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Flying Operations

UV-18 AIRCREW TRAINING

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This instruction implements AFD 11-2, *Aircraft Rules and Procedures*, and AFI 11-202, Volume 1, *Aircrew Training*. It establishes the aircrew training program for the UV-18B aircraft and it applies to all commanders, and aircrew assigned or attached to all flying activities involving UV-18B aircraft, including Air National Guard or Air Force Reserve command. File a copy of all approved waivers with this instruction. Submit suggested improvements to this AFI on AF Form 847, **Recommendation for Change of Publication**, through training channels, to 34 OSS/OST. HQ USAF/XO must approve changes and revisions to this instruction. **Attachment 1** contains a glossary of references, abbreviations, and acronyms. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Air Force Operations Resource Management Systems (AFORMS) covers required information. The authority for maintenance of AFORMS 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), DoDD 7730.57 (Aviation Career Incentive Act of 1974 and Required Annual Report, February 5, 1976, with Changes 1 and 2), and Executive Order 9397. This instruction is affected by the Paperwork Reduction Act as amended in 1996. Maintain and dispose of records created by processes prescribed in this publication IAW AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision specifies sortie allocation and priorities (1.7.); delineates copilot versus first pilot (2.1.); details prerequisites and requirements for flight surgeons to fulfill their flying requirements (2.5.); clarifies purposes and scope of IQT and MQT (2.1. and 3.1.); adds simulator requirements and waiver procedures (3.2.1.); specifies life support training (4.2.3.); adds crew resource management (4.2.4.) and marshaling training (4.2.5.); defines sortie definitions including continuation training (CT) (4.4.1.), jump

(4.4.2.), night (4.4.3.), and formation (4.4.4.); gives recurrency requirements (4.4.5.); prorates reservists during formal training (4.5.); specifies consequences if pilots fail to meet training requirements (4.7.); clarifies and gives specifics on specialized training including formation (5.2.), Instructor Pilot (5.3.), Functional Check Pilot (5.4.), and Examiner (5.5.); and adds training folder guidance (Attachment 2). A bar (|) indicates revisions from the previous edition.

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Chapter 1

GENERAL GUIDANCE

1.1. Abbreviations, Acronyms, and Terms. See [Attachment 1](#).

1.2. Responsibilities:

1.2.1. HQ USAF/XOOT will staff coordinated changes and revisions to this instruction to HQ USAF/XO for approval. Proposed changes to this volume are submitted IAW AFI 11-215 *Flight Manuals Program*.

1.2.2. All applicable MAJCOMs and Direct reporting units (DRU), will:

1.2.2.1. Determine training requirements to meet expected unit tasking.

1.2.2.2. Forward MAJCOM supplements to HQ USAF/XOOT for approval. Inform all MAJCOM Directors of Operations (DOs) of approved supplements to this instruction. Provide HQ USAF/XOOT one copy of approved MAJCOM supplements after publication.

1.2.2.3. Review subordinate unit supplemental instructions and supplemental training programs annually.

1.2.3. Wings/Groups will:

1.2.3.1. Develop programs to ensure training objectives are met. Assist subordinate units in management of training programs, ensure programs meet unit needs, and provide necessary staff support.

1.2.3.2. Attach RPI-6/8 flyers to a flying squadron.

1.2.3.3. If applicable, forward supplements or other supporting documents to the MAJCOM for review. Review supplements annually.

1.2.3.4. Identify training shortfalls that adversely impact operational capability through appropriate channels.

1.2.4. Unit supervision will:

1.2.4.1. Ensure adequate continuity and supervision of individual training needs and proficiencies of assigned and attached aircrew members.

1.2.4.2. Ensure review of training and evaluation records of newly-assigned aircrew members and those completing formal training, to determine the training required for them to achieve mission qualification.

1.2.4.3. Assist wing or group in developing the unit training programs.

1.2.4.4. Monitor assigned and attached aircrew member currencies and requirements.

1.2.4.5. Ensure aircrew members only participate in sorties, events, and tasks for which they are adequately prepared, trained, and current.

1.2.5. Individual aircrew members will:

1.2.5.1. Be responsible for completion of training requirements and currencies within the guidelines of this instruction.

1.2.5.2. Ensure they participate only in ground and flying activities for which they are qualified, current, and prepared.

1.3. Training. Aircrew training is designed to progress aircrews from Initial Qualification (IQT) to Mission Qualification (MQT).

1.3.1. IQT and MQT provide the training necessary to qualify aircrew in the basic unit mission.

1.3.2. Continuation Training (CT) is training in which pilots already qualified maintain their level of proficiency and (or) increase flight qualifications. Refer to **Chapter 4** for more detail.

1.3.3. Specialized Training. Specialized training is training in any special skills necessary to carry out the unit's assigned missions that are not required of every crewmember. Examples of specialized training include, but are not limited to, formation, instructor pilot, functional check pilot, flight examiner, other than hard surface landings, etc. Individuals recognized by the unit will accomplish appropriate training to qualify personnel in these specialized areas IAW with locally developed syllabi and squadron developed training progression.

1.4. Training Concepts and Policies. Design training programs to achieve the highest degree of readiness and proficiency consistent with flight safety and resource availability. In all cases, an Instructor Pilot (IP) will supervise all squadron training.

1.4.1. Wing Commander (WG/CC) will determine if mission requirements for UV-18 pilots require IQT or MQT. Units will normally provide every pilot with full MQT.

1.4.2. WG/CC may authorize IQT-only upgrades in writing if impact to the mission is minimized and upgrade training resources are available. File the authorization for IQT-only upgrade in the affected pilot's Flight Evaluation Folder (FEF).

1.5. Training Records. Units will maintain individual flight training records and flight evaluation folders IAW **Attachment 2** of this AFI.

1.6. Waiver Authority. Unless otherwise specified in this instruction, MAJCOM/DO is the waiver authority for this instruction. Request waivers to the basic guidance in this instruction through training channels to 34 OSS/OST, USAFA, CO. Waiver requests may be in message or memo format. Waivers to supplemental guidance will be handled by the MAJCOM/DRU agency that generated the supplement. MAJCOM/DO is the waiver authority for specific aircrew training requirements.

1.7. Sortie Allocation. The following guidance will be used to determine priority for sortie allocation.

1.7.1. Parachute Jumping (Note: the unit will determine if the parachute training takes precedence based on time of year, aircraft availability, manning and benefit of training.)

1.7.2. Pilot Training

1.7.2.1. Initial Qualification

1.7.2.2. Checkride

1.7.2.3. Formal Syllabus Training

1.7.2.4. Continuity

1.7.3. Parachute Demo

1.7.4. Ferry Flight

1.7.5. Incentive Flight

Chapter 2

INITIAL QUALIFICATION TRAINING (COPILOT/FIRST PILOT)

2.1. General. Units will specify training guidance, procedures, policy, and requirements for IQT in locally developed syllabi. Pilots in IQT will fly with instructor supervision until qualified. Once qualified, copilots (CPs) are restricted to flying in the right seat with a mission pilot (MP) or above. First pilots (FPs) may fly in either seat with a mission pilot or above.

2.2. Prerequisites. Units will specify prerequisites for IQT in locally developed syllabi. See AFI 11-202, Volume 1 paragraph 2.2. for additional guidance.

2.3. Senior Staff Training. Colonels and above must be entered in a syllabus program by the USAFA rated manager. They will complete all training as directed by locally developed syllabi.

2.4. Training Completion. Once IQT is complete, accomplish an AF Form 8, **Certificate of Aircrew Qualification**, IAW AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*. Completion of IQT results in a CP or FP qualification, depending on previous flying experience. The OG/CC may grant a waiver in the unusual circumstance when a pilot will not progress on to mission or instructor pilot. The squadron commander will request the waiver based on DO recommendation. For those pilots that do not continue on to MQT, their final status will result in an FP qualification. Based on previous flying experience DO recommendation and SQ/CC approval, pilots completing IQT may continue immediately into MQT. They will receive their AF Form 8 flight evaluation **after** completing the entire IQT **and** MQT upgrade syllabus.

2.5. Flight Surgeon Training. IAW AFI 11-202 Volume 1, flight surgeon training will consist of the following training requirements **NOTE:** an asterisk [*] indicates grounding item:

2.5.1. *Annual physical IAW AFI 48-123, *Medical Examinations and Standards*.

2.5.2. *Physiological Training Program IAW AFI 11-403, *Aerospace Physiological Training*.

2.5.3. Cockpit/Crew Resource Management (CRM) training, IAW paragraph 4.2.4. (Flight Surgeons: CRM is a one-time requirement in the primary assigned aircraft).

2.5.4. Life support equipment and procedures training IAW paragraph 4.2.3.

2.5.5. Complete a written qualification examination administered by stan/eval on the same schedule that check-rides are given.

2.5.6. Semi-annual flying currency events.

2.5.7. *Annual ground egress training. If currency is lost, this training will be reviewed with an instructor pilot.

Chapter 3

MISSION QUALIFICATION TRAINING (MISSION PILOT (MP) TRAINING)

3.1. General. Mission Qualification Training (MQT) is a unit-training program that upgrades pilots who have completed IQT. Units are allowed to tailor this program to an individual pilot's experience, currency, documented performance, and formal training. Units will specify training guidance, procedures, policy, and requirements for MQT in locally developed syllabi. Once qualified, MPs are considered aircraft commanders and may fly in either seat with any other pilot that has completed a training program and accomplished a Form 8 checkride in the UV-18B.

3.2. Prerequisites. IQT complete. Units will specify additional prerequisites for MQT in locally developed syllabi.

3.2.1. Prior to being qualified as an MP, pilots will attend at least the recurrent course at Flight Safety International—Toronto, Canada. This requirement must be completed no earlier than 1 year prior to the MP Checkride date. The waiver authority for this requirement is the OG/CC. If waived, a letter stating so signed by the OG/CC will be maintained in the individual's training folder.

3.3. Training Completion. Pilots must complete MQT within the training time prescribed in locally developed syllabi. OG/CC is waiver authority for training time extensions. MQT is considered complete after successful completion of an AF Form 8 flight evaluation in the UV-18. At USAFA, this results in an MP (aircraft commander) qualification.

Chapter 4

CONTINUATION TRAINING

4.1. General: This chapter outlines the minimum training required for aircrews. Units can increase the requirements as needed.

4.2. Recurring Ground Training: The following are required for all pilots prior to flying and will be re-accomplished as indicated below. Pilots failing to obtain refresher training in the specified currency time listed will be grounded until this training is accomplished.

4.2.1. Physiological Training. Accomplish IAW AFI 11-403, *Aerospace Physiological Training Program*, and MAJCOM/DRU supplements.

4.2.2. Instrument Refresher Training. IAW AFI 11-202 Volume 2, AFMAN 11-210, *Instrument Refresher Course (IRC) Program*, and MAJCOM supplements.

4.2.3. Life Support Training. Accomplish IAW AFI 11-301, Vol 1, *Aircrew Life Support (ALS) Program*. In addition, unit commanders will review any locally developed life support courses relevant to a unit's equipment and flying environment. Life support training (LS01-Local Area Survival, LS06-Life Support Equipment Training, and LS08-Egress Training, Non-ejection) must be accomplished prior to the first UV-18 flight. In addition, LS06 and LS08 must be accomplished every 12 months thereafter. Crewmembers are grounded if this training is not accomplished. **NOTE:** This training is not required for passengers.

4.2.4. Crew Resource Management. For the purposes of CRM, crewmembers are defined as pilots and jumpmasters. Accomplish training initially and refresher training biennially IAW AFI 11-290, *Cockpit/Crew Resource Management Training Program*. Since it is a biennial requirement, and cadets only serve as jumpmasters for a little over two years after they accomplish their checkride, cadet jumpmasters will only be required to accomplish CRM training during their initial upgrade training to jumpmaster. Locally developed flight and ground training materials should emphasize concepts of CRM appropriate to the unit mission.

4.2.5. Aircraft Marshaling: Aircrew personnel who are or could be directly involved with aircraft movement will accomplish training in accordance with AFI 11-218. Personnel must be tested and documented within 30 days of assignment to marshaling duties. Locally developed training will meet the requirements of this regulation.

4.3. Flying Training. All pilots will accomplish the applicable semiannual requirements as shown in **Table 4.1**. Senior Staff are defined as highly experienced aircrew members at the rank of colonel or above with more than 2500 flying hours. This will only include those pilots in the positions of operations group commander or higher.

Table 4.1. -18 Semiannual Sortie and Event Requirements.

		Squadron/Attached Pilots	Senior Staff
Continuation Sortie	(CT00)	2	2
Landings	(LD01)	36	24
Nonprecision Approach	(PA02)	6	6
Precision Approach	(PA01)	6	6
Out and Back Trainer	(OB01)	1	1
Total Sorties	(ST00)	36	24
Night Sorties	(SN01)	1	1

4.4. Currencies/Recurrencies/Requalification. Table 4.2. defines currency requirements for all UV-18 pilots.

Table 4.2. UV-18 Currencies.

		FP/MP/IP/EP
Continuation Sortie	(CT00)	90 days
Jump Sortie	(JP01)	60 days
Night Landing	(LN01)	180 days
Formation Sortie	(FM01)	180 days
Landing	(LD01)	45 days
Instrument Approach	(PA01/02)	45 days
Sortie	(ST01)	45 days

4.4.1. Continuation Sortie. Continuation Sorties for CP, FP, and MP must be accomplished with an IP. IP continuation training sorties should be flown with another IP, but it is not mandatory. A minimum of 2.0 hours (1.5 for copilots) should be scheduled for this event. The following are requirements to be accomplished on each sortie as applicable.

-- One of the stall series (traffic pattern or power on). Each type should be accomplished during a semiannual period.

-- One Precision and one Nonprecision approach

-- One of which is a full instrument procedure

-- One of which is a simulated single engine (Does not apply to CP)

-- Single engine landing (Does not apply to CP)

-- Single engine demo (CP)

- Go-around or missed approach (Single engine unless accomplishing as a CP)
- 0° Flap, 10° flap, and 20° flap landings
- VFR traffic pattern

In addition, the following maneuvers should be accomplished as needed

- Holding pattern
- Arcing
- Fix-to-fix
- Radar approach
- Circling approach
- Other area maneuvers

Instructors should tailor the continuation sortie to the individual pilot's needs. Particular emphasis should be placed on simulated systems malfunctions, single engine operations and instrument procedures.

4.4.1.1. A continuation sortie may be considered complete if mission circumstances preclude accomplishment of area maneuvers, as long as the pilot is considered proficient by the IP.

4.4.1.2. Log a continuation sortie whenever an AFI 11-202 Volume 2 check ride is satisfactorily completed.

4.4.1.3. Instructors and flight Examiners can accomplish the requirements of a continuation sortie over a number of sorties (within 90 days) and log it complete after requirements are met. This is not the preferred method.

4.4.1.4. Pilots that fail to meet the continuation currency requirement will fly under IP supervision until completion of a continuation sortie.

4.4.2. Jump Sortie. A jump sortie can be simulated with another current pilot (IP not required). Simulated or actual wind direction indicator drop and simulated or actual drop of jumpers are required to update currency.

4.4.3. Night Sortie. For the purposes of the UV-18B semiannual currency requirements, a night sortie is defined as 2 landings during the hours of darkness. These landings will fulfill night landing currency requirements as well. Night landings are defined as those occurring between official sunset and official sunrise.

4.4.4. Formation Sorties. Formation currency is re-gained by flying with a Formation Instructor Pilot (Form IP)-- accomplishing a minimum of one takeoff, departure, rejoin, jump position, wing work, and position change as lead or wing.

4.4.5. Recurrency: Any pilot not meeting currency requirements (except for jump currency) will fly with an IP to become recurrent.

4.4.5.1. Loss of currency up to 6 months. An aircrew member must demonstrate proficiency with an instructor in all delinquent items.

4.4.5.2. Recurrency requirements. Pilots who lose their landing currency must fly a re-currency flight with an instructor pilot, which requires accomplishing three satisfactory landings (preferably one each of 0, 10, and 20 degree flap settings). Pilots who lose their night landing currency must accomplish at least one night landing with an instructor pilot. Pilots who lose their instrument approach currency must fly at least one instrument approach with an instructor pilot. Pilots who lose their jump mission currency must fly a jump mission with another pilot who is current in the jump pattern to regain currency.

4.4.5.3. Loss of currency exceeding 6 months. Loss of currency will result in unqualified status requiring a flight and emergency procedures evaluation.

4.4.6. Requalification Training. An aircrew member is unqualified upon expiration of his or her qualification evaluation or loss of currency exceeding 6 months, whichever occurs first. For all aircrew personnel, except flight surgeons, requalification requirements are as follows:

4.4.6.1. Unqualified up to 2 years. Pilots must complete training in all delinquent items and additional training as directed by the squadron commander. An in-flight evaluation and emergency procedures evaluation will complete the requalification process.

4.4.6.2. Unqualified over 2 years. Complete IQT and MQT, as appropriate, and an in-flight evaluation.

4.5. Proration. At the end of the training cycle, the unit/CC may prorate training requirements when DNIFs, emergency leaves, non-flying TDYs, reserve members involvement in a formal training program, or exercises preclude training for a portion of the training period. Normal annual leave will not be considered nonavailability. Extended bad weather, which precludes the unit from flying more than 15 consecutive days may be considered as nonavailability. Also, periods when the aircraft are not available for normal use, as determined by the unit commander may also be considered as nonavailability. The following guidelines apply:

4.5.1. Proration will only be used to adjust genuine circumstances of training nonavailability, not to mask training or planning deficiencies.

4.5.2. Proration is based on cumulative days of nonavailability for flying during the training cycle. Use [Table 4.3](#). Proration Allowance to determine the months available.

4.5.3. Prorated numbers resulting in fractions of less than 0.5 will be rounded to the next lower whole number, but no requirement may be prorated below one.

Table 4.3. Proration Allowance.

CONSECUTIVE DAYS OF NON-FLYING	MONTHS OF PRORATION ALLOWED
0-15	0
16-45	1
46-75	2
76-105	3
106-135	4
136-165	5
166-195	6
196-225	7
>225	See AFI 11-202V1

4.6. Loss of Instructor Pilot (IP) Status. IP status will be lost in the case of a failed checkride or open/closed book test. If an IP is non-current for more than 90 days, 2 instructional sorties must be flown with a current IP to regain status.

4.7. Semiannual Training Requirements. Pilots who fail to complete semiannual sortie or event requirements at the end of the training cycle may need additional training depending on the magnitude of the deficiency. Failure to complete requirements will require, as a minimum, IP supervision until delinquent items (and any other actions deemed necessary by the unit commander) are signed off.

Pilots who fail to complete semiannual training requirements will be reviewed by the SQ/CC who will make a determination about their continuation on flying status. This review is required before the pilot can fly in the new training cycle. Refer to paragraph 4.8. for proration guidance. OG/CC is the waiver authority.

4.8. Letter of Xs. The letter of Xs will include qualification items appropriate for squadron missions as determined by the SQ/CC.

Chapter 5

SPECIALIZED/UPGRADE TRAINING

5.1. General: Specialized/Upgrade training is a unit-training program that upgrades aircrew to instructor pilot or specialized missions skills. Units are allowed to tailor this program for all crewmembers based on experience, currency, documented performance, and formal training. Specific training guidance, procedures, policy, and requirements for specialized/upgrade training are described in locally developed syllabi.

5.2. Formation Training. Formation training consists of 3 qualifications:

- 1) Form Mission Pilot (MP)
- 2) Form Lead
- 3) Form IP

5.2.1. Prerequisites. Formation pilots must be at least mission pilot qualified with SQ/DO or CC recommendation. All upgrade pilots will fly upgrade sorties under the supervision (in the same aircraft) of a formation qualified IP. Upgrade training will be documented in the individual's training folder.

5.2.2. Ground Training. Ground training will consist of squadron-developed instruction as defined in the following areas:

5.2.2.1. Mission Preparation. Preparation consists of mission objectives; lead and wingman requirements, responsibilities, currencies, capabilities; and briefing preparation.

5.2.2.2. Flight Briefing. Flight briefings will cover objectives, use of the briefing guide, flight member involvement, and briefing and debriefing techniques. Ensure discussion is given to each maneuver and aids to recognize proper position and techniques. Ensure that CRM core curriculum items are incorporated IAW AFI 11-290 and MAJCOM directives.

5.2.2.3. Conduct of Missions. This training will consist of control of the formation, flight discipline, and training rules and responsibilities.

5.2.2.4. IFE procedures and guidance.

5.2.3. Formation Mission Pilot (Form MP). Individuals recommended for Form MP will be trained in accordance with locally developed syllabi. Two sorties (one in each seat) will be accomplished to complete all syllabus directed maneuvers as lead and wing. Once qualified, individuals may fly in either seat with any other formation-qualified pilot. Formation Mission Pilots will be designated as Form MPs by the SQ/CC on the letter of X's.

5.2.4. Formation Lead (Form LEAD). Individuals selected by the SQ/DO for Form Lead training will fly one sortie in either seat to accomplish all of the syllabus directed maneuvers as lead. Individuals will accomplish all formation briefings and in-flight coordination. This can be done in conjunction with Form MP checkout. Form Leads will be designated as the individual responsible for the overall conduct of the formation from preflight through post flight briefings. At the conclusion, individuals will be qualified to lead formations. Formation Leads will be designated as such by the SQ/CC on the letter of X's at the completion of their training.

5.2.5. Formation Instructor Pilot (Form IP). Individuals selected by the SQ/DO as Form IPs will be qualified to fly formation upgrade and re-currency sorties. They will be responsible for ensuring other pilots are qualified prior to being annotated on the letter of Xs. Form IPs will be designated as such by the SQ/CC on the letter of X's.

5.3. Instructor Pilot (IP) . Instructor pilot candidates will be selected by the operations officer and approved by the squadron commander, from the most highly qualified mission ready pilots who are thoroughly familiar with all equipment, pilot duties, and are highly proficient in flying the UV-18B. They should have a minimum of 150 hours of total time in the UV-18B prior to starting flights in Instructor Upgrade Training. The squadron commander may waive this prerequisite. Training will be in accordance with locally developed syllabi. Instructor Pilots will be designated as IPs by the SQ/CC on the letter of X's.

5.4. Functional Check Pilot (FCF). Individuals will be instructor pilots (preferably Examiners) selected by the SQ/CC and DO to be an FCF pilot. The candidate will complete ground training that includes a review of applicable technical orders and publications, and complete a written examination. As an FCF candidate, pilots must experience the flight analysis and data gathering portion of a functional check flight. The candidate will fly as copilot on a minimum of one FCF prior to unit commander certification. Functional Check Pilots will be designated as FCF pilots by the SQ/CC on the letter of X's.

5.5. Flight Examiner (FE). Flight Examiner candidates will be selected by the operations officer and approved by the squadron commander, from the most highly qualified Instructor Pilots. Flight Examiners will normally be permanently assigned personnel of the 98 FTS or 34 OG. Training will be in accordance with locally developed syllabi. Flight Examiners will be designated as FEs by the SQ/CC on the letter of X's.

CHARLES F. WALD, Lt General, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 11-2, *Aircraft Rules and Procedures*
AFI 11-202, Volume 1, *Aircrew Training*
AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*
AFMAN 11-210, *Instrument Refresher Course (IRC) Program*
AFI 11-301, *Aircrew Life Support (ALS) Program*
AFI 11-403, *Aerospace Physiological Training Program*
AFI 11-290, *Cockpit/Crew Resource Management Training Program*
AFMAN 37-139, *Records Disposition Schedule*
AFI 48-123, *Medical Examination Standards*

Abbreviations and Acronyms

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFORMS—Air Force Operations Resource Management System
CT—Continuation Training
DNIF—Duty Not Involving Flying
DO—Director Of Operations
FAA—Federal Aviation Administration
FCF—Functional Check Flight
FE—Flight Examiner
FEF—Flight Evaluation Folder
Form Lead—Formation Lead
Form MP—Formation Mission Pilot
HQ—Headquarters
IAW—In Accordance With
IQT—Initial Qualification Training
IP—Instructor Pilot
IRC—Instrument Refresher Course

MAJCOM—Major Command

MP—Mission Pilot

MQT—Mission Qualification Training

OPR—Office of Primary Responsibility

PIT—Pilot Instructor Training

PTS—Practical Test Standards

SFL—Simulated Forced Landing

TDY—Temporary Duty

UV—Utility Vehicle

VFR—Visual Flight Rules

WG/CC—Wing Commander

Terms

Major Command (MAJCOM)/Direct Reporting Unit (DRU) DO—Equates to Training Wing CC at USAF Academy.

Attachment 2

TRAINING FOLDER MANAGEMENT

A2.1. General. This attachment outlines the procedures for maintaining each upgrade pilot's training folder.

A2.2. Required Items.

A2.2.1. Upgrade Pilot Training Checklist. This is located inside front left cover of the training folder. Review prior to flying to ensure required items are accomplished. Some items on the checklist must be accomplished prior to the first flight.

A2.2.2. Record of Training Form. This is the top sheet on the right side of the training folder. The top line should have the upgrade pilot's personal data filled in. The center section is the record of each mission flown and should be filled in after each flight. Enter the date, mission, length, overall grade, and instructor flown with. Flight evaluations should be entered in the center section along with training sorties.

A2.2.3. Qualification Grade sheets. CP/FP/MP/IP/EP Upgrade pilot grade sheets should be under the Record of Training. The top part of the sheet should have the upgrade pilot's name and rank filled in. The left column on the sheet lists items to be accomplished/graded on training flights. Following to the right are blocks for documenting individual maneuver grades. An asterisk opposite the maneuver indicates specific items that must be accomplished for a particular mission.

A2.2.3.1. Supervisory Review Rides. The mission number is coded SR-1, SR-2.

A2.2.3.2. **Review Rides** . If the review ride is for a break in training or proficiency, then the code for the mission number should be a repeat of the last sortie flown with an X added on. If the review rides are for a failed flight evaluation, then the mission number should be labeled as the position identifier with R-# (i.e.: FPR-1, FPR-2) depending on the type of flight evaluation and the number of review rides authorized.

A2.2.4. USAFA Form 0-1028 (Student Activity Record) . This is the second sheet on the right side of the training folder. Name and rank go on top. All instructor comments not listed on the USAFA Form 0-1028, syllabus deviations, proficiency advancement, and additional rides will be entered on this form. Instructors should annotate areas of student difficulty. If more than one USAFA Form 0-1028 is used, the most recent should be on top. The USAFA Form 0-1028 will be used to annotate the upgrade pilot's strengths, weaknesses, areas for improvement and to specify which asterisk items were not accomplished and why. Each item accomplished during a mission should be graded and an overall grade should be given. The overall grade, date, upgrade pilot and IP signatures should be entered with a write-up. For supervisory review rides or review rides authorized for a break in training, proficiency, or failed flight evaluations, the following guidance applies:

A2.2.4.1. Required Documentation .

A2.2.4.1.1. Pilots will be entered into each phase of training by the 98 FTS Commander or Operations Officer. This will be documented in their training folder.

A2.2.4.1.2. Where appropriate, the instructor, 98 FTS/DOP and 98 FTS Commander or Operations Officer are responsible for entering all required remarks on the USAFA Form 0-1028.

Entries will be factual, objective, concise, and dated. Entries may be made on the Student Activity Record for any item that requires an explanation.

A2.2.4.1.3. Documentation is required for:

A2.2.4.1.3.1. Every Upgrade Sortie: This will include the sortie profile, strengths and weaknesses, emphasis on any extra "assignments," recommendations for future sorties, and instructor comments pertinent to the training.

A2.2.4.1.3.2. Break in training.

A2.2.4.1.3.3. Syllabus deviations.

A2.2.4.1.3.4. Incomplete missions; required items not accomplished (give reason).

A2.2.4.1.3.5. Overall grade of Fair or Unsatisfactory.

A2.2.4.1.3.6. Proficiency advancement.

A2.2.4.1.3.7. Authorization for additional training flights.

A2.2.4.1.3.8. Counseling.

A2.2.4.1.3.9. Supervisory review sorties (include recommendation and performance).

A2.2.4.1.3.10. Review sorties.

A2.2.4.1.3.11. Comprehensive ground evaluation.

A2.2.4.1.3.12. Any unusual occurrence that could affect the upgrade pilot's progress.

A2.2.4.1.3.13. airsickness.