will not be completed within 30 calendar days of JSUPT, candidates will notify their immediate supervisor and program administrator. In turn, the program administrator will notify the AFPC, ANG, and AFRC POC, as applicable. **NOTE:** This may result in a change to the candidate's JSUPT class date.

6.8. IFT Expenditures. DD Form 1556, **Request Authorization Agreement, Certification of Training and Reimbursement**, and its addendum provide the terms and conditions of service to the student and the IFT provider. (**NOTE:** Providers must be willing to accept a government credit card number as payment.) Expenditures not covered by normal IFT billing may be reimbursed using SF 1164, **Claim for Reimbursement for Expenditures on Official Business**.

6.9. Candidate Supervision and Management. The three levels of supervision for IFT candidates are (1) the immediate supervisor, (2) the program administrator, and (3) the 19 AF/DO. HQ AETC/DOF is the MAJCOM IFT training program manager. The responsibilities of the three levels are as follows:

6.9.1. Immediate Supervisor:

6.9.1.1. The immediate supervisor is the critical link to the success of the IFT program and is responsible for day-to-day monitoring of the student's progress.

6.9.1.2. AFOATS and USAFA program administrators will provide an information package or briefing outlining program guidelines to every IFT candidate and immediate supervisor. Before beginning any aspect of the IFT program, the immediate supervisor and candidate will acknowledge receipt and understanding of the package.

6.9.1.3. To ensure a smooth flow of trainees into IFT, the immediate supervisor and candidate must begin initial preparatory steps immediately after receiving program instructions. To prevent scheduling difficulties, immediate supervisors of APT officers should enter their candidates into IFT as soon as possible after being notified. Immediate supervisors must realize IFT is a top prior-

ity for APT officers. Therefore, leave, TDY, and deployment duties of these officers must be secondary.

6.9.1.4. The critical first step in IFT is to identify a suitable vendor. The candidate's immediate supervisor must play an active role in this identification process to ensure the provider selected can offer a safe and professional training environment. Once a potential vendor is identified, the immediate supervisor will provide this information to the program administrator for final approval and funding authorization.

6.9.1.5. Training can begin once the vendor is approved and funding is authorized. The immediate supervisor will continue to monitor the trainee's progress through IFT completion. Twenty hours into the course, the immediate supervisor will meet with the CFI to review the candidate's progress. If the candidate is experiencing difficulty, the immediate supervisor will closely monitor the candidate's progress and forward a report to the program administrator. (ANG and AFRC reports will be routed through the functional MAJCOM POC.) The report will identify student problem areas and what the CFI is doing to correct noted weaknesses.

6.9.1.6. The immediate supervisor will ensure mishaps are reported. Detachment commanders or designated representatives will fulfill the immediate supervisor's role for AFROTC cadets. The 34 OG/CC or designated representative will fulfill this role for USAFA cadets. Any rated officer in the FTS will fulfill this role for ANG and AFRC candidates.

6.9.1.7. Supervisors will use AETC Form 6, **Waiver Request**, to submit any IFT requirement waiver requests to the applicable program administrator.

6.9.1.8. The immediate supervisor will ensure each candidate receives a safety briefing according to AFI 91-202/AETC Sup 1, *The US Air Force Mishap Prevention Program*, before beginning IFT. Document this safety training on AETC Form 410, **High-Risk Activities Worksheet**. The program administrator must receive a copy of this form before approving any purchases or flying.

6.9.1.9. When necessary, the immediate supervisor will initiate an elimination recommendation by completing an AETC Form 126A and then forwarding it to the program administrator.

6.9.2. **Program Administrator.** The program administrator is responsible for:

6.9.2.1. Enrolling, billing, and tracking each candidate's entry into and completion of IFT.

6.9.2.2. Maintaining accurate candidate records and documenting completion of IFT in the database.

6.9.2.3. Ensuring documentation for all candidates includes IFT start and completion dates, hours completed, and completion status.

6.9.2.4. Notifying AFPC/DPPAO of all failures and DORs as soon as possible. Active duty (except late-rated) eliminees will be reclassified by AFPC into a career field based on the needs of the Air Force. A copy of the documentation will be forwarded to the gaining JSUPT school registrar, and a copy of the IFT portion of the candidate's logbook will be made to verify course completion. The immediate supervisor will review and sign the logbook copy. **NOTE:** A copy of the candidate's PPC and logbook copy or equivalent documents must be faxed, mailed, or e-mailed to the candidate's IFT program administrator.

6.9.2.5. Reviewing recommendations for elimination, completing AETC Form 126A (Section III) and forwarding it to 19 AF/DO.

6.9.2.6. Forwarding IFT mishap reports to 19 AF/DO, HQ AETC/DOF, and the other program administrator.

6.9.3. **The 19 AF/DO.** The 19 AF/DO is responsible for the elimination process, site visits to flying training facilities, and trip reports to USAFA and AFOATS program administrators and HQ AETC/DOF. The 19 AF/DO will also forward flight training center site visit reports to AFSVA/SVPAR.

6.10. Elimination Process:

6.10.1. Program administrators will forward elimination recommendations on AETC Form 126A to 19 AF/DO, who is the approving authority for all IFT elimination recommendations. Candidates will not attend JSUPT if they are unable to achieve an initial solo within 25 hours or obtain a PPC within 50 hours. The 19 AF/DO will forward a copy of the AETC Form 126A to HQ AETC/DO.

6.10.2. If necessary, immediate supervisors of IFT candidates will submit waiver requests (AETC Form 6) to the applicable IFT program administrator. The remarks section will contain total flying hours, IFT flying hours, JSUPT start date, PCSM, and AFOQT score, as applicable. AETC Form 6 will be routed through 19 AF/DO to HQ AETC/DOF for final determination, with an info copy to HQ AETC/DO.

6.10.3. For USAFA candidates, the 34 TRW/CC is delegated authority to grant up to 5 additional hours for completion. Pilot candidates will not depart to their JSUPT assignments without completing IFT or receiving an IFT waiver.

6.11. Mishaps:

6.11.1. Civil aircraft mishaps during IFT are not accountable to the Air Force and will be investigated and reported by civil authorities.

6.11.2. IFT mishaps involving US Air Force Flight Training Center aircraft will be reported according to AFI 91-204.

6.11.3. According to AFI 91-204, injuries to Air Force personnel are accountable as miscellaneous air operations mishaps for commissioned officers on active duty, USAFA cadets, and ANG and AFRC members injured during IFT. The immediate supervisor or commander will report a student's injury through normal safety reporting channels.

6.11.4. AFROTC cadets engaged in directed IFT activities qualify as military personnel. Immediate supervisors or commanders will report injuries through normal safety reporting channels for AFROTC cadets injured during IFT flights or while being transported at government expense (when directed by their commander or immediate supervisor to or from the flight training location).

6.11.5. Candidates or their immediate supervisors will report all mishaps to their program administrator who will, in turn, send this information to 19 AF/DO, HQ AETC/DOF, HQ AETC/SEF, and the other program administrator. Staffs will forward reports to their respective senior leadership.

Chapter 7

JOINT SPECIALIZED UNDERGRADUATE PILOT TRAINING (JSUPT)

7.1. **Sortie Requirements.** Students will:

7.1.1. Complete all syllabus-directed sorties or simulators.

7.1.2. Progress to subsequent lessons in the same unit or repeat the last lesson of the unit after an unsatisfactory sortie. After three consecutive unsatisfactory lessons, the student will continue to the appropriate progress check (PC) or elimination check (EC) as directed by the appropriate syllabus. **NOTE:** AT sorties do not count toward the total.

7.1.3. Not fly solo or accomplish training in any other unit or category after an unsatisfactory mission grade unless training in a different category is directly applicable to the deficient area. Academic classes, examinations, and ground training missions may be accomplished if the unsatisfactory mission was not a prerequisite to proceed in training. **NOTE:** Aircraft or simulator prerequisites will be deferred until the student resumes normal training flow. Instructors will record deferred training in the student's grade book.

7.2. **Special Reporting Procedures for ANG and AFRC Fighter-Bound Students:**

7.2.1. The OG/CC, SQ/CC, and flight commander will review the ANG or AFRC student's training if the student falls to the bottom half of the class at 5 weeks before graduation or lacks the potential to complete follow-on fighter training at any time.

7.2.2. If this review determines the student lacks the potential to complete follow-on training, the OG/CC will inform the student's home unit, 19 AF/CCR or CCG (as appropriate), 19 AF/DO, and ANG/DPDF or HQ AFRC/DPMB and DOT by message or e-mail. ANG or HQ AFRC will respond to 19 AF/DO and 19 AF/CCR or CCG (as appropriate) with a decision to (1) continue training, (2) continue training with a follow-on assignment to a nonfighter unit, or (3) remove from training.

7.3. **Continuity:**

7.3.1. **Instructor Continuity.** Flight commanders will determine the total number of instructors a student may fly with based on the student's demonstrated ability.

7.3.2. **Maneuver Continuity.** Flight commanders will ensure students fly maneuvers frequently enough to gain or maintain proficiency in all syllabus-required maneuvers.

7.4. Additional Training (AT) Sorties. AT sorties will be flown in the current unit or the most recently completed unit and coded for that unit. These sorties do not satisfy any maneuver requirements in any unit, but may be used to update or void landing currency. AT sorties will normally be graded NG, but may be graded U for safety of flight, flight discipline, or airsickness reasons according to the appropriate syllabus and this instruction. An AT sortie graded U does not count toward triggering a PC or EC, nor does any sortie graded NG break a string of unsatisfactory syllabus sorties. AT sorties will not be documented as incomplete except when objectives are not met because of unusual circumstances. AT sorties provide extra training to students in specific circumstances, as follows:

7.4.1. **Break-in-Training Sorties.** The flight commander authorizes these sorties for extended delays in training. (See the applicable syllabus for specific guidelines.) Flight commanders will use this

authority only when remaining syllabus sorties are insufficient to compensate for the student's break in training.

7.4.2. Adaptation to Corrective Lenses. The flight commander authorizes these sorties for students who have experienced training difficulties and are diagnosed as needing corrective lenses. Flight commanders may authorize a maximum of two adaptation to corrective lenses sorties. **NOTE:** The next aircraft syllabus sortie flown after these sorties must be dual.

7.4.3. Reinstatement by CR. The WG/CC authorizes these sorties for students reinstated into training after CR. (See applicable syllabus for specific guidelines.)

7.4.4. International Students. These sorties are authorized as outlined in the individual training syllabus for international students who may not be able to meet maneuver item file (MIF) standards because of such factors as language or cultural differences. Whenever possible, these sorties should be scheduled so a PC or EC is not required. Advance authorization for additional flying hours will be obtained in accordance with guidance in the individual syllabus and this instruction.

7.5. Ground Training Units (GTU):

7.5.1. GTUs are instructional lessons that are normally prerequisites for simulator or aircraft missions and complement academic instruction.

7.5.2. Instructors are responsible for teaching GTUs according to instructor guides. Instructors may teach the GTUs to students on an individual or group basis.

7.5.3. Syllabus time for GTUs is the average completion time. Students will log the completion time, date, and actual training time on the appropriate grade sheet or form.

7.6. Flying Training Briefings. Air Force units will comply with the briefing requirements in paragraphs 7.7. through 7.13., as applicable. (**NOTE:** Joint units will comply with their host-command's guidance.)

7.7. Formal Flight Briefings. Daily formal flight briefings will cover current and forecast weather, operations notes, flight safety, and/or standardization topics appropriate to the student's stage of training. Unless otherwise excused, *assigned* instructors will attend the formal flight briefing; attached instructors are highly encouraged to attend. T-1 squadrons will conduct these briefings daily during individual student briefings. (Paragraph 7.8. contains procedures for T-1 formal group briefings.)

7.8. T-1 Formal Group Briefings:

7.8.1. T-1 flights will conduct a formal group briefing at least once a week. This briefing will cover appropriate administrative information, flight safety (weekly), ground safety (at least monthly), standardization topic (overhead questions, group discussion, etc.), and a cockpit/crew resource management (CRM) topic (weekly). Unless excused by the flight commander, *assigned* IPs and students will attend the formal briefing; *attached* instructors are highly encouraged to attend. This briefing may occur anytime during the duty day.

7.8.2. Brief operations notes, weather, and notices to airmen (NOTAM) in individual crew briefings.

7.8.3. In addition to the weekly standardization briefing, T-1 flights will conduct stand-up emergency procedures (EP) at least three times a week until each student has successfully accomplished a

stand-up situation as both pilot and copilot. T-1 flights will also administer a weekly EP quiz in accordance with paragraph 7.11. For T-1 flights, the EP quiz does not substitute for the weekly standardization briefing.

7.9. Night Briefings. Instructors and students scheduled to fly local night student training sorties will attend a formal night briefing. This briefing will cover departure and arrival procedures, spatial disorientation, visual illusions, and terrain avoidance to include minimum safe altitudes. If essential duties prevent instructors or students from attending the night briefing, a squadron supervisor will brief them before night flying. A formal night briefing for T-1 students and instructors will be conducted before the beginning of the students' first night sortie. In SUPT-H for the H-1 night phase, academics and stand-up briefs will accomplish this requirement.

7.10. Flying Safety Briefings for JSUPT Flights. Flights will conduct these briefings at least once a normal workweek. Briefings should emphasize aircraft mishap prevention and promote group discussion to improve student judgment and confidence.

7.11. Standardization Briefings for JSUPT Flights:

7.11.1. Flights will conduct these briefings at least three times during a normal workweek. They should emphasize situational EPs to include overhead questioning and group discussions of selected topics. Briefings should be structured to assist in the development of judgment, proper application of procedures, and realistic use of available publications.

7.11.2. T-6 and T-37 flights will conduct these briefings throughout the program, and T-1 flights will conduct these briefings until the first student in the class has completed the transition check. These briefings are optional for T-38 flights (at flight commander's discretion) when students are within 30 days of graduation.

7.11.3. All flights will administer EP quizzes weekly. These quizzes may substitute for a standardization briefing. For JSUPT-H, the EP quiz is the "flight line quiz."

7.12. CRM Briefings. AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and its AETC Sup 1 outline requirements for the CRM training program. CRM briefings will discuss human-factor causes in aircraft mishaps. Real-world mishaps will be used as examples in the briefings. CRM will be briefed to students at least once every other week, and CRM core concepts and skills will be briefed and debriefed on every aircraft and simulator mission. CRM briefings may be substituted for safety or standardization briefings, but they are not testable.

7.13. Mission Briefings. These briefings set the tone of the lesson. Cover specific objectives, mission accomplishment, and specific flight or simulator restrictions. Discuss techniques and procedures for flying the mission before or after the mission briefing. Post-mission briefings measure the success in accomplishing the mission objectives. Refer to the appropriate 11-series publication for briefing formats.

7.14. Student Standardization Program. The standardization program consists of briefings and tests designed to ensure students maintain the highest level of proficiency in knowledge and application of procedures. Flying, normal, and EP tests will be administered on a weekly basis. The minimum passing score on all academic tests is 85 percent (100 percent for boldface tests). If an international student fails a writ-

ten exam, the instructor will determine if English comprehension is a significant contributing factor. If so, the instructor may give the student an oral retest.

7.15. Student Grade Books. Instructors will review grade books prior to beginning a new event. Maintain student grade books for each track. As a minimum, each grade book will contain the following:

- 7.15.1. Current weekly student resume.
- 7.15.2. Current grade report for each category and training medium.
- 7.15.3. AF Form 4293 or locally approved overprint.
- 7.15.4. Record of EP training. Use 19 AF Form 37A, **T-37 Emergency Procedures**; 19 AF Form 41, **T-38 Emergency Procedures**; 19 AF Form 9A, **T-6 Emergency Procedures**; or 19 AF Form 1A, **T-1A Emergency Procedures**; as appropriate.
- 7.15.5. AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, or another Service's equivalent form.
- 7.15.6. (*Advanced Track*) A centrifuge training evaluation from 49 ADOS, Holloman AFB, on AF Form 4293 or a memorandum.

7.16. Training Events. Training events will be documented in the student's grade book as follows:

- 7.16.1. Document individual sortie grades on the applicable 19 AF Form 50 or equivalent. (**EXCEPTION:** Enter T-1 grades directly into the Training Management System [TMS]; enter T-6 grades directly into the Training Information Management System [TIMS].) If the student's performance is below average for the stage of training, enter remarks for each maneuver. If required, enter remarks on a supporting AF Form 4293 in the training folder or grade book.
- 7.16.2. Instructors will provide a concise summary of the student's training. Entries should clarify any training action. Begin each entry with the date and reason for the entry and end it with the instructor signature, printed name, and duty title. The student, student's assigned instructor (not applicable for SUPT-H), and flight commander will initial all entries. This documentation will be included in the student's grade book. AF Form 4293 may be used for manual documentation of student training. (JSUPT-H may use a local form in lieu of AF Form 4293.) Documentation is required for items specified in paragraph **5.3.** of this instruction.

7.17. Grading Standards. There are two methods of grading student performance—an absolute grading scale for rating individual maneuver items and a relative grading scale for assessing overall sortie performance. Grade formation solo sorties as excellent (E), good (G), fair (F), or unsatisfactory (U). Grade contact or navigation solo sorties as no grade (NG) or U. Flight commanders will determine when a sortie is incomplete and graded NG. If any maneuver is graded U when an F or G level of proficiency is required, the sortie is complete and the overall grade will be U.

7.18. Student Evaluations. Conduct student evaluations in accordance with the applicable syllabus and grade against the MIF. Conduct category checks as follows:

- 7.18.1. **Profiles.** Check flight commanders will ensure a cross-section of maneuvers optioned in the category check MIF are sampled regularly on category checks.

7.18.2. **Grading.** Check instructors will grade individual maneuvers on the absolute grading scale and will judge student performance based on the first attempt to perform the maneuver. If a student performs a maneuver to an F when a G is required, the maneuver may be repeated. If the repeat maneuver is G, the student will receive a G maneuver grade. If the first or any subsequent attempt is U, the maneuver will be graded U and the overall sortie grade will be U. **NOTE:** A maneuver discontinued by the student exercising situational awareness does not necessarily constitute a first attempt.

7.18.3. **Incomplete Checks.** With the check flight commander's approval, the check pilot will determine incomplete checks. On missions after an incomplete check, the student only needs to fly the maneuvers required to complete the check.

7.18.4. **Failed Areas.** If a student fails a category check in an area directly related to another category, the subsequent PC or EC may be flown in the related category. For example, if a student received a grade of U on landings during a navigation category check, a PC may be flown in the contact category. This sortie will be coded to match the student's current unit of related training.

7.19. Civilian Flight Training. To maintain the integrity of the AETC training system, students rated by the FAA (private pilot, commercial pilot, etc.) upon entrance into UFT may fly civilian aircraft, but, they will not pursue additional ratings or qualifications. Students not rated by the FAA upon entrance into UFT will not fly civilian aircraft. Prior to conducting any civilian flying, students will complete an AETC Form 410 and then submit the form for commander approval.

Chapter 8

NAVIGATOR INTRODUCTORY FLIGHT TRAINING (NIFT)

8.1. Course Description and Training Standard. NIFT is a prerequisite for JSUNT and will be administered to either pre- or post-commissioned Air Force candidates identified for navigator training.

8.2. Procedures:

8.2.1. While participating in the NIFT program, candidates are allowed to fly orientation flights in military aircraft, but they must obtain their immediate supervisor's approval of the type and extent of their flying activities.

8.2.2. Candidates who DOR from NIFT or fail to complete NIFT are not eligible to attend JSUNT. Candidates who DOR are ineligible for Air Force pilot training or BMT.

8.2.3. NIFT students are encouraged to participate in additional flying training at no expense to the government. NIFT training objectives are the primary focus of the government-purchased training program.

8.2.4. Flight instructors will use the NIFT syllabus (AETC Syllabus S-V8A-E).

8.2.5. CFIs must conduct flight training.

8.3. Candidates With or Without a Private Pilot Certificate (PPC). Candidates with an FAA PPC (or higher) or former military rated pilots will not be entered in NIFT. Candidates without a PPC must complete NIFT.

8.4. Crew Rest and Flight Duty:

8.4.1. Aircrew members must receive adequate rest. All candidates will comply with AFI 11-202, Volume 3, regarding crew rest and flight duty period.

8.4.2. The maximum flight duty period begins with any official duty or class and ends when the engine is shut down at the end of the mission. The maximum flight duty period is 12 hours.

8.4.3. Candidates require at least 8 hours of continuous, uninterrupted rest during the 12 hours immediately before the beginning of the flight duty period.

8.5. NIFT Program Administration:

8.5.1. AFOATS and USAFA are the program administrators for NIFT, as follows:

8.5.2. AFOATS is the program administrator for AFROTC-categorized cadets, OTS graduates, late-rated candidates, APT officers, and ANG and AFRC candidates.

8.5.3. USAFA is the program administrator for USAFA cadets and APT officers in the academy area.

8.5.4. AFOATS and USAFA are responsible for enrollment, tracking, and billing of their respective candidates. In addition, they are responsible for building and maintaining a flow plan to track their candidates' entry into and completion of NIFT, using the NIFT database.

8.6. Training Duration:

8.6.1. Pre-commissioning NIFT should normally be completed in 45 calendar days; post-commissioning NIFT should normally be completed in 45 calendar days and at least 15 days prior to the start of JSUNT.

8.6.2. If NIFT will not be completed within 15 calendar days of JSUNT class start date, candidates will notify their immediate supervisor and program administrator. In turn, the program administrator will notify the AFPC, ANG or AFRC POC, as applicable. **NOTE:** This may result in a change to the candidates' JSUNT class date.

8.7. NIFT Expenditures. DD Form 1556 and its addendum provide the terms and conditions of service to the student and the NIFT provider. **NOTE:** Providers must be willing to accept a government credit card number as payment. Expenditures not covered by normal NIFT billing may be reimbursed, using SF 1164.

8.8. Candidate Supervision and Management. The three levels of supervision for NIFT candidates are (1) the immediate supervisor, (2) the program administrator, and (3) the 19 AF/DO. HQ AETC/DOF is the MAJCOM NIFT training program manager. The responsibilities of the three levels are as follows:

8.8.1. Immediate Supervisor:

8.8.1.1. The immediate supervisor is the critical link to the success of the NIFT program and is responsible for day-to-day monitoring of the student's progress.

8.8.1.2. AFOATS and USAFA program administrators will provide information outlining program guidelines to every NIFT candidate and immediate supervisor. Before beginning any aspect of the NIFT program, the immediate supervisor and candidate must acknowledge an understanding of the information.

8.8.1.3. To ensure a smooth flow of trainees into NIFT, the immediate supervisor and candidate must begin initial preparatory steps immediately after receiving program instructions. To prevent scheduling difficulties, immediate supervisors of APT officers should attempt to enter their candidates into NIFT as soon as possible after being notified. Immediate supervisors must realize NIFT is the top priority for APT officers. Therefore, leave, TDY, and deployment duties of these officers must be secondary.

8.8.1.4. The critical first step is to identify a suitable vendor. The trainee's immediate supervisor must play an active role in this identification process to ensure the provider selected can offer a safe and professional training environment. Once a potential vendor is identified, the immediate supervisor will provide this information to the program administrator for final approval and funding authorization.

8.8.1.5. Once the vendor is approved and funding is authorized, training can begin. The immediate supervisor will continue to monitor the trainee's progress through NIFT program completion. If the candidate is having problems, the immediate supervisor will monitor the candidate's progress closely and forward a report to the program administrator.

8.8.1.6. Immediate supervisors will ensure mishaps are reported. Detachment commanders or designated representatives will fulfill the immediate supervisor's role for AFROTC cadets. The 557 FTS/CC or designated representative will fulfill this role for USAFA cadets. Any rated officer in the FTS will fulfill this role for ANG and AFRC candidates.

8.8.1.7. Use AETC Form 6 to submit any NIFT waiver request to the applicable program administrator.

8.8.1.8. The immediate supervisor will ensure each candidate receives a safety briefing according to AFI 91-202/AETC Sup 1 before beginning NIFT. Document this safety training on AETC Form 410, **High-Risk Activities Worksheet**. The program administrator must receive a copy of this form before approving any purchases or flying.

8.8.1.9. When necessary, the immediate supervisor will initiate an elimination recommendation by completing AETC Form 126A and then forwarding it to the program administrator.

8.8.2. **Program Administrators.** The program administrator is responsible for:

8.8.2.1. Enrolling, billing, and tracking each candidate's entry into and completion of NIFT.

8.8.2.2. Maintaining accurate candidate records and documenting completion of NIFT in the database.

8.8.2.3. Ensuring documentation for all candidates includes NIFT start and completion dates, hours completed, and completion status. Complete, incomplete with waiver or failure, and reason for failure or DOR will also be identified.

8.8.2.4. Notifying AFPC/DPPAO of all eliminations and DORs as soon as possible. AFPC will reclassify active duty (except late-rated) eliminees into a career field based on the needs of the Air Force. A copy of the documentation will be forwarded to the gaining JSUNT school registrar. To verify course completion, AETC Form 33, **Navigator Introductory Flight Training Grade Sheet**, must be completed and a copy faxed, mailed, or e-mailed to the candidate's program administrator.

8.8.2.5. Reviewing recommendations for elimination, completing AETC Form 126A (Section III) and forwarding it to 19 AF/DO.

8.8.2.6. Forwarding NIFT mishap reports to 19 AF, HQ AETC/DOF, and the other program administrator.

8.8.3. **The 19 AF/DO.** The 19 AF/DO is responsible for the elimination process, site visits to flying training facilities, and trip reports to USAFA and AFOATS program administrators and HQ AETC/DOF. The 19 AF/DO will also forward flight training center site visit reports to AFSVA/SVPAR.

8.9. Elimination Process:

8.9.1. Program administrators will forward elimination recommendations on AETC Form 126A to 19 AF/DO, the approving authority for NIFT elimination recommendations. Candidates will not attend JSUNT if they are unable to complete the prescribed NIFT syllabus requirements. The 19 AF/DO will forward a copy of elimination forms to HQ AETC/DO.

8.9.2. If necessary, immediate supervisors of NIFT candidates will submit waiver requests (AETC Form 6) to the applicable NIFT program administrator. The remarks section will contain total flying hours, NIFT flying hours, JSUNT start date, PCSM, and AFOQT score, as applicable. AETC Form 6 will be routed through 19 AF/DO to HQ AETC/DOF for final determination, with an info copy to HQ AETC/DO. Candidates will not depart to their JSUNT assignments without completing NIFT or receiving an NIFT waiver.

8.10. Mishaps:

8.10.1. Civil aircraft mishaps during NIFT are not accountable to the Air Force and will be investigated and reported by civil authorities.

8.10.2. NIFT mishaps involving the USAF Flight Training Center aircraft will be reported according to AFI 91-204.

8.10.3. According to AFI 91-204, injuries to Air Force personnel are accountable as miscellaneous air operations mishaps for commissioned officers on active duty, USAFA cadets, and ANG and AFRC members injured during NIFT. Immediate supervisors or commanders will report student injuries through normal safety reporting channels.

8.10.4. AFROTC cadets engaged in directed NIFT activities qualify as military personnel. Immediate supervisors or commanders will report injuries through normal safety reporting channels for AFROTC cadets injured during NIFT flights or while being transported at government expense (when directed by their commander or immediate supervisor to or from the flight training location).

8.10.5. Candidates or their immediate supervisors will report all mishaps to their program administrator who will, in turn, send this information to 19 AF/DO, HQ AETC/DOF, HQ AETC/SEF, and the other program administrator. Staffs will forward reports to their respective senior leadership.

Chapter 9

JOINT SPECIALIZED UNDERGRADUATE NAVIGATOR TRAINING (JSUNT)

9.1. Sortie Requirements. This chapter applies to navigator training accomplished at Randolph AFB.

NOTE: The terms check and flight or simulator evaluation are used interchangeably.

9.1.1. Students will complete all syllabus-directed sorties or simulators.

9.1.2. For syllabus progression, students will progress to subsequent lessons in the same unit or, after an unsatisfactory flight or simulator evaluation, continue to the appropriate PC, EC, or CR.

9.1.3. There are no instructor continuity requirements except for students in the CAP.

9.1.4. Instructors are either US Air Force instructor navigators (IN), instructor electronic warfare officers (IEWO), or US Navy instructor naval flight officers (NFO).

9.2. Corrective Action:

9.2.1. Use corrective action to remedy substandard performance on a mission subtask. It may include AT, critique, or counseling. It may be prescribed by the flight commander on any mission, but is required for any subtask graded below the proficiency level required (PLR) on any check.

9.2.2. An unsatisfactory grade on the event prior to the check requires the flight commander's assessment for corrective action. This assessment will be documented in the student's training folder. If AT is directed, accomplish it with ground training to the maximum extent possible. Students will progress to the check after corrective action is accomplished. **NOTE:** Academic classes, examinations, and ground training lessons may be accomplished if the unsatisfactory lesson was not a prerequisite to proceed in training. Aircraft or simulator training will not be accomplished in a different unit or phase until the student resumes normal training flow.

9.3. Additional Training (AT) Sorties. This is training required beyond what is directed by the syllabus. The flight commander approves AT. (**EXCEPTION:** The SQ/CC approves simulator and aircraft AT.) PC missions are not considered AT. Do not document AT sorties as incomplete except when objectives are not met because of unusual circumstances. In this case, the flight commander will determine whether the AT sortie should be reflown. Grade AT sorties as NG or U for safety of flight or airsickness reasons according to the appropriate syllabus.

9.4. Flight Training Briefings:

9.4.1. **Mission Briefings.** These briefings should set the tone of the lesson. They will cover the specific objectives, techniques, and procedures to employ in accomplishing the mission. Squadron standards should be used during a briefing to allow maximum time for instruction. Mission complexity and the student's progress should govern the time allotted for the post-mission briefing.

9.4.2. **Flight Safety Briefings.** These briefings must emphasize aircraft mishap prevention training. They should promote discussion of topics to improve student judgment and confidence.

9.4.3. **EP Briefings.** Every flight and simulator mission will have an EP briefing. These briefings will emphasize analysis of emergencies and application of appropriate procedures.

9.4.4. **CRM Briefings.** AFI 11-290 and its AETC Sup 1 outline requirements for the CRM training program. CRM briefings will discuss the human-factor causes in aircraft mishaps. Brief and debrief CRM core concepts and skills on every aircraft and simulator mission.

9.5. Student Standardization Program:

9.5.1. **Requirements.** The standardization program consists of briefings and tests designed to ensure students maintain the highest level of proficiency in knowledge and application of procedures. Instructors will administer tests on flying, normal, and emergency procedures. The minimum passing score on all academic tests is 85 percent. If an international student fails a written exam, the instructor determines if English comprehension is a significant contributing factor. If so, the instructor may give an oral retest.

9.5.2. **Academic Failures and “Wash Back.”** Failure of three (3) academic end-of-phase or unit tests results in a student’s removal from training and entry into the CR process. If a student is removed from training for academic failure but subsequently reinstated into training, any subsequent academic failure results in immediate removal from training and entry into the CR process. A flight commander may recommend a student’s “wash back” for AT after a second test failure only if the student has not previously “washed back.” That is, only one performance or academic “wash back” is permitted. The SQ/CC must specifically approve all “wash backs.”

9.6. Student Training Folders and Grade Books:

9.6.1. **Training Folder Contents.** Flight commanders ensure a training folder containing the items listed in [Chapter 5](#) is maintained for each student.

9.6.2. **Grade Book Procedures.** Students will carry grade books to all events except flight or simulator evaluations. Instructors will review grade books before the training event. Grade books will contain all prior grade sheets, a current AF Form 1042, and Randolph Form 295, **Proficiency Summary Sheet**, for each phase.

9.7. **Grading Standards.** Instructors will provide meaningful and appropriate feedback to students, their supervisors, and subsequent instructors regarding the students’ progress. Direct grade sheet comments to the flight commander. These comments will provide a record of student achievement to identify areas requiring AT and identify those students who fail to meet course standards.

9.7.1. Missions Documentation:

9.7.1.1. If the student encounters any physiological problems, the instructor will enter the circumstances on the grade sheet and follow the appropriate procedures in this instruction.

9.7.1.2. If the student is tardy for a mission, the instructor will annotate it in the overall comments on the grade sheet.

9.7.1.3. All corrective action will be documented in the student’s training folder.

9.7.2. **Training Missions.** The purpose of training periods is to provide maximum proactive instruction. Learning is the primary objective of training missions. Place emphasis on demonstrating correct procedures and correcting errors. Student evaluation is secondary on practice missions. In general, training involving performance of manual or mental skills is conducted by using the demonstration-performance method. Grade syllabus training missions to provide a record of a student’s progres-

sion or regression and ensure the student, supervisor, and subsequent instructors are aware of the student's progress. Award an overall grade of F or U (according to squadron grading standards) any time the student fails to meet the PLR in any subtask.

9.8. Student Evaluations (Flight or Simulator):

9.8.1. Overview. A standardized, objective evaluation system is critical to the production of a quality graduate. SQ/CCs will appoint check instructors to conduct student evaluations in accordance with the syllabus and grade the student against the PLR. Checks will evaluate the student's performance and proficiency. For the purposes of Commander's Review (CR), academic and check failures carry over from one syllabus to subsequent syllabuses.

9.8.2. Lost Students. Being behind the aircraft or out of the corridor may be indications of trouble, but it does not necessarily mean the student is lost. However, if the instructor is convinced a student is hopelessly lost, assign an overall grade of U. Then reorient the student and continue the mission as a check, evaluating the student's strengths and weaknesses.

9.8.3. Restarting. If, in the instructor's judgment, the student is disoriented or lost because of circumstances beyond the student's control (for example, excessive air route traffic control center [ARTCC] vectors, equipment malfunction, etc.), the instructor may restart the student. Inform the students when they are being restarted and are to continue the mission as a check.

9.8.4. Grading:

9.8.4.1. During student checks, grade ONLY when it does not interfere with student performance. Grade time-specific or time-critical items as required during the mission profile.

9.8.4.2. Award an overall grade of U when a student fails to meet the PLR in any subtask. The student must perform at the E or G level to pass a check.

9.8.5. Repeat Subtasks (RST) (Checks Only):

9.8.5.1. Base individual subtask grades on the absolute rating scale. The check instructor will rate the student's performance based on the first attempt to accomplish each subtask. If a student performs a subtask to a proficiency level (PL) 2 when a PL 3 is required, the subtask may be repeated. When the first or any subsequent subtask attempt is rated at PL 1, the overall mission is graded U. (The RST option will not be used when the student is rated at PL 1.) If the RST is used and the subtask is performed satisfactorily, the student may receive a satisfactory subtask grade. When the RST option is used, clearly document it on the grade sheet. The overall mission grade will be no higher than G.

9.8.5.2. Using the RST option on any subarea is at the judgment of the check instructor. This option is used in those few situations where the first attempt does not provide an accurate assessment. Although RST is used on subtasks that can be easily reaccomplished in a reasonable time period, common sense should be used to decide whether to use the RST option. When an instructor chooses to reevaluate a subarea, inform the student that another attempt will be allowed and provide the proper time sequencing for reaccomplishment.

9.8.5.3. The RST option may be used on PC and EC missions, but may not be used for (1) a subarea that was graded below PLR on the check that triggered the PC or EC or (2) subareas that have been a below-PLR trend item on practice missions.

9.8.6. PC and EC Evaluations:

9.8.6.1. PCs and ECs are full mission profile evaluations where a student's performance is observed, rated potential is evaluated, and ability to complete the course training within syllabus constraints is considered.

9.8.6.2. A PC or EC is apart from the normal syllabus flow. Students must demonstrate proficiency on the PC or EC to the current stage of training. If a PC or EC occurs on a practice mission where instruction is normally required, that instruction will still be provided. It is up to the evaluator to determine the student's level of proficiency based on the amount and depth of instruction needed.

9.8.6.3. PLRs for PC and ECs are the same as the PLRs for the event that triggered the PC or EC. On successful completion of the PC or EC, the student will continue in training with the syllabus event following the event that triggered the PC or EC. If the next event is a check and all objectives were satisfied on the PC or EC, the PC or EC will substitute as the end-of-phase check. See paragraph 5.5. for the difference between PCs and ECs.

9.8.6.4. If the PC or EC occurs on an end-of-phase check, evaluators may still offer instruction to assess the student's rated potential and ability to complete the course.

9.8.6.5. After a failed check, AT is required. "Wash backs" are not permitted before the associated PC unless resources for the PC are unavailable. The PC must meet minimum PLR requirements for the most recently completed unit. Document a PC as "XXX88" and include it in the student's training folder.

9.8.6.6. The SQ/CC may authorize additional sorties to correct training deficiencies after an EC trigger. If appropriate AT events are not available, the SQ/CC may "wash back" the student one class to provide AT sorties prior to an EC. Only one "wash back" (performance or academic) for AT is allowed per student. Document an EC as "XXX89" and include it in the student's training folder. Enter any student who fails an EC into the CR process.

9.8.6.7. Passing a PC or EC fulfills the requirements of the sortie that caused it to be flown. A PC will only be given once per student. After passing an EC, the student is returned to training and subsequent checks are performed as end-of-phase checks. Additional check failures result in another EC.

9.8.6.8. Reinstatement after CR requires AT and an EC to complete the training event. After a successful EC, subsequent checks are performed as normal end-of-phase checks. Additional check failures result in another EC.

Chapter 10

BATTLE MANAGEMENT TRAINING (BMT)

10.1. Funding Requirements. For students funded under the TDY-to-school program, the training unit will notify HQ AETC/FMAT of any event (“wash back,” break-in-training, DNIF, medical hold, elimination, etc.) that will result in a training delay or change greater than 10 days.

10.2. Mission Requirements:

10.2.1. All syllabus-directed missions or simulator sessions will be accomplished unless the 19 AF/DO or ANG/DO (as appropriate) approves otherwise. Students will progress to subsequent missions or simulator sessions under normal progression, or they will repeat the last mission or simulator session after an unsatisfactory event.

10.2.2. A lesson, mission, or simulator session is defined as a unit listed in the course syllabus for a particular task. Units are comprised of instruction, student practice sessions, and instructor appraisals of student’s performance; for example, SINT-1, SINT-2, SAR-4. The demonstration and proficiency check at the end of each phase is also considered a lesson or mission; for example, SINT-6. Phases are sequential units that culminate in a student demonstration of comprehension or performance for a particular task. End-of-phase checks are given at specified intervals in the syllabus to determine if the student meets CTS requirements.

10.3. Mission Standards:

10.3.1. Conduct student evaluations according to the applicable syllabus and grade against the performance-level tables and mission standards. Use the grading criteria described on the reverse of AETC Form 186 when assessing student performance. A student will not progress to subsequent units until the criteria for each lesson or mission have been met as outlined in the syllabus. Academic classes and examinations may be accomplished if the unsatisfactory session was not a prerequisite to proceed in training.

10.3.2. A student who has difficulty attaining the required level of proficiency for training events (such as SINT-3) or who fails academically should be identified for the Commander’s Awareness Program (CAP). Each student should attend all high performance mission briefings and debriefings with a BMT instructor in attendance during the student’s course of training.

10.4. Academic Requirements:

10.4.1. The minimum passing score is 85 percent. The academic instructor will conduct a review of all questions and answers in a post-exam critique.

10.4.2. Academic AT consists of counseling (study habits, distractions, materials focus, etc.) and a directed study period of not less than 1 hour or more than 3 hours with an instructor present. The instructor will help focus the study period and be available to answer questions pertaining to exam material. Retest students who fail a test the next duty day or within 24 hours using a different test.

10.4.3. Record examination results on AETC Form 668, **Test Data**, or a computerized listing. Training and development (TD) will prepare and maintain cumulative academic test analyses and will review them once per quarter to identify test deficiencies or trends. At the end of the fiscal year, test

and development will forward a summary of examination results and any recommendations to the SQ/DO for review.

10.5. Additional Training (AT):

10.5.1. The flight commander will ensure AT sessions are provided to students who need more than the normal sessions directed by the syllabus. These sessions will provide the necessary extra training to bring a student's performance up to required levels. AT sessions are usually administered to only one student at a time via the one-on-one concept. A senior qualified instructor should administer the AT session, and all AT events will be reported on AF Form 4293.

10.5.2. Each student will receive AT after a grade of non-effective/student-non-progression (NE/SNP). AT for a specific syllabus event graded NE/SNP will be completed prior to the PC, next syllabus event, or reaccomplishment of the event graded NE/SNP. Each syllabus will specify the number of AT events available for that course. AT events beyond the course limit require a waiver from 19AF/DO. Each student will receive AT prior to an EC. AT events prior to a scheduled EC do not count toward the course limits for AT events. AT events will be graded NG or U for safety of flight reasons according to the appropriate syllabus. An AT event graded U does not count toward triggering a PC or EC, nor does an AT event graded NG break a string of unsatisfactory syllabus missions. The block flight commander will approve AT. (**EXCEPTION:** AT live missions will be approved by the SQ/DO.)

10.5.3. To enhance the student's learning experience, an instructor may provide additional "chalk talk" sessions after academics and simulated or live missions without the session becoming an AT. These "chalk-talk" sessions are usually the result of a student request; they are not the result of the student's failure to achieve standards and/or progress. When the simulator is available and practical, a student may use it alone or with other students to practice.

10.5.4. The registrar will notify 19 AF/DOK or ANG/DPDF (as appropriate) via message or e-mail when a student enters the CR process.

10.6. Elimination Procedures. Elimination procedures are in accordance with this instruction. The CAP and CR procedures outlined in this instruction will be used. Use AETC Form 126A to initiate the CR process. The 19 AF/DOK or ANG/DPDF (as appropriate) will maintain the case file on all eliminations.

10.6.1. If the WG/CC or ANG/CC (as appropriate) nonconcur with a proposal to eliminate a student, the 19 AF/DO or ANG/DO (as appropriate) must issue a waiver before reinstating the student into training. A student reinstated into training after a CR will be administered a second EC following completion of AT. (The OG/CC may authorize up to two AT sessions before the followup EC.) If the student subsequently fails to progress in the normal syllabus flow after AT and a second EC, eliminate the student.

10.6.2. If the WG/CC or ANG/CC (as appropriate) concurs with a proposal to eliminate a student, the registrar will notify 19 AF/DOK or ANG/DPDF (as appropriate). The registrar will forward the original student elimination package (including AF Forms 4293; AETC Forms 101, 126A, 186, 901A, 902, and 904; the student's compendium, progress tracking sheet, certificate of understanding, if applicable, and any other pertinent information) to 19 AF/DOK or ANG/DPDF (as appropriate). (Maintain this documentation according to AFMAN 37-139.) The 325 ACS/TM will update the elimination action in MilPDS as applicable.

10.6.3. For PCS active duty eliminees in an Air Force specialty code (AFSC)-awarding course, the registrar will coordinate with the local MPF to request reclassification or retention action from AFPC. The unit coordinates the return of TDY active duty, ANG, and AFRC eliminees to their home unit.

10.7. MOA Management Procedures. Approve flight commander requests for flight surgeon examinations at the ADO level. The ADO will schedule the flight surgeon appointment. Place students considered MOA candidates in the CAP and document it on AETC Form 101 and AF Form 4293.

10.8. Student Training Folders and Grade Books:

10.8.1. **Overview.** Instructors will provide meaningful and appropriate feedback to students, their supervisors, and subsequent instructors regarding each student's progress in training. Instructor grade sheet comments will detail areas below the required standard and document areas requiring additional emphasis. End-of-phase grading will reflect the required training levels as specified in the CTS for each course.

10.8.2. **Training Folders.** In addition to requirements in [Chapter 5](#), each training folder will contain:

10.8.2.1. AETC Form 101, **Student Performance Summary** to summarize student training performance, CAP, failures, etc.

10.8.2.2. AETC Form 901A, **Training Record - Battle Management** to provide a summary of student training and grades.

10.8.2.3. AETC Form 904, **Training Summary** to provide a summary and overall assessment of strengths, weaknesses and end-of-phase results.

10.8.3. **Student Grade Books.** The grade book for each student will contain:

10.8.3.1. Student recognition label.

10.8.3.2. Mission grade sheets.

10.8.3.3. AF Form 4293 (in accordance with [Chapter 5](#)).

10.8.3.4. AETC Form 902 (Document results of each academic test, each simulated mission, and each live mission.)

10.8.3.5. AF Form 1042.

10.9. Early or Late Graduation. The training squadron will notify 19 AF/DOK or ANG/DPDF (as appropriate) of each early or late graduation (including reason)) as soon as possible.

10.10. "Wash Back" Status. With 19 AF/DO or ANG/DPDF (as appropriate) approval, students below acceptable standards may be allowed to repeat parts of the course to bring them up to standards. Administratively place them in a "wash back" status. The training squadron determines if a "wash back" may help the student progress. The flight commander will record any "wash back" information on the student's AETC Form 101. The intent of a "wash back" is to overcome an event beyond the student's control; it will not be used as a tool to control training deficiencies normally handled through the AT or CR process.

10.11. Graduation Training Documentation:

10.11.1. Within 10 days of the graduation date, the registrar will forward AETC Forms 901A and 904 for all graduating students to 19 AF/DOK or ANG/DPDF (as appropriate) for archive. (A copy of the forms will also be sent to the graduate's gaining unit.) Within 15 days of graduation date, the registrar will update MilPDS for all graduating students. (ANG units without MilPDS access will ensure all data is forwarded to ANG/DPDF no later than 15 days after class graduation date.)

10.11.2. The graduate's AETC Form 904 will identify individual strengths and weaknesses. For active duty ABM graduates, the registrar will forward an AF Form 475 to the graduate's servicing MPF along with a copy of the graduate's orders. ANG or AFRC ABM graduates will receive the same form the registrar forwards to the graduate's unit orderly room. For all entry-level weapons director graduates, the registrar will forward an AF Form 77 to the graduate's unit orderly room. (The applicable form will recap the training environment and highlight student strengths and weaknesses.)

10.12. Absences and Leave. The flight commander will record any student absences of 8 hours or less (nonconsecutive) on the student's AETC Form 101. A student is granted leave at the discretion of the SQ/CC.

10.13. Training Management:

10.13.1. The registrar will provide flight commanders with student inprocessing packages prior to class start.

10.13.2. ABM training is considered undergraduate-level training. Instructor upgrade and weapons director training for airborne warning and control system (AWACS) modular control system (MCS) courses are considered graduate BMT.

10.13.3. The training manager (TM) is responsible for updating and submitting appropriate documentation changes to HQ AETC/DOR or HQ AETC/DORA-CCG (as appropriate) for all courses in the ETCA after coordination through the squadron DO, ADO, and registrar. The TM will build and update all course information and requirements in the MilPDS.

10.13.4. HQ AETC/DOR and the TM will administer course quota control. The TM will load appropriate schedules and the user's PFT in the MilPDS, based on (1) the final approved and published undergraduate program guidance letter (PGL), (2) each unit's training capability, and (3) scheduling inputs. The registrar will forward copies of the official schedule to MAJCOM functional managers, HQ AETC/DOFA, and 19 AF/DOK or ANG/DPDF (as appropriate).

10.13.5. Users who need to cancel, transfer, or add a training requester quota identifier (TRQI) in classes must coordinate such actions through HQ AETC/DOR and/or HQ AETC/DORA-CCG (as appropriate), who will coordinate with the TM for course entry.

10.13.6. If medical qualifications for a student cannot be determined in 10 workdays or if the parent organization takes no corrective action within the prescribed number of days, the registrar will notify the student's parent organization, HQ AETC/DOFA, and 19 AF/DOK or ANG/DPDF (as appropriate) of the reason for disqualification (prerequisite elimination) and return the student to the home unit.

10.13.7. The registrar will provide class entry rosters no later than 2 weeks before class start date to training unit personnel. The registrar will verify student entries (containing name, grade, service, and status) and forward them to 19 AF/DOK or ANG/DPDF (as appropriate) 10 days after the class start date. With unit, AFPC, and HQ AETC/DOR or HQ AETC/DORA-CCG (as appropriate) approval, a student awaiting training may be entered into an earlier class if there is a vacancy.

10.13.8. Each month the registrar will send HQ AETC/DORA quota information containing the following information:

- 10.13.8.1. Course title.
- 10.13.8.2. MilPDS class number.
- 10.13.8.3. Actual student entries by source.
- 10.13.8.4. Unfilled and no-shows by source.
- 10.13.8.5. "Wash backs" (+ and -).
- 10.13.8.6. Eliminations by source.
- 10.13.8.7. Actual graduates by source.
- 10.13.8.8. Miscellaneous information; for example, late or early graduates.

10.14. Training Development (TD). TD personnel support the squadron instructional program. Battle management courseware consists of instructor guides, study guides, academic block tests, and multimedia presentations (to include computer-based training). TD personnel play a critical role in ensuring the quality, appropriateness, and standardization of student and instructor courseware.

10.15. CRM Briefings. AFI 11-290 and its AETC Sup 1 outline requirements for the CRM training program. CRM briefings will discuss the human-factor causes in aircraft mishaps, including the implications for BMT. Real-world mishaps will be used as examples. As a minimum, students will receive introductory training in all CRM core concepts. CRM briefings are not testable.

Chapter 11

UNDERGRADUATE INTERNATIONAL TRAINING

11.1. International Military Student (IMS) Training. IMSs will receive Air Force formal course training under the International Military Education and Training (IMET) Program, a foreign military sales (FMS) case, a counter-drug program, or as part of a presidential draw down initiative. These activities are part of the DoD Security Assistance Training Program (SATP). The administration of SATP students generally adheres to the procedures outlined in the preceding chapters, but there are certain exceptions. This chapter addresses only those areas where SATP student administration differs from Air Force student administration. Follow the procedures outlined in the preceding chapters for any area not covered in this chapter.

11.2. International Military Training Officer (IMSO). Each Air Force installation will appoint an IMSO to handle administrative affairs according to AFJI 16-105. Training units conducting security assistance training, to include orientations, must maintain a close liaison with their installation IMSO.

11.3. Waiver Authority for International Battle Management Students. Specialized English terminology (SET) waivers and exemptions will be processed through the TM, AFSAT/TO, and 19 AF/DO; blanket waivers for IMSs will not be approved. Considered on a case-by-case basis, exemptions from SET testing are based on the English fluency of the student. The minimum English comprehension level (ECL) for the International Air Weapons Controller Course (IAWCC) and the Theater Air Operations Course (TAOC) is 80.

11.4. Training Administration. AFSAT administers all international technical, flying, professional military education (PME), and BMT within AETC. Units will send questions about administrative procedures to the installation IMSO who will, in turn, notify the appropriate AFSAT country manager. AFJI 16-105/AETC Sup 1 contains terms, references, and additional information about SATP.

11.5. Student Data Screening. Training units will screen student records as outlined in AFJI 16-105. The installation IMSO will conduct a thorough review of the student's invitational travel order (ITO) and appropriate amendments in accordance with AFJI 16-105.

11.6. Substandard Performance:

11.6.1. AT or X sorties required beyond the phase or module limit must be approved by 19 AF/DO. Additional sorties required beyond the course limit must be approved by 19 AF/DO and country manager. The unit IMSO should contact the appropriate AFSAT country manager to obtain country approval.

11.6.2. Units will record additional sorties flown by the IMS as AT or X sorties (including all corrective action), recheck sorties arising from flight checks, and all PC flights. Incomplete sorties that require re-fly or "sandbag" sorties (that is, sorties flown in a cockpit position that would otherwise be unoccupied) will not be included.

11.6.3. If a student's actual flying abilities do not meet standards and elimination is recommended, the unit OG/CC will notify the installation IMSO, AFSAT/TO, and 19 AF/DO according to AFJI 16-105.

11.6.4. Units will coordinate approval for IMS BMT students who require AT (academics or simulator) beyond the phase or module limit through the installation IMSO, TM, 19 AF/DOK, and the appropriate country manager. Overall waiver approval authority is 19 AF/DO. AT and elimination procedures for the IMS BMT students will follow the syllabus. The IMS will initially enter the CR process and then, if necessary, convene a faculty board according to AFJI 16-501.

11.7. Student Training Records. The installation IMSO will maintain student training records according to AFJI 16-105.

11.8. Completion of Forms. The US Security Assistance office from the IMS's country assigns a student training number, consisting of four digits and two letters and appearing immediately after the student's name on the ITO. Enter this number immediately after the student's name on all records, certificates, awards, and other similar documents.

11.9. Training Summary:

11.9.1. AETC Form 240-5; DD Form 2496, **International Student Academic Report**; or an HQ AETC/DO-approved substitute is used for the training summary. **NOTE:** The base IMSO will assist training units in the completion of required forms.

11.9.2. Enter the SATP training number after the student's name.

11.9.3. Awards, special certificates, or other achievements will be recorded after the course summary section. The training unit will attach a copy of award citations, letters of appreciation, certificates, etc., to the training summary. The installation IMSO is responsible for complying with AFJI 16-105. The training unit will ensure the IMSO is aware of special awards of citations accompanying the training summary.

11.9.4. In the top right corner of the AETC Form 240-5 (above "training base"), enter the foreign country and IMET program year (or FMS case designator) and worksheet control number (WCN). The training unit may obtain this data from the ITO or the base IMSO. **NOTE:** When the DD Form 2496 is used, enter this data in the appropriate boxes.

11.9.5. Use DD Form 2496 for all IMS battle managers and any other specialized UFT training or orientation documentation.

11.10. Additional Flying Hours:

11.10.1. **Requesting Additional Hours.** The IMSO will request additional aircraft hours (for JSUPT, hours in excess of the 10 additional hours authorized by the syllabus) by message to AFSAT/CC (AFSAT RANDOLPH AFB TX//CC//) and 19 AF/DO. The request must include the student's name, country, FMS case, line number, WCN, approximate number of additional hours required, and a summary of the student's problems and the probability for successful course completion.

11.10.2. **Reporting Procedures for Additional Sorties or Hours.** To ensure a student's country is appropriately charged for additional sorties or hours flown, within 5 workdays after course graduation the IMSO will provide the following information to AFSAT RANDOLPH AFB TX//TO// (message) or to <mailto:AFSAT/TO@randolph.af.mil> (e-mail attachment):

11.10.2.1. Student's name.

- 11.10.2.2. Training unit and base.
- 11.10.2.3. Military articles and services listing (MASL) number.
- 11.10.2.4. WCN.
- 11.10.2.5. Country, case, line, or IMET program year.
- 11.10.2.6. Number of additional hours approved by 19 AF/DO for AT.
- 11.10.2.7. Number of additional hours flown.
- 11.10.2.8. Type of aircraft flown.
- 11.10.2.9. Fiscal year when the hours were flown.
- 11.10.2.10. Start training date and graduation date.
- 11.10.2.11. POC's name and telephone number.

11.10.3. **Reporting Procedures for the IMS Attending BMT.** The IMSO will use AF Form 1761, International Student Status Report, known as the "Thursday report", to report any IMS attending BMT. The IMSO will forward all training records and reports to the appropriate security assistance officer immediately (within 5 workdays).

11.11. Holiday Scheduling. All international military students may be authorized an additional 2 days each year to observe national and/or religious holidays. Specific days for each country will be coordinated through AFSAT and the IMSO.

Chapter 12

GRADUATE FLYING TRAINING

12.1. Overview. The general guidance in **Chapter 1** through **Chapter 4** applies to flying training; this chapter provides additional guidance for graduate training. Where training documentation or administration conflicts occur, the guidance in the applicable MDS-specific AFI 11-2X-series publication takes precedence.

12.2. Quotas. Units will immediately notify HQ AETC/DORA and/or HQ AETC/DORA-CCG (as appropriate) if there is a deviation in the expected quotas. Units without access to MilPDS will forward a class roster to HQ AETC/DORA within 5 duty days of class arrival.

12.3. Course Entry Administration. Units will review incoming student records to verify they are complete and to determine initial supervision required. (Paragraph **1.1.4**, contains a list of registrar duties.) Students must meet course entry prerequisites established in the ETCA. As a minimum, units will review the following student records (or their equivalent) prior to any formal training other than academic training:

12.3.1. Standardization/Evaluation (Stan/Eval) Records. These records are maintained in the flight evaluation folder (FEF). Depending on aircrew specialty, some individuals may not yet possess an FEF. Graduate FTUs will ensure the Education and Training Course Announcements (ETCA) database is updated with FEF requirements for their courses. Students will hand-carry FEFs to training as required by the ETCA course requirements. If required, graduate flying training units will forward applicable AF Form 8 and other stan/eval records and documents to the student's home or gaining unit upon completion of training.

12.3.2. Individual Flight Records. See the appropriate weapon system training documents for flight record requirements.

12.3.3. Training Records (Training Folders or Grade Books) From Previous Courses. (*Pipeline students only*). Pipeline students are those officer and enlisted members who are not yet transferred PCS to an operational unit as permanent party members. If training records are not available, contact 19 AF/DO.

12.3.4. Training Summaries (AETC Form 1122 Series) and Student Biographies. The SQ/CC, DO, flight commander, or designated representative should review all training summaries and student biographies included in the student training record.

12.4. Sortie and Hour Requirements. Each course has a programmed number of sorties, flying hours, and re-fly hours in the syllabus. Unless otherwise specified in the applicable syllabus, AT (or X) sorties required beyond the syllabus or PFT limit require 19 AF/DO approval. (For ANG FTUs, ANG/DO is the approval authority.) Proficiency advancement is defined in the applicable syllabus; it will not be used as a management tool for the purpose of graduating students by a specific date.

12.5. Academics. The minimum passing score for all general knowledge examinations is 85 percent unless otherwise specified in ATS contracts or syllabuses. Students failing any test will receive counseling from the appropriate supervisor, be given additional instruction or study time, and be retested. Units and

ATS contractor personnel who maintain student written examinations must secure all tests and document the removal, replacement, and destruction of all examinations.

12.6. CRM Requirements. AFI 11-290 and its AETC Sup 1 outline requirements for the CRM training program. CRM briefings will discuss the human-factor causes in aircraft mishaps. Use real-world mishaps as examples in the briefings. Brief and debrief CRM core concepts and skills on every aircraft and simulator mission. According to AFI 11-290, ANG FTUs will use ANG-approved CRM training.

12.7. Training Folders and Grade Books. Each student will have a training folder, grade book, or equivalent product containing mission grade sheets and other documentation as determined by the FTU. Use procedures and forms as specified and directed in the applicable MDS-specific AFI 11-2X-series publication.

12.8. Withdrawal From Training:

12.8.1. If a student is withdrawn for failure to meet minimum training standards based on the procedures outlined in paragraph 12.9., follow notification procedures in AFI 11-402/AETC Sup 1.

12.8.2. **Chapter 14** provides guidance to process enlisted initial qualification students. For pipeline students, units will also notify AFPC/DPAO.

12.8.3. Units will ensure ANG and AFRC students' home units, ANG and HQ AFRC, and international students' country managers are notified immediately when their students experience significant training difficulties or are withdrawn from training. Refer to applicable syllabus for additional guidance. ANG or AFRC students recalled from formal training will complete or re-enter training according to applicable MAJCOM directives and waiver authorities.

12.9. Training Progress Review Processes. Training progress review processes determine whether to continue, modify, or terminate training or to conduct a flight evaluation board for a student who does not meet objective training standards. Units will provide specific criteria and procedures for reviewing substandard performance unless provided in the applicable syllabus, an Air Force directive, or an AETC supplement. Different training programs and MDSs may require different review criteria and procedures. However, use the following guidelines unless otherwise directed:

12.9.1. **General.** The training review process attempts to resolve training problems at the lowest practical level and ensure significant substandard performance is brought to leadership's attention. The intent is to allow students to continue in training until their ability to complete the course and become a fully qualified aircrew member is in question.

12.9.2. **Flight Commander (or Equivalent) Review.** The flight commander (or resource manager for enlisted aircrew) will review a student's progress as follows: (1) for any single failed aircraft or simulator sortie, (2) when the instructor recommends such review, or (3) when the sortie is a phase check, a demonstration proficiency sortie, or an AF Form 8, **Certificate of Aircrew Qualification** (or evaluation). The flight commander (or equivalent) will then recommend or endorse an appropriate course of action that may include reviews at a higher level.

12.9.3. **SQ/CC or DO Review.** The SQ/CC or DO will review a student's progress following any two consecutive aircraft or simulator sortie failures or any time the flight commander recommends such review. The SQ/CC or DO (or equivalent) will then recommend an appropriate course of action.

12.9.4. OG/CC Review:

12.9.4.1. The OG/CC will review a student's progress once the student flies more than 25 percent above the syllabus sorties or hours allotted in a given phase or category of training or when the SQ/CC or DO recommends it. (For syllabuses with only a small number of sorties, commanders may use judgment on the 25 percent rule when it equates to no more than two additional sorties.)

12.9.4.2. The intent is to raise the level of review when excessive assets are expended to meet training goals, regardless of the cause. **EXCEPTIONS:** The extra time does not include sorties flown for support or to regain proficiency lost during extended down time, nor does it include "re-fly" time normally associated with training execution (for example, aborts or administrative delays).

12.9.5. WG/CC Review:

12.9.5.1. The WG/CC will review a student's progress once the student flies more than 35 percent above the syllabus sorties or hours allotted in a given phase or category of training or when the OG/CC recommends it. (For syllabuses with only a small number of sorties, commanders may use judgment on the 35 percent rule when it equates to no more than three additional sorties.)

12.9.5.2. When a review reaches this level, the OG/CC will recommend a flight evaluation board (FEB) for officers, a review for elimination for enlisted aircrew, or a review of the training procedures or execution based on a failure of the training system. Once a student has required more than 35 percent more flight or simulator training than normal (with the exceptions noted in paragraph [12.9.4.2.](#)), the student should be deemed "*failed to meet training standards*" (AFI 11-402, Chapter 4) or "*failed to attain or maintain aircrew qualification*" (AFI 11-402, Chapter 5).

12.9.5.3. The FEB or elimination review should only be bypassed if the WG/CC determines the problem clearly lies with the training rather than the student. Once the WG/CC directs an FEB, AFI 11-402 guidance will be followed. **NOTE:** When students are returned to training after a WG/CC review, squadron leadership must closely monitor them through the CAP until they show normal progression or graduate from the course.

12.10. Distinguished Graduate (DG):

12.10.1. Units with a DG program will recognize basic course students who clearly excel during formal training. Formalize the DG program in local guidance. DGs must demonstrate outstanding progress in each phase of academic, simulator, and flying training and outstanding results in flying and simulator evaluations. The unit commander is the final approval authority for all awards.

12.10.2. Units will develop their own method of identifying up to the top 10 percent of students as DGs; classes of less than 10 may have one DG. Any fractions may be rounded upward. Commanders may elect not to designate a DG in a class.

12.10.3. The DG will receive AETC Form 499 (or an approved local substitute) signed by the unit CC and DO.

12.11. Disposition of Training and Evaluation Records. Units will forward all records to the student's gaining unit, follow-on training unit, or ATS contractor within 10 duty days of class graduation (according to the applicable MDS-specific AFI 11-2X-series publication).

Chapter 13

SERE STUDENT ADMINISTRATION

13.1. Overview. The general guidance in **Chapter 1** through **Chapter 4** applies to SERE training, except paragraph **4.1.1.2.** (**NOTE:** Changes or discrepancies in survival school entry rosters will not be reported to 19 AF/DO.) This chapter provides additional guidance for survival training.

13.2. Funding Requirements . For students funded under the TDY-to-school program, the training unit will notify HQ AETC/FMAT of any change (“wash back,” break-in-training, DNIF, medical hold, elimination, etc.) that results in a training delay or change greater than 10 days.

13.3. Student Processing. This paragraph applies to all SERE training courses conducted by the 336 TRG. Responsibilities, and procedures, and requirements for processing SERE training students are as follows:

13.3.1. Medical Requirements. Medical records must be hand-carried and include completed SF 600, Health Record - Chronological Record of Medical Care (with a medical clearance for survival overprint), certifying the student’s physical qualification to attend survival training. The SF 600 will be signed by the reviewing flight surgeon prior to student’s departure from home base. In the flight surgeon’s absence, a medical officer, independent duty medical technician (IDMT), or senior medical technician may perform and sign the review. The SF 600 overprint is available on the following Web site: https://www.fairchild.af.mil/336TRG/336TRSS/med_clearance_sf600_overprint.doc. Medical requirements for specific survival courses are as follows:

13.3.1.1. S-V81-A, SERE Instructor Training:

13.3.1.1.1. The 336 TRSS/SGF will maintain student medical records until course graduation. Records will be screened and the member will be seen, interviewed, and examined, as necessary, for participation in physical conditioning and S-V81-A training.

13.3.1.1.2. Students must have a psychological evaluation according to Attachment 8 of AFI 48-123, and this evaluation must be performed according to AETCI 36-2102, *Selection of Survival, Evasion, Resistance, and Escape (SERE) Training Instructors*. The Behavioral Analysis Service (BAS), 59th Medical Wing, Lackland AFB TX, is the approval authority for initial S-V81-A psychological evaluations. A trained psychologist may test prior-service and retraining students at the local base mental health office, but all documentation must be forwarded to the BAS for final approval. Prior to a participation in S-V81-A, each student’s record of a psychological evaluation must be sent to Chief, Psychological Services, 336 TRSS/SGF, Fairchild AFB WA, for review.

13.3.1.2. Other SERE Courses. Specific courses include S-V80-A, Combat Survival; S-V84-A, Dunker; S-V86-A, Water Parachute Training; A-V87-A, Arctic Survival; and S-V90-A, Non-Water Parachute Training. The 336 TRG/SGF will:

13.3.1.2.1. Review each completed SF 600 overprint.

13.3.1.2.2. Screen medical records for compliance with pre-clearance and other potentially medically disqualifying conditions.

13.3.1.2.3. Maintain medical records for students until completion of courses.

13.3.2. **Student Entry.** Students will begin training in the first available class. Notify HQ AETC/DOR/DORF when students enter training early or late or when changes are needed to their follow-on training. Conduct SERE training classes as scheduled by the PFT document. HQ AETC/DORA must approve changes to PFT class schedules.

13.3.3. **Student Leave.** Although ordinary leave or a pass is not normally authorized for students participating in SERE training, it may be authorized by the squadron commander in unique circumstances or during breaks in training. Emergency leave is permitted when the American Red Cross or home unit confirms an emergency.

13.3.4. **Student Reentry Into Courses:**

13.3.4.1. Student administration will reenter students into training. The unit commander or DO will determine the point of reentry into the course.

13.3.4.2. Students reentering courses S-V90-A or S-V84-A must complete the entire course.

13.3.4.3. Before students may reenter a course, military medical authorities will clear those eliminated or held over for medical reasons.

13.3.5. **Student Failings.** Enter students failing to progress in the normal syllabus flow into the CR process. CR triggers are according to the course syllabus. Paragraphs 5.7. through 5.10. contain information on the CR process.

13.4. **Elimination Categories and Applicability:**

13.4.1. **Performance Deficiency.** Failure to meet proficiency standards required by the applicable syllabus, including academic and operational deficiencies, will result in a performance deficiency. Use AETC Form 126A to document the CR process.

13.4.2. **Prejudicial Conduct.** Prejudicial conduct is improper conduct or attitude, lack of responsibility toward assigned duties or obligations, or other character disorders that raise doubt about the student's fitness for continuation in training or as a member of the military.

13.4.3. **Lack of Instructor Adaptability (for Course S-V81-A).** Lack of instructor adaptability is the inability of SERE instructor trainees to adequately adapt to military relationships, accept responsibility, control students, or properly care for themselves or others as required of a SERE training instructor. Use AETC Form 126A to document the required CR process.

13.4.4. **Drop on Request (DOR) (for Course S-V81-A).** A DOR is a student's request for elimination when not in the CR process. The student will complete AETC Form 126A, Section II, and then confirm the desire for DOR by signing under the initiating authority's entry (Section I) and indicating the reason for elimination. In addition, the student will cite specific reasons for desiring to DOR on AF Form 4293. The OG/CC or TRG/CC may deny the request.

13.4.5. **Recall.** Recall is the removal of a student from training at the direction or request of higher headquarters or parent unit (to include ANG, AFRC, US Navy, and home country).

13.4.6. **Medical Disqualification.** Medical disqualification requires a medical condition that renders the student incapable of meeting training requirements or medical standards for SERE training. [Table 13.1.](#) lists medical disqualification procedures.

Table 13.1. Medical Disqualification.

L I N E	A	B	C	D
	Status	Retainability	Disposition	Remarks
Temporary Medical Disqualification (Less Than 30 Days)				
1	Qualified for holdover TDY and return	Student's unit commander concurs	Hold over	None
2	Qualified for holdover with follow-on training	Able to change follow-on training		
3	Unable to change follow-on training	Unable to change follow-on training	Eliminate and send to training	Provide return instructions
4	Port call	Port call	Hold over	Request port call change
5	Qualified for follow-on training and/or assignment	Qualified for follow-on training and/or assignment	Eliminate and hold	Request instructions (indicate length of disqualification) (note)
Indefinite Medical Disqualification (More Than 30 Days)				
6	Qualified for follow-on training and/or assignment	NA	Eliminate and hold	Conduct medical evaluation and request instructions (note)
7	Unqualified for follow-on training and/or assignment			Request instructions by message according to paragraph 13.13 .
8	TDY and return		Eliminate	Return to home base and provide instructions for return

13.4.7. **Administrative Elimination.** A student may be administratively eliminated from training in the current class:

13.4.7.1. For not meeting initial eligibility requirements.

13.4.7.2. Upon becoming medically disqualified (indefinite or permanent).

13.4.7.3. For failing to meet weight or body fat standards prescribed by the parent Service guidance or directives.

13.4.7.4. For DOR if a CR recommends elimination.

13.4.7.5. Pending separation from service.

13.4.7.6. When recalled by parent unit, higher headquarters, or home country.

13.4.7.7. For breaches of discipline (involving international students).

13.4.7.8. For insufficient TDY time remaining to complete the course.

13.4.7.9. For drug abuse substantiated by urinalysis or other reliable evidence.

13.4.7.10. When unavailable because of absence without leave, desertion, death, extended hospitalization, or criminal confinement.

13.4.7.11. At the discretion of the approving authority in cases of prejudicial conduct in which punitive action was taken under articles of the UCMJ.

13.5. Procedures for Eliminated Students:

13.5.1. The host training unit will counsel students eliminated from training to gain information for their assignment status and disposition. The guidance in paragraph 13.8. will be used to determine status. Process these students under the procedures in the ETCA and AFIs 11-402, 36-2110, 36-3206, 36-3207, and/or 40-502, as applicable. Process IMSs under AFJI 16-105.

13.5.2. Units will notify appropriate agencies by message as shown in paragraph 13.8. (**NOTE:** Detachments 1 and 2 will forward their information to the 336 TRSS/Student Administration, who will send the message.) An elimination report is only required for those students permanently eliminated or returned to their unit from TDY status.

13.6. Course S-V81-A. The following responsibilities and procedures apply to course S-V81-A only:

13.6.1. **Student Orientation.** The 336 TRG/CC will establish procedures to ensure students and their spouses are warmly welcomed on arrival and given a newcomer's orientation, including information about group, base, and local area support agencies, educational and recreational opportunities, and course S-V81-A policies and programs (scheduling, grading, elimination, awards, etc.).

13.6.2. **Maintenance of Facilities.** Enlisted students may perform routine cleanup and maintenance of S-V81-A training facilities and grounds. These activities will be scheduled only to the degree required to maintain acceptable standards and minimize disruption of training and break times.

13.7. CR Process. Units will enter students failing to progress in the normal syllabus flow into the CR process, as follows:

13.7.1. **Initiating Authority (IA).** The Det/CC or Sq/CC, who is the IA, will:

13.7.1.1. Notify the student in writing of consideration for elimination (**Attachment 2**).

13.7.1.2. Brief the student on the complete CR process (**Attachment 3**).

13.7.1.3. Remove the student from training, if necessary. **NOTE:** The IA may elect to continue the student in academic training.

13.7.1.4. Complete AETC Form 126A, Section I, annotating the reasons for removal and any recommendations for follow-on training (if applicable). (Ensure the student completes Section II.)

13.7.1.5. Forward the completed AETC Form 126A with the student's memorandum, training records, and any attachments to the RA. For detachments, this process may be done electronically or by fax to expedite processing, but the original (paper) copies must be forwarded to the 336 TRSS (student administration) for disposition.

13.7.2. **Reviewing Authority (RA).** The TRG/CD, who is the RA, will:

13.7.2.1. Review the AETC Form 126A and, as deemed necessary, the student's training records. When warranted, the RA will interview the student and the IA. The RA will recommend elimination or retention in training.

13.7.2.2. Complete Sections III of AETC Form 126A and forward the form with all applicable records to the AA for final review.

13.7.3. **Approving Authority (AA).** The TRG/CC, who is the AA, will: (**NOTE:** The TRG/CD may perform both RA and AA duties when the TRG/CC is absent.)

13.7.3.1. Eliminate or reinstate the student.

13.7.3.2. Complete Section IV of AETC Form 126A and annotate any additional recommendations of follow-on training for the student.

13.7.3.3. If the student is eliminated, forward the entire training package to 336 TRSS (student administration) for filing in the student's records and/or processing of reclassification message.

13.7.3.4. Ensure a student eliminated from training is immediately returned to the unit.

13.8. Student Withdrawal. The withdrawal of S-V81-A students from training requires the 66 TRS/CC's approval. The senior training supervisor present during operational training may temporarily withdraw students, pending the commander's approval, when their presence may have a disruptive effect on the class or conduct of training. Process students withdrawn for performance deficiency or DOR according to the applicable functional chapter of this instruction. Withdrawn students awaiting final disposition will be gainfully utilized in unit mission activities according to the whole-person concept. These activities will not exceed the time required of full-time students.

13.9. Student Awards. The 336 TRG will establish and maintain an awards program to recognize outstanding students based on their achievements in training.

13.10. Student Records:

13.10.1. The 66 TRS/CTI will maintain a record of the student's tests, phase grades, and documented counseling while in training. Forward records of all completed and eliminated students to 336 TRSS.

13.10.2. Units conducting training will maintain the following forms (as applicable) on each student:

13.10.2.1. AETC Form 685, **Summary Record of Training**, for students entering AETC SERE training courses. Units are authorized to overprint the form with items applicable to their courses. Dispose of AETC Form 685 and other required documents (forms, etc.) according to AFMAN 37-139.

13.10.2.2. AETC Form 62, **Absentee Report**, to record student absences from scheduled training. Document make-up training on the back of the form. Attach these forms to AETC Form 685.

13.10.2.3. AETC Form 167, **Survival Training Withdrawal/Entry**, or element roster, for internal notification of late student entries and withdrawal actions, except medical.

13.10.2.4. AETC Form 168, **Class Status Survival Training**, to document student status for each class. Units are authorized to overprint the form with items applicable to their courses.

13.10.2.5. AETC Form 169, **Record of Medical Disqualification (Survival Training)**, to document medical disqualification and reentry evaluation. Attach these forms to AETC Form 685.

13.10.2.6. AF Form 4293, **Student Activity Record**, to document student difficulties that may result in elimination action. Attach these forms to AETC Form 685 if the student is entered into the CR process. These forms are (1) destroyed when the student graduates or (2) made a part of the elimination package.

13.11. Distribution of CR Records:

13.11.1. The training unit sends one complete copy of the CR record to HQ AETC/DOF in the following order:

13.11.1.1. AETC Form 126A.

13.11.1.2. Statement of receipt of CR process briefing.

13.11.1.3. Student's show-cause letter to the convening authority.

13.11.1.4. AETC Form 685 and a copy of all forms in the student's record of training (including AF Forms 4293).

13.11.1.5. Other pertinent elimination documents.

13.11.1.6. Certifications by the staff judge advocate as to legal sufficiency, if applicable.

13.11.1.7. AETC Form 169 (for medical elimination).

13.11.2. The following additional distribution of CR records is required:

13.11.2.1. **All Students.** One copy of AETC Form 126A without attachments to the servicing MPF.

13.11.2.2. **Active Duty Air Force Personnel.** One copy of AETC Form 126A without attachments to AFPC/DPAOT or HQ AETC/DPSET.

13.11.2.3. **Civilian Students.** One copy of AETC Form 126A without attachments to the servicing civilian personnel office.

13.11.2.4. **ANG Guard Students.** One complete copy of CR package to ANG/DPDF, Jefferson Plaza #1, 1411 Jefferson Davis Highway, Arlington VA 22202

13.11.2.5. **AFRC Students.** One complete copy of CR package to HQ AFRC/DOTL, 155 Richard Ray Blvd, Robins AFB GA 31098-1635.

13.11.2.6. **International Military Students (IMS).** A second complete copy of CR package to HQ AETC/DOF, who will forward to AFSAT.

13.11.2.7. **Sister Service Students.** A second complete copy of CR package to HQ AETC/DOF who will forward to the appropriate Service.

13.12. Disposition of Disqualified Students:

13.12.1. **Temporary and Indefinite Medical Disqualification.** For students who are medically disqualified from courses S-V80-A, S-V84-A, S-V86-A, S-V87-A, and/or S-V90-A, follow the disposition instructions in [Table 13.1](#).

13.12.2. **Medical Disqualification from Course S-V81-A.** The 336 TRG/CC will approve (or disapprove) the holdover of S-V81-A students. Base approval on the student's potential to complete the course, past performance, desires, and medical evaluation.

13.13. Elimination Messages. Units will notify appropriate agencies by message (DMS or other type) of all elimination actions, as follows:

13.13.1. **Message Addressees.** Depending on the student's status, addressees for elimination messages will include the following: (**NOTE:** For medical disqualification, include HQ AETC/SG and the member's MAJCOM SG as info addressees. Notification of S-V81-A eliminees is made according to AFI 36-2110. If action according to AFI 36-2108, *Enlisted Qualification*, is being considered, wait until a final determination is made before making the notification.)

13.13.1.1. **TDY and Return:**

TO: Student's Unit/CC and MPF/Classification and Training
 INFO: MAJCOM/Classification and Training
 HQ AETC/DOF
 336 TRSS/Student Administration (for courses S-V86-A and S-V87-A)

13.13.1.2. **TDY En Route PCS:**

TO: AFPC/DPAOM/DPAOM4/DPAOT1 (appropriate office number)
 INFO: Losing MAJCOM/Assignments
 Gaining MAJCOM/Assignments
 Losing MPF/Outbound Assignments
 Gaining MPF/Outbound Assignments
 HQ AETC/DOF
 336 TRSS/Student Administration (for courses S-V86-A and S-V87-A)
 PCS-Controlling MAJCOM/Assignments

13.13.1.3. **TDY En Route PCS With Follow-On Training.** Addressees are the same as those in paragraph **13.13.1.2**. In addition, send an info copy to the follow-on training units.

13.13.2. **Required Data.** The elimination message will include the following information:

13.13.2.1. Name, grade, SSN, AFSC, assignment actions number (AAN), report not later than date (RNLT), and special order number and date.

13.13.2.2. Port of aerial embarkation (PAE) date and flight number if applicable.

13.13.2.3. Reason for elimination. For medical disqualification, give specific evaluation, medical recommendation and prognosis, and period of disqualification from survival training and AFSC

duties. Use code "ICD" of the diagnostic statistics manual (DSM) codes to identify sensitive medical data.

13.14. Curriculum Requests. HQ AETC/DOFA will approve requests for curriculum documents from non-DoD agencies, and the 336 TRG/CC will approve requests for curriculum documents from DoD agencies.

13.15. Training Development (TD). The 336 TRSS will develop all AETC courseware for the 336 TRG in accordance with local guidance. Courseware is defined as all material used to support student learning outcomes, which includes instructor guides, student handouts, electronic imagery, and video products.

Chapter 14

ENLISTED INITIAL FLYING TRAINING

Section 14A—Overview

14.1. Definition. For the purposes of this instruction, enlisted initial flying training qualification applies to any enlisted crewmember enrolled in an AETC flying syllabus (except enlisted BMT) who has not yet been permanently awarded wings.

14.2. Funding Requirements. For students funded under the TDY-to-school program, the training unit will notify HQ AETC/FMAT of any event (“wash back,” break-in-training, DNIF, medical hold, elimination, etc.) that results in a training delay or change greater than 10 days.

Section 14B—Training Folders

14.3. Introduction. The training folder is for the exclusive use of the flight commander, flight superintendent, and immediate chain of command. Information affecting student training that is inappropriate for public access or sensitive in nature will be documented in this folder. Keep the folder in a secure location. Students may only access their own training folder.

14.4. Contents of the Training Folder. The training folder will include the following, as applicable:

- 14.4.1. AETC Form 101, **Student Performance Summary.**
- 14.4.2. AETC Form 173, **Student Record of Academic/Nonacademic Counseling and Comments.**
- 14.4.3. AF Form 174, **Record of Individual Counseling.**
- 14.4.4. Student’s academic test grades summary.
- 14.4.5. Mission grade sheets.
- 14.4.6. CR process paperwork.
- 14.4.7. Messages (ANG and AFRC, if applicable).
- 14.4.8. Copy of AF Forms 1042, **Medical Recommendation for Flying or Special Operational Duty.**

14.5. Documentation. Use appropriate training records and forms as directed by the applicable syllabus or MDS-specific AFI 11-2X-series publication. If a conflict exists, the syllabus will normally take precedence; notify the syllabus OPR of the discrepancy. Instructors will provide a concise summary of the student’s training. Entries should clarify any training action. Instructors will begin each entry with the date and reason for the entry. The entry will end with the signature, printed name, grade, and duty title of the instructor making the entry. The student will initial all entries. Documentation is required for the following:

- 14.5.1. Temporary medical qualification (DNIF or DNIC status).
- 14.5.2. Failure of any academic test, check, or progress review.

- 14.5.3. Counseling sessions. Document sessions concerning training progress and those concerning sensitive personal problems on AETC Form 173 or AF Form 174.
- 14.5.4. Assignment to or removal from CAP.
- 14.5.5. Training folder review prior to a progress review.
- 14.5.6. Incomplete lessons.
- 14.5.7. AT authorized.
- 14.5.8. AT accomplished.
- 14.5.9. Removal from training.
- 14.5.10. Syllabus deviations or training waivers.
- 14.5.11. Airsickness or MOA episodes.
- 14.5.12. Unusual occurrences that could affect the student's progress.

Section 14C—Progress Review Process

14.6. Entry:

- 14.6.1. The flight commander, ATS site manager, resource manager, SQ/DO, or SQ/CC will recommend students who are failing in the normal syllabus flow or have met the triggers outlined in the respective syllabus, for entry into the progress review process.
- 14.6.2. The student's SQ/CC will conduct the progress review. As a minimum, the SQ/CC will review the training record and interview the student. The SQ/CC should also interview instructors, SMEs, supervisors, and military training leaders, as required, to gather information to help identify the cause of a student's failure. Document the progress review on an AETC Form 173 or AF Form 174.
- 14.6.3. After the progress review is conducted, the SQ/CC either returns the student to training or enters the student into the CR process ([Section 14D](#)).

Section 14D—Commander's Review (CR) Process

14.7. Entry. The SQ/CC or ATS site manager will recommend students who are failing in the normal syllabus flow for entry into the CR process. The SQ/CC, flight commander, or resource manager will enter the student into the CR process as outlined in each syllabus.

14.8. Requirements:

- 14.8.1. The CR process recommends the student's elimination from or retention in training. Complete the CR process within 10 duty days (24 duty days for international students) from the date the IA signs AETC Form 126A. The OG/CC will review the form and package and recommend elimination or reinstatement. The WG/CC decides if a student will be reinstated or eliminated from training (per [Attachment 3](#)).
- 14.8.2. [Table 14.1](#) provides guidance on distribution of CR records. Maintain these records according to AFMAN 37-139.

14.9. Specific Responsibilities:

14.9.1. **Initiating Authority (IA).** The student's SQ/CC, who is the IA, will: (**NOTE:** For some initial enlisted flying training, the local OSS/CC or TRS/CC may have administrative control.)

14.9.1.1. Remove the student from training. The IA may elect to continue the student in academics only training with RA concurrence.

14.9.1.2. Notify the student in writing of consideration for elimination (**Attachment 2**).

14.9.1.3. Brief the student on the CR process (**Attachment 3**).

14.9.1.4. Complete AETC Form 126A, Section I.

14.9.1.5. Ensure the student completes AETC Form 126A, Section II. The student will include the statement "*I have discussed this action with the squadron commander.*"

14.9.1.6. Forward the completed AETC Form 126A with the student's memorandum, training records, and any attachments to the RA.

14.9.1.7. Notify the HARM office to suspend the student's aeronautical orders with ASC 04.

14.9.2. **Reviewing Authority (RA).** The OG/CC, who is the RA, will: (**NOTE:** For reinstatement actions, the OG/CC is also the AA.)

14.9.2.1. Review the student's training and recommend elimination or retention in training. (The OG/CC may delegate this review and recommendation authority to the OG deputy commander, operations support SQ/CC, or any flying training SQ/CC, except the student's SQ/CC.) The RA will examine the student's training records and discuss the circumstances of the elimination with the IA. The RA may interview the student, as necessary.

14.9.2.2. The OG/CC will approve student reinstatement into training.

14.9.2.3. For eliminations, complete Sections III and V (if applicable) of AETC Form 126A and forward the form with all applicable records to the WG/CC for final review. Applicable records include a written summary of the significant facts and specific rationale used in arriving at the recommendations.

14.9.2.4. Terminate the CR when information arises that would cause the student to be medically disqualified.

14.9.3. **Approving Authority (AA).** The WG/CC, is the AA when the RA has recommended elimination. (**NOTE:** For reinstatements, the OG/CC is the AA.)

14.9.3.1. Approve elimination of the student.

14.9.3.2. Complete Section IV of AETC Form 126A, annotating any recommendations of follow-on training for the student. The AA may also recommend lateral flow of enlisted initial qualification students to other aircraft or crew positions. The WG/CC ensures coordination of lateral training requirements through HQ AETC/DOF. Do not recommend students eliminated for MOA or DOR for any other flying training.

14.10. Student Eliminations:

14.10.1. Students *should* be eliminated if they:

- 14.10.1.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course of training due to physical, psychological, or personality factors. (This category includes airsickness and MOA.) LOA eliminees will require an evaluation from both medical and rated personnel. Specific deficiencies will be annotated in the remarks section of AETC Form 126A.
- 14.10.1.2. Fail to meet proficiency standards of the syllabus in flying, academics, or procedures.
- 14.10.1.3. Fail to demonstrate the potential to complete the course of training within syllabus constraints.
- 14.10.1.4. Receive punitive action under the articles of the UCMJ.
- 14.10.2. Students **will** be eliminated if they:
 - 14.10.2.1. Self-initiate their elimination (DOR), pending OG/CC or TRG/CC approval.
 - 14.10.2.2. Become medically disqualified (unless the nature of the disqualification is such that it is likely to resolve within 12 months of the initial disqualification).
 - 14.10.2.3. Fail to meet standards prescribed in AFI 40-501, *The Air Force Fitness Program*.
 - 14.10.2.4. Initiate action to separate from the service.
 - 14.10.2.5. Are recalled by the parent unit, higher headquarters, or home country.
 - 14.10.2.6. Are involved in drug abuse substantiated by reliable evidence.
 - 14.10.2.7. Are adjudicated AWOL, are confined, or have deserted.
 - 14.10.2.8. Are hospitalized for an extended period as determined by the WG/CC.
 - 14.10.2.9. Demonstrate improper conduct or attitude or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the student's fitness for training.
- 14.10.3. Process student eliminations on AETC Form 126A according to **Section 14D** of this instruction.

14.11. Drop on Request (DOR):

- 14.11.1. Enlisted initial qualification students may file a DOR by initiating an AETC Form 126A. In Section 1, they will enter the statement *"Drop on request. I understand this action will result in assignment of aviation service code (ASC) 08, and I will be permanently disqualified from aviation service."*
- 14.11.2. The flight superintendent will discuss circumstances surrounding the request with the student prior to referral to the SQ/CC. If the student elects to continue a DOR, he or she will further annotate AETC Form 126A, Section II, with *"I have discussed this action with the squadron commander and desire to drop on request."* The student will certify this by signing Section II. The OG/CC or TRG/CC will review the student's circumstances and approve or deny the request. **NOTE:** Sections III and IV will be accomplished according to paragraphs **14.9.2.** and **14.9.3.**
- 14.11.3. Do not recommend students eliminated for DOR for other flying training.

14.12. Student Disposition:

- 14.12.1. Students reinstated after academic deficiencies will repeat the applicable examination after appropriate AT.
- 14.12.2. After completing Section IV of AETC Form 126A, process eliminated students under AFI 36-2110 or the ETCA. Process IMSs under AFJI 16-105.
- 14.12.3. Assign the appropriate ASC in accordance with paragraph **14.13.4**. Return TDY students to their home unit for final disposition.
- 14.12.4. Process pipeline or PCS students through appropriate personnel channels.
- 14.12.5. For students recommended for lateral flow to other aviation training, forward their assignment recommendation to HQ AETC/DOF.

14.13. CR Records Distribution:

- 14.13.1. Distribute copies of CR records on eliminated students within 10 workdays of completion of the CR process. The originating base registrar office will maintain the original CR record.
- 14.13.2. **Chapter 10** provides distribution instructions for BMT CR records; **Chapter 13** provides distribution instructions for SERE CR records. Distribute enlisted initial qualification CR records as outlined in **Table 14.1**. and maintain them according to AFMAN 37-139.
- 14.13.3. Send a copy of the completed AETC Form 126A to the office performing course registrar duties. The course registrar will ensure HQ AETC/DORA is informed of every elimination from training so the MilPDS system can be updated with an elimination code.
- 14.13.4. The base flight management office will update the HARM system with the appropriate disqualification code, as follows:

Table 14.1. Distribution of Enlisted CR Records.

I T E M	A Record	B Type of Student	C Copy Distribution
1	AETC Form 126A (note 1)	Active Duty Air Force at 58 SOW	19 AF/DOS – 1 Servicing MPF – 1 HQ AFPC/DP – 1 (note 2)
2		Active Duty Air Force at 97 AMW or 314 AW	19 AF/DOM – 1 Servicing MPF – 1 HQ AFPC/DP – 1 (note 2)
3		ANG at 58 SOW	19 AF/DOS – 1 Servicing MPF – 1 ANG/DPDF – 1 (note 3)
4		ANG at 97 AMW or 314 AW	19 AF/DOM – 1 Servicing MPF – 1 ANG/DPDF – 1 (note 3)
5		AFRC at 58 SOW	19 AF/DOS – 1 Servicing MPF – 1 HQ AFRC/DPMB – 1 (note 4) ARPC/DPSS – 1 (note 5)
6		AFRC at 97 AMW or 314 AW	19 AF/DOM – 1 Servicing MPF – 1 HQ AFRC/DPMB – 1 (note 4) ARPC/DPSS – 1 (note 5)
7	Individual Flight Record (note 6)	All	Servicing HARM - 1

NOTES:

1. Suspense is 10 workdays after completion of the CR.
2. Send to AFPC/DPM/DPSAM/DPAOM4, 550 C St West, Ste 31, Randolph AFB TX 78150-4723.
3. Send to ANG/DPDF, Jefferson Plaza #1, 1411 Jefferson Davis Highway, Arlington VA 22202
4. Send to HQ AFRC/DPMB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635.
5. Send to ARPC/DPSS, 6760 East Irving Pl, Denver CO 80280-4600.
6. Ensure an ASC is assigned according to paragraph [14.13.4](#) of this instruction.

14.13.4.1. Assign ASC 05 for enlisted initial qualification students permanently eliminated from aviation service for failure to attain aircrew qualification.

14.13.4.2. Assign ASC 08 for enlisted initial qualification students eliminated as a result of DOR.

14.13.4.3. Assign ASC 00 for enlisted initial qualification students recommended for lateral flow to other aircraft or crew positions.

14.13.4.4. Enter the statement, “*Member is not authorized wear of the aircrew badge*” on aeronautical orders disqualifying students from aviation service. In addition, the ASC will be updated in the student’s personnel records.

Section 14E—Student Awards

14.14. Overview. The WG/CC will establish and maintain a program for presenting awards to students selected as outstanding in academics, military qualities, and flying training. Duplicate awards may be presented for ties. AFI 36-2805 governs appropriations for such awards. Specific award requirements are in paragraphs **14.15.** (for DG) and **14.16.** (for international students)

14.15. Distinguished Graduate (DG) Awards:

14.15.1. The OG/CC is the final approval authority for all awards. Each OG/CC may select students from each class as DGs and present plaques and AETC Commander’s memorandums of recognition to them during graduation. Formalize the DG program in local guidance.

14.15.2. To be considered for DG, a student must be in the upper 10 percent of the graduating class. One DG is authorized per graduating class or 10 percent of graduating class rounded up, whichever is greater. (International officer students excluded.)

14.15.3. As a minimum, the DG will have received the following: a 95 percent or better academic average, no academic or check failures, no AT sorties, a recommendation from the student’s evaluator (as applicable), and concurrence from the flight commander.

14.15.4. If the DG is an ANG or AFRC member, notify 19 AF/CCR or 19 AF/CCG (as appropriate) as soon as possible to ensure appropriate representation.

14.15.5. After graduation, the DG will receive an AETC Form 499 (or a suitable substitute) signed by the appropriate authority.

14.16. Awards to International Military Students (IMS). Notify the AFSAT/CC through the base IMSO as soon as possible after the decision is made to present an award to an IMS.

Section 14F—Administration

14.17. Disposition of Student Training and Evaluation Records. Students should normally obtain their training records during out-processing and hand-carry them to their gaining unit. If a record is incomplete when the graduate departs, the training unit will mail the record to the gaining unit or ATS contractor via certified mail within 10 duty days of the student’s graduation. The training unit or ATS contractor will maintain records of disenrolled students for a minimum of 1 year. Loss or destruction of these documents could subject the member to adverse administrative action, as well as possible prosecution under UCMJ. (**Table 14.1.** contains information about distribution of enlisted CR records.)

14.18. Documentation. OG/CCs will standardize student documentation and content. See [Table 14.1](#) for the distribution of CR records. Documentation will be accomplished as follows:

14.18.1. **Aeronautical Orders.** The local HARM office will publish aeronautical orders according to AFI 33-328 and AFI 11-402.

14.18.2. **AETC Form 101.** If applicable, units prepare this form to record and monitor student deficiencies during the course of training. Keep the form in the student's training folder. Documented military deficiencies (including unexcused tardiness or absences, traffic tickets, unaccompanied quarters inspection failures, weight program, and dress and appearance violations per AFI 36-2903) will be specified.

14.18.3. **AETC Form 173 and AF Form 174.** Flight commanders will counsel students whose attitude and behavior do not meet Air Force standards and document this counseling on AETC Form 173 or AF Form 174. Flight commanders will have their respective training directorate ADO review and sign student nonacademic counseling forms. Keep these forms in the student's training folder at all times throughout the course of training and maintain them according to AFMAN 37-139. Document all sessions concerning sensitive personal problems on AETC Form 173 or AF Form 174 and maintain them separately in a secure location.

14.18.4. **AETC Form 499.** This form or an AETC approved local equivalent will be presented to students selected for DG status.

14.18.5. **AF Form 4022, Aircrew Training Folder.** Use this to document training, and ensure it contains AF Forms 4023, 4024, 4025, and other applicable training forms. It is also used in graduate and requalification aircrew training.

14.18.6. **AF Form 4023, Aircrew Training Progress Report.** This form is used to provide narrative descriptions and reports of training and to document operational or supervisory review of training progress. It is also used in graduate and requalification aircrew training.

14.18.7. **AF Form 4024, Aircrew Training Accomplishment Report.** This form is used to record and track individual event and task accomplishment and overall grades. It is also used in graduate and requalification aircrew training.

14.18.8. **AF Form 4025, Aircrew Summary Closeout Report.** This form is used to close out the student's training record and document overall performance and other pertinent training information. It is also used in graduate and requalification aircrew training.

14.19. Forms Prescribed. AETC Forms 6, 31, 99, 101, 126A, 167, 168, 169, 186, 200, 238, 240-5, 298, 471, 580, 673, 685, 771, 893, 894, 895, 901A, 902, 903, 904, 1122, 1122-A, 1122-B, 1122-E, and 1122-F.

14.20. Forms Adopted. SF Forms 502 and 1164, DD Forms 2496, 1556, and 1995; AF Forms 63, 77, 174, 422, 475, 847, 894, 895, 1042, 1256, 1297, 1761, 3849, 4022, 4023, 4024, 4025, and 4293; AETC Forms 35, 62, 173, 410, 498, 499, and 668; 19 AF Forms 1A, 37A, 41, 50, and 52; and Randolph Form 295.

WILLIAM M. FRASER III, Brigadier General, USAF
Director of Operations

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

AFPD 36-22, *Military Training*

AFI 11-202, Volume 3, *General Flight Rules*

AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and AETC Sup 1

AFI 11-401, *Flight Management*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, and AETC Sup 1

AFI 11-404, *Centrifuge Training for High-G Aircrew*

AFPAM 11-419, *G-Awareness for Aircrew*

AFJI 16-105, *Joint Security Assistance Training (JSAT)*

AFI 33-117, *Visual Information (VI) Management*

AFI 33-328, *Administrative Orders*

AFI 36-2107, *Active Duty Service Commitments (ADSC)*

AFI 36-2108, *Enlisted Qualification*

AFI 36-2110, *Assignments*

AFH 36-2235, Volume 8, *Information for Designers of Instructional Systems Application to Aircrew Training*

AFI 36-2605, *Air Force Military Personnel Testing System*

AFI 36-2805, *Special Trophies and Awards, and its AETC supplement*

AFI 36-2853, *Unit Plaque Awards*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*

AFI 36-3207, *Separating Commissioned Officers*

AFMAN 37-139, *Records Disposition Schedule*

AFI 40-501, *The Air Force Fitness Program*

AFI 40-502, *The Weight and Body Fat Management Program (WBFMP)*

AFI 48-123, *Medical Examination and Standards*

AFI 51-602, *Boards of Officers*

AFPAM 63-503, *Quality Assurance of Training System Contracts*

AFI 91-202/AETC Sup 1, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports*

AETCI 11-406, *Fighter Aircrew Conditioning Program (FACP)*

AETCI 36-2102, *Selection of Survival, Evasion, Resistance, and Escape (SERE) Training Instructors*

AETCI 36-2206, *Graduate Evaluation Program (GEP)*

AETCI 36-2216, *Administration of Military Standards and Discipline Training*

AETCI 36-2220, *Academic Training*

AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*

AETC Handout, *Preparing Flying Training Specialized Publications*, at Web site:

<http://www.trss3.randolph.af.mil/bookstore/pubs.htm>

CNATRA Instruction 1542.132, *Advanced Naval Flight Officer (NFO)/Air Force Navigator (AF/NAV) Core Training Curriculum* at Web site: <http://www.navaltx.navy.mil/cnatra/>

ENJJPT Steering Committee Directive 3-1, *Student Administration*

Abbreviations and Acronyms

AA—approving authority

ABM—air battle manager

ADO—assistant operations officer

ADSC—active duty service commitment

AETC—Air Education and Training Command

AFOATS—Air Force Officer Accession and Training Schools

AFOQT—Air Force Officer Qualifying Test

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFSAT—Air Force Security Assistance Training

AFSC—Air Force specialty code

AGSM—anti-G straining maneuver

ALP—aviation leadership program

ANG—Air National Guard

APT—awaiting PCS training

ARMS—Aviation Resource Management System

ASC—aviation service code

AT—additional training

ATP—advanced training program

ATS—aircrew training system

AWACS—airborne warning and control system

AWOL—absent without leave
BMT—battle manager training
BVIM—base visual information manager
CAI—computer-assisted instruction
CAP—commander’s awareness program
CC—commander
CD—deputy commander
CFI—certified flight instructor
CNATRA—Chief of Naval Air Training
CNET—Chief of Naval Education and Training
CR—commander’s review
CRM—crew resource management
CTS—course training standard
DG—distinguished graduate
DNIC—duty not including controlling
DNIF—duty not including flying
DoD—Department of Defense
DO—operations officer
DOR—drop on request
EC—elimination check
E—excellent (grade)
ENJJPT—Euro-NATO joint jet pilot training
EP—emergency procedure
ETCA—education and training course announcements
EWOT—electronic warfare officer training
EWU—electronic warfare upgrade
F—fair (grade)
FAA—Federal Aviation Administration
FAIP—first assignment instructor pilot
FAR—federal aviation regulation
FEF—flight evaluation folder
FMS—foreign military sales

FTF—flight training flight
FTG—flying training group
FTS—flying training squadron
FTU—formal training unit (associated with graduate-level training)
FTW—flying training wing
G—good (grade), force of gravity
G-LOC—G-induced loss of consciousness
GTU—ground training unit
HARM—host aviation resource management, high-speed anti-radiation missile
HELO—helicopter
IA—initiating authority
IEWO—instructor EWO
IFF—introduction to fighter fundamentals
IFT—introductory flight training
IMET—international military education and training
IMS—international military student
IMSO—international military student office/officer
IP—instructor pilot
ITO—invitational travel order
JSAT—joint security assistance training
JSUNT—joint specialized undergraduate navigator training
JSUPT—joint specialized undergraduate pilot training
LOA—lack of adaptability
M/P—maneuver/performance
MAJCOM—major command
MASS—Merit Assignment Selection System
MDS—mission design series
MFS—medical flight screening
MIF—maneuver item file
MILPDS—Military Personnel Data System
MOA—manifestation of apprehension
MOU—memorandum of understanding

MPF—military personnel flight
MTO—military training officer
MWS—major weapon system
NAS—naval air station
NG—no grade
NIFT—navigator introductory flight training
NSS—naval standard score
OG/CC—operations group commander
OI—operating instruction
OPR—office of primary responsibility
OSS—operations support squadron
OTS—officer training school
PC—progress check
PCSM—pilot candidate selection method
PCS—permanent change of station
PFT—programmed flying training
PIT—pilot instructor training
PL—proficiency level
PLR—proficiency level required
PME—professional military education
POC—point of contact
PPC—private pilot certificate
PTO—physiological training officer
RA—reviewing authority
RCS—reports control symbol
RNLTD—report not later than date
RST—repeat subtask
SAFLO—senior Air Force liaison officer
SAFO—senior Air Force officer
SATP—security assistance training program
SERE—survival, evasion, resistance, and escape
SET—specialized English terminology

SME—subject matter expert
SNR—senior national representative
SQ/CC—squadron commander
SSN—Social Security number
TAFP—trained Air Force personnel
TD—training development
TDY—temporary duty
TG—top graduate; training group
TM—training manager
TRG/CC—training group commander
TRG—training group
TRSS—training support squadron
TRS—training squadron
UCMJ—Uniform Code of Military Justice
UFT—undergraduate flying training
USAFA—United States Air Force Academy
U—unsatisfactory (grade)
VI—visual information
WBFMP—weight and body fat management program
WCN—worksheet control number
WD—weapons director
WG/CC—wing commander
WSC—weight status code

Attachment 2**SAMPLE STUDENT NOTIFICATION MEMORANDUM***(Date)*MEMORANDUM FOR *(Student's Name)*FROM: *(Initiating Authority)**(Address)*SUBJECT: *Commander's Review*

1. You are being entered into the commander's review. This review will evaluate all circumstances relating to your training and make recommendations regarding your retention in or elimination from training.
2. You are entitled to submit a memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. Your memorandum and/or written statements will be used by the approving authority pursuant to 10 USC § 8013. These documents will become part of a case file kept at 19 AF/DO and will be destroyed 1 year after completion of training in accordance with AFMAN 37-139, *Records Disposition Schedule*. The case file may be disclosed to any DoD component and may be used for other lawful purposes including litigation. **NOTE:** You are not required to submit a memorandum or written statement.
3. Submit any written documentation not later than 2 workdays after receipt of this memorandum.

(Initiating Authority's Signature)

1st Ind

TO: *(Initiating Authority)**(Date)*

Receipt acknowledged.

(Student's Signature)

Attachment 3**BRIEFING GUIDE AND CHECKLIST FOR THE CR PROCESS****A3.1. Initiating Authority (IA).** The IA will:

- A3.1.1. Inform the student that review action is being initiated and state reasons for the action.
- A3.1.2. Explain the initial review process to the student (**Chapter 5** and **Chapter 14** of this instruction).
- A3.1.3. Remove the student from training pending the approving authority's decision.
- A3.1.4. When the student is considered for elimination, complete AETC Form 126A (Section I) and clearly state the reason.
- A3.1.5. Advise the student to submit a letter within 2 workdays, identifying any factors that may have affected training.
- A3.1.6. Ensure the student completes AETC Form 126A, Section II.
- A3.1.7. Forward AETC Form 126A with the student's records and written documentation (if applicable) to the RA not later than 4 workdays after notifying the student.

A3.2. Reviewing Authority (RA). The RA will:

- A3.2.1. Review the student's training and recommend elimination from or retention in training.
- A3.2.2. Complete AETC Form 126A, Section III, to include remarks for the student's retention or elimination from training, and Section V, if applicable, to include all check results by event and overall grade.
- A3.2.3. Inform the student of the sequence of events for CR.
- A3.2.4. Inform the student of individual rights for legal assistance and representation if the review is convened under AFI 51-602.
- A3.2.5. Forward recommendations and documentation to the AA for final decision.

A3.3. Approving Authority (AA). The AA will:

- A3.3.1. Review the student's records and RA's recommendations.
- A3.3.2. Decide whether the student will be retained in or eliminated from training.
- A3.3.3. Complete AETC Form 126A, Section IV, to include remarks on the student's officership and, in the event of elimination, a recommended follow-on career field.
- A3.3.4. For medical eliminees, provide a statement evaluating the student's ability to complete training if medically requalified.

A3.3.5. Upon elimination, inform the student of the opportunity to indicate personal desires for retention in service and future training according to AFI 36-2110. Explain the possibility of reassignment action or release from extended active duty under the separation policies.

I have briefed the student on all items listed above.

(Signature)

(Date)

(BRIEFING OFFICER'S NAME, GRADE, AND TITLE)

I have been briefed on all items listed above.

(Signature)

(Date)

(STUDENT'S NAME AND GRADE)

Attachment 5

MERIT ORDER CALCULATIONS

A5.1. Computing MASS Standardized Scores. The following statistical methodology is used to compute MASS standardized scores:

A5.1.1. Mean (μ):

$$\mu = \frac{\sum_{i=1}^N X_i}{N}$$

Where N is the number of students in the class.

X_i is the individual score for the student (the academic test average, the daily maneuver score, check score, etc.)

A5.1.2. Standard deviation (σ):

$$\sigma = \sqrt{\frac{\sum_{i=1}^N (X_i - \mu_x)^2}{N}}$$

Where N and X_i are defined as in paragraph A5.1.1.

μ_x is the mean score for the category (that is, academic test average mean, the daily maneuver score mean, check evaluation score mean, etc.).

A5.1.3. Number of standard deviations from the mean (z-score):

$$z = \frac{X_i - \mu}{\sigma}$$

A5.1.4. T-score: $T = 50 + 10 (z \text{ score})$. T-scores will be weighted according to this attachment, and the total merit score will be computed by adding the weighted T-scores.

A5.1.5. Maneuver/Performance (M/P) scores. M/P scores for daily flying and check performance will be computed based on the following formula: (**NOTE:** JSUPT and ENJJPT tracks will use maneuver scores; JSUNT tracks will use performance scores.)

$$\text{M/P score} = \frac{\text{M/P points received} \times 100}{\text{M/P points attempted}}$$

A5.1.5.1. Each maneuver has scores for unable, fair, good, and excellent. Critical maneuvers are weighted more heavily. For example, landing is weighted more than aileron roll. Weighted grade values for individual maneuvers are available in the maneuver grade files. Scores are based on the first attempt of the maneuver. **NOTE:** A maneuver discontinued by a student exercising situational awareness does not necessarily constitute a first attempt.

A5.1.5.2. Performance points received are determined by multiplying the proficiency level achieved (PLA) by the assigned subarea weight. Some subareas are weighted more heavily than others. For example, dead reckoning is weighted more heavily than system crosschecks. Subarea weights will be determined by 19 AF/DOU.

A5.2. JSUPT Merit Ranking. Preflight and primary data will be used for track selection only. Assignment selection rank will be determined by using only advanced data, as appropriate.

A5.2.1. T-6 and T-37 final merit ranking is computed using the following weightings:

Flying		70%
Category Check Maneuver T-Score	40%	
Midphase Contact (16%)		
Final Contact (28%)		
Instrument (28%)		
Formation (28%)		
Daily Performance	30%	
Flight Line Test T-Score (25%)		
Daily Maneuver T-Score (75%)		
Academics T-Score		10%
Flight Commander Ranking T-Score		20%
Total		100%

A5.2.2. T-38 final merit ranking is computed, using the following weightings:

Flying		70%
Category Check Maneuver T-Score	40%	
Contact (30%)		
Formation (40%)		
Navigation (30%)		
Daily Performance	30%	
Flight Line Test T-Score (25%)		
Daily Maneuver T-Score (75%)		
Academics T-Score		10%
Flight Commander Ranking T-Score		20%
Total		100%

NOTE: The cutoff for T-38 contact, instrument, formation, and navigation daily maneuver scores is Training Day 105. Include only sorties completed by all students.

A5.2.3. T-1 final merit ranking is computed, using the following weightings:

Flying		70%
Category Check Maneuver T-Score	40%	
Transition (45%)		
Navigation (55%)		
Daily Performance	30%	
Flight Line Test T-Score (25%)		
Daily Maneuver T-Score (75%)		
Academics T-Score		10%
Flight Commander Ranking T-Score		20%
Total		100%

NOTE: The cutoff for T-1 daily maneuver scores is 3 workdays prior to assignment day or the date the last student completes the navigation check, whichever is later. In either case, include only sorties completed by all students.

A5.2.4. UH-1 assignment selection and final merit ranking is computed, using the following weightings:

A5.2.4.1. The assignment selection order of merit ranking is as follows:

Flying		70%
Flying Check Maneuver T-Score		50%
RWQC Contact (15%)		
RWQC Instrument (aircraft) (15%)		
AF Unique Contact (EV-1) (10%)		
AF Unique Contact (EV-2) (30%)		
AF Unique Contact (EV-3) (30%)		
Daily Performance		20%
Flight Line Test T-Score (25%)		
Daily Maneuver T-Score (75%)		
Academics T-Score		20%
Flight Commander Ranking T-Score		10%
Total		100%

NOTE: The cutoff for UH-1 daily maneuver scores is 2 duty days before assignment day or completion of at least EV-3, whichever is later. Include only daily maneuver scores for sorties completed by all students.

A5.2.4.2. The final order of merit ranking is computed as follows:

Flying		70%
Flying Check Maneuver T-Score		50%
RWQC Contact (15%)		
RWQC Instrument (aircraft) (15%)		
AF-Unique (EV-1) (5%)		
AF-Unique (EV-2) (25%)		
AF-Unique (EV-3) (25%)		
AF-Unique (EV-4) (15%)		
Daily Performance (AF-U)		20%
Flight Line Test T-Score (25%)		
Daily Maneuver T-Score (75%)		
Academics T-Score		20%
Flight Commander Ranking T-Score		10%
Total		100%

A5.3. ENJJPT Merit Ranking. The final merit ranking is based on 25 percent T-37 and 75 percent T-38 performance. T-37 and T-38 scores are based on the following weightings:

Flying		70%
Category Check Maneuver T-Score		50%
T-37	T-38	
Contact (16%)	Contact (24%)	
Advanced Contact (24%)	Instrument (28%)	
Instrument (24%)	Basic Formation (20%)	
Formation (20%)	Advanced Formation (28%)	
Low Level (16%)		
Daily Performance		20%
Flight Line Test T-Score (25%)		
Daily Maneuver T-Score (75%)		
Academics T-Score		10%
Flight Commander Ranking T-Score		20%
Total		100%

NOTE: The computation of merit ranking will occur no earlier than 3 workdays before assignment day and no later than 1200 of assignment day. Include only the T-38 contact, instrument, and navigation daily maneuver scores for sorties completed by all students. The advanced formation category check is the cut-off for T-38 formation daily maneuver scores.

A5.4. Joint Air Force and Navy JSUPT Merit Ranking. The T-34 and joint advanced multi-engine curriculum (T-44 and CT-12) final merit ranking is computed using the following weightings:

Flying T-Score (Naval Standard Score [NSS])	87%
Academics T-Score (NSS)	13%
Total	100%

A5.5. US Navy Primary Flight Training Merit Ranking. The merit ranking for US Navy students attending T-6 or T-37 primary training is computed using the following weighting:

Flying (Daily performance T-score)	100%
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NOTE: The daily maneuver cutoffs for the T-6 are C4890, F4005, I4190 and N4006; those for the T-37 are C2807, F2108, I2290, and N2106. They correspond to the contact, formation, instrument, and navigation categories, respectively.

A5.6. JSUNT Merit Ranking (Randolph). Primary data is used for the final ranking. The final merit ranking is computed, using the following weightings:

Flying/Simulator		60%
Checks		40%
Fundamentals Simulator	(16%)	
Fundamentals Flight	(16%)	
Systems Simulator	(17%)	
Systems Flight	(17%)	
Global Simulator	(17%)	
Theater Operations Simulator	(17%)	
Daily Performance		20%
Academics T-Score		20%
Flight Commander Ranking T-Score		20%
Total		100%

A5.7. Electronic Warfare Officer Training (EWOT) Merit Ranking. EWOT merit ranking is computed using the following weightings:

Checks: Flying/Simulator		40%
Primary Navigation	(16%)	
Fundamentals Simulator	(8%)	
Fundamentals Flight	(8%)	
Systems Navigation	(16%)	
Systems Simulator	(8%)	
Systems Flight	(8%)	
Air Defense Systems	(17%)	
Electronic Support	(17%)	
Self-Protect	(17%)	
Suppression of Enemy Air Defenses	(17%)	
Academics		40%
Compute academic raw score as: Total Questions Correct/Total Test Questions. Totals cover all JSUNT and EWOT phase tests.		
Flight Commander Ranking T-Score		20%
Total		100%

A5.8. JSUNT (NAS Pensacola) Merit Ranking. The final merit ranking is based on the following weightings: NSS through Strike Core in accordance with CNATRA Instruction 1542.132.

A5.9. Sample Calculation. The following example calculates the T-37 total score for JSUPT. (Similar methodology applies to JSUPT T-38, T-6, Navy JSUPT, ENJJPT, and JSUNT.)

A5.9.1. Category Check Maneuver Scores. These scores are computed, using percentage score and then multiplying by weighting factor, and total. The total will be used to compute a T-Score for category check maneuvers.

Midphase contact	215 pts received/235 pts possible = .91489 x 100 = 91.489 x .16 =	14.638
Contact	228 pts received/235 pts possible = .97021 x 100 = 97.021 x .28 =	27.166
Instrument	232 pts received/235 pts possible = .98723 x 100 = 98.723 x .28 =	27.642
Formation	339 pts received/365 pts possible = .92876 x 100 = 92.876 x .28 =	<u>26.005</u>
Total category check points		95.451

Category check score	= 95.451
Class mean	= 93.422
Standard deviation	= 3.270
z-score	= (+0.6208)
Category check T-score	= 56.208

NOTE: Assuming a mean for class checks of 93.422 with a standard deviation of 3.270, this student's 95.451 total category check points yields a z-score of +0.6208, which results in a category check maneuver T-score of 56.208.

A5.9.2. Daily Performance Scores. Daily performance scores are computed, using a T-score generated from each student's average flight line test scores and the T-score generated from the student's daily maneuver percentage score. Each of these T-scores is multiplied by their weight factor and included in the overall MASS calculation.

Flight line test average	= 93.056
Class mean	= 94.811
Standard deviation	= 2.127
z-score	= (-0.8251)
Flight line test average T-score	= 41.749
Flight line test average weight factor	= 25% of 30%
Flight line test average (T-score x weight)	= 3.131

NOTE: Assuming a mean for class flight line tests of 94.811 and a standard deviation of 2.127, this student's 93.056 total points yields a z-score of -0.8251, which results in a flight line test average T-score of 41.749.

Daily maneuvers (9601 points received/14286 points possible) = .67206 x 100	= 67.206
Class mean	= 71.237
Standard deviation	= 5.941
z-score	= (-0.6783)
Daily maneuver T-score	= 43.217
Daily maneuver weight factor	= 75% of 30%
Daily maneuver (T-score x weight)	= 9.723

NOTE: Assuming a mean for class daily maneuvers of 71.237 and a standard deviation of 5.941, this student's 67.206 total points yields a z-score of -0.6783, which results in a daily maneuver T-score of 43.217.

A5.9.3. Academic Scores. A student's academic test average is used to compute z-scores. Only the first attempt of a test will count in the student's academic test average. Instructors will ensure all retakes of failed academic tests are entered as such.

Academic test average	= 96.891
Class mean	= 96.060
Standard deviation	= 1.886
z-score	= 0.4883
Academic T-score	= 54.883

NOTE: In this example, the student's academic test average is 96.891. Assuming a class average of 96.060 with a standard deviation of 1.886, the resulting z-score will be +0.4883, which yields an academic T-score of 54.883.

A5.9.4. Flight Commander Ranking. The scores in the flight commander ranking matrix from [Attachment 6](#) will be used to compute a z-score. In this example, a ranking of 5 out of 15 = 95.71 will be used.

Flight commander ranking (5th of 15)	= 95.710
Class mean	= 92.500
Standard deviation	= 4.652
z-score	= 0.690
Flight commander ranking T-score	= 56.90

NOTE: By design, the mean for all classes' flight commander ranking is 92.50, but the standard deviation will vary depending on class size. In this example, a standard deviation of 4.652 will be used; and this

student's 95.716 yields a z-score of +0.690, which results in a flight commander ranking T-score of 56.900.

A5.9.5. T-37 Total Computation:

56.208 (category check T-score) x .40 (weighting factor)	=	22.483
41.749 (flight line test average T-score) x (.25 x .30)	=	3.131
43.217 (daily maneuver T-score) x (.75 x .30)	=	9.723
54.883 (academic test average) x .10	=	5.488
56.900 (flight commander ranking T-score) x .20	=	<u>11.380</u>
T-37 phase total	=	52.205

A5.9.6. T-38 Total Computation. Using the weighting factors previously outlined and following the above methodology, a T-38 total is computed. In this example, 54.239 is used as the phase total.

A5.9.7. ENJJPT Combined T-37 Plus T-38 Assignment Total:

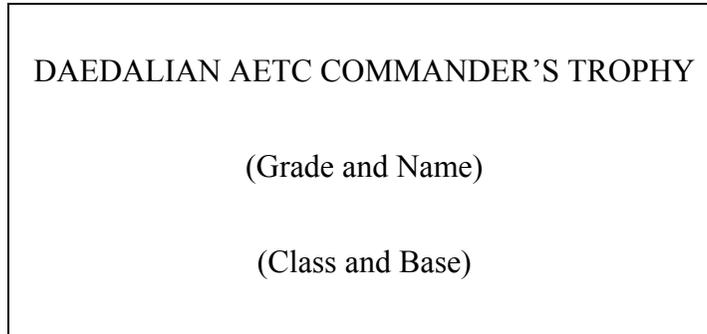
52.205 (T-37 total) x .25	=	13.051
54.239 (T-38 total) x .75	=	40.679
Assignment total	=	53.730

Attachment 7

AWARD SPECIFICATIONS

A7.1. Order of Daedalians AETC Commander's Trophy (JSUPT). The trophy is an 7-inch tall, cast bronze statue of an eagle with outstretched wings and talons, mounted on a 1 1/2-inch tall circular bronze base. A suitable brass plate will be attached to the base and engraved as shown in [Figure A7.1](#).

Figure A7.1. Engraving for the AETC Commander's Trophy (JSUPT).



NOTE: Previous models of the AETC Commander's Trophy will be used until on-hand stocks are depleted.

A7.2. AETC Commander's Trophy (JSUNT). The trophy is an 8-inch tall, weathered brass finish statue of an eagle, mounted on a wood base approximately 5 inches by 5 inches wide and 4 inches tall. A suitable brass plate is attached to the base and engraved as shown in [Figure A7.2](#).

Figure A7.2. Engraving for the AETC Commander's Trophy (JSUNT).

