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*Flying Operations*

**AEROMEDICAL EVACUATION  
AIRCREW TRAINING**



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This volume implements AFD 10-2, *Readiness*, AFD 11-2, *Aircraft Rules and Procedures*, AFD 41-3, *Worldwide Aeromedical Evacuation*, and directs the Aeromedical Evacuation (AE) training program for flight nurses and aeromedical evacuation technicians. It interfaces with: AFI 11-401, *Flight Management*; AFI 11-202 Volume 1, *Aircrew Training*; AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*; AFI 41-301, *Worldwide Aeromedical Evacuation System*; AFI 41-302 *Aeromedical Evacuation Operations and Management*; AFI 41-309, *Aeromedical Evacuation Equipment Standards (Forthcoming)*; and AFH 41-312, *Aeromedical Evacuation Contingency Operations Training Standards (Forthcoming)*. It applies to all AE unit-assigned and attached personnel involved in training aeromedical evacuation crewmembers (AECM) and AE mission support (AEMS) personnel. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through Stan/Eval channels, to HQ AMC/DOV, 402 SCOTT DRIVE UNIT 3A1, SCOTT AFB IL 62225-5302. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. The authority is Title 37 U.S.C. 301a. System of records notice F011 AF XO A applies. This instruction is affected by the Paperwork Reduction Act as amended in 1996.

<b>Chapter 1—POLICY AND ADMINISTRATION</b>	<b>5</b>
1.1. General. ....	5
1.2. Responsibilities. ....	5
1.3. Formal School Waiver Authority. ....	7
1.4. Waiver Format. ....	7
1.5. Additional Training Waivers. ....	8
Table 1.1. Training Waivers, Authority, and Requests. ....	8

1.6. Mission Ready (MR) Crewmember. ....	8
1.7. Non-Mission Ready (NMR) Crewmember. ....	9
1.8. AF Form 4022, Aircrew Training Folder Management. ....	9
1.9. Instructor Training and Supervision Requirements. ....	11
1.10. Unit Conversion. ....	11
1.11. Mission Clinical Coordinator (MCC). ....	11
1.12. Instructor/Flight Examiner (I/FE) Meeting. ....	12
1.13. Forms Prescribed. ....	12
1.14. Forms Adopted. ....	12
<b>Chapter 2—MISSION QUALIFICATION</b>	<b>13</b>
2.1. Scope. ....	13
2.2. General Requirements. ....	13
2.3. Qualification and Certification Training Prerequisites. ....	13
2.4. AECM Aircraft Qualification and Certification Requirements. ....	13
2.5. Qualification Training Prerequisites. ....	13
2.6. Ground Training Requirements for Aircrew Members. ....	13
2.7. Flight Training Requirements. ....	14
2.8. Failure To Complete Training. ....	15
2.9. Time Periods for AECM Qualification and Certification. ....	15
2.10. Multiple Aircraft Qualification Training. ....	15
2.11. Flying Training Requirements for Aircrew Members. ....	15
2.12. Requalification Training Limits and Requirements. ....	15
<b>Chapter 3—AECM CONTINUATION TRAINING</b>	<b>16</b>
3.1. Scope. ....	16
3.2. Mission Qualification Training. ....	16
3.3. Ground Training Requirements. ....	16
Table 3.1. AECM Ground Continuation Training Events. ....	16
3.4. Continuation Flying Requirements. ....	17
Table 3.2. AECM Flying Continuation Training Events. ....	18
3.5. Ancillary Training Event. ....	18
3.6. Loss of Currency. ....	18

<b>AFI11-2AEV1 1 AUGUST 1999</b>	<b>3</b>
3.7. To Regain Currency. ....	18
3.8. Failure to Complete Continuation Training Requirements. ....	19
3.9. Training Levels (TL). ....	20
3.10. Flying Training. ....	20
3.11. Ground Training Levels. ....	20
3.12. Changes to FTL and GTL. ....	20
3.13. Crediting Events Accomplished. ....	20
 <b>Chapter 4—INSTRUCTOR/FLIGHT EXAMINER UPGRADE PROGRAM</b>	 <b>22</b>
4.1. General. ....	22
4.2. Prerequisites. ....	22
4.3. Responsibilities. ....	22
4.4. Training Requirements. ....	22
4.5. Mission Preparation/Critique. ....	22
4.6. Instructional Ability. ....	23
4.7. Knowledge of Publications/Procedures. ....	23
4.8. Completion of Training Forms. ....	23
4.9. Communication/Organizational Skills and Evaluation Criteria for FE Candidate. ...	23
4.10. Flight Examiner Certifications. ....	24
4.11. Flight Management. ....	25
4.12. Aircrew Standardization/Evaluation Program. ....	25
4.13. Evaluation Forms. ....	25
4.14. Evaluation Criteria. ....	25
4.15. Judgment. ....	26
4.16. Debriefing. ....	26
 <b>Chapter 5—AEROMEDICAL EVACUATION CREWMEMBER AIRCRAFT CERTIFICATION TRAINING PROGRAM</b>	 <b>27</b>
5.1. Purpose. ....	27
5.2. Scope. ....	27
5.3. Guidelines. ....	27
 <b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	 <b>30</b>
 <b>Attachment 2—AFORMS TRAINING EVENT IDENTIFIERS AND DESCRIPTION</b>	 <b>38</b>

**Attachment 3—AIRCREW TRAINING DOCUMENTATION 56**

**Attachment 4—AECM ANCILLARY TRAINING 64**

## Chapter 1

### POLICY AND ADMINISTRATION

**1.1. General.** This AFI prescribes basic policy and guidance for training Aeromedical Evacuation Crew Members (AECM) in C-5, C-9, KC-10, C-12, C-17, C-21, C-26, C-130, C/KC-135, C-141, and CRAF (B-767) aircraft. This volume establishes a standardized training program to: qualify/certify AECMs; set the minimum requirements for flight and ground training; and to upgrade to basic flight nurse (MH) and basic aeromedical evacuation technician (MAM), instructor flight nurse (IH) and instructor aeromedical evacuation technician (IAM), and evaluator flight nurse (EH) and evaluator aeromedical evacuation technician (EAM). The term flight nurse (FN) and aeromedical evacuation technician (AET) will be referred to by their duty position identifier throughout this publication.

1.1.1. Training Objective. The overall objective of the aircrew training program is to develop and maintain a high state of mission readiness for immediate and effective employment in exercises, peace-keeping operations, contingencies, and conventional or nuclear war.

1.1.2. Use of Flying Hours. Each training mission must be structured to achieve maximum training. Any by-product airlift opportunity resulting from training must not degrade the intended training in any way and must comply with applicable Department of Defense (DOD) instructions. Any use of flying training hours to accomplish other than direct training requirements must be approved by the appropriate numbered Air Force (NAF) commander (NGB/CF for Air National Guard [ANG]). It is essential that all personnel at all levels prevent the misuse of air mobility resources as well as the perception of their misuse. **EXCEPTION:** The approval authority for off-station training flights is the wing commander. Commanders approving off-station trainers will forward a copy of the planned itinerary to the appropriate NAF/DO (NGB/CF for Air National Guard), HQ AMC/DOT, and TACC/XOOM. AETC, PACAF and USAFE units will forward a copy of mission itinerary to NAF/DO only.

1.1.3. Training on Operational Missions. Unless specifically prohibited or restricted by weapon system operating procedures or specific theater operations order (OPORD), the operations group commander may allow upgrade or special qualification/certification training on operational missions. Commanders will ensure the training will not impact mission effectiveness and the crewmember receiving training is under the supervision of an instructor of like specialty.

### 1.2. Responsibilities.

1.2.1. MAJCOM Headquarters. HQ AMC, as lead command MAJCOM for aeromedical evacuation as specified in AFD 11-2, *Aircraft Rules and Procedures*, and AFD 10-21, *Air Mobility Lead Command Roles and Responsibilities*, is responsible for standardizing aircrew flying training requirements in coordination with other user MAJCOMs. HQ AMC is responsible for training course requirements, training tasks, and quota control in coordination with other headquarters as follows:

1.2.1.1. Courses. The AMC Director of Operations (DO)/Surgeon General (SG), in coordination with other MAJCOMs, approves continuation training and local upgrade courses. Send proposals for amending existing course prerequisites or deleting obsolete courses through the appropriate headquarters for approval. MAJCOMs will process the approved changes in coordination with the AFCAT 36-2223, *USAF Formal Schools*, office of primary responsibility (OPR).

1.2.1.2. Command Curriculum Review Workshop (CCRW). HQ AMC/DOT hosts a biennial CCRW. The CCRW reviews all training programs for currency, applicability, compliance and effectiveness. Attendees should include training representatives from HQ AMC/DOT/SG, AMWC/WCOX, ACC, AETC, AFRC, NGB, PACAF, USAFE, Air Force Special Operations Command (AFSOC), curriculum developers, formal schools, numbered Air Force (NAF) training and standardization offices, selected unit representatives, and ATS contractors. Recommended changes to the training table contained in this instruction will be forwarded to the CCRW.

1.2.2. MAJCOMs will provide policy and guidance in order for units to develop their respective training programs. MAJCOM unique training requirements will be forwarded by the MAJCOM to HQ AMC/DOT.

1.2.2.1. Institute of Aerospace Medicine, School of Aerospace Medicine (IAM SAM) is responsible for the formal school syllabus and is the approval authority for any changes. The syllabus will be designed to meet user requirements. All changes to the syllabus will be coordinated with user commands prior to implementation.

1.2.2.2. Supplements. MAJCOMs may supplement this instruction as outlined in AFI 11-202, Volume 1. MAJCOM supplements may be more but not less restrictive than this instruction. MAJCOMs are permitted to set requirements lower than those in this instruction when the statement "or as specified in MAJCOM supplement" is indicated as applicable to that item or event. HQ AMC must approve supplements IAW AFPD 11-2. Coordinate supplements through HQ AMC/DOT before publication, send two copies to HQ AMC/DOT and one copy to HQ USAF/XOOT after publication.

1.2.3. Operations Groups. The operations group will convene a training review panel (TRP). The operations group will determine frequency, format and content of the meetings. The TRP should review staff and aircrew management actions necessary to complete the squadrons' flight and ground training programs.

1.2.4. Lead command and user commands. The AMC Office of the Command Surgeon (HQ AMC/SG) in conjunction with AMC Office of the Director of Operations (AMC/DO) is the lead command for coordinating the development and publication of AE training standards. HQ ACC/DO/SG, HQ AETC/DO/SG, HQ HSW/CC, HQ PACAF/DO/SG, HQ USAFE/DO/SG, HQ AFRC/DO/SG, and ANG/DO/SG are the user commands for the development and publication of AE training standards. The lead and user commands, at least biennially, review recommendations for changes and approve changes and supplements following coordination.

1.2.5. Global Aeromedical Evacuation Training Team (GAETT). The GAETT reviews all aeromedical training programs for currency, applicability, and effectiveness. The GAETT will meet the first quarter of each calendar year and other times as needed. Meetings will be chaired by HQ AMC/SGXT and co-chaired alternating with ANG and AFRC every other year. Permanent members will include representatives from HQ AMC/DO/SG, HQ AETC/SG, HQ USAFE/SG, HQ PACAF/SG, ANG/SG, HQ AFRC/DO/SG, HQ ACC/SG along with a HQ AMC representative for Aeromedical Staging Squadrons (ASTS), Aeromedical Evacuation Mission Support (AEMS) personnel, Institute of Aerospace Medicine, School of Aerospace Medicine (IAM SAM) and a representative from each NAF, both Active Duty and Reserve.

1.2.5.1. IAM SAM. Develops and conducts initial training programs for AE personnel as directed by the HQ USAF/SG.

1.2.5.2. Squadrons. As a general rule, training management is at the squadron level; however, the wing or operations group commander is ultimately responsible for squadron training programs.

1.2.5.3. Squadron commanders will ensure aircrew members complete training in a timely manner. Failure to reasonably progress mandates action for removal if appropriate. Squadron commanders will convene a Training Review Board for any crewmember who exceeds training time limits and every 30 days thereafter. Document board recommendations in minutes and individual's training folder.

1.2.5.4. Ensure formal school post-graduate questionnaires are accomplished and returned to the formal schools. A copy of the questionnaire will be retained by the gaining squadron for one year after completion of formal school training.

1.2.5.5. Ensure adequate training continuity and supervision of assigned and attached aircrew members. Unit commanders or appropriate AFRC/ANG Operations Supervisors may assign additional requirements based on individual crewmember's experience and proficiency.

1.2.6. Unit Chief Nurse. The Chief Nurse (CN) assigns an instructor flight nurse (IH) and instructor aeromedical evacuation technician (IAM) the duties of chief/officer-in-charge (OIC) and superintendent/noncommissioned officer in charge (NCOIC) of aircrew training at unit level. The CN also appoints aeromedical equipment trainers in writing. AE equipment trainers are not required to be instructors.

1.2.6.1. Chief/OIC Aircrew Training. Manages the AECM training program and establishes training objectives for aeromedical readiness missions (ARM).

1.2.7. Director of Operations (or equivalent). Manages the AE Operations Officer (AEOO) training program outlined in AFH 41-311.

### **1.3. Formal School Waiver Authority.**

1.3.1. IAM SAM/TA possesses waiver authority for student entry criteria to formal schools, with the exception of Class III Flight Physicals.

1.3.2. Formal school operations group commander (or equivalent) may waive completion of specific formal school events with concurrence from the gaining unit's operations group commander. If required for squadrons' designated mission, accomplish events waived at formal schools in-unit before assigning mission ready (MR) status.

1.3.3. The operations group commander may waive MAJCOM-directed flying continuation training requirements for individuals assigned to their unit on a case-by-case basis.

1.3.3.1. **EXCEPTION:** Flight currency will only be waived under extreme circumstances and only at the MAJCOM level.

**1.4. Waiver Format.** Provide the following information, in memo or message format, on the referenced individual in a waiver request to the MAJCOM OPR with information copies to HQ AMC/SGX/DOT as applicable. Items should be numbered as below; those not utilized should be marked "N/A". Asterisk (\*) items must be provided for all waivers; other items as appropriate.

1.4.1. \*Name, grade, and Social Security number.

1.4.2. \*Flying organization (assigned or attached).

- 1.4.3. \*Specific nature of waiver.
- 1.4.4. \*Reason and valid justification for waiver.
- 1.4.5. Crew qualification to which person is qualifying or upgrading.
- 1.4.6. Training start date.
- 1.4.7. Mandatory upgrade or qualification date.
- 1.4.8. Date event last accomplished and normal eligibility period.
- 1.4.9. Remarks, to include formal school courseware required.
- 1.4.10. Requesting unit point of contact (include name, rank, telephone number, and functional address symbol).
- 1.4.11. The operations group commander will submit all waiver requests through proper MAJCOM channels with information copies to HQ AMC/SGX/DOT.
- 1.4.12. Place copies of MAJCOM approved waiver information in the individual's training folder (AF Form 4022) or flight evaluation folder (FEF).
- 1.4.13. Aircrew members whose status is "duty not including flying (DNIF)" may log ground training events, if the member's physical condition allows it. The flight surgeon who signs the AF Form 1042, **Medical Recommendations for Flying or Special Operational Duty**, placing the crewmember DNIF, should be consulted if the crew member's ability to complete training is in question.

**1.5. Additional Training Waivers.** Unit commander may authorize two additional ground or flight training periods, or both, if required. The unit aircrew training officer will annotate this authorization in a separate section on the AF Form 4023, **Aircrew Training Progress Report**. Any additional training must be requested by unit commander using **Table 1.1**. Waivers for AECM training requirements will include a summary of the unit commander's action, recommendation, and a copy of the individual's training documentation. Aircrew training office will file approved training waivers in individual's training folder (AF Form 4022).

**Table 1.1. Training Waivers, Authority, and Requests.**

<b>If waiver is requested by:</b>	<b>Approval/Disapproval Authority:</b>	<b>Information copy with actions, recommendations, outcome to:</b>
An active duty squadron	Operations Group/CC	NAF, MAJCOM/SGX, DOT
An AFRC unit	Operations Group/CC	HQ AFRC/SGOA, AD & Reserve NAF, Gaining MAJCOM/SGX, DOT
An ANG unit	Operations Group/CC	ANG/SGXA, AD NAF, Gaining MAJCOM/SGX, DOT

**1.6. Mission Ready (MR) Crewmember.** For SORTS, operational tasking, and deployments a mission-ready aircrew member is defined as one who is available and qualified (completed mission qualification training for applicable crew position) in the squadron's mission.

- 1.6.1. In addition, crewmembers must have accomplished and/or maintained the following minimum requirements:
- 1.6.2. Annual flight physical.
- 1.6.3. Physiological training.
- 1.6.4. Flight evaluation in the unit's MDS.
- 1.6.5. Events listed on **Table 3.1**. AECM Ground Continuation Training Events.
- 1.6.6. AECM Proficiency Sortie. See **Table 3.2**.
- 1.6.7. Primary Crewmember Sortie. See **Table 3.2**.
- 1.6.8. With the operations group commander's approval:
  - 1.6.8.1. Non-Mission Ready (NMR) individuals may fly unsupervised only on CONUS training sorties if loss of MR status was for failure to complete ground continuation training.
  - 1.6.8.2. Instructor and evaluators who are NMR because of failure to complete ground training may perform instructor and evaluator duties.
- 1.6.9. **EXCEPTION:** A crewmember will not fly on any sortie if a recurring ground continuation training event annotated as "grounding" in **Table 3.1** is not accomplished.

**1.7. Non-Mission Ready (NMR) Crewmember.** An individual who is noncurrent or unqualified in the aircraft, or incomplete in required continuation training, is a non-mission ready (NMR) crewmember.

- 1.7.1. If a crewmember is NMR for failure to complete required continuation training, the operations group commander has two options:
  - 1.7.1.1. Waive the required training in accordance with paragraph **3.8**. The individual is then a MR crewmember.
  - 1.7.1.2. Place the crewmember in supervised status (individual flies with an instructor of like specialty) until required training is accomplished. The operations group commander may allow individuals to fly unsupervised on CONUS training sorties if loss of MR status was for failure to complete ground continuation training.

### **1.8. AF Form 4022, Aircrew Training Folder Management.**

- 1.8.1. Training Folder. Active training folders are folders of crew members undergoing initial qualification, mission qualification, requalification, upgrade, or commander directed additional training. This folder represents the student's record of all training conducted for qualification and certification. A training folder will be initiated (unless one is currently in use) for initial qualification, requalification, mission qualification, upgrade, and additional training directed by the squadron commander or a flight examiner. It is not necessary to initiate a training folder if an AECM is not qualified due to a written test failure. On completion of training, the contents of the folder will be maintained as a permanent attachment to the career field education & training plan (CFETP), or within the flight nurse's skills competency assessment folder (CAF).
- 1.8.2. Training Folders. The training folder will include training reports, training guides, training waivers, and other records as applicable. To close out a training folder, use AF Form 4025 guidance

in **Attachment 3**. The training documents will be placed in reverse chronological order with the most recent on top. See **Attachment 3** of this volume for more information.

1.8.2.1. When a crewmember permanently changes station (PCS) or permanently changes assignment (PCA), training folders (or extracted information in CFETP/CAF) will be hand-carried by the individual to the gaining unit. Any incomplete training will be clearly identified on contractor-provided documentation, AF Forms 4023 through 4025 as appropriate, or AF Forms 38XX series.

1.8.3. Unit Transfers. The gaining AE unit will accept previously completed and documented ground and flight training contained in the training folder (or extract information from CFETP/CAF). The CN or designee and Chief/OIC or NCOIC of Aircrew Training will determine the degree of additional training required after reviewing individual's training documents. Consider AECMs qualified/certified in one MDS as qualified/certified in all MDSs of the same design.

1.8.4. The instructor annotates appropriate training forms and records all ground and flight training sessions in accordance with **Attachment 3** of this instruction. The trainee reviews, initials, and dates all entries. AF Form 4023, **Aircrew Training Progress Report**, is used by instructors and trainers to document remarks on training sessions and to make recommendations as needed. AF Form 3831, **Ground Training (Qualification/Certification Training Record)**, documents ground training requirements; AF Form 3832, **Flight Training (Qualification/Certification Training Record)**, documents flight training requirements; AF Form 3833, **Secondary Aircraft (Qualification/Certification Training Record)**, documents ground or flight training requirements on secondary aircraft; and AF Form 3834, **AECM Instructor/Examiner Upgrade (Qualification Training Record)**, documents upgrade training. AF Form 3842, **Continuation Sheet (Qualification Training Record)**, is to be used if additional space is needed for these forms.

1.8.4.1. **NOTE:** AF Form 4024, **Aircrew Training Accomplishment Report**, may be used in place of AF Forms 3831, 3832, 3833, 3834, and 3842.

1.8.4.2. At the satisfactory completion of all required training, the instructor will make a recommendation for an in-flight evaluation, if required.

1.8.4.3. During training, the aircrew training office files the training forms in a location readily accessible to instructors, students, and supervisory personnel. The aircrew training office maintains quality-control of these records.

1.8.5. Training Folder Review:

1.8.5.1. Training period review. Instructors will review training folders prior to each training period (flight or ground) in order to develop a training plan. After each period, instructors will document training in sufficient detail to accurately assess student performance and make recommendations for subsequent training.

1.8.5.2. Students will review and initial training records after each training period.

1.8.5.3. Monthly review. Chief nurse, flight commanders, superintendent, or a qualified designated representative will review active training folders monthly for continuity and student progression. Document this review and any recommendations in the training folder.

1.8.5.4. Operations review. The squadron commander, operations officer, or a designated representative will review active training folders quarterly and prior to a flight evaluation required to

complete the training program (not applicable for formal school training). Operations review will be a separate entry in the training record and should include comments on the student's progress.

#### 1.8.6. History of Training:

1.8.6.1. Documentation Procedures. The FEF maintains basic source documents to provide a current history of each individual's flying qualification in accordance with AFI 11-202 Volume 2 and appropriate MAJCOM Supplement. Under the AF Forms 942, **Record of Evaluation**, in section I of the FEF when applicable, file AF Forms 1381, **USAF Certification of Aircrew Training** to document all certifications and special mission qualifications not annotated on AF Forms 8, **Certificate of Aircrew Qualification**. In addition, every formal training course requires an AF Form 4025 upon completion of training.

1.8.6.2. Units will use forms listed in AFI 11-202V1 to record all accomplished training and to update the AFORMS database.

### 1.9. Instructor Training and Supervision Requirements.

1.9.1. The following personnel must be under the supervision of an instructor when performing aircrew duties:

1.9.1.1. All noncurrent aircrew members.

1.9.1.2. All aircrew members in initial, upgrade, or requalification flying training.

1.9.1.3. FTL E and senior officers defined in AFI 11-202 Volume 1, *Aircrew Training* and paragraph **3.10.5** of this instruction and any other personnel designated by the wing, operations group, or squadron commanders.

1.9.2. For unqualified, noncurrent, and FTL E crew members an instructor should be seated as close as possible to the student during critical phases of flight.

**1.10. Unit Conversion.** When possible, qualified personnel in other units will provide the initial cadre. In some instances, it will be necessary for units to form an initial cadre of aircrew personnel for whom certain training qualification requirements may be waived. The following conditions will apply to management of initial cadre aircrew qualification.

1.10.1. Form a nucleus of instructor and flight examiner (I/FE) personnel (initial cadre) to begin aircrew conversion. Conduct qualification of these personnel according to AFI 11-202 Volume 2.

1.10.2. Initial cadre will not be designated in a crew position higher than currently held, (e.g., C-141 FN to C-17 EH) unless previously qualified in the conversion aircraft.

1.10.3. After final approval, publish a unit letter to identify initial cadre of I/FE by crew qualification.

**1.11. Mission Clinical Coordinator (MCC).** The aircrew training office assigns an MCC to each crew and training mission during ARMs. Any current and qualified FN or 5-, 7-, or 9-level AET may perform as MCC. The MCC will:

1.11.1. Ensure unit's mission objectives are incorporated into in-flight scenarios.

1.11.2. Incorporate selected training items from **Table 3.1** and **Table 3.2** into in-flight scenarios.

1.11.3. Monitor all aspects of pre-flight planning and in-flight activities.

- 1.11.4. Coordinate with I/FE (as applicable) to prepare and initiate simulated mission scenarios, to include rapid decompression, fire, hypoxia, or other situations.
- 1.11.5. Brief simulated patients on their roles.
- 1.11.6. Ensure medical equipment is used.
- 1.11.7. Ensure training includes enplaning or deplaning of occupied or weighted litters.
- 1.11.8. Observe crew and mission performance without interfering with normal crew duties.
- 1.11.9. **NOTE:** Outstanding performance, areas of improvement, safety violations, discrepancies, and other appropriate observations.
- 1.11.10. Conduct a formal mission debrief with all AECMs involved in ARM.
- 1.11.11. Complete a written critique of the mission and provide to the training office.
- 1.11.12. The aircrew training office creates and maintains a sufficient number of simulated DD Form 602, **Patient Evacuation Tag**, DD Form 1380, **US Field Medical Card**, or AF Form 3899, **Aero-medical Evacuation Patient Record**, for training on aeromedical readiness missions (ARM).

**1.12. Instructor/Flight Examiner (I/FE) Meeting.** The Chief/OIC of aircrew training or designated representative will chair the meeting, prepare an agenda, and coordinate with standardization/evaluation (Stan/Eval). The meeting reviews training issues and trends in written examinations and flight evaluations with all unit I/FEs. Meetings will be held at least quarterly.

**1.13. Forms Prescribed.** AF Forms 3831, **Ground Training (Qualification/Certification Record)**, 3832, **Flight Training (Qualification/Certification Record)**, 3833, **Secondary Aircraft (Qualification/Certification Record)**, and 3834, **AECM Instructor/Examiner Upgrade (Qualification/Certification Record)**.

**1.14. Forms Adopted.** AF Forms 4022, **Aircrew Training Folder**, 4023, **Aircrew Training Progress Report**, 4024, **Aircrew Training Accomplishment Report** and 4025, **Aircrew Summary and Close-Out Report**.

## Chapter 2

### MISSION QUALIFICATION

**2.1. Scope.** This chapter specifies minimum training requirements for initial qualification, requalification and certification.

**2.2. General Requirements.** The primary method of initial qualification is to attend and complete appropriate formal training course listed in AFCAT 36-2223. Completing the appropriate formal course satisfies all initial qualification training requirements. When attendance is not practical units may conduct in-unit initial qualification training, using applicable training tools. When attendance is practical, paragraph 2.3. applies.

**2.3. Qualification and Certification Training Prerequisites.** AE unit-assigned or attached personnel must complete B3AZY4NOX0-000, Aeromedical Evacuation Technician Course, or B30LY046F3-000, Flight Nurse Course, prior to starting AECM qualification or certification. Personnel must meet flying requirements according to AFI 11-401 and this publication.

2.3.1. **NOTE:** ANG and AFRC AETs are waived from attending the AET course until AECM qualification course is formally initiated at IAM SAM.

**2.4. AECM Aircraft Qualification and Certification Requirements.** AECMs will qualify on unit's primary MDS aircraft and mission, and receive additional aircraft qualification and/or aircraft certification training as directed by MAJCOM or mission requirements.

2.4.1. AECMs assigned to MAJCOM/NAF will be qualified in their attached unit's MDS.

2.4.2. AE commanders who are flight nurses and not filling a mobility position have the option to maintain qualification.

2.4.3. After arrival at duty station, qualified crew members must receive a supervised familiarization or orientation flight and local flying area or associated hazards brief (**not applicable for upgrade training**).

**2.5. Qualification Training Prerequisites.**

2.5.1. Before entering qualification training, each aircrew member must comply with the appropriate formal course training prerequisites prescribed in AFCAT 36-2223.

2.5.2. All personnel maintaining flying status will meet the following requirements before flying, IAW AFI 11-401:

2.5.2.1. Physiological training (AFI 11-403, *Aerospace Physiological Training Program*).

2.5.2.2. Flight physical.

**2.6. Ground Training Requirements for Aircrew Members.** For in-unit qualification training, commanders will use appropriate training tools to include the following as applicable:

2.6.1. Academic Training. Accomplish all academic training requirements as directed in applicable courseware.

- 2.6.2. Egress and Life Support Training. Must be completed before the first flight. Accomplish initial egress training on an aircraft.
- 2.6.3. Ground Training. Accomplished during initial qualification, or requalification training; establishes due dates for subsequent continuation training.
- 2.6.4. Time Periods. Initial students complete AECM ground training areas outlined on AF Form 3831 within 12 ground training periods. A ground training period should not exceed 8 hours.
- 2.6.5. Instructor to Student Ratio. There is no restriction on instructor to student ratios for ground training requirements. Any qualified instructor may teach general ground training subjects, (i.e., configuration, systems, etc.).
- 2.6.6. Equipment Training. I/FE and equipment trainers appointed by the CN can perform medical equipment certification training and document on the appropriate training records.
- 2.6.7. Applicable ground training (i.e., simulators, aircraft systems, etc.) accomplished at the formal school establishes due dates for subsequent continuation training. If the date of accomplishment is unknown, use the date on the AF Form 8 generated at the formal school.
- 2.6.8. All ground training required (refer to AF Form 3831) for mission qualification will be completed prior to qualification in the unit's mission. If events listed in **Table 3.1.** are not accomplished prior to initial qualification then paragraph **1.6.8.** applies.

## **2.7. Flight Training Requirements.**

- 2.7.1. Students should complete all ground training requirements (refer to AF Form 3831) prior to beginning flight training. Flight related training must be accomplished by an I/FE of like specialty. Instructors document flight training on AF Form 3832. Training will include events listed in **Table 3.2.**
- 2.7.2. Students will be supervised by an I/FE during training missions.
- 2.7.3. Missions with either real or simulated patients can fulfill requirements.
- 2.7.4. Training flights should be at least 2 flying hours long.
- 2.7.5. Missions may be divided into multiple segments of at least 2 flying hours.
- 2.7.6. Flight nurses will receive at least one, but no more than four, training flights.
- 2.7.7. AE technicians will receive at least one, but no more than six, training flights.
- 2.7.8. During ARMs:
- 2.7.8.1. One (1) enplaning or one (1) deplaning session (with occupied or weighted litters) and as a minimum one (1) aircraft and one (1) medical emergency scenario are required.
- 2.7.8.2. Restrictions. Instructors will have no more than one student in a crew position. Students awaiting training ("T" status) may fly as simulated patients.
- 2.7.8.3. Testing. The student can take the open-book or closed-book exam once the instructor has documented the recommendation on the AF Form 4023. The student must successfully complete the open-book and closed-book examination prior to initial flight evaluation.
- 2.7.8.4. Logging of Time. Refer to AFI 11-401.

**2.8. Failure To Complete Training.** If any crewmember fails to complete a formal course, the formal school will send a recommendation to the individual's unit on whether he or she should complete training in-unit (which requires a waiver from unit through appropriate chain of command to MAJCOM), be reassigned, or return to the formal school for training.

**2.9. Time Periods for AECM Qualification and Certification.**

2.9.1. AECMs should start training within 45 calendar days after reporting for duty and will complete mission qualification training in one aircraft within 90 days from the date of the first flight (180 days for ANG/AFRC).

2.9.2. If initial qualification occurs at the flying training unit (FTU), AECMs will have 90 days from date of initial qualification to complete mission qualification in unit's primary MDS. AECMs who receive initial qualification in other than unit's primary MDS will complete mission qualification within 180 days. If reporting to a new duty assignment, AECM will start mission qualification within 45 calendar days after reporting to duty.

**2.10. Multiple Aircraft Qualification Training.** For units with MAJCOM approval for multiple aircraft qualification:

2.10.1. Once an individual is qualified in unit's primary weapon system and in the unit's mission, qualification training in aircraft other than primary weapon system requires:

2.10.1.1. A minimum of one (1) ground or one (1) flight training period.

2.10.1.2. Applicable validation per AFI 11-202 Volume 2.

2.10.1.3. Maximum of five (5) ground training periods.

2.10.1.4. Maximum of four (4) flight training periods.

2.10.1.5. The I/FE documents multiple aircraft qualification training per this instruction.

**2.11. Flying Training Requirements for Aircrew Members.** Approved unit conducted training must be accomplished in accordance with applicable training tables. Crew members will receive credit for training table requirements when performing I/FE duties except ACDTQT.

**2.12. Requalification Training Limits and Requirements.** An aircrew member is unqualified on either loss of currency exceeding 6 months or expiration of his or her qualification evaluation, whichever occurs first. Requalification requirements are as follows:

2.12.1. Unqualified up to 2 years: Requires training as directed by the squadron commander and a flight evaluation.

2.12.2. Unqualified 2 to 5 years: Complete appropriate in-unit flying training, and a flight evaluation.

2.12.3. Unqualified over 5 years: Complete the appropriate AFCAT 36-2223 formal initial qualification course. (Not applicable to AECMs until a formal qualification course is operational).

## Chapter 3

### AECM CONTINUATION TRAINING

**3.1. Scope.** The continuation training program provides crew members the training requirements necessary to maintain qualification.

3.1.1. Responsibilities: MAJCOMs and NAFs will determine unit of attachment for their staff personnel in flying positions.

3.1.2. Squadron Commander. The squadron commander or designated representative will ensure individuals receive training to successfully complete unit missions and maintain individual proficiency. Squadron commander will determine the training level of each assigned crewmember and may establish currency reference months for AFORMS events.

3.1.3. Crew Members. Each crewmember is responsible for monitoring and completing all training requirements.

**3.2. Mission Qualification Training.** In order to fulfill unit's mission, all AECMs will successfully complete mission qualification.

**3.3. Ground Training Requirements.** AECM must meet applicable events on [Table 3.1](#) to maintain MR status.

**Table 3.1. AECM Ground Continuation Training Events.**

Refer to Paragraph [3.11](#) for explanation of Ground Training Levels (GTL)

Event	Code	GTL1	GTL2	GTL3	Non-Mobility Crewmembers
Chem-Biological Warfare Defense Training (Note: 5)	G010	B	B	B	B
Aircrew Intelligence (Note: 5)	G070	A	A	A	A
Force Protection (Note: 5)	G110	A	A	A	A
ISOPREP Review	G120	C	C	C	N/A
CRM Refresher	G230	A	A	A	A
C9 Ground Egress (NOTE: 1, 4)	G901	T	T	T	T
C130 Ground Egress (NOTE: 1, 4)	G902	T	T	T	T
C141 Ground Egress (NOTE: 1, 4)	G903	T	T	T	T
C17 Ground Egress (NOTE: 1, 4)	G904	T	T	T	T
AE CRAF Orientation	G910	B	B	B	B
ERO Mission (C-130 Aircraft only) (NOTE: 7)	G920	A	A	A	B
CPR (NOTE: 1)	G940	B	B	B	B

Event	Code	GTL1	GTL2	GTL3	Non-Mobility Crewmembers
Medical Equipment Review (Hands on)	G950	A	A	A	A
High Threat, Combat Survival Training (CST)	LS02	T	T	T	T
Water Survival Training (WST)	LS03	T	T	T	T
Aircrew Chemical Defense Training (ACDT)	LS04	B	B	B	B
Egress Training, Non-ejection (NOTE: 8)	LS08	T	T	T	T
Flight Physical (NOTE: 1, 3)	PP01	A	A	A	A
Physiological Training (NOTE: 1, 6)	PP11	T	T	T	T
Flight Publication Review (NOTE: 2, 5)	R001	A	A	A	A

KEY                      A-Annual                      B-Biennial                      C-180 days                      T-Triennial

**NOTE:**

1. Mandatory grounding item on expiration date; individual will not fly until required event is accomplished.
2. Not required to maintain mission ready status; although should be accomplished when due.
3. Flight physical from previous year expires after last day of birth month IAW AFI 48-123, *Medical Examination and Standards*.
4. Complete Ground Egress Training for additional aircraft in which qualified.
5. These items are required by AECMs (as applicable) and may be tracked by methods other than AFORMS.
6. Currency expires 3 years after the last day of the month in which accomplished.
7. AECMs can accomplish this requirement on a static aircraft or an ARM mission.
8. Required for primary MDS.

**3.4. Continuation Flying Requirements.** AECMs must meet the guidelines of [Table 3.2](#) to maintain flight currency.

**Table 3.2. AECM Flying Continuation Training Events.****Refer to Paragraph 3.10. for explanation of Flying Training Levels (FTL) A through E**

Event	Code	FTL A	FTL B	FTL C	FTL D	FTL E
Aircraft AE Systems (NOTE: 3)	F220	A	A	A	A	A
Contingency Operations (NOTE: 3)	F300	A	A	A	A	A
Aircraft Emergencies (NOTE: 2, 3)	F310	A	A	A	A	A
En Route Procedures (NOTE: 3)	F320	A	A	A	A	A
In-flight Medical Emergencies (NOTE: 3)	F330	A	A	A	A	A
Combat Casualty Management (NOTE: 3)	F340	A	A	A	A	A
Mission Documentation (NOTE: 3)	F350	A	A	A	A	A
ACDTQT (NOTE: 3, 4)	P280	A	A	A	A	A
AECM Proficiency Sortie (NOTE: 1)	M900	C	C	C	C	C
Primary Crewmember Sortie (NOTE: 2)	M910	Q	Q	Q	Q	Q

**KEY**

A-Annual

B-Biennial

C-60 days

Q-Quarterly

**NOTES:**

1. Includes flying in a primary crew position, Instructor/FE, or simulated patient during Aeromedical Readiness Missions. AECMs may log secondary time as simulated patients.
2. Includes flying as MCD, FN, CMT, 2AET, 3AET, Instructor, or Evaluator.
3. Not required to maintain mission ready status; although should be accomplished when due.
4. May be accomplished on the ground or in-flight.

**3.5. Ancillary Training Event.** See [Attachment 4](#).

**3.6. Loss of Currency.** Place individuals delinquent in one or more currency events in supervised training status for that event and declare them NMR in those unit missions requiring that event. Crew members are noncurrent the day after event currency expires; (e.g., a crewmember who accomplished an event with a 60-day currency, on 1 September becomes noncurrent on 1 November).

**3.7. To Regain Currency.** Regain currency based on the time elapsed since becoming noncurrent as follows:

3.7.1. Less than 2 months. Flight with an I/FE to regain currency. Include as a minimum, a review of aircraft and aeromedical emergency equipment and procedures.

3.7.1.1. **NOTE:** Following completion of the applicable requirements, the I/FE signs next to the noncurrent crew member's name on the file copy of the flight order and places it in the AF Form 3835, **Aeromedical Mission Management –Part 1** or conducts appropriate evaluation as applicable.

3.7.2. Two through six months. Squadron commander determines training and evaluation requirements. If the squadron commander determines an evaluation is required, conduct a SPOT (optional) evaluation in the affected area(s).

3.7.3. Exceeds 6 months. The individual is unqualified in the aircraft and must complete requalification as directed in paragraph 2.12. and recertification per **Charter 5**.

**3.8. Failure to Complete Continuation Training Requirements.** Declare individuals NMR if they fail to complete all ground and applicable flying continuation training requirements. The following guidance applies:

3.8.1. For flying continuation events (applicable events in the flying continuation training table), the squadron commander will review the crew member's training period event accomplishments and recommend, to the operations group commander, training necessary to regain MR status. If this review shows enough flying events were recently accomplished to ensure MR proficiency, the operations group commander or equivalent may waive the MAJCOM-directed requirements. The same flying training events will not be waived for two consecutive training periods. This waiver authority must be used judiciously. The intent is to ensure crew members receive the proper quantity of flying events to remain proficient and allow the operations group commander to determine MR status and additional training requirements when those training quotas are not met.

3.8.2. **EXCEPTION:** Flight currency will only be waived under extreme circumstances and only at the MAJCOM level.

3.8.3. The OG/CC or equivalent may waive MAJCOM-directed ground continuation training. This waiver authority must be used judiciously. The decision to grant a waiver will be based on the individual crew member's experience and proficiency level (i.e., waivers will not be based on a crew member's availability). The same ground training event will not be waived for two consecutive training periods. This waiver is allowed for unforeseen circumstances and only for MAJCOM events that will not degrade mission accomplishment. The training should be completed at the earliest opportunity. The operations group commander will determine the allowable time period of the waiver. Forward copies of ground continuation training waivers to the appropriate headquarters with an information copy to HQ AMC/SGXT.

3.8.4. Refer to AFI 11-202V1 for individuals leaving active flying status.

3.8.5. Failure to accomplish recurring ground egress training (G901 - G904 as applicable), flight physical (PP01), physiological training (PP11), and CPR (G940), results in immediate grounding until the training is accomplished.

### 3.9. Training Levels (TL).

3.9.1. Squadron commanders are responsible and accountable for management of this program. The squadron commander will assign each crewmember a flying training level (FTL). FTL assignment is based on experience and aircraft proficiency.

3.9.2. **NOTE:** At no time should a crew member's availability to fly be a factor in assigning a TL. Crew members may be assigned ground training levels that are more restrictive, but never less restrictive than the requirements in paragraph 3.4. Use the date of the initial qualification in-flight evaluation for determining an individual's time in the weapon system. Training level definitions follow.

### 3.10. Flying Training Levels (FTL).

3.10.1. FTL "A"—highly experienced crew members. This may include MR or NMR MAJCOM and ANG/AFRC headquarters assigned personnel; IAM SAM instructors; NAF personnel; AMWC instructors; wing, operations group, and squadron commanders; operations officers, personnel assigned to OG evaluation positions, and any instructors assigned primarily to staff duties. Squadron commanders have the discretion to assign highly experienced MR crew members to this level.

3.10.2. FTL "B"—experienced, mission ready crew members.

3.10.3. FTL "C"—MR crew members.

3.10.4. FTL "D"—basic aircraft qualified crew members. Designated primarily for basic aircraft qualified crew members who are pursuing MR status.

3.10.5. FTL "E"—basic aircraft qualified, non-instructor staff (may include senior officers, MAJCOM, and NAF individuals who are not maintaining MR or instructor status). FTL E requirements are insufficient for MR status. Crew members assigned to FTL E will fly with an instructor of like specialty at all times.

### 3.11. Ground Training Levels (GTL).

3.11.1. GTL "1" - highly experienced crew members with greater than ten years in their specialty.

3.11.2. GTL "2" - experienced crew members with greater than five years in their specialty.

3.11.3. GTL "3" - inexperienced crew members with less than five years in their specialty.

**3.12. Changes to FTL and GTL.** Once the semi-annual period begins, personnel should not be moved to a level requiring fewer events.

3.12.1. **EXCEPTION:** Basic aircraft qualified crew members may be placed in a different FTL any time after attaining MR status.

3.12.2. Established TLs do not preclude the squadron commander from scheduling an individual for additional training if deemed appropriate.

### 3.13. Crediting Events Accomplished.

3.13.1. In addition to events accomplished on training and operational missions, those flight events accomplished on a satisfactory qualification, mission qualification, or requalification evaluation may be credited towards the individual's currency requirements and establishes a subsequent due date.

3.13.1.1. **NOTE:** Ground training accomplished during initial qualification, mission qualification, upgrade, or requalification training establishes due dates for subsequent continuation training.

3.13.2. Aircrew members who are unqualified in the aircraft due to an unsatisfactory flight evaluation will not log continuation training requirements for those events graded Q-3 until requalified.

## Chapter 4

### INSTRUCTOR/FLIGHT EXAMINER UPGRADE PROGRAM

**4.1. General.** This chapter identifies the prerequisites and training requirements for qualified AECMs to upgrade to I/FE. The unit commander determines the number of I/FEs. The unit I/FE upgrade program is administered according to AFI 11-202V2, MAJCOM directives, and this volume. Instructors will use AF Form 3834 for upgrade training. Qualified I/FEs transferring to a unit may maintain their status at the discretion of the gaining unit commander.

**4.2. Prerequisites.** Any AECM, with the concurrence of the nominee, can recommend upgrades. The unit commander selects nominees on the basis of the recommendation and unit needs. Candidates must possess the following traits (a high number of flying hours is not an acceptable substitute for these traits):

4.2.1. **Instructional Ability.** Instructor candidates must demonstrate basic teaching skills contained in AFMAN 36-2236, *Guidebook for Air Force Instructors*.

4.2.2. **Personal Qualities.** Sound judgment, tact, patience, understanding, professionalism, and a desire to teach.

4.2.3. **Technical Knowledge and Experience.** Requires flying experience, a thorough knowledge of in-flight duties, medical care proficiency, emergency procedures, unit mission, and local procedures.

**4.3. Responsibilities.** It is the responsibility of unit commanders to ensure their unit training sections use this document to upgrade AECMs to I/FE.

**4.4. Training Requirements.** Instructor candidates must complete applicable examinations according to AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program* and MAJCOM directives. The Stan/Eval section will critique the examination and correct to 100 percent. Complete the examination any time during upgrade training prior to the flight evaluation.

#### **4.5. Mission Preparation/Critique.**

4.5.1. **References:** AFMAN 36-2236, *Guidebook for Air Force Instructors*, and AF Form 3834, **AECM Instructor/Examiner Upgrade (Qualification Record)**.

4.5.2. **Instructional Guidance.** Using scenarios, the instructor will teach the instructor candidate to identify performance expected of a student during training sessions.

4.5.3. **Objective:** The instructor candidate will demonstrate the ability to interpret information contained in student training folder, develop training plan allowing sufficient time to meet student training requirements providing an environment conducive to open exchange of information.

4.5.3.1. **Interpreting Information.** The instructor candidate will review the training folder, focusing on identified strengths and weaknesses. Address recommendations made by instructors in previous training periods.

4.5.3.2. **Develop Training Plan.** Using adult learning theories contained in AFMAN 36-2236, outline expectations of the student. Maximize the use of training aids and situations to meet mission/training objectives.

4.5.4. Objective: The instructor candidate will demonstrate the ability to reconstruct the training period during critique and provide appropriate feedback.

4.5.4.1. Critique. Conduct review/critique of training period IAW AFMAN 36-2236. Highlight strengths, accomplishments, and suggested opportunities for improvement.

#### **4.6. Instructional Ability.**

4.6.1. References: AFMAN 36-2236, chapters 11, 17, 26, and 27.

4.6.2. Instructional Guidance (with supervision). Allow the instructor candidate to instruct a student, using selected topics from applicable directives and handbooks.

4.6.3. Objective: Instructor candidates will demonstrate the ability to apply information contained in AFMAN 36-2236, with detailed knowledge of chapters 11, 17, 26, and 27, by presenting a lesson from these chapters.

#### **4.7. Knowledge of Publications/Procedures.**

4.7.1. References: AFMAN 36-2236, AFI 41-106, *Medical Readiness Planning & Training*, AFI 41-301, *Worldwide Aeromedical Evacuation System*, AFI 41-302, *Aeromedical Evacuation Operations and Management*, AFI 41-307, *Aeromedical Evacuation Nursing Considerations and Standards (Forthcoming)*, AFI 41-309, *Aeromedical Evacuation Equipment Standards (Forthcoming)*, AFI 11-401, *Flight Management*, applicable AFI 11-2-XXX series publications, applicable Technical Orders (dash 1 and dash 9 series), MAJCOM series publications, and this AFI.

4.7.2. Objective. The Instructor candidate will apply knowledge of all applicable aircraft systems, publications, and procedures to enhance mission accomplishment/training objectives.

4.7.3. Demonstrate/verbalize general knowledge of standardized lesson plans (Forthcoming) and a thorough knowledge and understanding of all directives governing AE operations.

4.7.4. The instructor candidate is not required to memorize regulation chapters or paragraphs.

#### **4.8. Completion of Training Forms.**

4.8.1. Objective: Using this publication, the instructor candidate will correctly demonstrate annotation and documentation on the Qualification/Certification Training Records.

4.8.2. References: See [Attachment 3](#) on instructions for completion of AF Form 3831, AF Form 3832, AF Form 3833, and AF Form 3834.

4.8.3. AF Forms 3831, 3832, and 3833. All ground training must be documented proficient ("P") on these forms prior to flight evaluation.

#### **4.9. Communication/Organizational Skills and Evaluation Criteria for FE Candidate.**

4.9.1. References:

4.9.1.1. AFI 11-401, *Flight Management*.

4.9.1.2. AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*.

4.9.1.3. AFI 41-106, *Medical Readiness Planning & Training*.

4.9.1.4. AFMAN 36-2236, *Guidebook for Air Force Instructors*.

4.9.1.5. AF Form 3834, **AECM Instructor/Examiner Upgrade**.

4.9.1.6. Evaluation criteria equivalent.

4.9.2. Instructional Guidance. Using scenarios, the instructor will have the examiner candidate identify performance expected during a flight evaluation. Evaluation criteria will be emphasized.

4.9.3. Objective. The examiner candidate will be able to:

4.9.3.1. Objectively measure examinee's knowledge and performance against standards as listed in the evaluation criteria.

4.9.3.2. Demonstrate communication and organizational skills that facilitate the flight evaluation.

4.9.3.3. Define methods and formulate a plan for question and answer periods based on mission requirements.

4.9.3.4. Demonstrate how to verbalize expectations to examinee.

4.9.3.5. Define minimum requirements for basic crew and instructor qualifications using evaluation criteria in AFI 11-2AE Volume 2.

4.9.3.6. State importance of maintaining observation of examinee during evaluation.

#### **4.10. Flight Examiner Certifications.**

4.10.1. Flight Examiners (FE). Squadron commanders will recommend instructors for FE certification. Instructors identified for certification as FE must possess satisfactory knowledge of Air Force training and evaluation policies and procedures and the ability to administer an evaluation according to AFI 11-202 Volume 2 and AFI 11-2AE Volume 2.

4.10.2. Initial FE candidates should observe an evaluation prior to their own certification.

4.10.3. The FE candidate communication/organizational skills:

4.10.3.1. Indicate personal preparation.

4.10.3.2. Emphasize positive aspects, attributes, and strengths.

4.10.3.3. Offer constructive feedback.

4.10.3.4. Stress adult learning theories.

4.10.3.5. Demonstrate time management.

4.10.3.6. Ask open ended questions.

4.10.4. The FE candidate must demonstrate:

4.10.4.1. Appropriate use of evaluation criteria.

4.10.4.2. Use of flight evaluation scenarios.

4.10.4.3. Good observation techniques.

4.10.4.4. Ability to formulate questions and answers.

4.10.4.5. Ability to present a comprehensive mission debrief.

- 4.10.4.6. Good safety practices.
- 4.10.4.7. Knowledge of crew position responsibilities.
- 4.10.4.8. How to perform an evaluation.
- 4.10.5. The FE candidate is not required to memorize regulation chapters or paragraphs.

#### **4.11. Flight Management.**

- 4.11.1. References: AFI 11-401 and AF Form 3834.
- 4.11.2. The FE candidate will be able to comprehend the information contained in AFI 11-401 and apply it to daily operations.

#### **4.12. Aircrew Standardization/Evaluation Program.**

- 4.12.1. Reference. AFI 11-202 Volume 2 and AF Form 3834.
- 4.12.2. The FE candidate will be able to provide a detailed knowledge of information contained in AFI 11-202 Volume 2 and be able to apply the knowledge to daily operations.

#### **4.13. Evaluation Forms.**

- 4.13.1. References. AFI 11-401, AFI 11-202 Volume 2, and AF Form 3834.
- 4.13.2. Instructional Guidance. Using scenarios, the instructor will have the FE candidate demonstrate correct completion of evaluation forms.
- 4.13.3. Objectives. With the use of references, the FE candidate will be able to complete AF Form 8, **Certificate of Aircrew Qualification**, and AF Form 3862, **AECM Qualification Evaluation**, according to current directives.

#### **4.14. Evaluation Criteria.** The FE candidate must be able to demonstrate:

- 4.14.1. Compliance with AF and MAJCOM Directives.
- 4.14.2. FE briefing.
- 4.14.3. Identification of discrepancies and assignment of area grades.
- 4.14.4. Assessment of overall performance.
  - 4.14.4.1. All subareas Q, Q-, or U (if applicable).
- 4.14.5. Appropriate assignment of additional training.
- 4.14.6. Evaluation documentation.
- 4.14.7. FE overall performance.
- 4.14.8. Applicable directives to guide assignment of grade/retraining.
- 4.14.9. Mission Critique.
- 4.14.10. Supervisory personnel briefed (if applicable).

**4.15. Judgment.**

4.15.1. References. AE Aircrew Evaluation Criteria, and AF Form 3834.

4.15.2. Instructional Guidance. Using scenarios, have the examiner candidate discuss determination of appropriate grade. The FE candidate will appropriately link performance based on evaluation criteria to qualification level.

4.15.3. Objective. The FE candidate will:

4.15.3.1. Assess and determine an appropriate grade of the examinee's performance and convey this evaluation of performance in a constructive manner.

4.15.3.2. Rate the examinee as proficient or not proficient in knowledge and performance subareas Q, Q-, or U and translate this into documentation on AF Form 8.

4.15.3.3. Identify appropriate action to improve remedial performance.

4.15.3.4. Determine when to intervene if examinee's performance is substandard and take corrective action as indicated.

**4.16. Debriefing.**

4.16.1. References. AFMAN 36-2236; AFI 11-202 Volume 2; and AF Form 3834.

4.16.2. Instructional Guidance. Using scenarios and role playing, have the FE candidate perform a post-evaluation debriefing using principles listed in AFMAN 36-2236.

4.16.3. Objective. The FE candidate will be able to:

4.16.3.1. Discuss major strengths and weaknesses, stressing the examinee's strengths and elaborating on suggestions for improvements.

4.16.3.2. Reemphasize to the examinee important points to remember.

4.16.3.3. Perform confidential debriefing within the guidelines as established by AFI 11-202 Volume 2.

## Chapter 5

### AEROMEDICAL EVACUATION CREWMEMBER AIRCRAFT CERTIFICATION TRAINING PROGRAM

**5.1. Purpose.** Aircraft certification training program is designed for the AECM to train and orient on aircraft they are not qualified on, prior to performing an AE mission.

**5.2. Scope.** This chapter outlines the requirements for AECM aircraft certification training. To respond to and perform AE missions in a time critical manner, it is imperative that any available aircraft be considered to transport a patient to save life, limb, eyesight or prevent complications from a serious illness. This program applies to all AECMs regardless of command of assignment.

**5.3. Guidelines.** To safely provide quality patient movement, the following training guidelines are required for aircraft certification training on aircraft that are not an AECM's unit mission directed aircraft. Instructors/trainers must be current and qualified in unit's mission directed aircraft prior to providing instruction.

5.3.1. AECMs can be qualified and/or certified in aircraft (traditional and opportune) other than unit's mission directed aircraft, that may be used for AE as directed by MAJCOMs/Theater CC.

5.3.2. AECMs will maintain qualification status and be current in the unit's mission directed aircraft.

5.3.3. AECM Proficiency Sortie (60-day currency) requirement can be fulfilled using aircraft on which an AECM has received aircraft certification training, provided the provision of **Table 3.1.** is followed.

5.3.3.1. Primary Crewmember Sortie requirement can also be fulfilled using an aircraft on which an AECM has received aircraft certification training, provided the provision of **Table 3.1.** is followed.

5.3.3.2. Aircraft certification training will not change the date of the next required flight evaluation or evaluation reference date (ERD).

5.3.4. AECMs may log time on USAF military aircraft in accordance with AFI 11-401.

5.3.5. Crew complement. Refer to applicable AFI 11-2-XXX series for AE crew complement. Until all applicable AFIs are final and distributed, the minimum of one FN and/or one AET is required for any operational AE mission. Normal AE crew complements are as follows: Alert crew - one (1) FN and two (2) AETs, and standard crew - two (2) FNs and three (3) AETs (Exceptions - C-12, C-21, and C-26 aircraft may be limited to either one (1) FN or one (1) AET due to aircraft weight restrictions).

5.3.6. For normal, peacetime, day-to-day operations, designated trainers will be appointed by CN. The CN may also designate AECM trainers at deployed locations. Designated trainers will ensure students meet the training objectives and document training provided.

5.3.6.1. During urgent or priority missions, or contingencies, temporary aircraft certification training may be accomplished by a qualified or certified crewmember (i.e., load master, boom operator, aircraft commander, other AECM, etc.), prior to enplaning patients. The minimum objectives listed in paragraphs **5.3.9.2.** through **5.3.9.9.** will be accomplished.

5.3.6.2. Aircraft certification training will not be complete until all training objectives outlined in paragraphs 5.3.9.2. through 5.3.15. are completed. Upgrade to aircraft certification trained status must be within 14 days of receiving temporary aircraft certification training.

5.3.7. The applicable AECM checklist will be used. AECMs will coordinate emergency actions with a qualified crewmember (i.e., aircraft commander, boom operator, loadmaster).

5.3.8. For units maintaining specific aircraft certification training and conducting regular training flights, MDS specific publications will be maintained for reference, or available on base; choice is per unit commander's discretion.

5.3.8.1. **NOTE:** Publications may be in the form of hard copies, computer generated, electronic, etc.

5.3.9. Ground and flight training requirements:

5.3.9.1. MDS specific training objectives are referenced in standardized lesson plans (forthcoming). At a minimum, the following areas from AF Form 3833, **Secondary Aircraft (Qualification/Certification Record)**, will be covered during aircraft certification training.

5.3.9.1.1. **NOTE:** The following seven items are the minimum objectives required for temporary aircraft certification training.

5.3.9.2. Aircraft emergency procedures/signals/announcements.

5.3.9.3. Aircraft emergency equipment.

5.3.9.4. Egress procedures and aircraft exits.

5.3.9.5. Safety issues as related to ground and in-flight operations.

5.3.9.6. Aircraft systems - oxygen and electrical.

5.3.9.7. Compatibility of AE medical equipment specific with applicable aircraft.

5.3.9.8. Ground operations - enplaning/deplaning procedures, concurrent servicing procedures (if applicable).

5.3.9.9. Other items to be trained during non-critical time periods, (i.e., during day-to-day operations) see AF Form 3833.

5.3.9.9.1. **NOTE:** Completion of the following six (in addition to the above seven) objectives is required prior to upgrade to aircraft certification trained status.

5.3.10. Contingency operation procedures.

5.3.11. Personal responsibilities, crew duty day, etc.

5.3.12. Forms and publications requirements.

5.3.13. Patient considerations, and configuration limitations.

5.3.14. Aircraft interior/exterior walkaround.

5.3.15. Aircraft communication systems.

5.3.16. All training will be documented on AF Forms 3833 and AF Form 4023. Annotate "T" for training on these forms. At a minimum, one ground training or one flight training period is required. If flight training is accomplished, I/FE will conduct this training.

5.3.17. Crewmember will be provided time to accomplish hands-on training, prior to enplaning patients. Completion of this training will be validated by aircrew training office. Aircraft certification training is completed once all required training objectives are met per AF Form 3833, documented, and validated.

5.3.18. There is no requisite examination required for aircraft certification training. However, questions from publications associated with aircraft on which an AECM has received aircraft certification training will be incorporated into the secure question bank for inclusion in the affected AECM's recurring open-book examination (applicable only to those AECMs who are required [or request] to maintain aircraft certification trained status). AECMs will complete this open-book examination every 17 months in conjunction with their primary (unit's mission directed) aircraft qualification evaluation, and other related examinations.

5.3.19. Aircraft certification training will be formally documented on the AF Form 1381, **USAF Certification of Aircrew Training**, and certified by the unit/theater commander or designee. During contingencies, the commander may designate a certifying official. AF Form 1381 will be filed per guidance in AFI 11-202 Volume 2.

5.3.20. To maintain aircraft certification trained status, reaccomplish training annually. Loss of aircraft certification trained status is only applicable to the aircraft in which aircraft certification trained status is removed. Aircraft recertification trained status requires the individual to meet the same training objectives as initial aircraft certification training.

5.3.21. Loss of qualification status applies to all aircraft on which an AECM is maintaining qualification status and aircraft certification trained status. Once qualification status is reinstated, existing current aircraft certification trained status is reinstated.

5.3.22. Documented/observed unsafe or incompetent practice will result in loss of aircraft certification trained status, as determined by the unit/theater AE commander.

MARVIN R. ESMOND, Lt General, USAF  
DCS, Air and Space Operations

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

AFDD 34, *Combat Search and Rescue Operations*  
AFPD 10-2, *Readiness*  
AFPD 10-11, *Operations Security*  
AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*  
AFPD 11-2, *Aircraft Rules and Procedures*  
AFI 11-202 Volume 1, *Aircrew Training*  
AFPD 11-3, *Life Support*  
AFPD 41-1, *Health Care Programs and Resources*  
AFPD 41-3, *Worldwide Aeromedical Evacuation*  
AFPD 51-4, *Compliance with the Law of Armed Conflict*  
AFI 10-403, *Deployment Planning*  
AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*  
AFI 11-202 Volume 3, *General Flight Rules*  
AFI 11-204, *Operations Procedure for Aircraft Carrying Hazardous Cargo*  
AFI 11-215, *Flight Manuals Program (FMP)*  
AFI 11-218, *Aircraft Operations and Movement on the Ground*  
AFI 11-290, *Cockpit/Crew Resource Management Training Program*  
AFI 11-301, *Life Support Program*  
AFI 11-401, *Flight Management*  
AFI 11-403, *Aerospace Physiological Training Program*  
AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*  
AFI 14-103, *Threat Recognition Training Program*  
AFI 14-105, *Unit Intelligence Mission and Responsibilities*  
AFMAN 23-110 Volume 2, *Standard Base Supply Customer's Procedures*  
AFJMAN 24-204, *Preparing Hazardous Material for Military Air Shipment*  
AFI 24-301, *Vehicle Operations*  
AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*  
AFI 31-207, *Arming and Use of Force by Air Force Personnel*  
AFI 31-209, *The Air Force Resources Protection Program*

AFI 31-210, *The Air Force Antiterrorism (AT) Program*  
AFI 32-4001, *Disaster Preparedness Planning Operations*  
AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program*  
AFMAN 36-2236, *Guidebook for Air Force Instructors*  
AFI 36-2238, *Self-Aid and Buddy Care Training*  
AFI 41-106, *Medical Readiness Planning and Training*  
AFI 41-301, *Worldwide Aeromedical Evacuation System*  
AFI 41-302, *Aeromedical Evacuation Operations and Management*  
AFI 41-305, *Administering Aeromedical Staging Facilities*  
AFI 41-307, *Aeromedical Evacuation Nursing Considerations and Standards of Care* (Forthcoming)  
AFH 41-309, *Aeromedical Evacuation Equipment Training Standards* (Forthcoming)  
AFH 41-311, *Aeromedical Evacuation Operations Officer Training Standards*  
AFH 41-312, *Aeromedical Evacuation Contingency Operations Training Standards* (Forthcoming)  
AFH 41-313, *Aeromedical Evacuation Documentation* (Forthcoming)  
AFDIR 41-317, *Compendium of Aeromedical Evacuation Terminology*  
AFI 44-102, *Patient Care and Management of Clinical Services*  
AFJI 48-110, *Immunization and Chemoprophylaxis*  
AFI 48-123, *Medical Examination and Standards*  
AFOSHSTD 127-56, *Fire Protection and Prevention*  
AMCSP164-50 Volumes 1-4, *Aeromedical Evacuation Training Standards*  
AFM 171-190, Volume 2G, *Air Force Operations Resource Management System (AFORMS): A002/AQ Training Requirements*  
AMCI 11-301, *Aircrew Life Support (ALS) Program*  
AMCI 14-101, *Unit Intelligence Management*

***Abbreviations and Acronyms***

**A**—Annual

**AC**—Aircraft commander

**ACDE**—Aircrew Chemical Defense Ensemble

**ACDT**—Aircrew Chemical Defense Training

**ACDTQT**—Aircrew Chemical Defense Task Qualification Training

**AE**—Aeromedical Evacuation

**AECM**—Aeromedical Evacuation Crewmember

**AECOT**—Aeromedical Evacuation Contingency Operations Training

**AEMS**—Aeromedical Evacuation Mission Support

**AEEO**—Aeromedical Evacuation Operations Officer

**AET**—Aeromedical Evacuation Technician

**AETC**—Air Education and Training Command

**AFFSA**—Air Force Flight Standards Agency

**AFORMS**—Air Force Operations Resource Management System

**AFRC**—Air Force Reserve Command

**AMC**—Air Mobility Command

**ANG**—Air National Guard

**APU**—Auxiliary Power Unit

**ARC**—Air Reserve Component

**ARM**—Aeromedical Readiness Mission

**ASTS**—Aeromedical Staging Squadron

**ATD**—Aircrew Training Device

**ATOC**—Air Terminal Operations Center

**ATS**—Aircrew Training System

**ATSO**—Ability To Survive and Operate

**C**—Cyclical (17-month qualification evaluation cycle)

**CBT**—Computer-Based Training

**CBWD**—Chemical-Biological Warfare Defense

**CC**—Commander in Chief

**CCP**—Command and Control Procedures

**CCRW**—Command Curriculum Review Workshop

**CFETP**—Career Field Education and Training Plan

**CMRT**—Continuing Medical Readiness Training

**CMT**—Charge Medical Technician

**COMSEC**—Communications Security

**CONUS**—Continental United States

**CRAF**—Civil Reserve Air Fleet

**CRM**—Crew Resource Management

**CST**—Combat Survival Training

**CUR**—Currency

**DNIF**—Duty Not Including Flying

**DOT**—Directorate of Operations, Training

**EAM**—Evaluator Aeromedical Evacuation Technician duty position identifier

**EH**—Evaluator Flight Nurse duty position identifier

**ERD**—Evaluation Reference Date

**ERO**—Engines Running Onload or Offload

**FE**—Flight Examiner/Evaluator

**FEF**—Flight Evaluation Folder

**FM**—Flight Mechanic

**FN**—Flight Nurse

**FT**—Flight Training

**FTL**—Flying Training Levels

**FTU**—Flying Training Unit

**GAETT**—Global Aeromedical Evacuation Training Team

**GR**—Grade

**GT**—Ground Training

**GTL**—Ground Training Levels

**HQ**—Headquarters

**IAM**—Instructor Aeromedical Evacuation Technician duty position identifier

**IAM SAM**—Institute of Aerospace Medicine, School of Aerospace Medicine

**ICAO**—International Civil Aviation Organization

**IFF SIF**—Identification, Friend or Foe, Selected Identification Features

**IH**—Instructor Flight Nurse duty position identifier

**IQT**—Initial Qualification Training

**ISOPREP**—Isolated Personnel Report

**LL**—Low Level

**LSE**—Life Support Equipment

**MA**—(ANG only) Aeromedical Evacuation Technician duty position identifier

**MAJCOM**—Major Command

**MAM**—Aeromedical Evacuation Technician duty position identifier

**MCC**—Mission Clinical Coordinator

**MCD**—Medical Crew Director

**MDS**—Mission Design Series

**MH**—Flight Nurse duty position identifier

**MOB**—Main Operation Base

**MQT**—Mission Qualification Training

**MR**—Mission Ready

**MTL**—Master Task Listing

**N/A**—Not Applicable

**NGB**—National Guard Bureau

**NMR**—Non-Mission Ready

**NVG**—Night-Vision Goggles

**OCONUS**—Outside the 48 contiguous states of the United States

**OG**—Operations Group

**OPORD**—Operations Order

**OPR**—Office of Primary Responsibility

**OPT**—Optional

**P**—Proficient

**PDO**—Publications Distribution Office

**Q**—Qualified

**Q (-)**—Qualified with weakness

**RQT**—Requalification training

**SAT**—Small Arms Training

**SATCOM**—Satellite Communications

**SG**—Surgeon General

**SORTS**—Status of Resources and Training System

**Stan/Eval**—Standardization and Evaluation

**TACC**—Tanker Airlift Control Center (AMC)

**TG**—Training Guide

**TL**—Training Level

**TMS**—Training Management System

**T.O.**—Technical Order

**TRP**—Training Review Panel

U—Unqualified

UE—Unit Equipped

UMD—Unit Manning Document

UTA—Unit Training Assembly

UTC—Unit Type Code

WST—Weapon System Trainer or Water Survival Training

### *Terms*

**Academic training.**—A course of instruction that includes, but is not limited to, classroom instruction related to aircraft systems and operation, flight characteristics and techniques, performance, normal procedures, abnormal procedures, and emergency procedures. To adequately prepare students, academic courses should be completed prior to simulator or flight training.

**Aeromedical Evacuation (AE).**—The movement of patients under medical supervision to and between medical treatment facilities by air transportation.

**Aeromedical Evacuation Crewmember (AECM).**—Qualified flight nurses, AE technicians, and unqualified student trainees performing AE duties under the direct supervision of a qualified instructor or flight examiner.

**Aeromedical Evacuation Technician (AET).**—An enlisted medical corps technician who has completed a recognized course of study in aerospace nursing and has current aeronautical orders in that Air Force Specialty Code (AFSC). The identifier code for an AET is MA or MAM.

**Aeromedical Readiness Mission (ARM).**—Training missions using simulated patients to prepare AECMs for care and evacuation of patients during wartime.

**Aircraft Commander (AC).**—Pilot who has been certified to perform "pilot-in-command" duties.

**Air Refueling (AR) mission.**—Flight that involves AR procedures as a tanker or receiver aircraft.

**Aircrew Training Device (ATD).**—Includes cockpit procedures trainer, boom operator part task trainer, weapons systems trainer, operational flight trainer, celestial training device, table top navigation and rendezvous trainer, cargo loading trainer, applicable AE trainer, and other flight simulators.

**Annual.**—Training required once every calendar year.

**Basic aircraft qualified.**—Aircrew member who has successfully completed an in-flight evaluation but is not mission qualified in his or her assigned aircraft.

**Biennial.**—Training required once every two calendar years.

**Charge Medical Technician (CMT).**—A qualified AET who supervises other AETs in aircrew positions on an AE mission.

**Communications Security (COMSEC) aid.**—COMSEC material, other than equipment or devices, that assists in securing communications and which is required in the production, operation, or maintenance of COMSEC systems and their components. Examples are keys, codes, authentication information in physical or electronic form, call signs, frequencies, and supporting documents.

**Computer-Based Training (CBT).**—Ground training system that uses computer-generated graphics or

text in conjunction with interactive programs as the primary medium of instruction.

**Continuation training.**—Ground and flight training events necessary to maintain mission-ready or basic qualification status.

**Crew Resource Management (CRM) training.**—Ref: AFI 11-290, *Cockpit/Crew Resource Management Training Program*.

**Critical phases of flight.**—Take-off, AR, air drop (AD), approach to landing, landing, or any flight maneuver stipulated in AFI 11-2MDS-specific series instructions specifically requiring direct (access to controls) instructor supervision for qualified or unqualified crewmembers. (See applicable AFI 11-2MDS-specific volumes for further guidance).

**Currency event.**—Flying continuation training events with prescribed maximum interval-between-accomplishment shown in the "CUR" column.

**Currency Reference Month.**—Month used to calculate due dates for training events.

**Cycle.**—17-month cycle based on in-flight evaluation completion date. Open and closed-book testing and in-flight evaluations are required 17 months after previous in-flight evaluation. Testing and evaluation will be accomplished during the 6-month period that includes the qualification expiration month and the 5 preceding months. See AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program* and appropriate MAJCOM supplement.

**Emergency Medical Technician (EMT).**—Individual who has accomplished appropriate training and passed the National Registry EMT test.

**Event or task.**—A training item to be accomplished. Several events or tasks constitute a training profile.

**Flight Examiner or Evaluator (FE).**—A crewmember designated to administer evaluations.

**Flight Nurse (FN).**—A nurse corps officer who has completed a recognized course of study in aerospace nursing and has current aeronautical orders in that AFSC. The identifier code for a flight nurse is MH.

**Flight Surgeon (FS).**—Medical doctor qualified to perform flight surgeon duties and has current aeronautical orders in that AFSC.

**Instructor.**—Crewmember trained, qualified, and certified by the squadron commander as an instructor.

**Instructor-candidate.**—An aircrew member undergoing upgrade training to instructor.

**Loadmaster.**—An Air Force technician qualified to plan loads, to operate auxiliary materials handling equipment, and to supervise loading and unloading of aircraft.

**Medical Crew Director (MCD).**—A qualified flight nurse who supervises patients and manages AECMs and has overall responsibility during aeromedical evacuation.

**Mission Clinical Coordinator (MCC).**—A qualified AECM, in addition to the basic crew and instructors or flight examiners, who completes duties per this instruction.

**Mission Ready (MR).**—Aircrew member who is current and qualified in the unit's designated missions. (Refer to [Table 3.1](#) and [Table 3.2](#) for minimum requirements).

**Monthly.**—Training required once every month.

**Non-Mission Ready (NMR).**—Individual who is noncurrent or unqualified in the aircraft, or incomplete in required continuation training, or not certified to perform the unit missions.

**Overseas Sortie (OCONUS Sortie).**—A sortie that includes a take-off or landing outside the 48 contiguous states of the United States.

**Quarterly.** —3-month periods defined as 1 October to 31 December (first quarter of the fiscal year), 1 January to 31 March, 1 April to 30 June, and 1 July to 30 September.

**Requalification training.**—Training required to qualify aircrew members in an aircraft in which they have been previously qualified.

**Semi-annual.**—6-month training periods from 1 January to 30 June and 1 July to 31 December.

**Senior Officers.**—Colonel selects and above (IAW 11-202, Volume 1).

**Supervised training status.**—Crewmember will fly under instructor supervision as designated by the squadron commander or evaluator. This status is a result of loss of currency or qualification, or decided by the evaluator following an evaluation.

**Training devices.**—All trainers (aircraft), computer assisted instruction, sound-on-slide programs, videos, and mockups designed to prepare students for flight training or augment prescribed continuation training.

**Training Level (TL).**—A standard assigned to crewmembers, by the squadron commander, directing continuation training requirements.

**Triennial.**—Training required once every three calendar years.

**Upgrade Training.**—Training to qualify an aircrew member in a higher crew position (i.e., basic crew to instructor and instructor to flight examiner).

## Attachment 2

### AFORMS TRAINING EVENT IDENTIFIERS AND DESCRIPTION

#### A2.1. Ground (G) Training Events.

##### A2.1.1. Responsibilities.

A2.1.1.1. The wing commander will ensure ground training programs are supported by all agencies involved. Host and tenant units will develop agreements to provide required support for training.

A2.1.1.2. The operations group commander is responsible for establishing and maintaining the academic training program for non-ATS courses. The operations group commander may delegate this responsibility to squadron OPRs. The operations group or squadron OPR will:

A2.1.1.2.1. Utilize MAJCOM, or unit-developed products or syllabus for all courses as applicable. Local supplements to courseware is encouraged. Units will locally-reproduce MAJCOM provided courseware. Also, units will manage and administer computer-based training (CBT) programs and interactive courseware (ICW) products when made available.

A2.1.1.2.2. Develop a procedure to monitor the academic training program for course content, currency of materials, instructor availability, and status of training aids. Recommend to the commander changes to existing courses or additional academic training courses required, based on crewmember feedback.

A2.1.1.2.3. Send recommendations for changes, additions, and deletions of courses through appropriate channels to appropriate MAJCOM with an information copy to HQ AMC/SGXT.

A2.1.1.2.4. Events in [Table 3.1.](#) and [Table 3.2.](#) are required AFORMS items. Additional identifiers may be used to track other training events as identified in AFI 37-160, *The Air Force Publications and Forms Management Program*.

**A2.2. Records and Documentation.** Units should use AF Form 1522, **AFORMS Additional Training Accomplishment Input**, to record training accomplishments. Course instructors will deliver these forms to the appropriate scheduling and training documentation sections within one duty day after the class is taught. Small arms training will be recorded on AF Form 522, **USAF Ground Weapons Training Data**.

#### A2.3. Ground Training Course Descriptions.

##### **G002 Marshaling.**

**Purpose:** Promote safety of personnel and aircraft during contingency operations.

**Descriptions:** This training consists of proper hand signals, aircraft and ground safety, wing walking responsibilities, and distance requirements. Training should be coordinated with flight line operation.

Ref.: AFI 11-218

### **G010 Chemical-Biological Warfare Defense (CWD) Training.**

**Purpose.** To successfully survive and fight in a chemical or biological environment while wearing ground crew individual protective equipment.

**Description.** Lesson summary—academic and hands-on training on the ground crew protective equipment components (AFI 32-4001). Units may combine this training with LS02 (Aircrew Chemical Defense Training), provided both aircrew and ground ensembles are fully covered. (AFI 32-4001, *Disaster Preparedness Planning and Operations*).

#### **OPR:**

MAJCOM: HQ AMC/CEO

Unit: Civil engineering readiness flight

Curriculum development:

HQ AFCESA/CEX

Local civil engineering readiness flight

Instructor: Qualified disaster preparedness instructor

### **G070 Aircrew Intelligence.**

**Purpose.** To enhance crewmember understanding of the threat to unit assets and directly contribute to mission success and aircrew survival. Includes unit mission intelligence brief. Training will be conducted by intelligence personnel in coordination with tactics officers, base judge advocate general and security police, as appropriate, to meet aircrew training requirements. This 3-hour annual training requirement may be separated into two 1.5 hour sessions taught semi-annually. Credit event on completion of all required training.

**Description.** See MAJCOM 14-101, *Unit Intelligence Management*. (AFI 14-103, *Threat Recognition Training Program*, MAJCOM 14-101, *Unit Intelligence Management*).

#### **OPR:**

MAJCOM: HQ AMC/INF

Unit: Intelligence officer, JA, SP  
Curriculum development: Units  
Instructor: Qualified intelligence instructor

**Additional Information.** "Laws Of Armed Conflict" (LOAC) and "Protection From Terrorism" (PFT) will be taught in conjunction with Aircrew Intelligence Training (requires scheduling additional time beyond 3 hours scheduled for AIT). Coordinate with the staff judge advocate for LOAC training and the security police for PFT training. The unit intelligence officer may administer an aircrew intelligence related test to determine if additional training is required.

### **G090 Anti-Hijacking.**

**Purpose.** To provide aircrews with training on US Air Force policy and guidance on preventing and resisting aircraft piracy (hijacking).

**Description.** This training will consist of a review of AFI 13-207 and a criterion test. (AFI 13-207, *Preventing and Resisting Aircraft Piracy [Hijacking]*).

#### **OPR:**

MAJCOM: HQ AMC/DOT  
Unit: Squadron  
Curriculum development: As required  
Training aids: AFI 13-207 and unit developed criterion test  
Instructor: Unit designated instructor

### **G100 Laws of Armed Conflict (LOAC).**

**Purpose.** To ensure crewmembers understand the LOAC.

**Description.** This training includes the principles and rules of the LOAC for aircrews to carry out their duties and responsibilities according to the Hague Convention IV 1907, 1949 Geneva Conventions, and status of forces agreements.

**OPR:**

MAJCOM: HQ AMC/JAM

Unit: JA

Training aids: As required

Instructor: JA or intelligence officer

**Additional Information.** Due to the different mission requirements, units have the option of putting increased emphasis on those areas in the course of particular interest to them. During wartime or contingency operations, the intelligence officer may brief LOAC with prior coordination between JA and intelligence. Intelligence is only responsible for presenting the JA's scripted briefing.

**G110 Force Protection.**

**Purpose.** To provide detailed guidance for reporting and preventing terrorist activity.

**Description.** Course covers information on threat conditions, security reporting, safe guarding aircraft and COMSEC equipment, and individual responsibilities and protective measures. (AFI 31-210, *The Air Force Antiterrorism (AT) Program*).

**OPR:**

MAJCOM: HQ AMC/SPO

Unit: Security forces squadron

Curriculum development: Units

Instructor: Flightline Constable Resource Protection NCO

**Additional Information.** AECMs must accomplish annual force protection training. AECMs who have not received force protection training within the 6-month period preceding the overseas departure date, must accomplish this training prior to departing for overseas locations. Deployed AECMs will carry the "Antiterrorism Individual Protective Measures" folding wallet card and JS Guide 5260, "Service Member's Personal Protection Guide". Units will annotate flight orders with the following statement, "ALL CREWMEMBERS LISTED HAVE RECEIVED REQUIRED LEVEL 1 ANTITERRORISM TRAINING TO INCLUDE AOR SPECIFIC INFORMATION AS DIRECTED BY THE THEATER CINC OF THE INTENDED AREA OF TRAVEL".

**G120 ISOPREP Review.** Semi-annual review of isolated personnel report (ISOPREP) card.

**Purpose.** To generate (if necessary), review, and ensure accuracy of crewmember isolated personnel reports.

**Description.** (AFDD 34, *Combat Search and Rescue Operations*).

**OPR:**

MAJCOM: HQ AMC/IN

Unit: ISOPREP section OIC/NCOIC

**G182 Hazardous Cargo.** Procedures for handling hazardous cargo.

**Purpose.** To familiarize crewmembers with procedures and restrictions when carrying hazardous materials.

**Description.** Complete ATS/squadron provided instruction, reviewing AMC aircrew hazardous materials handbook and AFI 11-204, *Operations Procedure for Aircraft Carrying Hazardous Cargo*, when carrying hazardous materials.

Hazardous classification	Aircraft loading and passenger movement
Packing	Tactical and contingency airlift
Marking and labeling	Aircrew responsibility'
Certification	

**OPR:**

MAJCOM: HQ AMC/DOT/DOJ

Unit: ATS contractor or qualified instructor

**G230 Crew Resource Management (CRM) Refresher.**

**Purpose.** Mission-specific continuation CRM training conducted according to AFI 11-290 and MAJCOM supplements. May be accomplished in conjunction with AMC approved program.

**Description.** Reinforces initial CRM training through an academic review of the AMC common core subjects (according AFI 11-290 and MAJCOM supplements) with specific emphasis on an annual refresher topic.

**OPR:**

MAJCOM: HQ AMC/DOT

Unit: AMC approved program

**G231 Initial Crew Resource Management (CRM) Training.**

**Purpose.** Aircraft and crew-specific CRM training conducted according to AFI 11-290, *Cockpit/Crew Resource Management Program*, and MAJCOM supplements.

**Description.** Introduces AMC common core subjects (according to AFI 11-290 and MAJCOM supplements). If initial CRM is not accomplished at the formal school, it must be accomplished within 1 year of reporting to home station. Dual log with G230 for AFORMS tracking purposes.

**OPR:**

MAJCOM: HQ AMC/DOT

Unit: ATS contractor

**Additional Information.** Completion of any CRM pre-work, if applicable, is required prior to attending CRM training. Pre-work will be distributed to organizations in sufficient time and supply to allow completion. Dual log accomplishment of G231 with G230 for AFORMS tracking purposes.

**G280 Small Arms Training.**

**Purpose.** To train crew members in successful engagement of enemy targets within the range and capabilities of their assigned weapon.

**Description.** Academics and firing range exercise; includes use of force, live fire, or firearms simulator training required every two years; simulator training may not be used for initial training (AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program*, AFI 31-207, *Arming and Use of Force by Air Force Personnel*).

**OPR:**

MAJCOM: HQ AMC/SPX

Unit: Security forces squadron (SFS)

Instructor: Qualified SFS combat arms instructor

**Additional Information.** Course will meet requirements of AFI 36-2226 and includes use of force training from AFI 31-207.

**G400 Palletization Training.**

**Purpose.** Prepare unit member designated by the commander to assemble and prepare equipment/material for transport.

**Description:** Training will include pallet preparation, required equipment (i.e., nets, dunnage, strapping) and proper loading procedures with completion of packing/load lists.

Ref.: AFI 10-403 and AFJMAN 24-204

**G410 Infection Control/Communicable Disease.**

**Purpose:** To provide all unit members with information for managing occupational exposures to blood borne and other pathogens per applicable regulations, OSHA guidelines and standards.

**Description:** Instruction will include precautions necessary to reduce risk of occupational exposure i.e., universal precautions, standard, barrier precautions, hand-washing, sharps management, etc. Must also include necessary measures to ensure proper field sanitation and hygiene.

**G420 Deployment Process.**

**Purpose:** To ensure AECMs are equipped and trained to respond to contingency operations and mobilization.

**Description:** This event will include a deployment briefing, mobility processing line and a related exercise.

**G430 Weapons Courier.**

**Purpose:** Prepare unit member to protect unit deployed weapons.

**Description:** Individual(s) must be small arms qualified annually. Training will include the appropriate level of protection for type of weapon deployed. This segment is taught during Supply Custodian Training course. Courier(s) deploy with the weapons.

**G440 Weapons Custodian.**

**Purpose:** Train unit member to obtain weapons for deployments.

**Description:** Individual(s) must be small arms qualified annually. Training will include instructions on management of supply items including signing out issued weapons. Custodian may/may not deploy with the weapons. This segment is part of the Supply Custodian Training course. Just-in time training can be accomplished prior to deployment by contacting Base Supply.

**G450 CEU (Flight Nurse).****G470 Vehicles Training****G480 Command, Control/Communication.**

**Purpose:** To orient AECMs to command, control, and communication processes to perform unit mission.

**Description:** This training will include the following subjects:

Chain of Command

OPSEC/COMSEC

CONOPS

Contingency Plans

**G900 Aircraft Certification Training.** Process in which a qualified AECM gains aircraft and ground operation experience, as defined by MAJCOM training standards, on an aircraft other than the primary MDS.

**G901 C9 Ground Egress (AECM).**

**G902 C130 Ground Egress (AECM).**

**G903 C141 Ground Egress (AECM).**

**G904 C17 Ground Egress (AECM).**

**Purpose.** To ensure all crewmembers can explain ground egress procedures, are able to identify and document equipment discrepancies, can perform required egress procedures, and are able to identify, locate and utilize appropriate emergency equipment. Also, to ensure all crew members understand the operation of fire extinguishers located in the aircraft and fire bottles positioned outside the aircraft.

**Description.** See MAJCOM 11-301 *Aircrew Life Support (ALS) Program*. (AFPD 11-3, *Life Support*, AFI 11-301, *Life Support Program*, and AFOSH Standard 127-57).

**OPR:**

MAJCOM: HQ AMC/DOT

Unit: Squadron

Curriculum development: Unit

Training aids:

Actual in the aircraft performance of ground emergency egress procedures is desired.

Fire extinguisher and fire bottle

Instructor: Squadron instructor assisted by life support technical expert and fire department personnel (fire extinguisher training).

**Additional Information:**

Scheduling will coordinate with maintenance to ensure aircraft availability for training. Also, contact the fire department for extinguisher training.

Appropriate safety equipment must be immediately below windows, hatches, and escape slides being used.

A safety observer or instructor must be positioned to assist as necessary.

Aircrews will be trained on escape slide operations if applicable.

**G910 AE Civil Reserve Air Fleet (CRAF).**

**Purpose:** Orientation to AE Civil Reserve Air Fleet

**Description:** AECMs will view CRAF video for B767 familiarization.

**OPR:**

MAJCOM: HQ AMC/SGXT

**G920 ERO.** Engines running onload or offload for AECM (AFH 41-312)(Forthcoming)

**G940 CPR.** Cardiopulmonary resuscitation training for AECMs and Flight Surgeons (AFI 48-123, *Medical Examination and Standards*).

**G950 Hands-on Unit Medical Equipment.**

**Purpose.** To ensure all AECMs will have hands-on medical equipment training.

**Description.** Medical equipment instructors will provide training per AFI 41-309 (Forthcoming) to ensure all AECMs can demonstrate ability to operate the following equipment:

PT LOX (as applicable)	IV Infusion pump
ECAS	Cardiac Monitor/Defibrillator/Battery Pack
TOMS (as applicable)	Restraints
Impact Suction	Bag-Valve-Mask
Ohio Suction Unit (C-9)	Minilator (as applicable)
Pulse Ox	

Additional equipment may be included per direction of AMC, or the unit Commander/Chief Nurse.

**G960 EMT. (as applicable)****A2.4. Flying (F) Training Events (can be accomplished on operational or training missions).****F220 Aircraft AE System.**

**Description.** AECMs will properly interface with and operate each of the following aircraft systems per applicable T. O.:

Oxygen systems (as applicable)

Electrical systems

Suction systems (as applicable)

Lighting systems

Communication systems

**OPR:**

MAJCOM: HQ AMC/SGXT

**F300 Contingency Operation.**

**Purpose:** To provide a flight training environment that closely mimics contingency operations.

**Descriptions:** AECMs will contingency configure aircraft, load or floor load patients. As part of flight mission preparation C-130 DOC tasked units will conduct ERO procedures annually. Additional mission specific training events required per wartime tasking, and MAJCOM/local directives may include but are not limited to:

Low/red light operations

Operational sorties

Low level flying operations

**OPR:**

MAJCOM: HQ AMC/SGXT

**F310 Aircraft Emergency.**

**Description.** AECM will accomplish hands-on application of in-flight emergency procedures per checklist while in a primary crew position. Complete emergency scenarios with as much realism as possible. Emphasis will be on use of emergency equipment, understanding and completion of all checklist steps, and application of CRM concepts. Scenarios will be completely debriefed by all participants upon termination of exercise. During the course of each annual period, the following four aircraft emergencies will be reviewed:

Loss of pressurization

Fuselage fire

Crash/Ditch

Door Warning Light Illuminated In Flight (as applicable)

**OPR:**

MAJCOM: HQ AMC/SGXT

**F320 En Route Procedures.**

**Description.** AECMs will carry out duties and responsibilities associated with aircraft security, safety, and mission requirements per AFI 41-302 and Standardized Lesson Plans (Forthcoming). En Route Procedures will include but are not limited to:

Port Of Entry (POE) requirements

Mission delay/En Route diversion

Refueling procedures

Remain Over Night (RON)

Security (flight line and onboard aircraft)

Anti-hijacking procedures

Vehicle movement around aircraft

Crash/rescue vehicle requirements

Personal safety

**OPR:**

MAJCOM: HQ AMC/SGXT

**F330 In-flight Medical Emergencies.**

**Descriptions.** AECMs will manage in-flight medical emergencies per AFI 41-307(Forthcoming), (AMCSP 164-50 Volume 4), current ACLS Guidelines, and Lippincott Manual. Use of associated medical equipment will be per AFI 41-309 (Forthcoming) (A902X0-IG-1). In-flight medical emergencies will include, but are not limited to:

Cardiac/Respiratory  
OB/Neonatal  
Neurological/Endocrine  
GI/GU  
Altitude Physiology/Stresses of Flight

**OPR:**

MAJCOM: HQ AMC/SGXT

**F340 Combat Casualty Management.**

**Description.** AECMs will provide patient care and treatment per AFI 41-307 (Forthcoming) (AMCSP 164-50 Volume 4), current ACLS Guidelines, and Lippincott Manual. Use of associated medical equipment will be per AFI 41-309 (Forthcoming) (A902X0-IC-1). Care and treatment will include but is not limited to:

Patient assessment  
Airway management  
Hemorrhage control  
Anti-shock measures  
Musculo-skeletal stabilization  
Burn patient care skills  
Complications associated with NBC patients  
Psychiatric emergencies  
Dressing management  
Associated medical equipment

**OPR:**

MAJCOM: HQ AMC/SGXT

**F350 Documentation.**

**Description.** AECMs will complete all applicable mission forms per AFH 41-313 (Forth coming) (AMCSP 164-50, Volume 3) and Foreign Clearance Guide (FCG), prior to mission termination.

**OPR:**

MAJCOM: HQ AMC/SGXT

**A2.5. Life Support (LS) Training Events.****LS02 High Threat, Combat Survival Training (CST).**

**Purpose.** To provide aircrews with the information necessary to survive in any peacetime or wartime environment.

**Description.** This course includes in-depth instruction in parachuting, physiological and psychological factors, personal protection, land navigation, combat recovery and signaling, survival medical training, Code of Conduct, and SAR communications. See AFI 11-301 for course description. Course satisfies self-aid and buddy-care requirements of AFI 36-2238, *Self-Aid and Buddy Care Training* (AFPD 11-3, AFI 11-301).

**OPR:**

MAJCOM: HQ AMC/DOT

Unit: DOTL

**Additional Information.** Each unit is responsible for tailoring training to meet unit needs IAW AFI 36-2209, *Survival and Code of Conduct Training*. CST “hands-on” requirement maybe met by classroom or field training at unit commander discretion based on unit mission. Course length will not exceed one training day. Units may schedule crewmembers to complete both CST and WST events in a single training day.

**LS03 Water Survival Training (WST).**

**Purpose.** To provide aircrews with information necessary for a water survival situation.

**Description.** Training for each crewmember with all weapons system specific flotation devices and components available during overwater emergency (AFPD 11-3, AFI 11-301). See AFI 11-301 for course description.

**OPR:**

MAJCOM: HQ AMC/DOT

Unit: DOTL

**Additional Information.** Each unit is responsible for tailoring training to meet unit needs. WST hands-on requirement may be met by classroom or pool training at unit commander discretion based on unit mission. Course length will not exceed six hours. Units may schedule crewmembers to complete both WST and CST in a single training day.

**LS04 Aircrew Chemical Defense Training (ACDT).**

**Purpose.** Provide training to all crewmembers stationed in or subject to deployment or operations through a chemical threat area (CTA).

**Description.** See AFI 11-301 for complete course description. This course includes in-depth instruction in donning the aircrew defense ensemble, post bailout procedures, and decontamination and doffing. Donning and doffing equipment during exercises fulfills training requirement. Units may combine this training with G010 (Chemical-Biological Warfare Training), provided both aircrew and ground ensembles are fully covered. (AFPD 11-3, AFI 11-301).

**OPR:**

MAJCOM: HQ AMC/DOT

Unit: DOTL

**LS08 Egress Training, Non-ejection.**

**Purpose.** To provide aircrew with the information necessary to use aircrew and passenger life support equipment and primary and secondary air and ground egress points.

**Description.** See AFI 11-301, *Life Support Program* for complete course description. Practice egress scenario to enforce the importance of aircrew coordination actions required for emergency situations. Ensure crewmembers are aware of their responsibilities for conducting safety briefings per AFI 11-202, Vol. 3, *General Flight Rules*.

**OPR:**

MAJCOM: HQ AMC/DOT

Unit: DOTL

**M900 Aeromedical Evacuation Crewmember Proficiency Sortie.** Must accomplish preflight briefing, in-flight duties and post flight debriefing. See [Table 3.2](#).

**M910 Primary Crewmember Sortie.** Must accomplish preflight briefing, in-flight duties, and post flight duties/briefing per applicable checklist. See [Table 3.2](#).

#### **A2.6. Crew and Individual Proficiency (P) Training Events.**

**P280 Aircrew Chemical Defense Task Qualification Training (ACDTQT).** An exercise emphasizing hands-on training, dressed out in partial chemical defense (CD) ensemble. Do not accomplish in conjunction with a formation take-off or a night formation departure. The purpose of the exercise is to enable crewmembers to become aware of their limitations while wearing the equipment. Complications of heat exhaustion, fatigue, hyperventilation, limited dexterity, and hampered communication can all be experienced during the exercise. Observers must closely monitor crewmember actions during the exercise. If a crewmember experiences difficulties such as excessive thermal stress, hyperventilation, headaches, etc., and either the observer or crewmember believes it is unsafe to continue, the equipment will be immediately removed.

The following aircrew CD items will be used:

Flying helmet (if applicable)

MBU-19/P hood and mask assembly

Filter pack with filters and CQU-7/P blower assembly with filter canisters and batteries

MXU-835 intercom assembly

Filter pack suspension straps  
Glove set (cotton, butyl, Nomex)

AECMs, supervised by another AECM will wear the applicable gear for a minimum of 30 minutes while performing AECM duties. This event will be accomplished on an aircraft, while on the ground or in-flight.

Prior to being scheduled for this event, each aircrew member must have completed LS02, Aircrew Chemical Defense Training.

### **A2.7. Air Force Specified (“XX”) Training Events.**

#### **PP01 Flight Physical.**

**Description.** (AFI 48-123 Medical Examinations and Standards). Examination expires on the last day of the birth month annually. (Example: If an individual’s birth month is March, and a physical was accomplished 19 Jan 1997, the next physical is due not later than 31 Mar 1998.)

#### **PP11 Physiological Training.**

**Description.** (AFI 11-403 Aerospace Physiological Training). Currency expires 3 years after the last day of the month in which accomplished. (Example: If training was accomplished 19 Oct 1995, training is due not later than 31 Oct 1998.)

#### **RR01 Flight Records Review.**

Governed by AFI 11-401, *Flight Management*.

### **A2.8. Qualification and Certification (Q) Training Events.**

#### **AA01 Qualification Evaluation**

#### **Q001 Open-Book Qualification Examination**

#### **Q090 Flight Publications Check**

#### **Q120 AECM C17 Closed-Book Qualification Examination**

#### **Q130 AECM C141 Closed-Book Qualification Examination**

**Q140 AECM C130 Closed-Book Qualification Examination**

**Q150 AECM C9 Closed-Book Qualification Examination**

**Q170 Flight Evaluation Folder Review**

**A2.9. Additional Event Identifiers.** These identifiers will be used if units choose to track the associated events and items in AFORMS:

- E010 Standards of Conduct Briefing**
- E030 Passport**
- E070 Protection of the President**
- G410 Infection Control/Communicable Disease**
- G450 CEU (Flight Nurse)**
- H030 Cholera**
- H040 Flu Shot**
- H050 Smallpox**
- H060 Oral Polio**
- H070 Tetanus**
- H080 Yellow Fever**
- H090 TB Tine/IPPD**
- H100 Meningococcal**
- H110 Typhoid**
- H120 Hepatitis A**
- H130 Hepatitis B**
- LE02 Oxygen Mask Inspection**

### Attachment 3

#### AIRCREW TRAINING DOCUMENTATION

**A3.1. General Information.** This attachment provides guidelines on proper training documentation. Instructions are provided for AF Form 4022, **Aircrew Training Folder**, AF Form 3831, **Ground Training (Qualification/Certification Record)**, AF Form 3832, **Flight Training (Qualification Training Record)**, AF Form 3833, **Secondary Aircraft (Qualification Training Record)**, and AF Form 3834 **AECM Instructor/Examiner Upgrade (Qualification Training Record)**. Also included is AF Form 4023, **Aircrew Training Progress Report**, AF Form 4024, **Training Accomplishment Report**, (if used) and AF Form 4025, **Summary and Close-Out Report**, and aircrew training guides. Dispose of records in accordance with AFMAN 37-139, *Records Disposition Schedule*.

A3.1.1. Initiate a training folder, AF Form 4022, for AFCAT 36-2223 formal training (either at formal school or in-unit), mission qualification, or certification training, in-unit upgrade program to the next higher crew qualification, requalification training (either at formal school or in-unit), or for any corrective action or additional training.

A3.1.2. The unit operations officer may waive the training folder requirement if corrective action or additional training is limited. If initiated, the instructor or flight examiner who evaluated the aircrew member's performance will enter comments pertinent to the training deficiency on AF Form 4023 or the training guide. Use the existing training folder for end-of-course evaluations that result in additional training.

A3.1.3. At the unit's discretion, training folders for an individual undergoing more than one training program in a short period of time may combine all training into one AF Form 4022.

A3.1.4. Formal schools will send or have student hand-carry AF Form 4022 with all training records to the trainee's gaining unit. Squadron commanders will review formal school training records and enter appropriate comments on the training guide progress record or AF Form 4023.

A3.1.5. Squadrons will maintain the training folders for their personnel in a location readily accessible to instructors and supervisory personnel. The trainee may review his or her folder at any time.

A3.1.6. The instructor or trainer will review the training folder, to include AF Forms 4023 and 4024 or the training guide, prior to all training periods. Those areas not previously accomplished or those in which crewmembers require additional training, will be noted for possible inclusion during the current training period. Monthly review. The flight commander, chief nurse, superintendent, or other designated representative (section supervisors for ARC) will review active training folders monthly for continuity and student progression. Operations review. The squadron commander, operations officer, or a designated representative will review active training folders quarterly and prior to a flight evaluation required to complete the training program. Monthly and quarterly reviews will be annotated on AF Form 4023 or in the training guide.

A3.1.7. At completion of training an aircrew summary/close-out report (AF Form 4025) will be placed in the individual's flight evaluation folder (FEF). The contents of the folder will be maintained as a permanent attachment to the CFETP or within the flight nurse's skills competency assessment folder. Do not insert AF Forms 4022, 4023, or 4024 or training guide into FEFs.

A3.1.8. If training guides are not used, AF Forms 4023, 4024, and 4025 may be used for ATS and formal school courses.

**A3.2. Instructions for AF Form 4022.** This form is a folder constructed of hard stock paper. The inside covers have tables for documenting training. AF Forms 4023, 4024, and 4025 and additional information (waivers, memorandums, etc.) will be attached through the centered holes of the folder. Training guides will be placed inside the folder. The form is available through the Air Force Publications Distribution System IAW AFI 37-161, *Distribution Management*. Comply with the following when documenting aircrew training on the form.

A3.2.1. **NOTE:** Formal school instructors using ATS courseware are not required to complete the following sections of the AF Form 4022: ground training summary, written evaluations, and flying training summary if this information is tracked by other means and sent to the gaining unit with AF Form 4022.

A3.2.2. Trainee Information (cover): Provides trainee and course information.

A3.2.2.1. Name and grade. Self-explanatory.

A3.2.2.2. Aircrew position. Self-explanatory. (For aircrewmembers in an upgrade program, enter the aircrew position to which they are upgrading).

A3.2.2.3. Unit of assignment. Self-explanatory.

A3.2.2.4. Type of training. Enter formal course title. For other types of training, enter a descriptive identifier.

A3.2.2.5. Class number. Enter formal school class number; otherwise, leave blank.

A3.2.2.6. Course number: Enter only the AFCAT 36-2223 formal course number. Otherwise, leave blank.

A3.2.3. Ground Training Summary (inside left). (This section provides a chronological record of ground training events). Record non-flying training events. Entries are required for ground training (GT). Entries are required for in-unit academic instruction conducted according to formal school courseware.

A3.2.3.1. Date. Self-explanatory.

A3.2.3.2. Training period. Enter sequentially numbered training period designators, (e.g. "GT-1", "GT-5", etc.), or specific course identifier.

A3.2.3.3. Status. Enter incomplete (INC) and the reason, (e.g., "INC-MX" maintenance) or ("INC-PRO" trainee proficiency) when an additional training period, over those remaining, will be required to accomplish the lost training events originally scheduled for that training period; otherwise, leave blank.

A3.2.3.4. Instructor or trainer (qualification). Enter the name of the instructor or trainer and aircrew qualification.

A3.2.3.5. Training time. Self-explanatory. Do not include time normally associated with pre-briefing and debriefing.

A3.2.4. Training Period Designators. Codes to describe training periods. Formal training schools may use more descriptive designators if required.

A3.2.5. Written Evaluations. If applicable and desired, record data for the in-flight evaluation required to complete the training program.

A3.2.5.1. Date. Enter the date the written evaluation was satisfactorily completed.

A3.2.5.2. Type. Enter the AFI 11-202 Volume 2 description or other appropriate identifier.

A3.2.5.3. Grade. Enter according to AFI 11-202 Volume 2.

A3.2.6. Performance Evaluation Summary. Record data on required evaluations including re-evaluations (if applicable).

A3.2.6.1. Date recommended. Enter the date recommended for a flight evaluation.

A3.2.6.2. Type evaluation. Enter AFI 11-202, Volume 2 evaluation description or other appropriate identifier.

A3.2.6.3. Instructor (qualification). Enter the name and aircrew qualification of the instructor recommending the student for an evaluation.

A3.2.6.4. Operations review. Following recommendation for evaluation, the reviewer will indicate a records review has been accomplished by initialing and dating the appropriate block of the AF Form 4023.

A3.2.6.4.1. **NOTE:** Flight commanders or supervisors will accomplish reviews during formal training courses. Squadron commanders or operations officers are required to accomplish reviews prior to flight evaluations:

A3.2.7. Flying Training Summary. This section provides a chronological record of flying training sorties. Log all sorties scheduled even if canceled by external factors such as weather (WX) or maintenance (MX).

A3.2.7.1. Date. Self-explanatory. On operational missions, enter inclusive dates, (e.g., 28 Jul - 7 Aug 95).

A3.2.7.2. Training period. Enter sequentially numbered training period designators, (e.g., "GT-1", "GT-2", "FT-1", "FT-2", etc.).

A3.2.7.3. Status. Enter "INC" and reasons, "WX," "MX," or "PRO" when an additional training flight, over those remaining, will be required to accomplish lost training events originally scheduled for that period (INC-WX); otherwise, leave blank.

A3.2.7.4. Instructor (qualification). Enter the name and aircrew qualification of the instructor.

A3.2.7.5. Mission time. Enter the total flight time of the training or operational mission in the top half of the block. If documentation of seat time is required, enter the flight-time the trainee was actually in the seat in the lower half of the block.

A3.2.7.6. Cumulative time. Use this block to enter the individual's total cumulative flight-time in the specific training course. Enter total cumulative flight time in the top half of the block and, if required, the total cumulative seat time in the lower half of the block.

A3.2.8. Performance and Knowledge Standards. (For use with AF Form 4024, see paragraph [A3.8.12.](#) ).

A3.2.9. Grading Codes. (For use with AF Form 4024, see paragraph [A3.8.9.](#)).

### **A3.3. Instructions for completing AF Form 3831, Ground Training (Qualification/Certification Record).**

A3.3.1. Purpose. Used to record ground training qualification/certification of AE flight nurse and technician students.

A3.3.2. When to complete the form. When a FN or AET student enters qualification or upgrade training.

A3.3.3. Who completes the form. The instructor or the instructor candidate with the concurrence of the instructor.

A3.3.4. How to complete the form.

A3.3.4.1. Name of Trainee. Enter the last name, first name, and middle initial of the student.

A3.3.4.2. Ground Training Period. Starting with "GT1" continue through completion of the ground training program.

A3.3.4.3. Ground Training/Grade. Enter a "T" for training when additional training is required or a "P" for proficient when no further training is required. A proficient area (P) may revert to a training area (T) if deficiencies become apparent, and will be documented on AF Form 4023. All ground training must be documented proficient ("P") prior to flight evaluation. Units may add additional areas to cover special mission requirements.

A3.3.5. Disposition of form. Maintain AF Form 3831 on right side of AF Form 4022, **Aircrew Training Folder**.

#### **A3.4. Instructions for completing AF Form 3832, Flight Training (Qualification/Certification Record).**

A3.4.1. Purpose. Used to record flight training qualification/certification of AE flight nurse and technician students.

A3.4.2. When to complete the form. When a FN or AET student enters qualification flight training.

A3.4.3. Who completes the form. The instructor or the instructor candidate with the concurrence of the instructor.

A3.4.4. How to complete the form.

A3.4.4.1. Name of Trainee. Enter the last name, first name, and middle initial of the student.

A3.4.4.2. Crew Position. Enter the crew position the student was trained in.

A3.4.4.3. Training Position. Starting with "FT1" continue through completion of the flight training program.

A3.4.4.4. Flight Training/Grade. Enter the grade the student received for each of the areas listed. Enter a "T" for training when additional training is required or a "P" for proficient when no further training is required. A proficient area (P) may revert to a training area (T) if deficiencies become apparent, and will be documented on AF Form 4023. All flight training must be documented proficient ("P") prior to flight evaluation. Units may add additional areas to cover special mission requirements.

A3.4.5. Disposition of form. Maintain AF Form 3832 on right side of Aircrew Training Folder beneath AF Form 3831 or 3833 (as applicable).

**A3.5. Instructions for completing AF Form 3833, Secondary Aircraft (Qualification/Certification Record).**

A3.5.1. Purpose. Used to record ground training and flight training qualification/certification of AE flight nurse and technician students on aircraft other than their mission designated series (MDS).

A3.5.2. When to complete the form. When a FN or AET student enters qualification training on other than MDS aircraft.

A3.5.3. Who completes the form. The instructor or the instructor candidate with the concurrence of the instructor.

A3.5.4. How to complete the form.

A3.5.4.1. Name of Trainee. Enter the last name, first name, and middle initial of the student.

A3.5.4.2. Training Period. Starting with either "GT1" for ground training or "FT1" for flight training, continue through completion of the training program.

A3.5.4.3. Ground/Flight Training Grade. Enter the grade the student received for each of the areas listed. See paragraph [A3.3.4.3](#) for additional information.

A3.5.5. Disposition of form. Maintain AF Form 3833 on right side of Aircrew Training Folder.

**A3.6. Instructions for completing AF Form 3834, AECM Instructor/Examiner Upgrade (Qualification Record).**

A3.6.1. Purpose. Used to record ground and flight training qualification of AE flight nurses and technicians upgrading to either instructor or FE.

A3.6.2. When to complete the form. When a FN or AET enters upgrade training to become an instructor or FE.

A3.6.3. Who completes the form. Either the upgrade instructor or upgrade examiner.

A3.6.4. How to complete the form.

A3.6.4.1. Name of Trainee. Enter the last name, first name, and middle initial of the FN or AET being upgraded.

A3.6.4.2. Training Period. Starting with either "GT1" for ground training or "FT1" for flight training, continue through completion of the training program.

A3.6.4.3. Instructor/Examiner Training Grade. Enter the grade the student received for each of the areas listed. See paragraph [A3.3.4.3](#) for additional information.

A3.6.5. Disposition of form. Maintain AF Form 3834 on the right side of Aircrew Training Folder.

**A3.7. Instructions for the AF Form 4023, Aircrew Training Progress Report.** This form provides a narrative description of training missions and is also used for documenting operations review of training progress. File AF Forms 4023 in order with the most recent flight on top.

A3.7.1. **NOTE:** A training guide may be used in place of AF Form 4023 to record training. The AF Form 4023 may be used for ATS and formal school courses at their discretion. If additional forms are needed, see AFI 37-160V8, *The Air Force Publications and Forms Management Program - Developing and Processing Forms*, for guidance.

A3.7.2. Training Period and Date (Item 1). Training period is ground, or flight, i.e., GT-1, GT-2, FT-1, FT-2, etc. Also, annotate the date the training occurred.

A3.7.3. GT and FT. Annotate time allocated for training and keep a running total (Items 3, 5, and 7) by adding previous totals to current training period time (**not applicable for AETC**).

A3.7.4. Total Training Time (Item 8). Keep a running total of all training time (add Items 3, 5, and 7).

A3.7.5. Remarks and Recommendations (Item 9). Describe the mission scenario. Local overprints are authorized. Comments will elaborate on trainee strengths and weaknesses, identify problem areas, record unusual circumstances, and indicate student progress. Recommendations will be specific and include tasks requiring further training and the type of training required. If more space is required for annotating remarks, draw vertical arrows through sortie information heading section (Items 1 through 8) of following block or form and continue remarks.

A3.7.6. Operations Review. In addition to reviewing all AF Form 4023 entries, the flight commander or squadron training representative will conduct a monthly review of active status AF Forms 4022. The squadron commander or operations officer will review active status AF Forms 4022 at least once each quarter. Document reviews on AF Form 4023. The reviewer will annotate "monthly review" or "quarterly review," as applicable, in the training period block. Write comments concerning the trainee's progress, status, or recommendations in the mission profile, comments, and recommendations block.

A3.7.6.1. Monthly reviews are not required for formal school courses except in documented cases of unsatisfactory progress. ATS personnel will review the students records and ensure all required training is completed prior to entering flight training. If problems are encountered during the flying phase, the squadron will conduct reviews necessary to document unsatisfactory progress.

A3.7.7. Instructor Block (Item 10). Instructors will print and sign their name and annotate their rank and crew qualification.

A3.7.8. Students Block (Item 11). Students will print and sign their name.

A3.7.9. Reviewer Block (Item 12). For monthly and quarterly reviews, squadron commanders, operations officers, or flight commanders will print and sign their name and indicate their position. Flight commanders may use their initials in the review block after reviewing individual AF Form 4023 entries.

A3.7.10. AF Form 4023 will be completed and reviewed by the student prior to his or her next training period.

**A3.8. Instructions for the AF Form 4024, Aircrew Training Accomplishment Report.** This form tracks, for each sortie, individual event and task accomplishment and grades. Units will overprint event and task listings, total number of repetitions required, and the required proficiency level (RPL) for each event and task. Use separate AF Forms 4024 for simulator and flight training. Maintain AF Forms 4024 on the right side of AF Form 4022.

A3.8.1. **NOTE:** A training guide may be used in place of AF Form 4024 to record training. The AF Form 4024 may be used for ATS and formal school courses at their discretion. If additional forms are needed, see AFI 37-160V8 for guidance.

A3.8.2. Name. Self-explanatory.

A3.8.3. Crew Position. Self-explanatory.

A3.8.4. Course or Phase of Training. Enter the AFCAT 36-2223 formal course identifier, (e.g., C5P). For special mission qualification, enter the type and identify the method of training, (e.g., WST training, flying training, etc.).

A3.8.5. Sortie. Enter sortie number (e.g., FT-1, FT-2, etc.).

A3.8.6. Date. Self-explanatory.

A3.8.7. Training Event and Task Listing. Reflects the tasks and sub-tasks in the training program that require specific student performance or knowledge proficiency standards.

A3.8.8. Number Accomplished. Reflects the number of times an event was accomplished on that sortie.

A3.8.9. Grade. Enter a "B", "F", "P", "S", or "U" as appropriate.

A3.8.9.1. "1"—Item must be accomplished once by the crewmember, but does not require proficiency.

A3.8.9.2. "B"—Briefing item only.

A3.8.9.3. "F"—Familiarization item; proficiency is not required. The operations group commander or equivalent operations function will determine whether "F" items are completed by briefing, demonstration, observation, or actual accomplishment.

A3.8.9.4. "P"—Proficient; crewmember has achieved the required proficiency level.

A3.8.9.5. "S"—Satisfactory; crewmember has not achieved the required proficiency level but progress is satisfactory.

A3.8.9.6. "U"—Unsatisfactory; crewmember was previously proficient, but has regressed or progress is unsatisfactory.

A3.8.9.7. **NOTE:** Once a crewmember has received "P" for an event, the only subsequent grade allowed is either "P" or "U". Any event graded "U" must have an associated remark on AF Form 4023.

A3.8.10. Total Number Required. Indicates the total repetitions of an event or task required by the course syllabus.

A3.8.11. Total Number Accomplished. Total number of repetitions actually accomplished.

A3.8.12. Required Proficiency Level (RPL). RPL for the specific event and task. Each event and task will have a performance standard designated for the required proficiency level the crewmember must achieve. In addition, each event and task may have (optional) a knowledge standard designated and used in the same manner as a performance standard. The standards for specific events are either listed in the applicable master task list (MTL) and evaluation standards document (ESD) for each weapon system or identified in the specific AFI 11-XXX volume. For those weapons systems that do not have any RPL listing, all events will have an RPL of "3" for performance and "C" for knowledge (if knowledge standards are used in addition to performance standards).

A3.8.12.1. **EXCEPTION:** One-time events required for familiarization and not listed in the MTL and ESD or specific AFI 11-XXX volume will not have performance and knowledge standard assigned. Performance and knowledge standards follow:

### Event and Task Performance Standard

**Code Performance is: Definition:**

- |   |                      |  |
|---|----------------------|--|
| 1 | Extremely Limited    | Individual can do most activities only after being told or shown how.  |
| 2 | Partially Proficient | Individual can do most of the behaviors, but not necessarily to the desired levels of speed, accuracy, and safety.   |
| 3 | Proficient           | Individual can do and show others how to do the behavior in an activity at the minimum acceptable levels of speed, accuracy, and safety without the assistance of an instructor. For copilots, proficiency may involve actual aircraft control or copilot duties only. For instructors, proficiency includes the ability to demonstrate, instruct, and supervise ground and flight activity. |
| 4 | Highly Proficient    | Individual can do behaviors in an activity at the highest level of speed, accuracy and safety.   |

### Event and Task Knowledge Standard

**Code Knowledge of: Definition:**

- |   |                                    |  |
|---|------------------------------------|--|
| A | Facts and Nomenclature             | Individual can identify basic facts and terms about the subject and when used with a performance code, can state nomenclature, simple facts, or procedures involved in an activity.  |
| B | Principles and Procedures          | Individual can explain relationship of basic facts and state general principles about the subject and when used with a performance code, can determine step-by-step procedures for sets of activities.                       |
| C | Analysis, and Operating Principles | Individual can analyze facts and principles and draw conclusions about the subject and when used with a performance code, can describe why and when each activity must be done and tell others how to accomplish activities. |
| D | Evaluation and Complete Theory     | Individual can evaluate conditions and create new rules or concepts about the subject and when used with a performance code, can inspect, weigh, and design solutions related to the theory involved with activities.        |

#### **A3.9. Instructions for AF Form 4025, Aircrew Summary and Close-Out Report.**

A3.9.1. For each formal training program, a Summary and Close-Out Report will be completed detailing the individual's strengths, weaknesses, overall performance, and other pertinent information. This report will be filed in the crewmembers FEF. AF Form 4025 will be completed in ink or typed.

A3.9.2. Squadron commanders, operations officers, and flight commanders will ensure the comments on this form do not reflect personnel opinions or biases. All comments must be supported by information contained in the AF Forms 3831, 3833, 3834, 4023, 4024 or training guides as applicable. At formal schools, the instructor will accomplish the AF Form 4025 and the squadron commander's signature is optional.

## Attachment 4

## AECM ANCILLARY TRAINING

**A4.1. Ancillary Training Events.** AECMs should complete as required by governing publications. These items are not required to maintain MR status.

**Table A4.1. AECM Ancillary Training Events.**

<b>Event</b>	<b>Code</b>	<b>Reference</b>	<b>Additional Reference</b>
Marshaling	G002	AFI 11-218	
Anti-Hijacking	G090	AFI 13-207	
Laws of Armed Conflict	G100	AFPD 51-4	
Hazardous Cargo	G182	AFJI 11-204	
Small Arms Training	G280	AFI 36-2226	AFI 31-207
Palletization	G400	AFI 10-403	AFJMAN 24 -204
Deployment Process	G420	AFI 10-403	
Weapons Courier	G430	AFI 31- 209	AFMAM 23-110 Vol 2
Weapons Custodian	G440	AFI 31- 209	AFMAM 23-110 Vol 2
Vehicles Training	G470	AFI 24-301	AFJMAN 24-306
Command, Control/Communication	G480	AFPD 10-11	MANFOR
Flight Records Review	RR01	AFI 11-401	