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Flying Operations

C-12 AIRCREW TRAINING



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This instruction implements AFD 11-2, *Aircraft Rules and Procedures*, and AFD 11-4, *Aviation Service*. It establishes the Air Force C-12 aircrew training program which supports Air Force objectives and is applicable to all units assigned to or gained by major commands (MAJCOM). It applies to commanders, operations supervisors, and aircrew assigned or attached to flying activities of these commands. This instruction is not applicable to the Air National Guard or Air Force Reserve Command.

MAJCOMs, field operating agencies (FOA), and direct reporting units (DRU) will forward their proposed supplements to the HQ USAF/XO and HQ AETC/DO for approval. (This guidance does not apply to unit-level supplements.) Submit suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through training channels, to HQ AETC/DOF, 1 F Street, Suite 2, Randolph AFB TX 78150-4325. HQ USAF/XO is approval authority for changes or revisions to mission design series (MDS) specific AFIs; this authority has not been delegated. This instruction will be used in conjunction with AFI 11-202, volume 1, *Aircrew Training*. See **Attachment 1** for a glossary of references and supporting information.

The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Air Force Operations Resource Management System (AFORMS), covers required information. The authority for maintenance of the system is 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), DoD 7730.57 (Aviation Career Incentive Act and Required Annual Report), and Executive Order 9497.

SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 2001-1 which adds a note reference to **Table 4.4.**, item 18; alleviates the requirement for previous service-specific flight instructors to attend a principles of instruction course before attending C-12 instructor qualification (paragraph **5.4.2.**); and alleviates the requirement for instructor candidates to attend IPC at a formal Air Force school (paragraph **5.4.8.**). See the last

attachment of this publication, IC 2001-1, for the complete IC. A “|” indicates revised material since the last edition.

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Chapter 1

GENERAL INFORMATION, REQUIREMENTS, AND RESPONSIBILITIES

1.1. Purpose. This instruction establishes basic requirements for training Air Force C-12 aircrews according to AFI 11-202, volume 1, *Aircrew Training*. It applies to individuals operating C-12 aircraft assigned or attached to Air Force MAJCOMs (or MAJCOM-gained units) in accordance with (IAW) AFPD 10-9, *Lead Operating Command Weapons System Management*, and intercommand agreements IAW AFPD 11-2. Command-specific C-12 training requirements and procedures will be published in a MAJCOM supplement to this instruction. (See paragraph **1.6.2.** for further information.)

1.2. Program Goals:

1.2.1. 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, and contingencies as well as limited and general war operations.

1.2.2. Training requirements are based on operational requirements in designed operational capability (DOC) statements. Any unit requiring additional training will coordinate with HQ AETC/DOF through MAJCOM channels.

1.3. Waiver Authority. Unless otherwise specified in this instruction, MAJCOM DOs are the waiver authority for specific aircrew training requirements.

1.3.1. The AETC/TRSS manages the Aircrew Training System (ATS) contract for the C-12. HQ AETC/DOF is waiver authority for student entry criteria to formal schools specified in this instruction and AFCAT 36-2223, *USAF Formal Schools*. Submit requests for waiver to HQ AETC/DOF. **EXCEPTION:** The operations group commander may waive flying hour requirements.

1.3.2. The MAJCOM training division (for example, HQ PACAF/DOT) is waiver authority for secondary method (in-unit) training.

1.3.3. The formal school group commander may waive completion of specific formal school events with the concurrence of the gaining unit's operations group commander. If required for a squadron's designated mission, accomplish events waived at formal schools in unit before assigning mission ready (MR) status.

1.3.4. Operations group commanders may waive ground and flying continuation training requirements for individuals assigned to their unit on a case-by-case basis. (See paragraphs **4.9.** through **4.11.** of this instruction and MAJCOM supplements.) The operations group commander will submit all other waiver requests applicable to this instruction through proper MAJCOM channels and send an information copy to HQ AETC/DOF. Place copies of MAJCOM-approved waiver information in the individual's AF Form 4022, **Aircrew Training Folder**, or flight evaluation folder (FEF).

NOTE: The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph 2.11.12 of AFI 37-124, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.

1.3.5. Units will submit waiver requests according to **Table 1.1.** All waivers must be submitted and approved before aircrew members arrive for formal training. Copies of waivers will be filed in the trainee's FEF and hand-carried to the school.

Table 1.1. How To Request Unit Waivers.

R U L E	A	B	C	D
		Then send (note 1)		
	If waiver is requested by	A waiver request to	An approval or disapproval to	An information copy to
1	AETC wing or group	HQ AETC/DOF	Training group training office (note 2)	NAF training office
2	Another airlift wing	MAJCOM DOT	Operations group training office (note 2)	NAF training office and HQ AETC/DOF

NOTES:

1. Waiver routing within MAJCOM may be expanded in the MAJCOM supplement.
2. Operations or training group commanders may waive MAJCOM-directed flying continuation training requirements in this instruction for individual crewmembers.

1.4. Format for Waiver Requests. Include the following information in all waiver requests to the MAJCOM OPR with information copies to HQ AETC/DOF, as applicable. Items should be listed as outlined below. Those items not used should be marked "NA" (not applicable). Asterisked (*) items must be provided for all waivers; other items will be provided as appropriate.

- 1.4.1. Name, grade, and Social Security number (SSN) of the person for whom the waiver is requested.*
- 1.4.2. Flying organization (assigned or attached).*
- 1.4.3. Present crew qualification including special qualifications.*
- 1.4.4. Total flying time and primary aircraft inventory (PAI) time (including instructor or evaluator time if applicable).*
- 1.4.5. Specific nature of the waiver.*
- 1.4.6. Reason and valid justification for the waiver.*
- 1.4.7. Crew qualification to which a person is qualifying or upgrading.*
- 1.4.8. Previous attendance at any formal instructor course (including course identifier and graduation date).
- 1.4.9. Training start date.
- 1.4.10. Mandatory upgrade or qualification date.
- 1.4.11. Date event was last accomplished and normal eligibility period.
- 1.4.12. Remarks (including formal school courseware required).
- 1.4.13. Requesting unit point of contact (including name, grade, telephone number, and functional address symbol).

1.5. Use of Flying Training Hours:

1.5.1. Each training mission must be structured to achieve maximum training. Any byproduct airlift opportunity resulting from training must not degrade the intended training in any way and must comply with applicable DoD publications. The appropriate numbered Air Force (NAF) commander must approve use of flying training hours to accomplish other than direct training requirements. (**EXCEPTION:** The approval authority for off-station training flights is the wing commander.) Personnel at all levels must prevent the misuse of Air Force resources as well as the *perception* of their misuse.

1.5.2. Unless specifically prohibited or restricted by weapon system operating procedures or a specific theater operations order (OPORD), the operations group commander may allow upgrade or special qualification training on operational missions. Commanders will ensure the training will not impact mission effectiveness and the aircrew member receiving training is under the supervision of an instructor of a like specialty. **NOTE:** Unqualified pilots are not authorized access to the controls with passengers on-board IAW AFI 11-401, *Flight Management*.

1.6. Responsibilities. See AFI 11-202, volume 1, for a general outline of responsibilities for aircrew training. See below for specific responsibilities:

1.6.1. Headquarters AETC. HQ AETC will standardize aircrew flying training requirements for C-12 operations in coordination with other user MAJCOMs and certain DoD agencies. HQ AETC will manage ATS and the formal school. In addition, HQ AETC is responsible for training course requirements, training tasks, and quota control in coordination with other headquarters as follows:

1.6.1.1. Courses. In coordination with other users MAJCOMs and certain DoD agencies, the HQ AETC/DO approves or disapproves courses. Send proposals for amending existing course prerequisites, deleting obsolete courses, and adding new courses through the appropriate headquarters to HQ AETC/DOF for approval. HQ AETC/DOF will process the approved changes in coordination with the OPR (HQ AETC/DOVP) for AFCAT 36-2223, *USAF Formal Schools*.

1.6.1.2. C-12-Specific Training Conference. HQ AETC/DOF will host a C-12-specific training conference every 2 years (or more often as required). The conference will review all training programs for currency, applicability, compliance, and effectiveness. Attendees should include training representatives from Defense Intelligence Agency (DIA), Defense Security Assistance Agency (DSSA), HQ AETC, HQ PACAF, formal schools, NAF training and standardization offices, selected units, and ATS contractors.

1.6.1.3. Programmed Flying Training (PFT). HQ AETC/DOR is responsible for PFT as outlined in AFI 11-202, volume 1, and will determine the number of training quotas available. In addition, HQ AETC/DOR will allocate quotas according to AFCAT 36-2223 in coordination with other MAJCOMs, users, and applicable ATS contractors. HQ AETC/DOR will publish PFT pamphlets and, if required, amend pamphlets through change notifications in coordination with respective training managers. Units will send projected PFT requirements through their parent MAJCOM to HQ AETC/DOR. This information must arrive at HQ AETC/DOR 30 days prior to the scheduled PFT conference.

1.6.1.4. Progress Review Board (PRB). If, at any time during a trainee's flight instruction, his or her progress is considered unsatisfactory by the formal school, the training squadron will notify the responsible unit training manager. On receiving documentation and recommendations from the formal school, the responsible unit will convene a PRB to review the trainee's record and

determine whether to continue, modify, or terminate training or to conduct a flight evaluation board.

1.6.2. Other MAJCOMs. These organizations will provide policy and guidance to help units develop their respective training programs. Unique training requirements will be forwarded to HQ AETC/DOF as necessary. MAJCOMs may supplement this instruction as outlined in AFI 11-202, volume 1. Forward proposed supplements to HQ USAF/XOOT through HQ AETC/DOF for approval before publication. After publication, send two copies of the supplement to HQ AETC/DOF and one copy to HQ USAF/XOOT.

1.6.3. Operations or Training Groups. The operations or training group commander is ultimately responsible for squadron training programs as follows:

1.6.3.1. The operations group is responsible for conducting training review panels (TRP) and determining the frequency, format, and content of the meetings. The TRP should review staff and aircrew management actions necessary to complete squadron flight and ground training programs.

1.6.3.2. The operations or training group will establish procedures with the servicing military personnel flight (MPF) for individual counseling and personnel system updates for the active duty service commitment (ADSC) incurred as a result of initial qualification, requalification, or upgrade in a crew position (AFCAT 36-2223 and AFI 36-2107, *Active Duty Service Commitments [ADSC] and Specified Period of Time Contracts [SPTC]*).

1.6.4. Squadron Commanders. (*NOTE:* As a general rule, training management is at the squadron or detachment level. However, the operations or training group commander is ultimately responsible for squadron training programs.) Squadron commanders will:

1.6.4.1. Ensure aircrew members complete training in a timely manner (paragraph 1.7.). Failure to reasonably progress mandates action for removal if appropriate.

1.6.4.2. Ensure formal school post-graduate questionnaires are completed and returned to the formal schools within 90 days of unit arrival. The gaining squadron will retain a copy of the questionnaire for 1 year after completion of formal school training.

1.6.4.3. Ensure adequate training continuity and supervision of assigned and attached aircrew members. Unit commanders may assign additional requirements based on an individual aircrew member's experience and proficiency.

1.6.4.4. Review training and evaluation records of newly assigned aircrew members and those completing formal training to determine the training required to certify them as basic aircraft qualified (BAQ), basic mission capable (BMC), or MR.

1.6.4.5. Determine and certify missions and events individual BMC aircrew members may participate in.

1.6.4.6. Unless directed otherwise by this instruction, assign flying training levels (FTL), ground training levels (GTL), and levels of supervision (evaluator, instructor, etc.) to accomplish the required training to assigned and attached aircrew members.

1.6.5. Operations Officers and Flight Commanders. These persons will review open training folders IAW paragraph A2.4.

1.6.6. Instructor Pilots (IP). IPs will:

1.6.6.1. Be responsible at all times for flight conduct and aircraft safety. If the trainee's judgment or proficiency at the controls raises a question in the IP's mind as to the trainee's ability to safely complete a prescribed maneuver at any time during the flight, the IP will immediately take over the aircraft controls. He or she will then explain and demonstrate proper methods of conducting the maneuver prior to the trainee resuming control of the aircraft. IPs will place special emphasis on procedures for positively identifying emergency conditions before initiating corrective action.

1.6.6.2. Be responsible for providing thorough ground training, preflight and postflight briefings, and critiques. They will comply with requirements of ground training or mission outlines, as appropriate, for the type of mission being flown.

1.6.6.3. Review each trainee's training records (to include records of evaluation if applicable) prior to each training flight or session.

1.6.6.4. Ensure required upgrade training items are completed and signed off and the required proficiency level (RPL) has been attained before recommending trainees for evaluations or certifying them as qualified in a tactic or mission. IPs should ensure the training section, operation section, and flight commander (or designated representative) are apprised of the trainee's status.

1.6.7. Formal School (With an ATS Contractor). The C-12 ATS contractor is responsible for all academic and training device instruction at the contractor's site. This responsibility includes developing, updating, and publishing courseware. HQ AETC develops the formal school syllabus in coordination with the ATS contract. The syllabus will be reviewed annually and updated as required.

1.6.8. Formal School (With a Non-ATS Contractor). The unit develops, updates, and maintains courseware and training syllabi. (HQ AETC/DO is the approving authority for syllabi.) The unit also performs task and media analysis associated with aircrew qualification training per AFI 36-2201, *Developing, Managing, and Conducting Training*; AFPAM 36-2211, *Guide for Management of Air Force Training Systems*; and AFMAN 36-2234, *Instruction System Development*.

1.6.9. Gaining Organizations. For intercommand transfer of aircrews and foreign exchange officers, the gaining organization will honor validated pretransfer training and use this to determine the appropriate training phase where the newly assigned aircrew member is placed as follows:

1.6.9.1. Consider aircrew personnel qualified in the C-12 throughout the Air Force fleet (AETC and PACAF) when used for the same mission. Instructor training and special qualifications may be accepted at the discretion of the gaining unit commander.

1.6.9.2. Foreign exchange officers should arrive at the duty station with a current physical and qualified in altitude chamber and C-12. Exchange officers arriving from flying training units (FTU) will complete local proficiency flying, theater orientation, and the following ground training events: life support equipment, initial cockpit and crew resource management (CRM), and the marshaling exam. Those who arrive qualified from their country will complete the instrument refresher course (IRC), instrument written examination, simulator refresher qualification course, open- and closed-book examinations, instrument/qualification evaluation, and local proficiency and tactical flying orientation. They will also complete an altitude chamber and physical if proper documentation cannot be produced.

1.7. In-Unit Training Time Limitations. AFI 11-202, volume 1, establishes in-unit training time limitations. In addition, the following procedures apply:

1.7.1. A MAJCOM waiver is required for in-unit training that begins prior to reporting date.

1.7.2. The time limit to complete in-unit initial qualification training is 120 days.

1.7.3. Local orientation or theater indoctrination training is required before an aircrew member performs primary aircrew duties. Training must be completed within 45 days after reporting for duty or being attached to a unit, whichever occurs first. **NOTE:** Refer to MAJCOM supplements for command-specific guidance.

1.7.4. Training time limits for in-unit qualification or requalification, local orientation or theater indoctrination, and difference training may run concurrently or sequentially.

1.7.5. Squadron commanders may extend upgrade training time up to 60 days. Extensions exceeding 60 days require by HQ AETC/DOF approval. Forward the extension request (by memorandum) through appropriate MAJCOM channels to HQ AETC/DOF. The request must be signed by the squadron commander and include the reason for the extension and an estimated completion date.

1.8. Recurrency Training. See the information in AFI 11-202, volume 1, paragraph 1.6.

1.9. Requalification Training. See the information in AFI 11-202, volume 1, paragraph 1.7.

1.10. Active Duty Service Commitment (ADSC). See AFI 11-202, volume 1, for specific requirements.

1.11. Initiating an AF Form 4022, Aircrew Training Folder:

1.11.1. Initiate an AF Form 4022 for initial qualification, requalification, mission qualification, special qualification, upgrade, or additional training directed by the squadron commander or a flight examiner. The training folder will include the following documents: AF Form 4023, **Aircrew Training Progress Report**; AF Form 4024, **Aircrew Training Accomplishment Report**; AF Form 4025, **Aircrew Summary Close-Out Training Accomplishment**; ATS courseware sheets; training guides; waivers; and other records as applicable. Training documents will be placed in reverse chronological order with the most recent on top. (See **Attachment 2** of this instruction for more information about documentation, including specific forms.)

1.11.2. Formal school records will be hand-carried by the individual or sent to the gaining unit for review and incorporation into the individual's training folder (AF Form 4022).

1.11.3. When an aircrew member has a permanent change of station (PCS) or permanent change of assignment (PCA), he or she will hand-carry the AF Form 4022 to the gaining unit. Incomplete training will be clearly identified on the training folder (AF Form 4022), AF Form 4023, AF Form 4024, and (or) AF Form 4025, as appropriate.

1.12. Reviewing an AF Form 4022:

1.12.1. Operations Review. The squadron commander, operations officer, or designated representative will review active training folders (AF Form 4022) quarterly and prior to a flight evaluation required to complete the training program. (Active training folders are folders of aircrew members undergoing initial, mission qualification, requalification, upgrade, special qualification, or commander-directed additional training.) The operations review will be a separate entry in the training record and should include comments on the student's progress.

1.12.2. Monthly Review. Flight commanders (or their designated representatives) or individuals specified in the MAJCOM supplement to this instruction will review active training folders (AF Form 4022) monthly for continuity and student progression. Document this review and any recommendations in the training folder.

1.12.3. Training Period Review. Instructors will review training folders prior to each training period (flight or simulator) 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. At the satisfactory completion of all required training, the instructor will make a recommendation for an in-flight evaluation. Students will review and initial training records (AF Form 4023) after each training period. A student's initials only indicate he or she understands the comments or recommendations; they do not indicate concurrence or nonconcurrence.

1.13. Maintaining Training Records--A Flying History:

1.13.1. The FEF maintains basic source documents to provide a current history of each individual's flying qualification in accordance with AFI 11-2C-12, volume 2, *C-12 Aircrew Evaluation Criteria*, and its appropriate MAJCOM supplement. Under the AF Forms 942, **Record of Evaluation**, in section 1 of the FEF, include all certifications and special mission qualifications not annotated on AF Form 8, **Certification of Aircrew Qualification** (for example, functional check flight [FCF] certification). Document these qualifications on AF Form 1381, **USAF Certification of Aircrew Training**.

1.13.2. Maintain AF Forms 4022 in the assigned squadron for 1 year following completion of training or on completion of a subsequent upgrade program. For example, if a pilot successfully completes instructor upgrade training 6 months after successfully completing first-pilot training, the first-pilot training documents may be purged. All other records may be returned to the individual. See AFMAN 37-139, *Records Disposition Schedule*, for additional information.

1.14. Evaluator and Instructor Usage. Units may use flight evaluators as instructors for qualification and upgrade training programs as required. However, if an evaluator is used as a primary instructor to train an individual during a training program, the same evaluator should not administer the evaluation that completes the training program.

1.15. Instructor Training and Supervision Requirements:

1.15.1. All instructors should be MR (wing level and below).

1.15.2. When performing aircrew duties, the following personnel must be under the direct supervision of an instructor:

1.15.2.1. Noncurrent aircrew members.

1.15.2.2. Pilots in initial, upgrade (to include special mission qualification training), or requalification flying training. Unless otherwise restricted in paragraph **1.15.**, pilots upgrading to a higher qualification may fly without an instructor when performing duties commensurate with their current qualification.

1.15.2.3. Aircrew members in FTL and senior officers defined in AFI 11-202, volume 1. (FTL E requirements are insufficient for MR status.)

1.15.2.4. Any other person designated by a wing, operations group, or squadron commander.

1.15.3. An instructor will be at a set of controls for unqualified, noncurrent, and FTL E aircrew members.

Chapter 2

INITIAL QUALIFICATION TRAINING (PHASE I)

2.1. General Requirements. Unless otherwise indicated, the primary method of initial qualification is to attend and complete appropriate formal training courses listed in AFCAT 36-2223. When attendance is not practical or quotas are not available, units will request waivers to conduct in-unit qualification training, using formal school courseware. (For waiver authority, see paragraph 1.3.)

2.2. Aircrew Qualification. On completion of qualification training, aircrew members will be classified as BAQ.

2.3. Time Limits. The training time limit for completing active duty qualification training is 120 days after the first flight. The approval authority to extend the training period is the operations or training group commander. The training start date for dual-qualifying aircrew members will be the date of the first training flight. File approved time extension waivers in individual training records (AF Form 4022). In-unit training should begin no later than 45 days after the aircrew member reports to a new duty station or unit. **NOTE:** In-unit training (secondary method) is only authorized for requalification (paragraphs 1.3.). Use approved formal school courseware in AFCAT 36-2223.

2.4. Scheduling Requirements for Training:

2.4.1. The Second Air Force, Director of Operations (2 AF/DO) executes Air Force Training Management System course control for all C-12C/D courses. HQ PACAF/DOT performs this function for C-12F/J courses. HQ AETC (for C-12C/D) and HQ PACAF (for C-12F/J) will manage commercial contract simulator quotas and schedule students for contracted ground school, simulator training, and flight training. HQ AETC (for C-12C/D) and HQ PACAF (for C-12F/J) will maintain a copy of the monthly training roster and specify the number of contract classes that have been obligated and used. MAJCOMs and Headquarters Air Force Personnel Center, Airlift Assignments (HQ AFPC/DPAOM), will determine the number of initial quotas required for the fiscal year. Send C-12C/D and C-12F/J quotas through channels to HQ AETC/DOFM and HQ PACAF/DOT, respectively, so course schedules may be determined.

NOTE: The 45 AS/DOT will maintain a record of training rosters and temporary duty (TDY) orders and prepare and dispatch AF Form 1256, Certificate of Training, for Keesler AFB schoolhouse graduates.

2.4.2. The attendee's current unit will provide him or her a class start date no later than 30 days prior to class start. In the event of cancellation, the unit will provide the "canceled" attendee's name and the name of his or her replacement through channels to HQ AFPC/DPAOM.

2.4.3. Gaining units will issue applicable publications to attendees prior to start of training.

2.4.4. Attached aircrew members will be scheduled for training through their flying unit. Do not request a training quota until a request for attachment is approved by the host MAJCOM. Each aircrew member scheduled for training will provide an endorsement letter, signed by his or her supervisor, certifying the aircrew member is available for the required TDY. The certification will also indicate there is no known pending change (PCS, rated position identifier code, etc.) that would prohibit the individual's retention in a flying position for at least 2 years after course completion.

2.5. Initial Qualification Training Prerequisites. Complete initial qualification prerequisites in accordance with AFI 11-202, volume 1. Before entering qualification training, each aircrew member must comply with the appropriate formal course training prerequisites prescribed in AFCAT 36-2223. Before they fly, member's maintaining AFI 11-401 flying status will receive physiological training (IAW AFI 11-403, *Aerospace Physiological Training Program*) and a current flight physical.

2.6. Ground Training Requirements for Aircrew Members:

2.6.1. Complete ground training requirements for initial qualification in accordance with AFI 11-202, volume 1. (The secondary method is only approved for requalification.) Obtain waivers (if required) according to AFI 11-202, volume 1, paragraph 1.7. The approved secondary method of training must be accomplished IAW applicable formal school courseware and the following guidance:

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

2.6.1.2. Written examinations or ATS end-of-course examinations. Satisfy requirements of AFI 11-2C-12, volume 2, and MAJCOM guidance.

2.6.1.3. Egress and life support training. This training must be completed before the first flight. Accomplish initial egress training on an aircraft.

2.6.2. Applicable ground training (for example, simulators, aircraft systems, etc.) accomplished at the formal school will establish 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.

2.6.3. Indoctrination requirements will be specified by each MAJCOM.

2.7. Flying Training Requirements for Aircrew Members. Complete flying training requirements for initial qualification in accordance with AFI 11-202, volume 1. Aircrew members must be current in the IRC and the instrument written examination before their initial qualification flight evaluation. Approved secondary method training for requalification must be accomplished IAW applicable formal school courseware and the following guidance:

2.7.1. Flying training lessons should be completed in order. However, if mission scheduling or student progress dictates otherwise, the unit commander, director of operations, or designated training supervisor may change the order.

2.7.2. There should be a minimum time lapse between training missions, and every effort should be made to complete qualification training requirements within the prescribed time period.

2.8. Requalification. See information in AFI 11-202, volume 1, paragraph 1.7.

2.9. Conversion or Difference Qualification--Initial Cadre. 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 qualifications:

2.9.1. A nucleus of instructor and flight-examiner personnel (initial cadre) will be found to begin aircrew conversion. Converting units may request an initial cadre waiver of the primary aircraft assigned (PAA) time requirement. Send waivers through MAJCOM channels according to the information

specified in paragraph **1.3.** of this instruction. Include the most recent aircraft flown and total time in that aircraft in the remarks section of the waiver.

2.9.2. An initial cadre will not be designated in a crew position higher than currently held (for example, CT-43 MP to C-12 EP) unless previously qualified in the conversion aircraft. After final approval, publish a unit memorandum to identify the initial cadre of instructors and flight examiners by crew qualification.

2.9.3. C-12 units should apply differences training for major aircraft modifications.

2.10. Multiple Qualifications. Aircrew members maintaining dual qualification in different model aircraft will, as a minimum, maintain FTL A currency requirements in each aircraft. (This does not apply to senior officers; see paragraph **2.11.** of this instruction.) Refresher simulator training in any model simulator fulfills the annual simulator refresher requirement for all C-12 models. Attempt to alternate simulator types annually.

2.11. Senior Officer Qualification Requirements. AFI 11-202, volume 1, identifies senior officer qualification requirements.

2.12. Flight Surgeon Qualification Requirements. AFI 11-202, volume 1, establishes flight surgeon initial qualification requirements.

2.13. Feedback System. The ATS has a post-training feedback system which elicits information and comments from students, supervisors, and evaluators in order to continually improve, update, and refine the ATS. Commanders and supervisors should promote the use of this feedback system to its fullest extent. The FTU will submit a graduate summary report to HQ AETC/DOR (with a copy to HQ AETC/DOF) no later than 30 workdays after each classes completion. The report will include the following:

2.13.1. Class number.

2.13.2. Total number of weapon system trainer (WST) missions and aircraft sorties and the flight time scheduled and flown in the FTU.

2.13.3. Analysis of in-flight evaluation results including substandard activity or unqualified areas.

2.13.4. Training items waived and the reason for the waiver.

2.14. Failure To Complete Training. If any aircrew member fails to complete a formal course, the formal school will send the individual's unit a recommendation as to whether he or she should complete the secondary method (which requires a waiver), be eliminated, or be returned to the formal school for training. Requests to recall a student from a formal school course must be sent from the student's MAJCOM or DoD agency. HQ AETC/DOF will accomplish all necessary coordination with appropriate agencies. Emergency recall during nonduty hours may be coordinated directly with the FTU with notification to MAJCOM on next duty day.

Chapter 3

MISSION QUALIFICATION TRAINING (PHASE II)

3.1. Time Periods for Mission Qualification:

3.1.1. Active duty aircrew members will complete mission qualification training within 90 days of starting training or as established in their MAJCOM supplement. Individuals unable to complete mission qualification within these limits may continue training, but they must comply with the requirements of paragraph 3.3.2. After evaluating an individual's proficiency, experience, and judgment, squadron commanders may prescribe additional requirements.

3.1.2. Squadron commanders may extend training time for up to an additional 60 days. Extensions in excess of 60 days require MAJCOM DOT or DOF approval. A memorandum requesting an extension of training time, signed by the squadron commander, will state the problem and corrective action being taken.

3.1.3. Prior qualified pilots (PQP) will be entered into aircraft commander (AC) mission qualification training no later than 90 days upon their arrival at the unit. (**NOTE:** PQPs must meet the prerequisites in [Table 3.1.](#))

Table 3.1. Mission Qualification Ground Training Requirements.

I T E M	A	B
	Event	Code
1	Aircraft Marshaling Training and Examination (notes 1 and 2)	G002
2	Chemical Biological Warfare Training (notes 3 and 4)	G010
3	Tactics (note 4)	G060
4	Aircrew Intelligence (note 4)	G070
5	Communications Procedures (note 4)	G080
6	Anti-Hijack	G090
7	ISOPREP Review (notes 3 and 4)	G120
8	IRC	G130
9	Hazardous Cargo Training (note 4)	G182
10	CRM	G230
11	Small Arms Training (note 4)	G280
12	Local Area Survival	LS01
13	Aircrew Chemical Defense Training (ACDT) (notes 3 and 4)	LS04
14	Ground Egress	LS08
15	Flight Physical	PP01
16	Physiological Training	PP11

I T E M	A	B
	Event	Code
17	ACDTQT (notes 3 and 4)	P280
18	Initial Combat Survival Training	S-V80-A
19	Initial Water Survival Training	S-V90-A

NOTES:

1. Event may be accomplished at the formal school or in unit.
2. Pilot upgrade aircrew members only need applicable events in which they are noncurrent.
3. Flight surgeons only need G010, G120, G230, and LS04. (The 45 AS flight surgeons are exempt from G010, G120, and LS04.)
4. NA for AETC aircrew members and units with no mobility tasking.
5. Previously certified and qualified MR aircrew members transferring between units only need G002, LS01, G120, and any applicable events in which they have lost currency.

3.2. Ground Training Requirements:

3.2.1. Academic ground training required for mission qualification will be completed prior to certification or qualification in the unit operational mission. See **Table 3.1.** for mission qualification ground training requirements. **NOTE:** This does not apply to senior officers or staff officers maintaining BAQ.

3.2.2. Ground training accomplished during mission qualification establishes due dates for subsequent continuation training. Completion of initial combat survival training (S-V80-A), initial water survival training (S-V90-A), and initial life support equipment training (LS01) during formal school establishes the due date (based on the date of the first completed course) for recurring combat survival training (LS02/11) and water survival training (LS03). Completion of S-V80-A establishes the due date for recurring law of armed conflict training (G100) and protection from terrorism training (G110).

3.3. Flying Training Requirements:

3.3.1. BAQ aircrew members pursuing MR status will accomplish FTL D continuation training requirements.

3.3.2. After arrival at duty station, aircrew members must receive a supervised duty familiarization or orientation flight and a brief on the local flying area and associated hazards. (This is NA for in-unit initial, requalification, or upgrade training.)

3.3.3. Aircrew members must complete the following flying training requirements prior to being certified MR: a local or unit orientation training flight (with an instructor), mission observation flight,

and operational mission (with an instructor). MAJCOMs may prescribe additional guidance to meet their requirements.

Chapter 4

CONTINUATION TRAINING (PHASE III)

4.1. Maintaining Currency and Proficiency. The continuation training program provides aircrew members with the volume, frequency, and mix of training necessary to perform unit missions. Accomplishing the minimum number of required events only ensures currency; individual proficiency may require a greater number of events. Unit commanders will ensure all aircrew members receive sufficient event-intensive training to maintain proficiency.

4.2. Aircrew Status. C-12 aircrews are assigned to either MR, BMC, or BAQ status (AFI 11-202, volume 1). An individual who is noncurrent or unqualified in the aircraft, incomplete in required continuation training, or not certified to perform the unit mission is a nonmission ready (NMR) aircrew member. Refer to paragraph 4.6. for information about failure to complete continuation training requirements.

4.3. Squadron Commander Responsibilities. The squadron commander or designated representative will determine the training level (TL) of each assigned aircrew member and ensure he or she receives training to successfully perform unit missions and maintain individual proficiency.

4.4. Training Levels (TL) . Before each semiannual period, the squadron commander will assign each aircrew member a TL, based on experience and aircraft proficiency. Aircrew members may be assigned TL levels that are more restrictive (but never less restrictive) than the requirements in paragraph 4.4.1. The following TL definitions apply (FTLs and GTLs):

4.4.1. FTL A--highly experienced aircrew members. This level may include MR or NMR AETC instructors; NAF personnel; wing, operations group, and squadron commanders; operations officers; personnel assigned to operations group evaluation positions; and instructors assigned primarily to staff duties. Squadron commanders may assign highly experienced MR line aircrew members to this level.

NOTE: NMR staff instructors or evaluators assigned to a NAF or DRU may be assigned to FTL A and GTL 4. In addition to GTL 4 requirements, these individuals must also accomplish refresher simulator training requirements. They may fly unsupervised on local training missions provided they are current and qualified, but they must have instructor supervision on all other missions. Because these aircrew members do not maintain MR status, they cannot log MP time. (They may log evaluator pilot [EP], instructor pilot [IP], or flight pilot [FP] time, as qualified.) If refresher simulator training requirements are not met, aircrew members must fly with an instructor of like specialty unless waived (paragraph 1.4.).

4.5.

4.4.2. FTL B--experienced MR aircrew members.

4.4.3. FTL C--MR aircrew members. Copilots should be assigned to FTL C. If desired, squadron commanders may assign highly proficient copilots or FPs to FTLs A or B.

4.4.4. FTL D--BAQ aircrew members. This designation is primarily for BAQ crewmembers who are pursuing MR status.

4.4.5. FTL E--BAQ noninstructor staff. This may include senior officers and MAJCOM, NAF, and tanker or aircraft control center (TACC) individuals who are not maintaining MR or instructor status. FTL E requirements are insufficient for MR status. Aircrew members assigned to FTL E will fly with an instructor of a like specialty at all times.

4.4.6. GTL 1--highly experienced aircrew members with more than 10 years of operational flying in their rated specialty.

4.4.7. GTL 2--experienced aircrew members with greater than 5 but less than 10 years of operational flying in their rated specialty.

4.4.8. GTL 3--inexperienced aircrew members with less than 5 years of operational flying in their rated specialty.

4.4.9. GTL 4--NMR senior officers and staff officers.

4.4.10. Change of FTL or GTL. Once the semiannual period begins, personnel should not be moved to a TL requiring fewer events. *EXCEPTION*: BAQ aircrew members may be placed in a different FTL any time after attaining MR status.

4.5. Training Events and Tables:

4.5.1. Standardized AFORMS training event identifiers and descriptions are located in [Attachment 3](#). Unit-defined events will be designated "X" events; for example, X020.

4.5.2. In addition to events accomplished on training and operational missions, those flight events accomplished on a satisfactory qualification, mission qualification, specialized mission qualification, or requalification evaluation may be credited toward an individual's currency requirements and may establish a subsequent due date.

4.5.2.1. 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.

4.5.2.2. Makeup training (ground or flying) is creditable towards the new training period.

4.5.2.3. Flying continuation training events accomplished in an ATD will not be credited unless allowed by the respective event description in [Attachment 3](#).

4.5.2.4. Instructors and flight examiners may credit 50 percent of their requirements while instructing or evaluating. (*EXCEPTION*: IPs and flight-examiner pilots may not credit any take-offs or landings flown by another pilot.)

4.6. Ground Continuation Training Events. C-12 aircrew members will comply with event requirements in [Table 4.1](#). Aircrew members on mobility will also comply with the additional event requirements in [Table 4.2](#). See [Attachment 3](#) for course (event) descriptions.

4.6.1. Aircrew members attached to units (for example, NAF, MAJCOM) may accomplish ground training events at locations other than their unit of attachment. Individuals will report accomplished training to their unit of attachment's AFORMS office.

Table 4.1. Ground Continuation Training Requirements for C-12 Pilots.

I T E M	A	B	C	D	E	F
	Event	Code	GTL 1	GTL 2	GTL 3	GTL 4
1	Anti-Hijack	G090	B	B	B	
2	Laws of Armed Conflict	G100	A	A	A	
3	Protection From Terrorism	G110	T	B	A	
4	IRC	G130	C	C	C	C
5	CRM Refresher	G230	A	A	A	A
6	CRM Simulator	G240	A	A	A	A
7	Refresher Simulator (note 1)	G250	A	A	A	A
8	Water Survival Training	LS03	T	T	T	
9	Life Support Equipment	LS06	A	A	A	A
10	Aircraft Ground Egress Training (note 2)	LS08	A	A	A	A
11	Flight Physical (note 2)	PP01	A	A	A	A
12	Physiological Training (note 2)	PP11	T	T	T	T (note 3)
13	Flight Records Review (note 4)	RR01	A	A	A	A

LEGEND:

A - annual

B - biennial

C - check cycle

T - triennial

NOTES:

1. For aircrew members qualified in more than one C-12 model, annual simulator refresher training in any model simulator fulfills the requirements for annual simulator refresher in all C-12 models.
2. A mandatory grounding item on the expiration date. The individual will not fly until the required event is accomplished.
3. Rated officers with more than 25 years time in service only require physiological training every 5 years. See the event description in [Attachment 3](#) for more information on currency requirements.
4. Not required to maintain MR status (although it should be accomplished when due).

4.6.2. Training events will be recorded in the AFORMS database. See [Attachment 3](#) for a list of event identifiers. Combined training events may have only one AFORMS entry. One-time and PCS-in events will be entered into the AFORMS database. These events need not be maintained on individual currency reports.

4.6.3. MR requirements must be completed prior to participating in an operational mission as a qualified aircrew member. Local training missions may be flown before completing all MR items if the individual has a current flight physical and has completed physiological, initial ground egress, marshaling, and life support training.

Table 4.2. Additional Ground Continuation Training Requirements for Operational OSA Units.

I T E M	A	B	C	D	E	F
	Event	Code	GTL 1	GTL 2	GTL 3	GTL 4
1	Chemical-Biological Warfare Defense Training	G010	B	B	B	
2	Tactics	G060	A	A	A	
3	Aircrew Intelligence	G070	A	A	A	
4	Communications Procedures	G080	A	A	A	
5	ISOPREP Review	G120	180 days	180 days	180 days	
6	Hazardous Cargo Training	G182	A	A	A	
7	Small Arms Training	G280	B	B	B	
8	Combat Survival Training (CST) (note 1)	LS02/11				
9	Aircrew Chemical Defense Training	LS04	B	B	B	

LEGEND:

A - annual

B - biennial

NOTE:

1. MAJCOM will assign low threat (LS02) or high threat (LS11) for CST training requirement.

4.5.1.

4.6.4. Training offices in operations support squadrons (PACAF) or squadrons (AETC) will provide annual ground training required to maintain currency for crewmembers assigned or attached to active duty airlift units (**EXCEPTION:** Physiological training, flight physicals, and refresher ground training provided by the ATS contractor and recurring written examinations). These training offices will also:

- 4.6.4.1. Establish and administer non-ATS centralized aircrew training.

4.6.4.2. Work with the ATS contractor to construct centralized aircrew training to provide effective training in minimum time with the least disruption of aircrew productive time.

4.6.4.3. Ensure aircrew members entered into training are not removed until completion.

4.6.5. Annual training requirements are not required for an aircrew member who will be assigned to a nonflying position within 3 months after the due date.

4.6.6. Units will use the appropriate forms (prescribed in AFI 11-401) as source documents to record accomplished training and update the AFORMS database. The host operations systems manager (HOSM) will provide event numbers to identify each training requirement and will establish local procedures to ensure frequent data input to AFORMS.

4.6.7. Continuation training courses will emphasize CRM, systems knowledge, normal and emergency flight procedures, and instrument flight procedures.

4.6.8. Flight surgeons will comply with the requirements of [Table 4.3](#).

Table 4.3. Ground Continuation Training Requirements for Flight Surgeons.

I T E M	A	B	C
	Event	Code	Frequency
1	Chemical-Biological Warfare Defense Training (note 1)	G010	B
2	Anti-Hijack	G090	B
3	Laws of Armed Conflict	G100	A
4	Protection From Terrorism	G110	T
5	ISOPREP Review (CST) (notes 1 and 2)	G120	180 days
6	Cockpit/Crew Resource Management (CRM)	G230	O
7	Combat Survival Training (CST) (note 1)	LS02/11	B
8	Water Survival	LS03	T
9	Aircrew Chemical Defense Training (ACDT) (note 1)	LS04	B
10	Aircraft Ground Egress Training (note 3)	LS08	A
11	Flight Physical (note 1)	PP01	A
12	Physiological Training (note 1)	PP11	T
13	Written Examination	Q001	C
14	Flight Records Review	RR01	A

LEGEND:

A - annual

B - biennial

O - one-time

T - triennial

NOTES:

1. Flight surgeons without a mobility requirement do not have to accomplish this training.
2. G120 currency expires 180 days from date of accomplishment.
3. Mandatory grounding item.

4.7. Flying Continuation Training Requirements . Table 4.4. lists the standardized flying requirements for all pilots. See **Attachment 3** for event descriptions.

4.7.1. ACs and FPs will be dual-seat qualified and may accomplish training events in either seat. Copilots may not fly in the left seat unless under direct IP supervision. IPs may fly in either seat.

4.7.2. See paragraph **4.5.2.3.** for ATD credit for training events.

4.7.3. Senior officers and staff aircrew members maintaining BAQ will, as a minimum, maintain FTL E requirements. This requirement also applies to additional aircraft an individual may be qualified in. In addition to always flying with an instructor of a like specialty, FTL E senior pilots must be current in takeoffs, landings, and instrument approaches prior to carrying passengers.

Table 4.4. Semiannual Flying Continuation Training Requirements.

I T E M	A Event	B Code	C						D				
			Pilot (MP/FP/MCF)						Copilot (MC)				
			FTL						FTL				
			A	B	C	D	E	Currency	A	B	C	D	Currency
1	Proficiency sortie	M010	2	2	2	2			4	4	5	6	
2	Takeoff	P020	12	18	24	30	6	M	12	18	24	30	M
3	Simulated engine failure after takeoff	P040	2	2	2	2							
4	Instrument approach	P070	15	20	26	32	6	M	15	20	26	32	M
5	Instrument approach (manual)	P090	4	5	6	7			4	5	6	7	
6	Precision approach	P100	6	6	8	10	2		6	6	8	10	
7	Nonprecision approach	P110	6	6	8	10			6	6	8	10	
8	NDB Approach	P116	2	2	2	2			2	2	2	2	
9	Circling	P130	2	2	2	2			2	2	2	2	
10	Visual traffic pattern	P140	2	2	2	2			2	2	2	2	
11	Missed approach	P150	2	3	3	3			2	3	3	3	

I T E M	A	B	C						D					
	Event	Code	Pilot (MP/FP/MCF)						Copilot (MC)					
			FTL					Currency	FTL				Currency	
			A	B	C	D	E		A	B	C	D		
12	Approach and GA (simulated engine-out) (note 1)	P170	2	3	3	3								
13	Approach and landing (simulated engine-out) (note 1)	P180	2	2	2	2								
14	Landing	P190	12	18	24	30	6	M	12	18	24	30	M	
15	Night landing (note 2)	P192	2	2	2	2		Q	2	2	2	2	Q	
16	HAVE QUICK radio procedures (note 3)	P260	2	2	2	2			2	2	2	2		
17	SECURE RADIO operations (note 3)	P270	2	2	2	2			2	2	2	2		
18	Authentication procedures (note 3)	P271	1	1	1	1			1	1	1	1		
19	ACDTQT (note 3)	P280	A	A	A	A			A	A	A	A		

LEGEND:

M - Monthly

Q - Quarterly

A - Annually

FP - flight pilot--basic qualified aircraft commander (not MR)

MC - mission copilot

MCF - first pilot

MP - mission pilot

NOTES:

1. First pilots will perform all engine-out maneuvers.
2. Alaskan Theater night landing currency is semiannual.
3. Units with appropriately equipped aircraft. (NA for units without a mobility tasking.)

Table 4.5. Additional Training Events.

I T E M	A	B	C
	Event	Code	Requirement
1	Qualification Check	AA01	Every 17 months (may be combined with instrument check)
2	Instrument Check	AA11	Every 17 months (may be combined with qualification check)
3	Airport Qualification Program	G290	Prior to missions into selected airports (see ASRR)
4	Unit-Specific Training Sortie	M020	Unit-defined continuation training
5	Open-Book Qualification Examination (note)	Q001	Perform prior to qualification check
6	Closed-Book Qualification Examination (note)	Q002	Perform prior to qualification check
7	Instructor Evaluation	Q008	Required for instructor certification
8	Flight Publications Check	Q090	Perform prior to qualification check
9	Mission Evaluation	Q100	Required prior to AC certification
10	IRC Examination (note)	Q160	Perform prior to instrument check
11	Flight Evaluation Folder Review	Q170	Annual--performed by unit or operations group evaluators

NOTE: May be accomplished after a no-notice evaluation IAW AFI 11-2C-12, volume 2, to satisfy the requirements for a recurring evaluation in conjunction with a no-notice evaluation.

4.8. Proration of Training. AFI 11-202, volume 1, outlines proration of training requirements for aircrew members not available for flying duties. In addition, the following procedures apply:

4.8.1. Use the following formula to determine training requirements: the number of month's available multiplied by the event volume divided by the number of months in the training period. Round down to the nearest whole number, but not less than 1 (for example, round 5.6 down to 5). Use **Table 4.6.** to determine the number of months available. (**EXCEPTION:** When an individual PCSs to a unit flying the same model aircraft and enters the same training level or lower, he or she may take credit for training accomplished at the previous base. Prorate training requirements based on the time available at the former base plus the time at the new base minus the number of days not available during the training period. Time available starts 7 days after sign-in for CONUS and 14 days after sign-in for OCONUS. Subtract previous accomplishments from the prorated total to determine remaining requirements.)

4.8.2. Prorate requirements for individuals changing TLs.

Table 4.6. Individual Availability.

I T E M	A	B
	Days Available	Months Available
1	0-15	0
2	16-45	1
3	46-75	2
4	76-105	3
5	106-135	4
6	136-165	5
7	More than 166	6

4.9. Failure To Complete Continuation Training--General Requirements. If an aircrew member is NMR for failure to complete required continuation training, the operations or training group commander will do *one* of the following: Waive the required training in accordance with paragraph 4.10. (the individual is then an MR aircrew member) or place the aircrew member in supervised status (individual will fly with an instructor) until required training is accomplished. See paragraphs 4.10. and 4.11. for specific requirements for failure to complete flying and ground continuation training, respectively. NOTE: The operations group commander may allow an individual to fly unsupervised on CONUS or assigned AOR sorties, as applicable, after the individual has been declared NMR for failure to complete flying or ground continuation training requirements.

4.10. Failure To Complete Flying Training Events:

4.10.1. At the end of the semiannual training period, the squadron commander will review AFORMS products for those aircrew members who failed to accomplish all required semiannual flying training events (including events listed in the flying continuation training tables). The squadron commander will either direct training necessary for the individual to regain MR status or request a waiver from the operations group commander.

4.10.2. If the AFORMS review shows enough flying events were recently accomplished to ensure MR proficiency, the operations group commander or equivalent may waive the 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 aircrew 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. **EXCEPTION:** Flight currency will only be waived under extreme circumstances and only at the MAJCOM level. Flight currency is associated with those events denoted in the flying continuation training tables by a specific period of time (monthly, quarterly, semiannually, or annually) in which an event must be accomplished (listed in the current column).

4.10.3. 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. Aircrew members are noncurrent the day after the event's currency expires. For example, an aircrew member who accom-

plished an event with monthly currency on 1 September becomes noncurrent on 1 November. Regain currency based on the time elapsed since becoming noncurrent as described in AFI 11-202, volume 1, paragraph 1.6.

4.10.4. An aircrew member is unqualified on either loss of currency exceeding 6 months (see paragraph 4.9.) or expiration of his or her qualification evaluation, whichever occurs first. Requalification requirements are listed in AFI 11-202, volume 1, paragraph 1.7.

4.11. Failure To Complete Ground Training. The operations or training group commander (or equivalent) may waive ground continuation training. This waiver authority must be used judiciously. The decision to grant a waiver will be based on the individual aircrew member's experience and proficiency level (that is, waivers will not be based on an aircrew member's availability). The operations group commander will determine the allowable time period of the waiver; the training should be completed at the earliest opportunity. This waiver is allowed for unforeseen circumstances and only for events that will not degrade mission accomplishment.

4.12. Transferring Between Aircraft or Leaving Active Flying Status. Refer to AFI 11-401 for individuals transferring between aircraft or leaving active flying status. The provisions of AFI 11-401 also apply to simulator training.

4.13. Requirements Before PCS or TDY by Members on Active Flying Status. AFI 11-202, volume 1, specifies requirements before PCS or TDY.

4.14. Requirements Before Removal From Active Flying. AFI 11-202, volume 1, specifies requirements before removal from active flying.

4.15. Requirements While in Inactive Flying Status. AFI 11-202, volume 1, specifies requirements while in inactive flying status.

4.16. Retraining. AFI 11-202, volume 1, specifies retraining restriction before separation, retirement, or mandatory inactive flying status.

4.17. Aircrews Flying With Other Than US Air Force Units. AFI 11-202, volume 1, addresses individuals flying in this status.

4.18. Flight Surgeon Requirements. Flight surgeons will comply with the flying requirements of AFI 11-202, volume 1.

Chapter 5

UPGRADE TRAINING

5.1. Chapter Contents. This chapter identifies general prerequisites and training requirements for upgrade. With the operations group commander's approval, upgrade and special qualification training requirements may be completed during operational missions under the supervision of an IP. Ensure the restrictions in AFI 11-2C-12, volume 2; AFI 11-2C-12, volume 3, *C-12 Operations Procedures*; MAJ-COM directives; and applicable OPORDs are complied with.

5.2. Prerequisites. Minimum requirements for upgrade are in [Table 5.1](#). Minimum flying hour requirements must be attained prior to entry into upgrade training. The operations group commander is the waiver authority for personnel who do not meet minimum flying hour requirements. **NOTE:** For requalification requirements of previously qualified aircrew members, requalification will be on a proficiency basis. Previous MPs or above should be requalified as MPs unless otherwise directed by the operations group commander.

Table 5.1. Upgrade Prerequisite Summary.

I T E M	A	B	C	D
	From	To	Prerequisites	Tasks and Events Required
1	UC or UP	MC and FP (note 1)	Appropriate student AFSC.	Complete Chapter 2 and Chapter 3 requirements.
2	MC, FP, or MCF	MP (notes 1 and 2)	Appropriate MC, FP, or MCF AFSC. Unit commander's recommendation for all aircraft. Flying hours: Total/PAA: 500/200, 800/100.	Complete Chapter 5 requirements.
3	MP	IP (notes 2, 3, and 4)	Appropriate MP AFSC and at least 100 hours in command after MP certification. Unit CC's recommendation.	Complete Chapter 5 requirements.
4	IP	EP	Appropriate IP AFSC. Unit CC's recommendation.	Complete Chapter 5 requirements.

LEGEND:

AFSC - Air Force specialty code

EP - evaluation pilot

FP - flight pilot--basic qualified aircraft commander (not MR)

IP - instructor pilot

MC - mission copilot

MCF - first pilot

MP - mission pilot

PAA - primary aircraft assigned

UC- unqualified pilot

UP - unqualified aircraft commander

NOTES:

1. Any previous operational fixed wing pilot with a total of 500 military flight hours or any previous MP or higher will normally receive MP training and evaluation during qualification training. Total/PAA hour requirements must be met prior to operational mission evaluation (OME) and certification as MP.
2. The unit DOT chief must ensure AF Form 63, **Officer Airman Active Duty Service Commitment (ADSC) Counseling Statement**, is signed prior to beginning upgrade training (AFI 36-2107).
3. All flying hour requirements must be attained prior to entry into an IP upgrade program. Simulator time and upgrade training student time is creditable toward total time. Only primary and secondary time is creditable towards PAA time. Simulator time is not creditable toward PAA time.
4. In-command time is defined as all flying hours (primary, secondary, or other) logged while in command (A-code on flight authorization).

5.3. Aircraft Commander (AC) Candidates:

5.3.1. Flying time prerequisites required for upgrade are based on a copilot or first pilot (MCF) having gained knowledge and judgment required to effectively accomplish unit missions. Unit commanders must ensure continuation training programs emphasize these areas. Flying experience should include left-seat time prior to entering formal school upgrade training. AC candidates must have an in-depth knowledge of systems, procedures, and instructions before entering the formal upgrade program. Select upgrade candidates based on upgrade potential, retainability, and mission requirements. Use the approved ATS courseware (or command-approved courseware for non-ATS). Complete applicable ground and flying requirements in this instruction.

5.3.2. In-unit upgrade is the primary method for AC qualification training in the C-12. Use courseware provided by the formal school and MAJCOMs and comply with **Table 5.1**.

5.3.3. Graduates of an AC course will be designated NMR ACs on completion of an operational mission check according to AFI 11-2C-12, volume 2. NMR ACs will accomplish AC continuation training requirements (training level assigned by squadron commander) and may serve as an MCF or copilot augmentee while NMR (must be current and qualified). A certification board will validate MR status on completion of mission qualification training and associated evaluation and certification. There is no flying hour requirement for MR status.

5.4. Aircrew Instructor Program. This course is designed to teach selected aircrews the fundamentals and concepts of instructing. IP candidates will be selected based on experience, judgment, ability to instruct, flying skill, and technical knowledge.

5.4.1. See **Table 5.1.** for instructor upgrade prerequisites. Each unit should give IP candidates some right-seat familiarization training flights prior to formal school. IP candidates should complete the pre-upgrade events listed in an approved training guide if available.

5.4.2. For ground and flight training requirements, initial instructor upgrade candidates will complete training on the principles of instruction at the appropriate service-specific formal school or have been previously qualified as an instructor in any airframe. Instructor candidates who have previously attended a service specific instructor course in any airframe and have been previously certified as an instructor may upgrade in unit without a secondary method waiver. Unit commanders will determine the training required to complete the upgrade. However, unit commanders may still require prior instructors to attend the ATS course. An in-unit upgrade requires approval by the operations group commander.

5.4.3. With a MAJCOM waiver, individuals who have not attended a formal school may upgrade in unit if formal school course slots are not available. Send waiver requests to the appropriate MAJCOM with an information copy to HQ AETC/DOF. Previously qualified Air Force C-12 instructors may upgrade in unit without a MAJCOM waiver.

5.4.4. For instructor academic training (A010):

5.4.4.1. An instructor must be thoroughly familiar with aircraft systems and equipment, normal and emergency operating procedures, prohibited maneuvers, and aircraft performance under all conditions of flight. Instructor candidates will demonstrate their knowledge by organizing and conducting ground briefings on a cross-section of subjects from applicable directives. Briefings may be conducted as part of the existing continuation training or flying safety program, but they must be critiqued by a same crew position instructor for content, organization, and delivery.

5.4.4.2. The instructor candidate will receive ground training on training documentation.

5.4.4.3. AFI 11-202, volume 2, *Aircrew Standardization/Evaluation Program*, no longer requires a separate instructor written examination. Scenario-driven instructor questions are incorporated into the instructor qualification open-book examination.

5.4.5. Initial instructor CRM (G240) will be included in the formal and in-unit upgrades. Units develop course material locally for in-unit upgrades. Instructors must be highly proficient in all CRM skills and experts in the recognition, observation, and reinforcement of these skills in the mission environment.

5.4.6. For flying training flights:

5.4.6.1. IPs must be fully aware they are in command of the aircraft on training flights and are responsible at all times for conduct of the flight and safety of the aircraft. If, at any time during the flight, the IP questions the judgment or proficiency of a student at the controls, the IP will take over the controls of the aircraft immediately. The instructor should then explain and demonstrate proper methods of conducting the maneuver before allowing the student to resume control of the aircraft.

5.4.6.2. IP candidates may occupy either seat during training. Emphasis will be on right-seat proficiency, maneuver techniques, practice instruction, practical emergency situation setup, and operating aircraft systems. A minimum of one touch-and-go landing should be accomplished in the left seat, emphasizing the differences in cockpit layout and aircrew duties that affect left-seat instructing.

5.4.6.3. An initial IP flight evaluation is required.

5.4.7. In the first quarter following upgrade, emphasis should be placed on flying the newly certified IP in the local pattern to reinforce upgrade training and gain experience in the local flying environment.

5.4.8. For the instructor preparatory course (IPC):

5.4.8.1. Every instructor candidate must have attended an IPC at a service-specific formal school or at unit level or have been previously qualified as an instructor in any airframe. AETC formal school instructors will complete the FTU's faculty instructor upgrade program.

5.4.8.2. Wings may conduct IPC for instructor candidates at the squadron level. Each squadron IPC program will be approved by the appropriate operations or training group and an information copy will be forwarded to MAJCOM DOT or DOF. Each IPC program will have a primary instructor (appointed by the applicable squadron commander) who is responsible for course content, scheduling, records, and training of new IPC instructors. The IPC staff may be of any size, but should be only large enough to accomplish unit requirements.

5.4.8.3. Unit-level IPCs will be conducted according to a plan submitted to and approved by the appropriate operations or training group. Primary instructors will maintain the course content and update it when necessary. A record of course attendees will be maintained for at least 2 calendar years. An AF Form 1256 will be issued to each graduate and signed by the primary instructor. Unit-level IPC operating instructions are permitted and encouraged.

5.5. Flight Examiner Qualifications:

5.5.1. Squadron commanders will recommend instructors for flight examiner certification. Instructors identified for this certification must possess satisfactory knowledge of MAJCOM training and evaluation policies and procedures and the ability to administer an evaluation according to AFI 11-202, volume 2.

5.5.2. Flight examiner candidates will attend the flight examiner qualification course. Evaluator candidates should observe qualified evaluators conducting a cross-section of ground and in-flight portions of evaluations, to include techniques used to evaluate aircraft systems and flight directives knowledge. Evaluator candidates should receive a briefing on command policies and interpretations of AFI 11-2C-12, volume 2; AFI 11-202, volumes 1 and 2; and MAJCOM supplements. Squadron commanders may waive this requirement if the candidate is a previously qualified flight examiner.

5.6. Special Qualifications. Functional check flight (FCF) pilots will be selected from highly qualified instructors (preferably evaluators). The candidate will complete a review of T.O. 1C-12 (appropriate model)-6CF-1 and the current Contract Logistics System (CLS) contract, and he or she will complete a MAJCOM-approved written examination. The candidate will fly as copilot on a minimum of one FCF prior to unit commander certification.

Chapter 6

USE OF THE AIRCREW TRAINING SYSTEM (ATS)

6.1. ATS Definition. The ATS is aircrew training provided by a civilian contractor. The ATS contractor provides both academic and simulator training; the Air Force conducts all flight training and administers all evaluations. The ATS contract guarantees trained students will meet government standards.

6.2. Dedicated Training Time. See AFI 11-202, volume 1.

6.3. ATS Course Prerequisites. See AFI 11-202, volume 1.

6.4. Lesson Objectives:

6.4.1. Development. All objectives must meet requirements of the instructional systems development (ISD) process as defined in AFH 36-2235, *Information for Designers of Instructional Systems*.

6.4.2. Use. Instructors and evaluators use lesson objectives as a reference document to establish training and evaluation standards. Submit recommended changes through MAJCOM channels.

6.4.3. Course Material. Student guides, training guides, line development guides, etc., will be provided by the ATS contractor. Local procedures will be developed by unit training offices to ensure students bring the current version of the course material to the start of each class.

6.5. Cockpit/Crew Resource Management (CRM) Training:

6.5.1. Development. CRM trains aircrew members to recognize and respond to conditions that lead to aircrew error. Documented studies of aircraft accidents and additional data suggests most human behavior problems observed among aircrews could be grouped into the following six categories of CRM skills: communication, situational awareness, crew coordination, task management, mission planning and briefings, and risk management and decision-making processes.

6.5.2. Program. Aircraft-specific CRM is presented during initial qualification training and builds on introductory specialized undergraduate pilot training (SUPT) CRM training. Trainees learn to apply knowledge and skills related to their aircraft. CRM mission-specific training is imbedded in recurring phase training and should focus on enhancing CRM skills as shown in AFI 11-290, *Cockpit/Crew Resource Management Program*.

6.6. Unsatisfactory Student Progress. See AFI 11-202, volume 1.

6.7. Courseware Changes. Submit courseware changes through appropriate MAJCOM channels, with an information copy to HQ AETC/DOF. **NOTE:** The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph 2.11.12 of AFI 37-124.

6.8. Master Task Listing (MTL) and Evaluation Standards Document (ESD):

6.8.1. The MTL and ESD were developed (and are required) to provide the basis for courseware development. These items, which must be approved by HQ AETC/DOF, are the evaluation criteria for validating an aircrew member's performance. Flight examiners and instructors who evaluate or train

aircrew members will use the MTL or ESD to determine the ability of an individual to meet the performance levels required to be mission qualified.

6.8.2. The MTL or ESD will be used by flight examiners and instructors in the training and evaluation of aircrew members. Distribution of the MTL or ESD is sufficient to ensure that each squadron has reference copies for each crew position. Recommended changes will be submitted through Air Force channels, using an approved quality assurance change proposal process. Changes to the MTL and ESD frequently result in changes to associated courseware.

6.9. Contractor Personnel Flight Operations. The contractor will send HQ AETC/DOF a published and updated list of designated aircrew training instructors to fly aboard AETC aircraft. Request for simulator or academic contractor personnel to fly aboard AETC or PACAF aircraft (in a non-aircrew member status) will be reviewed by the appropriate operations group commander and approved by the wing commander. *Defense Federal Acquisition Regulation Supplement (DFARS)*, DFARS 52.228-7001, Ground and Flight Risk, applies.

6.9.1. Additional Aircrew Member (Observer) or Non-Aircrew Member Status on Local Training Flights:

6.9.1.1. The contractor will coordinate with HQ AETC, HQ PACAF, or the wing CC (as appropriate) and mutually agree on the frequency of these flights. Contractor instructors will be considered unqualified aircrew members. Emergency procedures and touch-and-go landings may be accomplished when the observer is on a local training flight. Contractor personnel in this status will not be allowed access to aircraft controls nor will they be allowed to occupy a primary crew position.

6.9.1.2. The contractor will prepare and maintain current written procedures (IAW AFI 13-201, *Air Force Airspace Management*) that apply to the training requirements of observer aircrew members. At a minimum, training requirements will include personal and life support equipment training, egress training, and emergency procedures training. Personnel will have a valid Federal Aviation Agency (FAA) Class III physical when flying on AETC aircraft.

6.9.2. Contractor Medical Examinations and Toxicological Testing. Contractor-designated flight personnel are subject to medical examination and toxicological testing if they are involved in an aircraft mishap. Contractor personnel will also provide written statements and other information relating to the mishap as required by the mishap investigator. Contractor statements are protected under the privileged, limited-use provisions of AFI 91-204, *Safety Investigations and Reports*. The Air Force will not be charged or held liable for loss of productivity by contractor personnel due to mission diversions, delays, or cancellations.

6.9.3. Flight Authorization Orders and Flight Time Log. For AETC or PACAF aircraft, the wing commander will sign and publish transportation authorizations (special orders) for non-aircrew members prior to their participation in flight operations. Individuals in a non-aircrew member status will not log time on the AFTO Form 781, **AFORMS Aircrew/Mission Flight Data Document**.

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

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

Defense Federal Acquisition Regulation Supplement (DFARS)

AFDD 34, Combat Search and Rescue Operations

AFTTP 3-1, volume 1, General Planning and Employment Considerations (Secret) (U) (previously MCM 3-1, volume 1)

AFTTP 3-1, volume 2, Threat Reference Guide and Countertactics (Secret) (U) (previously MCM 3-1, volume 2)

AFPD 10-9, Lead Operating Command Weapon System Management

AFPD 11-2, Aircraft Rules and Procedures

AFI 11-2C-12, volume 2, C-12 Aircrew Evaluation Criteria

AFI 11-2C-12, volume 3, C-12 Operations Procedures

AFI 11-202, volume 1, Aircrew Training

AFI 11-202, volume 2, Aircrew Standardization/Evaluation Programs

AFI 11-204, Operations Procedures for Aircraft Carrying Hazardous Materials

AFMAN 11-210, Instrument Refresher Course (IRC) Program

AFI 11-218, Aircraft Operation and Movement on the Ground

AFI 11-290, Cockpit/Crew Resource Management Program

AFI 11-301, Aircrew Life Support (ALS) Program

AFPD 11-4, Aviation Service

AFI 11-401, Flight Management

AFI 11-403, Aerospace Physiological Training Program

AFI 13-201, Air Force Airspace Management

AFI 13-207, Preventing and Resisting Aircraft Piracy (Hijacking)

AFI 14-103, Threat Recognition Training Program

AFJMAN 24-204, Preparing Hazardous Materials for Military Air Shipments

AFI 31-207, Arming and Use of Force by Air Force Personnel

AFI 31-210, The Air Force Antiterrorism (AT) Program

AFI 32-4001, Disaster Preparedness Planning and Operations

AFI 36-2107, Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)

AFI 36-2201, Developing, Managing, and Conducting Training

AFPAM 36-2211, *Guide for Management of Air Force Training Systems*

AFCAT 36-2223, *USAF Formal Schools*

AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program*

AFMAN 36-2234, *Instruction Systems Development*

AFH 36-2235, *Information for Designers of Instructional Systems*

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

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFMAN 37-139, *Records Disposition Schedule*

AFI 37-160, volume 8, *The Air Force Publications and Forms Management Program--Developing and Processing Forms*

AFI 37-161, *Distribution Management*

AFI 91-204, *Safety Investigations and Reports*

Abbreviations and Acronyms

AC—aircraft commander

ACDE—aircrew chemical defense ensemble

ACDT—aircrew chemical defense training

ACDTQT—aircrew chemical defense task qualification training

ADSC—active duty service commitment

AERP—aircrew eye/respiratory protection

AETC—Air Education and Training Command

AFSC—Air Force specialty code

AFORMS—Air Force Operations Resource Management System

AGRP—aircrew eye/respiratory protection

AOR—area of responsibility

AQP—Airport Qualification Program

ASR—airport surveillance radar

ASRR—Airfield Suitability Restrictions Report

AT—academic training

ATD—aircrew training device

ATO—air tasking order

ATS—Aircrew Training System

BAQ—basic aircraft qualified

BMC—basic mission capable
CBT—computer-based training
CD—chemical defense
CLS—Contract Logistics System
COMSEC—communications security
CONUS—Continental United States
CP—copilot
CPT—cockpit procedures trainer
CRM—crew resource management
CST—combat survival training
DIA—Defense Intelligence Agency
DNIF—duty not including flying
DOC—designed operational capability
DoD—Department of Defense
DQT—difference qualification training
DRU—direct reporting unit
DSSA—Defense Security Assistance Agency
EP—evaluator pilot
ESD—evaluator standards document
FAA—Federal Aviation Agency
FCF—functional check flight
FEF—flight evaluation folder
FP—flight pilot--basic qualified aircraft commander (not MR)
FLIP—flight information publication
FOA—field operating agency
FTL—flying training level
FTU—flying training unit
GA—go-around
GTL—ground training level
HOSM—host operations systems management
IAW—in accordance with
ICW—interactive courseware

IFF/SIF—identification friend or foe/selected identification features

ILS—Instrument Landing System

INC—incomplete

IP—instructor pilot

IPC—instructor preparatory course

IRC—instrument refresher course

ISD—instructional systems development

ISOPREP—isolated personnel report

LOAC—laws of armed conflict

LOC—localizer only approach

LSE—life support equipment

MAJCOM—major command

MC—mission copilot

MCF—first pilot

MDS—mission design series

MOST—mission-oriented simulator training

MP—mission pilot (not applicable for copilots or first pilots)

MPF—military personnel flight

MR—mission ready

MTL—master task listing

MX—maintenance

NA—not applicable

NAF—numbered Air Force

NDB—nondirectional beacon approach

NMR—nonmission ready

OCONUS—outside the Continental United States

OME—operational mission evaluation

OPORD—operations order

OSA—operational support aircraft

PAA—primary aircraft assigned

PACAF—Pacific Air Force

PAR—precision approach radar

PCA—permanent change of assignment
PCS—permanent change of station
PFT—programmed flying training
PQP—prior qualified pilot
PRO—proficiency
PTT—part-task trainer
RMI—radio magnetic indicator
RPL—required proficiency level
SATCOM—satellite communications
SPINS—special instructions
SUPT—specialized undergraduate flying training
SPTC—specified period of time contract
SSN—Social Security number
TACAN—tactical area navigation
TACC—tanker and airlift control center
TDY—temporary duty
TL—training level
TRG—training group
TRP—training review panel
UC—unqualified copilot
UMD—unit manning document
UP—unqualified aircraft commander
WST—weapon system trainer
WX—weather
VOR—very high frequency omnidirectional radio

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.

Aircraft commander (AC)—Pilot certified to perform "pilot-in-command" duties.

Aircrew training device (ATD)—Includes cockpit procedures trainer, weapons systems trainer, and other simulators.

Aircrew Training System (ATS)—Integrated qualification, upgrade, and continuation training program

for crewmembers. Civilian contractors conduct most academic and ATD training; Air Force personnel conduct all flight training.

Annual—Training required once every calendar year.

Basic aircraft qualified—An aircrew member who has successfully completed an in-flight evaluation, but is not mission qualified in assigned aircraft.

Biennial—Training required once every two calendar years.

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 MR or basic qualification status.

Copilot (CP)—Pilot qualified to perform duties in the right seat only.

Crew resource management (CRM) training—Training to improve the teamwork, dynamics, and effectiveness of aircrews.

Critical phases of flight—Takeoff, approach to landing, landing, or any flight maneuver stipulated in 11-2C-12-series instructions specifically requiring direct (access to controls) instructor supervision for qualified or unqualified crew members.

Currency event—Flying continuation training events with prescribed maximum interval between accomplishment showed in the Current column.

Cycle—A 17-month cycle based on an in-flight evaluation completion date. An instrument refresher course (IRC), open- and closed-book testing, and in-flight evaluations are required 17 months after a previous in-flight evaluation. Testing and evaluation will be accomplished during the 6-month period including the qualification expiration month and five preceding months. See AFI 11-202, volume 2, and appropriate MAJCOM supplement.

Difference qualification training (DQT)—Training necessary to qualify an individual in a different tactic or system within the same aircraft or an aircraft in a different series other than the one in which the individual is currently qualified.

Direct instructor supervision—An instructor who occupies either aircraft commander or copilot seat.

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

Familiarization item—An item completed by demonstration, observation, or in-seat experience. Proficiency is not required.

Flight examiner or evaluator—A crewmember designated to administer evaluations IAW AFI 11-202, volume 2.

Flight surgeon—A medical doctor qualified to perform flight surgeon duties who has current aeronautical orders in that AFSC.

Flying training level (FTL)—A standard assigned to crewmembers by the squadron commander directing flying continuation training requirements.

Ground training level (GTL)—A standard assigned to crewmembers (based on experience and squadron commander's recommendation) directing ground continuation training requirements.

Instructor—A crewmember trained, qualified, and certified by the squadron commander as an instructor IAW AFI 11-2C-12, volume 2.

Instructor candidate—An crewmember undergoing upgrade training to instructor.

Instructor supervision—An instructor supervising a maneuver or training event. For critical phases of flight, the instructor must occupy the aircraft commander or copilot seat.

Mission-oriented simulator training (MOST)—Part of a training program (for example, CRM) that includes a practical-application, full-mission scenario in the simulator or weapons system trainer.

Mission ready (MR)—An aircrew member who is current, qualified, and certified in the unit's designated missions.

Mission review panel—A locally established panel that reviews previous day's flight and ground training accomplishment.

Monthly—Training required once every calendar month.

Night—Defined as after official sunset until before official sunrise.

Nonmission ready (NMR)—An individual who is noncurrent or unqualified in the aircraft, incomplete in required continuation training, or not certified to perform the unit missions.

Off-station training flight—Any training mission that remains over night at a base other than home station.

Quarterly—Three-month periods defined as 1 January to 31 March, 1 April to 30 June, and 1 July to 30 September, or 1 October to 31 December.

Refresher simulator—Simulator training emphasizing aircraft systems, normal and emergency procedures, and mission-specific training requirements.

Requalification training—Training required to qualify aircrew members in an aircraft they have been previously qualified in. See [Chapter 2](#) for requalification training requirements.

Semiannual—Six-month training periods from 1 January to 30 June and 1 July to 31 December.

Special mission—Any mission requiring special qualification (that is, FCF).

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 due to a less-than-qualified evaluation.

Training devices—All trainers, 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.

Weapon system trainer (WST)—A device that provides synthetic flight and tactics environment in which aircrews learn, develop, improve, and integrate skills associated with their crew position. Aircrew members may operate individually or as a team.

Attachment 2

AIRCREW TRAINING DOCUMENTATION

A2.1. General Procedures and Guidelines. This attachment provides guidelines for proper documentation of training. Instructions are provided for AF Form 4022 (paragraph [A2.3.](#)), AF Form 4023 (paragraph [A2.4.](#)), AF Form 4024 (paragraph [A2.5.](#)), AF Form 4025 (paragraph [A2.6.](#)), and aircrew training guides (paragraph [A2.7.](#)). This attachment also provides guidelines for ordering the applicable Air Force forms (paragraph [A2.2.](#)). Dispose of forms in accordance with AFMAN 37-139, *Records Disposition Schedule*.

A2.1.1. Initiate a training folder (AF Form 4022) for any of the following: AFCAT 36-2223 formal training (either at formal school or in unit), mission qualification, special qualification or certification training, in-unit upgrade program to the next higher crew qualification, requalification training (either at formal school or in unit), corrective action, or additional training.

A2.1.2. 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 AF Form 4022 for end-of-course evaluations that result in additional training.

A2.1.3. At the unit's discretion, a combined AF Form 4022 may be used for an individual undergoing more than one training program in a short period of time.

A2.1.4. Formal schools will send the 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.

A2.1.5. Squadrons will maintain the training folders for their personnel in a location readily accessible to instructors and supervisory personnel. Trainees may review their folders at any time.

A2.1.6. Prior to all training periods, the instructor or trainer will review the AF Form 4022, to include AF Forms 4023 and 4024 or the training guide. Those areas not previously accomplished or those in which aircrew members require additional training will be noted for possible inclusion during the current training period. Operations officers will review active training folders quarterly; flight commanders or squadron training representatives will review them monthly. Monthly and quarterly reviews will be annotated on AF Form 4023 or in the training guide. (See paragraphs [A2.4.4.1.](#) and [A2.4.4.2.](#) for further information.)

A2.1.7. On completion of training, the summary and close-out report (AF Form 4025) will be placed in the individual's FEF. Squadrons will retain all AF Forms 4022 for 1 year and then return them to the aircrew member. AF Forms 4022, 4023, or 4024 or the training guide will not be placed in FEFs.

A2.1.8. If training guides are not used, AF Forms 4023, 4024, and 4025 may be used for ATS and formal school courses.

A2.1.9. Units may overprint AF Forms 4022, 4023, 4024, and (or) 4025 in accordance with AFI 37-160, volume 8, *The Air Force Publications and Forms Management Program--Developing and Processing Forms*. Unit overprints must be approved by the appropriate MAJCOM.

A2.1.10. For purposes of training documentation, classroom-only training conducted at the unit should be identified as academic training. Ground training is all training conducted outside the classroom not associated with a flight or artificial training device.

A2.2. Obtaining Copies of AF Forms 4022 through 4025. AF Forms 4022 may be ordered through the Air Force Publications Distribution System IAW AFI 37-161, *Distribution Management*. AF Forms 4023, 4024, and 4025 are available electronically on the Air Force forms web site.

A2.3. Completing AF Form 4022 . AF Form 4022 is a folder constructed of cardstock. The inside covers are designed for documenting training. AF Forms 4023, 4024, and 4025 and additional information (for example, waivers, memorandums, etc.) will be centered and attached to folder fasteners. Training guides will be placed inside the folder. (**NOTE:** Formal school instructors using ATS courseware are not required to complete the sections of AF Form 4022 pertaining to the ground training summary [paragraph [A2.3.2.](#)], written evaluations [paragraph [A2.3.4.](#)] and the flying training summary [paragraph [A2.3.6.](#)] if this information is tracked by other means and sent to the gaining unit with AF Form 4022.) Comply with the following when documenting training on AF Form 4022:

A2.3.1. Trainee Information (Cover). Provide trainee and course information as follows:

A2.3.1.1. Name and Grade. Self-explanatory.

A2.3.1.2. Aircrew Position. Self-explanatory. (For aircrew members in an upgrade program, enter the aircrew position to which they are upgrading.)

A2.3.1.3. Unit of Assignment. Self-explanatory.

A2.3.1.4. Type of Training. Enter the formal course title or, for a special mission qualification, enter a descriptive identifier.

A2.3.1.5. Class Number. Enter the formal school class number; otherwise, leave blank.

A2.3.1.6. Course Number. Enter only the formal course number found in AFCAT 36-2223.

A2.3.2. Ground Training Summary. Located on the inside left of the folder, this section provides a chronological record of ground training events. Record nonflying training events. Entries are required for SIM, PTT, CPT, WST, and GT. Entries are also required for in-unit academic instruction conducted according to formal school courseware. Classroom academic training will be identified as "AT." **NOTE:** Units will not record academic training on the AF Form 4022 summary (even though it appears on the AF Form 4022 as a training period designator). Record information as follows:

A2.3.2.1. Date. Self-explanatory.

A2.3.2.2. Training Period. Sequentially enter training period designators (for example, CPT-1, WST-2, GT-3, etc.) or the specific course identifier.

A2.3.2.3. Status. If an additional training period is needed to accomplish lost training events, enter "INC" (incomplete) and the reason; otherwise, leave blank.

A2.3.2.4. Instructor or Trainer (Qualification). Enter the name of the instructor or trainer and qualification.

A2.3.2.5. Training Time. Self-explanatory. Do not include time normally associated with prebriefing and debriefing.

A2.3.3. Training Period Designators. These are codes to describe training periods. Formal training schools may use more descriptive designators if required.

A2.3.4. Written Evaluations. If applicable and desired, record data for the in-flight evaluation, completing the training program as follows:

A2.3.4.1. Date. Enter the date the written evaluation was satisfactorily completed.

A2.3.4.2. Type. Enter the description or other appropriate identifier IAW AFI 11-2C-12, volume 2.

A2.3.4.3. Grade. Enter the grade IAW AFI 11-2C-12, volume 2.

A2.3.5. Performance Evaluation Summary. Record data on required evaluations (including reevaluations, if applicable) as follows:

A2.3.5.1. Date Recommended. Enter the date recommended for a performance evaluation (WST or flight).

A2.3.5.2. Type Evaluation. Enter the evaluation description or other appropriate identifier IAW AFI 11-2C-12, volume 2.

A2.3.5.3. Instructor (Qualification). Enter the name and aircrew qualification of the instructor recommending the student for an evaluation.

A2.3.5.4. Operations Review. With the initials of the reviewer, indicate a records review has been accomplished following the recommendation for an evaluation. **NOTE:** Flight commanders or supervisors will accomplish reviews during formal training courses. Squadron commanders or operations officers will accomplish reviews prior to flight evaluations as follows:

A2.3.5.4.1. Date Evaluated. Enter the date the evaluation was completed.

A2.3.5.4.2. Evaluator. Self-explanatory.

A2.3.5.4.3. Grade. Enter IAW AFI 11-2C-12, volume 2.

A2.3.6. Flying Training Summary. This section provides a chronological record of flying training sorties. Log all scheduled sorties, even if they were canceled by external factors such as weather (WX) or maintenance (MX). Record information as follows:

A2.3.6.1. Date. Self-explanatory. On operational missions, enter inclusive dates; for example, 28 Jul - 7 Aug 95.

A2.3.6.2. Training Period. Enter sequentially numbered training period designators; for example, S-1, AD-1, O-2, etc.

A2.3.6.3. Status. Enter INC and reasons or 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.

A2.3.6.4. Instructor (Qualification). Enter the name and aircrew qualification of the instructor.

A2.3.6.5. 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.

A2.3.6.6. Cumulative Time. Use this block to enter the individual's total cumulative flight time in the specific training course. Enter the 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.

A2.3.7. Performance and Knowledge Standards. (For use with AF Form 4024, see paragraph [A2.5.11.](#))

A2.3.8. Grading Codes. (For use with AF Form 4024, see paragraph [A2.5.8.](#))

A2.4. Completing AF Form 4023. This form provides a narrative description of training missions. It is also used for documenting the operations review of training progress. File AF Forms 4023 in chronological order with the most recent flight on top. **NOTE:** A training guide may be used in place of AF Form 4023 to record training. Comply with the following when completing AF Form 4023:

A2.4.1. Block 1. For the training period, indicate ground, simulator, or flight; for example, AT-1, GT-1, SIM-3, S-4, etc. Also annotate the date the training occurred.

A2.4.2. Blocks 2 through 7. Annotate the time allocated for training in blocks 2, 4, and 6 and keep a running total (in blocks 3, 5, and 7) by adding previous totals to current training period time (*NA for AETC*). Classroom academic training periods will be annotated as "AT" and tabulated under the GT block.

A2.4.3. Block 8. Keep a running total of all training time. (Add items 3, 5, and 7.)

A2.4.4. Block 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 must be specific and include tasks requiring further training and the type of training required. If more space is required, draw vertical arrows through the next section (blocks 1 through 8) on the form and continue remarks. In addition, the following reviews will be conducted:

A2.4.4.1. Operations Review. In addition to reviewing AF Form 4023 entries, the flight commander or squadron training representative will conduct a monthly review of active status AF Forms 4022 (paragraph [A2.1.6.](#)). The squadron commander or operations officer will review active status AF Forms 4022 at least once each quarter and document these 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 blocks. **NOTE:** AF Form 4023 will be completed and reviewed by the student prior to his or her next training period.

A2.4.4.2. Monthly Review. Monthly reviews are not required for formal school courses except in documented cases of unsatisfactory progress. ATS personnel will review student 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.

A2.4.5. Block 10. Instructors will print and sign their name and annotate their grade and crew qualification.

A2.4.6. Block 11. Students will print and sign their name.

A2.4.7. Block 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.

A2.5. Completing AF Form 4024. This form tracks individual event and task accomplishment and grades for each sortie. Units may 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 Form 4024 on the right side of AF Form 4022. (**NOTE:** A training guide [paragraph A2.7. may be used in place of AF Form 4024 to record training.) Comply with the following when completing AF Form 4024:

A2.5.1. Name. Self-explanatory.

A2.5.2. Crew Position. Self-explanatory.

A2.5.3. Course or Phase of Training. Enter the AFCAT 36-2223 formal course identifier; for example, C5P. For special-mission qualification, enter the type and identify the method of training; for example, WST training, flying training, etc.

A2.5.4. Sortie. Enter sortie number; for example, S-1, S-2, CPT-1, etc.

A2.5.5. Date. Self-explanatory.

A2.5.6. Training Event and Task Listing. Enter the tasks and subtasks in the training program that require specific student performance or knowledge proficiency standards.

A2.5.7. Number Accomplished. Enter the number of times an event was accomplished on that sortie.

A2.5.8. Grade. Enter 1, B, F, P, S, or U as follows:

A2.5.8.1. Enter a "1" if the item must be accomplished once by the aircrew member, but does not require proficiency.

A2.5.8.2. Enter a "B" if the grade is a briefing item only.

A2.5.8.3. Enter an "F" for a familiarization item to indicate proficiency is not required. The operations group commander or equivalent operations function will determine whether "F" items will be completed by briefing, demonstration, observation, or actual accomplishment.

A2.5.8.4. Enter a "P" for proficient to indicate the aircrew member has achieved the required proficiency level.

A2.5.8.5. Enter an "S" for satisfactory to indicate the aircrew member has not achieved the required proficiency level, but his or her progress is satisfactory.

A2.5.8.6. Enter a "U" for unsatisfactory to indicate the aircrew member was previously proficient, but has regressed or his or her progress is unsatisfactory.

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

A2.5.9. Total Number Required. Indicate the total repetitions of an event or task required by the course syllabus.

A2.5.10. Total Number Accomplished. Indicate the total of the number of repetitions actually accomplished.

A2.5.11. Required Proficiency Level (RPL). Indicate the 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 a knowledge standard designated and used in the same manner as a performance standard (optional). The standards for specific events are either listed in the applicable MTL or ESD for each weapon system or identified in AFI 11-2C-12, volume 2. For those weapons systems without an 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). **EXCEPTION:** One-time events required for familiarization and not listed in the MTL, ESD, or AFI 11-2C-12, volume 2, will not have a performance and knowledge standard assigned. Event and task performance standards and knowledge standards are shown in [Table A2.1.](#) and [Table A2.2.](#), respectively.

Table A2.1. Event and Task Performance Standards.

I T E M	A	B	C
	Code	Performance	Definition
1	1	Extremely limited	Individual can do most activities only after being told or shown how.
2	2	Partially proficient	Individual can do most of the behaviors, but not necessarily to desired levels of speed, accuracy, and safety.
3	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	4	Highly proficient	Individual can do behaviors in an activity at the highest level of speed, accuracy, and safety.

Table A2.2. Event and Task Knowledge Standards.

I T E M	A	B	C
	Code	Knowledge	Definition
1	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.
2	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.
3	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.
4	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.

A2.6. Completing AF Form 4025:

A2.6.1. For each formal training program, an AF Form 4025 will be completed, detailing the individual's strengths, weaknesses, overall performance, and other pertinent information. This report will be filed in the aircrew member's FEF or as defined in the MAJCOM supplement.

A2.6.2. Squadron commanders, operations officers, and flight commanders will ensure comments on AF Form 4025 do not reflect personnel opinions or biases. All comments must be supported by information contained in the AF Form 4023, AF Form 4024, or training guides, as applicable. At formal schools, the instructor will complete the AF Form 4025. (The squadron commander's signature is optional.)

A2.7. Aircrew Training Guides . If available, use aircrew training guides for training programs as follows:

A2.7.1. Development. The ATS contractor will develop training guides. (Units may produce training guides when the ATS contractor is unable to provide them.) Training guides will be developed in accordance with AFI 36-2201. Coordinate development through appropriate MAJCOM and send an information copy to HQ AETC/DOF.

A2.7.2. Initiating Training Guides. Training and resource management personnel in each unit will initiate a training guide on each aircrew member before the aircrew member enters any phase of qualification training. These training guides (or AF Form 4023 or 4024) will be inserted in AF Form 4022.

A2.7.3. Procedures for Use. Specific instructions for annotating training will be included in each training guide. These guides will be placed in an AF Form 4022 and maintained IAW paragraph [A2.1.7](#). The following procedures apply:

A2.7.3.1. Active status training guides must be carried by the student during training and operational missions and be made available to the instructor for review and annotation. The student will review the training guide and initial the training progress record before the next training period.

A2.7.3.2. The training progress record portion of the training guide will be completed in sufficient detail to specify areas of training accomplished, areas needing improvement, recommended specific study areas, and recommended training for the next training period. When the trainee attains sufficient knowledge, experience, and prerequisites for upgrade, the instructor will recommend an evaluation and state, "Recommend evaluation for (crew position)" on the training progress record. Trainees will not be recommended for an evaluation if an event required by the training guide is incomplete or requires corrective action.

A2.7.3.3. On missions without an instructor or examiner, the senior qualified AC will accomplish the required training for those areas not requiring an instructor. The AC will annotate the applicable training information in the training guide.

A2.7.3.4. When an initial qualification flight evaluation is not successfully completed and additional training is required, the flight commander will annotate deficient areas on reproduced pages of the appropriate training guide and training progress record. This mini-training guide will be placed in the AF Form 4022 and used to document completion of additional training.

A2.7.3.5. At the conclusion of training when all requirements of the training guide are met, an AF Form 4025 will be completed IAW paragraph [A2.6](#). Maintain the training guide and associated AF Form 4025 in a training folder according to paragraph [A2.1.7](#). However, do not maintain the training guide in the FEF.

A2.7.4. Reviewing the Training Guide:

A2.7.4.1. Instructors and students will review the training guide after each training period and discuss training accomplished, problem areas, and immediate goals.

A2.7.4.2. The flight commander or squadron training representative will conduct a monthly review of the training guide. The reviewer will then document the review by entering his or her initials and the date in the review block of the training guide.

A2.7.4.3. The commander or operations officer will review each active training guide at least once each calendar quarter and prior to an evaluation. This review will be a separate entry on the training guide and will include comments on weak areas and upgrade potential. Reviews will be indicated by signing the instructor-trainer block of the training progress record and entering "quarterly review" in the training period identifier block.

A2.7.4.4. Records of aircrew members not receiving training (but in an active status) will be reviewed monthly and quarterly as indicated above. If applicable, enter the statement, "No training accomplished during this period," the reason no training was accomplished, and when the training will resume (projected date).

A2.7.5. Disposition. Place completed training guides in AF Form 4022 and maintain them according to paragraph **A2.1.7**. Formal schools will maintain copies of AF Form 4022 on incomplete trainees for 6 months.

Attachment 3

AFORMS TRAINING EVENT IDENTIFIERS AND DESCRIPTIONS

A3.1. Ground Training Event Responsibilities :

A3.1.1. Wing Commander. 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.

A3.1.2. Operations or Training Group Commander. This individual is responsible for establishing and maintaining the academic training program for non-ATS courses. He or she may delegate this responsibility to squadron OPRs.

A3.1.3. Group or Squadron OPR. This individual will ensure:

A3.1.3.1. Primary and alternate instructors are appointed for each non-ATS course.

A3.1.3.2. A monthly ground training schedule is published to include date, time, location, attending students and instructor for each course scheduled (ATS and non-ATS). If a designated instructor for any course is not available, another academic instructor may teach the course. This substitute instructor must be approved either by the squadron commander or a designated representative (non-ATS only) and must be given sufficient time to prepare. If either condition is not met, the course will be rescheduled.

A3.1.3.3. MAJCOM-, ATS-, or unit-developed products or syllabi are used for all courses, as applicable. Local supplements to courseware are encouraged. Units will locally reproduce MAJCOM-provided courseware. Units will manage and administer computer-based training (CBT) programs and interactive courseware (ICW) products when available.

A3.1.3.4. A procedure is developed to monitor the academic training program for course content, currency of materials, instructor availability, and status of training aids. Also ensure aircrew member feedback is forwarded to the commander.

A3.1.3.5. Recommendations for changes, additions, and deletions of courses are sent through channels to the appropriate MAJCOM with an information copy to HQ AETC/DOF.

A3.2. Instructor Selection and Training. The operations group commander will select course instructors for non-ATS courses on the basis of professional qualifications and aptitude to teach. Instructors must complete either a formal school or a local training program before assuming instructor duties. Local academic instructor program will follow guidance in AFMAN 36-2236, *Guidebook for Air Force Instructors*. **NOTE:** An individual who instructs a class will receive credit for that academic training requirement.

A3.3. 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 1 duty day after the class is taught. Small arms training will be recorded on AF Form 522, **USAF Ground Weapons Training Data**.

A3.4. Ground Training Course Descriptions. See [Table A3.1](#) for the purpose and description of individual ground training courses (indicated by "G").

Table A3.1. Ground Training Courses.

I T E M	A Code	B Title	C Purpose	D Description
1	G002	Aircraft Marshaling Training and Examination	To ensure aircrew members understand proper marshaling procedures which prevent aircraft taxi incidents.	Review of AFI 11-218, followed by a 20-question test.
2	G010	Chemical-Biological Warfare Defense (CWD) Training	To successfully survive and fight in a chemical or biological environment while wearing ground crew individual protective equipment.	Academic and hands-on training on the ground crew protective equipment components (AFI 32-4001). Units may combine this training with LS04 (Aircrew Chemical Defense Training) if both aircrew and ground ensembles are fully covered. Aircrew-specific procedures are covered by aircrew life support personnel; ground crew protective equipment will be covered by qualified disaster preparedness personnel.
3	G060	Tactics	To provide the aircrew member information for the effective and successful completion of the unit's assigned employment mission.	Specialized briefings and crew study of all areas pertinent to completing the unit's assigned tasking. Lesson is based on information in AFTTP 3-1, volumes 1 and 2 (previously MCM 3-1, volumes 1 and 2), and any documents pertinent to completing the unit's assigned mission. Staff specialists will be available to help strengthen weak areas and answer questions. Each unit's tactics training should be tailored to the mission, but should cover at least the following: unit mission, aircraft systems, ATO, SPINS, composite force structure, and threat descriptions and capabilities.

I T E M	A	B	C	D
	Code	Title	Purpose	Description
4	G070	Aircrew Intelligence	To enhance aircrew member understanding of the threat to unit assets, mission success, and aircrew survival. Includes unit mission intelligence brief.	Intelligence personnel will conduct training with tactics officers to meet aircrew-training requirements. This 3-hour annual training requirement may be separated into two 1 1/2-hour semiannual sessions. Credit the event on completion of all required training IAW AFI 14-103.
5	G080	Communications Procedures	To ensure aircrew members possess a thorough knowledge of communication and COMSEC requirements.	Includes a detailed discussion of equipment operation, procedures, and training requirements applicable to peacetime and wartime communications operations. Also includes the proper use, protection, disposition, and accountability of COMSEC aids as well as the following subjects: authentication procedures, IFF/SIF codes and equipment operation, HAVE QUICK, flight information handbook review, KY-58, SECURE VOICE radio, L-BAND SATCOM, and COMSEC user requirements.
6	G090	Anti-Hijacking	To provide aircrews Air Force policy and guidance on preventing and resisting aircraft piracy (hijacking).	A review of AFI 13-207 and a criterion test.
7	G100	Laws of Armed Conflict	To ensure crewmembers understand the laws of armed conflict (LOAC).	Includes the principles and rules of LOAC for aircrews to carry out their duties and responsibilities. Coordinate with the staff judge advocate for LOAC training.
8	G110	Protection From Terrorism	To provide detailed guidance for reporting and preventing terrorist activity.	Covers information on threat conditions, security reporting, safeguarding aircraft and COMSEC equipment, and individual responsibilities and protective measures (AFI 31-210).

I T E M	A	B	C	D
	Code	Title	Purpose	Description
9	G120	ISOPREP Review	Semiannual review of isolated personnel report (ISOPREP) card. To generate (if necessary), review, and ensure accuracy of aircrew members' ISOPREPs.	See AFDD 34.
10	G130	Instrument Refresher Course	To ensure pilots and navigators possess sufficient knowledge of all applicable directives, procedures, and techniques to assure safe and professional instrument flying.	See AFMAN 11-210 for development of unit instrument refresher course (IRC) programs.
11	G182	Hazardous Cargo	To familiarize aircrew members with procedures and restrictions when carrying hazardous materials.	Review of AFI 11-204 and then completion of a 50-question, open-book test (AFJMAN 24-204). Syllabus includes hazardous classification, aircraft loading and passenger movement, packaging, tactical and contingency airlift, marking and labeling, aircrew responsibility, and certification.
12	G230	CRM Refresher (note 1)	Mission-specific continuation CRM training conducted IAW AFI 11-290. May be accomplished in conjunction with CRM simulator (G240).	Reinforces initial CRM training through an academic review of the common core subjects. Training will be updated annually with new scenarios and incorporate "real world" operational experiences, mishaps, research data, and evaluation trends.
13	G231	Formal Training Unit CRM Training (note 2)	Aircraft and crew-specific CRM training conducted IAW AFI 11-290.	Trainees learn to apply knowledge and aircraft-specific CRM skills. This training builds on SUPT introductory CRM training. CRM skills will be integrated into flight briefings, flight debriefings, and training syllabi and will be evaluated during initial qualification.
14	G232	Instructor CRM	Provides instructors the expertise to teach, recognize, observe, and reinforce CRM skills as they apply in the mission environment (AFI 11-290).	Academic-, simulator-, and aircraft-based training which teaches instructors the skills necessary to instruct CRM.

I T E M	A	B	C	D
	Code	Title	Purpose	Description
15	G240	CRM Simulator (note 3)	Provides hands-on application of classroom-presented CRM refresher concepts through CRM simulator training which addresses human factors issues in a realistic mission scenario.	CRM MOST conducted according to AFI 11-290.
16	G250	Refresher Simulator	Simulator training emphasizing aircraft systems, normal and emergency procedures, and mission specific training requirements.	Academic and simulator training. Reviews and practices aircraft systems application and critical action item emergency procedures.
17	G280	Small Arms Training	Trains aircrew members to successfully engage enemy targets within the range and capabilities of their assigned weapon.	Academics and firing range exercise. Use of force, live fire, or firearms simulator training required every 2 years; simulator training may not be used for initial training (AFIs 36-2226 and AFI 31-207).
18	G290	AMC Airport Qualification Program (AQP)	For global operations, aircrews are required to familiarize themselves with worldwide destination airfields. Although this familiarization should be accomplished before every mission, the squadron commander will determine the need and associated currency requirement for logging G290 prior to departure.	Applicable review of FLIP documents, AMC Summary of Airfield Restrictions, AQP video tapes (of selected worldwide airports), DoD Foreign Clearance Guide, and notices to airmen. A review of the Theater Indoctrination Program is also included when applicable for deployment or as directed by unit commanders. The signature of the commander, operations officer, or designee on the flight orders signifies the aircrew has accomplished all required predeparture training.

NOTES:

1. Must be accomplished in conjunction with G240, CRM Simulator.
2. If initial CRM is not taken at the formal school, it must be taken within 6 months of reporting to home station. For AFORMS tracking purposes, dual-log this course with G230.
3. Must be accomplished in conjunction with G230, CRM Refresher.

A3.5. Life Support Training Events. See AFI 11-301, *Aircrew Life Support [ALS] Program*, and **Table A3.2.** of this instruction for life support events (indicated by "LS").

Table A3.2. Life Support Training Events.

I T E M	A	B	C
	Code	Title	Purpose
1	LS01	Local Area Survival Training	A one-time event conducted prior to the first flight at home station to familiarize aircrew members with local equipment and rescue procedures. Required prior to flying at the member's new base.
2	LS02	Combat Survival Training (CST), High Threat	Academic and field training designed for aircrew members whose duties require them to fly over or deploy to enemy territory. Provides the aircrew member an opportunity to demonstrate the ability to operate LSE and to employ survival and evasion techniques and rescue procedures under simulated combat conditions.
3	LS03	Refresher Water Survival Training	Provides aircrews with the information necessary for a water survival situation. Consists of hands-on training for each aircrew member with weapons system specific flotation devices and components available during overwater emergency.
4	LS04	Aircrew Chemical Defense Training (ACDT)	Academic and equipment training in which the aircrew member demonstrates and performs donning, doffing, buddy dressing procedures (using either the first-generation ACDE or AERP equipment), and contamination control area procedures.
5	LS06	Life Support Equipment (LSE)	Provides training on the location, care, use, and preflight inspection of LSE carried aboard unit aircraft or issued to aircrew members. Includes hands-on operation of assigned LSE and signaling devices to include flotation equipment.

I T E M	A	B	C
	Code	Title	Purpose
6	LS08	Aircraft Ground Egress Training	Ensures crewmembers can explain ground and in-flight egress procedures, identify and document equipment discrepancies, perform required egress procedures, and identify, locate, and use applicable aircrew and passenger emergency LSE. Ensures pilots understand the operation of fire extinguishers and fire bottles. Teaches initial ground egress training on the aircraft. A squadron instructor, assisted by life support technical expert and fire department personnel with fire extinguisher training, should give instruction.
7	LS11	Combat Survival Training (CST), Low Threat	An academic and equipment training program designed for aircrews whose duties do not require them to fly over enemy territory (for example, staff positions, training units instructors, etc.). Aircrews will demonstrate their ability to use LSE and explain survival techniques and rescue procedures.

A3.6. Mission-Specific Training Events. See below for mission-specific training events (indicated by "M"):

A3.6.1. M001--Sortie.

A3.6.2. M010--Proficiency Sortie:

A3.6.2.1. This sortie must be accomplished with an IP. (Formal school instructors are exempt from the IP requirement.)

A3.6.2.2. As a minimum, a pilot proficiency sortie will consist of the following: review of bold-face emergency procedures, three instrument approaches, missed approach, VFR traffic pattern (weather permitting), and review of a specific (squadron-determined) aircraft system.

A3.6.2.3. In addition, the following should be accomplished when available and applicable: holding pattern or procedure turn (to include entry), circling approach, simulated engine-out landing (weather permitting--not applicable to copilots), simulated engine-out go-around or missed approach (and weather permitting--not applicable to copilots), partial flap landing (if applicable), and simulated engine failure after takeoff.

A3.6.2.4. If circumstances prevent completion on one sortie, credit may be taken after a second IP-supervised sortie, if the combined activity fulfills the intent of this event.

A3.6.2.5. Instructors should tailor each M010 to the individual pilot's needs. Particular emphasis should be placed on simulated systems malfunctions, simulated engine-out operations, and instrument procedures.

A3.6.2.6. Before crediting individuals, IPs will have then repeat maneuvers until they are proficient.

A3.6.3. M020--Unit-Specific Training Sortie. This is a unit-defined sortie to accomplish mission specific training events.

A3.7. Crew and Individual Proficiency Training Events. See below for proficiency training events (indicated by "P"):

A3.7.1. P007--Approach to Initial Buffet and Recovery (*AETC schoolhouse only*).

A3.7.2. P010--Takeoff Initial.

A3.7.3. P011--Takeoff Night.

A3.7.4. P015--Instrument Departure.

A3.7.5. P018--Copilot Takeoff/Climb Duties.

A3.7.6. P020--Takeoff. An initial takeoff or a takeoff following a touch-and-go landing.

A3.7.7. P026--Takeoff/Climb Procedures.

A3.7.8. P040--Simulated Engine Failure After Takeoff.

A3.7.9. P070--Instrument Approach.

A3.7.10. P071--Holding.

A3.7.11. P072--Penetration (published).

A3.7.12. P073--En Route Descent/Penetration.

A3.7.13. P074--Approach/Landing, Full Stop.

A3.7.14. P090--Instrument Approach (Manual).

A3.7.15. P100--Precision Approach.

A3.7.16. P101--ILS Approach.

A3.7.17. P102--ILS (Gyro Mode).

A3.7.18. P103--PAR Approach.

A3.7.19. P110--Nonprecision Approach.

A3.7.20. P111--VOR/TACAN Procedures.

A3.7.21. P112--TACAN/VOR/Localizer Approach.

A3.7.22. P113--ASR Approach.

A3.7.23. P114--RMI Only Approach (ADF/VOR).

A3.7.24. P115--Backcourse LOC.

A3.7.25. P116--NDB Approach.

A3.7.26. P130--Circling.

A3.7.27. P140--Visual Traffic Pattern.

A3.7.28. P160--Missed Approach (Manual).

A3.7.29. P170--Approach and Go-Around (Simulated Engine-Out).

A3.7.30. P180--Approach and Landing (Simulated Engine-Out).

A3.7.31. P183--Aborted Takeoff (*FCF Only*).

A3.7.32. P190--Landing.

A3.7.33. 192--Night Landing.

A3.7.34. P196--Landing, Full Stop.

A3.7.35. P200--Touch-and-Go Landing. AC currency requirement. Loss of currency does not result in a loss of MR status. Dual log with P020, P190, and P192, as applicable.

A3.7.36. P280--Aircrew Chemical Defense Task Qualification Training (ACDTQT). An exercise emphasizing hands-on training dressed out in a partial chemical defense (CD) ensemble. The purpose of the exercise is to enable aircrew members 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 aircrew member actions during the exercise. If an aircrew member experiences difficulties (such as excessive thermal stress, hyperventilation, headaches, etc.) and either the observer or aircrew member 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, and glove set (cotton, butyl, Nomex[®]). ACDTQT should be accomplished in a simulator with visual displays if a simulator exists or is available. If ACDTQT is accomplished in a simulator, ATS instructors will observe the exercise (no other supervision is required) and no restrictions will apply regarding which aircrew members (and how many) may wear the gear. If ACDTQT is performed in an aircraft, only one pilot will be dressed out at any time. An IP occupying the copilot seat will supervise the AC. An IP or experienced AC (determined by the squadron commander) will supervise the copilot in the pilot seat. A safety observer aircrew member will occupy the jump seat. Pilots will don the gear; accomplish at least one takeoff, approach, and landing; and complete all crew position checklists associated with approach and landing. Prior to being scheduled for this event, each aircrew member must have completed LS02 (CST, High Threat).

A3.8. Qualification and Certification Training Events. See below for qualification and certification training events (indicated by "Q"):

A3.8.1. Q001--Open-Book Qualification Examination.

A3.8.2. Q002--Closed-Book Qualification Examination.

A3.8.3. Q007--Senior Staff Basic Qualification Evaluation.

A3.8.4. Q008--Instructor Evaluation.

- A3.8.5. Q014--Difference Certification.
- A3.8.6. Q015--Special Missions and Operations Qualification.
- A3.8.7. Q090--Flight Publications Check.
- A3.8.8. Q100--OME Evaluation.
- A3.8.9. Q160--Instrument Refresher Course Examination.
- A3.8.10. Q170--Flight Evaluation Folder Review.

A3.9. Air Force Specified Training Events:

- A3.9.1. AA01--Qualification Check.
- A3.9.2. AA11--Instrument Check.
- A3.9.3. AA21--Combined Qualification and Instrument Check.
- A3.9.4. PP01--Flight Physical.
- A3.9.5. PP11--Physiological Training.
- A3.9.6. RR01--Flight Records Review.

Attachment 4

IC 2001-1 TO AFI 11-2C-12, VOLUME 1, C-12 AIRCREW TRAINING

24 SEPTEMBER 2001

OPR: HQ AETC/DOFV (Mr. Richard Moken)

Certified by: HQ USAF/XOO (Maj Gen Walter E. Buchanan III)

SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 2001-1 which adds a note reference to [Table 4.4.](#), item 18; alleviates the requirement for previous service-specific flight instructors to attend a principles of instruction course before attending C-12 instructor qualification (paragraph [5.4.2.](#)); and alleviates the requirement for instructor candidates to attend IPC at a formal Air Force school (paragraph [5.4.8.](#)). See the last attachment of this publication, IC 2001-1, for the complete IC. A H indicates revision from the previous edition.

Table 4.4. Semiannual Flying Continuation Training Requirements.

I T E M	A Event	B Code	C						D				
			Pilot (MP/FP/MCF)						Copilot (MC)				
			FTL					Currency	FTL				Currency
			A	B	C	D	E		A	B	C	D	
1	Proficiency sortie	M010	2	2	2	2			4	4	5	6	
2	Takeoff	P020	12	18	24	30	6	M	12	18	24	30	M
3	Simulated engine failure after takeoff	P040	2	2	2	2							
4	Instrument approach	P070	15	20	26	32	6	M	15	20	26	32	M
5	Instrument approach (manual)	P090	4	5	6	7			4	5	6	7	
6	Precision approach	P100	6	6	8	10	2		6	6	8	10	
7	Nonprecision approach	P110	6	6	8	10			6	6	8	10	
8	NDB Approach	P116	2	2	2	2			2	2	2	2	
9	Circling	P130	2	2	2	2			2	2	2	2	
10	Visual traffic pattern	P140	2	2	2	2			2	2	2	2	
11	Missed approach	P150	2	3	3	3			2	3	3	3	
12	Approach and GA (simulated engine-out) (note 1)	P170	2	3	3	3							

I T E M	A	B	C						D					
	Event	Code	Pilot (MP/FP/MCF)						Copilot (MC)					
			FTL					Currency	FTL				Currency	
			A	B	C	D	E		A	B	C	D		
13	Approach and landing (simulated engine-out) (note 1)	P180	2	2	2	2								
14	Landing	P190	12	18	24	30	6	M	12	18	24	30	M	
15	Night landing (note 2)	P192	2	2	2	2		Q	2	2	2	2	Q	
16	HAVE QUICK radio procedures (note 3)	P260	2	2	2	2			2	2	2	2		
17	SECURE RADIO operations (note 3)	P270	2	2	2	2			2	2	2	2		
18	Authentication procedures (note 3)	P271	1	1	1	1			1	1	1	1		
19	ACDTQT (note 3)	P280	A	A	A	A			A	A	A	A		

LEGEND:

M - Monthly

Q - Quarterly

A - Annually

FP - flight pilot--basic qualified aircraft commander (not MR)

MC - mission copilot

MCF - first pilot

MP - mission pilot

NOTES:

1. First pilots will perform all engine-out maneuvers.
2. Alaskan Theater night landing currency is semiannual.
3. Units with appropriately equipped aircraft. (NA for units without a mobility tasking.)

5.4.2. For ground and flight training requirements, initial instructor upgrade candidates will complete training on the principles of instruction at the appropriate service-specific formal school or have been previously qualified as an instructor in any airframe. Instructor candidates who have previously attended a service specific instructor course in any airframe and have been previously certified as an instructor may upgrade in unit without a secondary method waiver. Unit commanders will determine the training required to complete the upgrade. However, unit commanders may still require prior instructors to attend the ATS course. An in-unit upgrade requires approval by the operations group commander.

5.4.8.1. Every instructor candidate must have attended an IPC at a service-specific formal school or at unit level or have been previously qualified as an instructor in any airframe. AETC formal school instructors will complete the FTU's faculty instructor upgrade program.