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Flying Operations

**TENTH AIR FORCE TRAINING
PERIOD SYSTEM**

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This instruction implements Air Force Policy Directive (AFPD) 11-2, *Aircraft Rules and Procedures*. It extends the guidance of Air Force Manual (AFMAN) 36-8001, Air Force Reserve Command (AFRC) Supplement (SUP) 1, *Reserve Personnel Participation and Training Procedures*. It establishes guidance and procedures for the implementation of the AFRC Training Period (TP) System which manages Additional Flying Training Periods (AFTPs) and Additional Ground Training Periods (AGTPs). It applies to all 10th Air Force (10 AF) subordinate flying units. The Privacy Act System Number F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for maintenance of ARMS is Title 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), and Executive Order 9397. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; Route AF IMTs 847 from the field to 10 AF publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

This is the initial publication of 10th Air Force Instruction (10 AFI) 11-201.

1. Training Period (TP) Program Management Overview. The AFRC Automated TP Program is the primary tool for administering and documenting TP program management.

1.1. Report any problems associated with the AFRC Automated TP Program, in writing, to 10 AF Operations Resource Management (10 AF/A3VF) via email to: 10afdov@carswell.af.mil. 10 AF/A3VF will review and forward such deficiencies to Headquarters (HQ) AFRC/A3TF with recommended changes.

1.2. Fighter Multi-Task Trainers (MTTs)/Unit Training Devices (UTDs) are considered simulators for the purpose of this instruction.

2. Unit Instruction. In addition to AFMAN 36-8001, paragraph 4.11.1.11, commanders will establish written local guidance for management of AFTPs and AGTPs to include the following:

2.1. Designate personnel who may authorize AFTPs/AGTPs and procedures for documenting such authorization.

2.2. Specify procedures to validate the AFTP duty period with takeoff and landing data. For single, consecutive and dual AFTPs, ensure the recorded AFTP duty period encompasses the takeoff/landing times and the pre-flight and post-flight duty times.

2.3. Specify the process and required documents for verification/certification of AFTPs/AGTPs, Air Force Technical Order (AFTO) Form 781, *ARMS Aircrew/Mission Flight Data Document*; AF IMT 3956, *Report of Inactive Duty Training Performance – AGTP/AFTP (USAFR)*, or the AFRC Form 82, *AFTP Finance Pay Roster* as generated by the AFRC TP Automated System.

2.4. Air Reserve Technicians (ARTs) only: Civilian Time and Attendance documentation requirements with a description of specific tasks/duties for the verifier and certifier.

2.4.1. Specify procedures to ensure ARTs are in appropriate leave status and that a copy of the Timekeeper Report is forwarded to the appropriate timekeeper.

2.4.2. Specify procedures to ensure AFTP/AGTP Finance Pay Rosters (AFRC Forms 82) are submitted to finance in a timely manner.

2.5. Specify procedures that verify the AGTP duty period and approved ground events listed on the 10 AF AGTP Authorization forms (as prescribed in paragraph 6.) match those entered in the AFRC Automated TP Program. Ensure:

2.5.1. The 10 AF AGTP Authorization includes: name, office symbol, date, approval authority and ensure time of duty and the period are appropriately documented.

2.5.2. The recorded AGTP time of duty encompasses authorized duty period permitted.

2.5.3. The member marks the event or events completed.

2.5.4. That certification is completed by authorized certification official.

2.6. Specify procedures for coordinating corrections to required documentation for individuals accomplishing AFTP/AGTP, including Reserve Pay Office, if appropriate.

3. In-flight Duty Status Conversions. All in-flight duty status conversions must be approved, in advance, by the Operations Group Commander or designated representative and annotated on the approved flight authorization order. No more than one duty status conversion may be made in one crew duty day for aircrew personnel.

3.1. At home station, there are no further restrictions to in-flight duty status conversions. For attached flyers, unit of flying attachment is considered home station for this purpose.

3.2. Away from home station (i.e., when temporary duty (TDY)), all periods of military duty will be scheduled in advance, meet normal Reserve participation requirements and be annotated on official orders.

3.3. Conversion to or from active duty will occur at a time IAW the applicable order number, in the time zone where the duty day began.

3.4. Separate line entries on AFTO Form 781 are required when changing duty status inflight.

4. Signature Requirements. Finance Pay Rosters submitted to the Reserve Pay Office will have the signature and/or initials of the verifying official, the certifying official and, for ARTs, the member's civilian timekeeper.

4.1. The civilian timekeeper will sign the AFTP timekeeper's report and initial the Finance Pay Rosters indicating all appropriate leave and compensatory time were taken by the ART in performance of the AFTP/AGTP listed.

4.2. Certifying Official will certify the member performed the AFTP/AGTP indicated on the signed document. This certification is based on the program and procedures used to manage AFTP/AGTP in the unit.

4.3. Verifying Official will corroborates from documentation that the member accomplished the AFTP/AGTP indicated on the signed document.

5. Training Period Guidelines. Training Period (TP) for Flying Training is a training period for pay, authorized for an individual in an authorized flying position. The types of TPs for flying-related training are AFTP and AGTP.

5.1. Additional Flying Training Period. AFTPs involving airborne duties in an aircraft *Mission Design Series (MDS)* in which the member is authorized to perform flight duties IAW AFMAN 36-8001, AFRC SUP 1, AFI 11-401, *Aviation Management*, and AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*. With the exception of dual AFTPs and change of duty status inflight, all preflight, flight and postflight duties will be included in the duration of the AFTP period.

5.1.1. Preflight duties begin no later than (NLT) when aircrew "step" to begin aircraft preflight, but may be expanded to include the administrative, equipment and briefing activities required for the specific flight to be flown. These preflight duties need not include extended mission planning activities that occur prior to the flight briefing. The period of training must be a minimum of four (4.0) hours in duration with at least one-tenth (0.1) of an hour of flying time logged.

5.1.2. Postflight duties end not earlier than (NET) 15 minutes after actual landing, completion of all post flight duties or four hours after the start of the training period, whichever is later. Post flight duties need not include extended mission debriefings that occur after the flight.

5.2. Single AFTP. A period of training that includes flying for at least one-tenth of an hour and a minimum of four hours continuous duty. Duty begins NLT the required "step" time to begin aircraft preflight (as per unit supplement applicable *MDS*, Volume 3) and ends NET 15 minutes after actual landing, completion of all post flight duties or four hours after the start of the training period, whichever is later. Post flight duties need not include extended mission debriefings that occur after the flight.

5.3. Consecutive AFTP. Two separate, single AFTPs performed in a single calendar day. Identify each sortie on separate line entries on a single AFTO Form 781 if the same aircraft is flown.

5.4. Dual AFTP. Two continuous flying training periods recorded as a single event. Must be a minimum of eight (8.0) hours in duration, which includes all preflight, flight and post flight duties.

5.4.1. Dual AFTPs must include no less than three (3.0) hours of scheduled flying time (2.5 hours of scheduled flying time for Air Education & Training Command (AETC)/AFRC Associate Program T-1 training sorties). EXCEPTION: To meet unique mission requirements, the OG/CC or equivalent may authorize a dual AFTP with less than 3.0 hours scheduled flight time. Examples include, but are not limited to, single mission/sortie that credits two Ready Aircrew Program (RAP) sorties (e.g. fight-tank-tight), Hurricane evacuation or Rapid Infil/Exfil training missions.

5.4.2. Dual AFTPs may be accomplished on a single mission/sortie or on several missions/sorties within the same flight duty period. Must include two four (4.0) hour training periods in which a minimum of one tenth (0.1) hour of flying time is logged in each. Duty beginning and end times are IAW paragraph 5.1.

5.5. Additional Ground Training Period. An event involving approved aircrew related ground training activities as documented on the appropriate 10 AF AGTP Authorization forms, IAW paragraph 2.5. The period of training will be a minimum of four (4.0) hours of continuous duty.

5.6. AGTP Authorized Events. Aircrew will document ground training events accomplished during the performance of an AGTP on 10 AF AGTP Authorization forms as prescribed in paragraph 6. Changes to the event lists are accomplished by the following process:

5.6.1. Submit requests for changes to 10 AF/A3VF NLT 1 August of each calendar year for inclusion in the list for the following year.

5.6.2. Requested changes shall comply with ground training requirements outlined in *MDS*-specific training programs or with the ground training mission elements required by either AETC Associate or Formal Training Unit (FTU) syllabi.

5.6.3. A 10 AF AGTP Review Board consisting of appropriate staff aircrew members will verify requirements to perform ground training events using applicable *MDS*-specific training programs or AETC Associate/FTU syllabi. Final approval authority will be the 10 AF Commander (10 AF/CC). Approved events will be formatted as 10 AF AGTP Authorization forms, which will be published on the AF e-Publishing website.

5.6.4. All 10 AF AGTP Authorization forms will be updated or revalidated by the 10 AF/CC, annually. Off cycle updates may be made in response to *MDS*-specific training programs or AETC Associate/FTU syllabi changes which affect ground training or mission element requirements.

5.6.5. The 10 AF Director of Operations (10 AF/A2A3) will provide updated 10 AF AGTP Authorization forms to 10 AF units annually, at a minimum.

5.7. General AGTP Guidelines. An AGTP in lieu of an AFTP may be authorized when a flight cancels after the member reports for duty. Preflight duties qualify as approved ground training activities and time taken to perform preflight duties count as part of the required four (4.0) hours of an AGTP. Other approved training must be accomplished during the remainder of the period. Document training IAW paragraph 2.5.

5.7.1. AGTPs are authorized off station.

5.7.2. Higher Headquarters (HHQ) attached aircrew approval authority is the immediate supervisor (or higher) or the attached flying squadron Commander (CC), Director of Operations (DO), Assistant Director of Operations (ADO) or Supervisor of Flying (SOF).

5.7.3. 10 AF/A2A3 may authorize off station AGTPs for 10 AF attached personnel when not at their unit of attachment.

6. Prescribed Forms.

- 10 AF Form 1, 10 AF Fighter AGTP Authorization
- 10 AF Form 2, 10 AF A-10 FTU AGTP Authorization
- 10 AF Form 3, 10 AF F-16 FTU AGTP Authorization
- 10 AF Form 4, 10 AF B-52 AGTP Authorization
- 10 AF Form 5, 10 AF E-3 AGTP Authorization
- 10 AF Form 6, 10 AF HC-130 AGTP Authorization
- 10 AF Form 7, 10 AF HH-60 AGTP Authorization
- 10 AF Form 8, 10 AF MC-130 AGTP Authorization
- 10 AF Form 9, 10 AF AETC ASSOCIATE IP AGTP Authorization
- 10 AF Form 10, 10 AF GUARDIAN ANGEL AGTP Authorization
- 10 AF Form 12, 10 AF USAFA AGTP Authorization

7. Adopted Forms.

- AF Form 847, *Recommendation for Change of Publication*
- AF IMT 3956, *Report of Inactive Duty Training Performance – AGTP/AFTP (USAFR)*
- AFRC Form 82, *AFTP Finance Pay Roster*
- AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

THOMAS R. COON, Brig Gen, USAFR
Commander

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

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 8 December 2006

AFI 11-401, *Aviation Management*, 7 March 2007

AFMAN 36-8001_AFRCSUP1, *Reserve Personnel Participation and Training Procedures*, 4 June 2004

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 11-2, *Aircraft Rules and Procedures*, 14 January 2005

Abbreviations and Acronyms

ADO—Assistant Director of Operations

AETC—Air Education and Training Command

AF IMT—Air Force Information Management Tool

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFTO—Air Force Technical Order

AFTP—Additional Flying Training Period

AGTP—Additional Ground Training Period

ART—Air Reserve Technician

CC—Commander

DO—Director of Operations

FTU—Formal Training Unit

HHQ—Higher Headquarters

HQ—Headquarters

IAW—in accordance with

MDS—Mission Design Series

MTT—Multi Task Trainer

NET—not earlier than

NLT—not later than

OPR—office of primary responsibility

RAP—Ready Aircrew Program

RDS—Record Disposition Schedule

SOF—Supervisor of Flying

SUP—Supplement

TDY—temporary duty

TP—Training Period

USAFA—United States Air Force Academy

UTD—Unit Training Devices

Terms

Additional Flying Training Period (AFTP)—AFTPs involve airborne duties in an aircraft MDS in which the member is authorized to perform flight duties.

Additional Ground Training Period (AGTP)—AGTPs involve approved aircrew related ground training activities as documented on the appropriate 10AF AGTP Authorization forms.

AFRC Automated TP Program—Government software owned and maintained by HQ AFRC.

Certifying Official—Certifies the member did perform the AFTP/AGTP indicated on the signed document. This certification is based on the program and procedures used to manage AFTP/AGTP in the unit.

Consecutive AFTP—Two separate, single AFTPs performed in a single calendar day.

Dual AFTP—Two continuous flying training periods recorded as a single event, which may be accomplished on a single mission/sortie or on several missions/sorties within the same flight duty period.

Single AFTP—A period of training that includes flying (at least one-tenth of an hour) and a minimum of four hours continuous duty.

Training Period (TP) for Flying Training—A training period for pay, authorized for an individual in an authorized flying position. The types of TPs for flying-related training are AFTP and AGTP.

Verifying Official—Corroborates from documentation that the member accomplished the AFTP/AGTP indicated on the signed document.