

BY THE ORDER OF THE COMMANDER
AIR COMBAT COMMAND

AIR COMBAT COMMAND
INSTRUCTION 11-464



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Flying Operations

**TRAINING RECORDS AND
PERFORMANCE EVALUATION FORMAL
FLYING TRAINING PROGRAMS**

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This instruction implements policy in Air Force Policy Directive (AFPD) 11-4, *Aviation Service*. It establishes the minimum United States Air Force (USAF) standards for training documentation of all aircrews and foreign aircrews enrolled in formal flying training. This instruction establishes requirements for the completion, maintenance, and disposition of training records in support of formal syllabus training. It prescribes procedures for documenting flying and simulator performance and providing the data to instructors, supervisors, and training managers. This instruction applies to Air Combat Command (ACC) units conducting formal flying training courses under an ACC approved syllabus. This instruction does not apply to operational units conducting training under other directives, but operational units may use these procedures and forms. This instruction does apply to Air National Guard (ANG) units and personnel. This instruction applies to Air Force Reserve Command (AFRC) students in ACC formal training units (FTU). Training units will develop a local supplement to this instruction and upon the approval of the Operations Group Commander (OG/CC) (or equivalent) will forward the supplement to the ACC office of primary responsibility (OPR) for coordination and approval prior to issuance. Maintain supplement currency by complying with AFI 33-360, *Publications and Forms Management*. Refer recommended changes and questions about this publication to

the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional' s chain of command. This instruction requires the collection or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are 37 USC 301a, Incentive Pay; Public Law 92-204 (Appropriations Act for 1973), Section 715; Public Law 93-570 (Appropriations Act for 1974); Public Law 93-294 (Aviation Career Incentive Act of 1974); DOD Instruction 7730.57, *Aviation Career Incentive Act of 1974 and Required Annual Report*; AFI 11-401, *Aviation Management*; and E.O. 9397, "Numbering System for Federal Accounts Relating to individual Persons. System of records notice F011 AF XO A, Aviation Resource Management System (ARMS), applies. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by any Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*.

SUMMARY OF CHANGES

Training Program Manager information has been updated. Considerations for the use of electronic media have been added. All references to ACC/A3TS have been changed to ACC/IAS. The Glossary of References and Supporting Information have been updated.

Chapter 1

GENERAL INFORMATION

1.1. References, Abbreviations, Acronyms, and Terms. See Attachment 1.

1.2. General. The objective of formal flying training is to ensure student aircrews attain the skill level established by syllabus course training standards. ACC formal flying training will offer aircrews the opportunity to develop their maximum individual capabilities within the constraints of available sorties, facilities and other resources. This instruction describes the forms and procedures used to document the student's progress toward and attainment of course training standards.

1.3. HQ ACC Weapon System Training Program Managers. Each major weapon system has a training program manager who coordinates HQ ACC actions associated with programming, scheduling, and conducting formal training in that weapon system. Training Programs are listed in **Table 1.1**. For the F-15, F-16, F-22, and the T-38 (Introduction to Fighter Fundamentals [IFF] and Pilot Instructor Training [PIT] courses), HQ ACC/A3TO is the single point of contact for coordination with the Combat Air Forces and Air Education and Training Command (AETC) performs all other functions. HQ ACC/A3TW represents the USAF Weapons School and their Weapons Instructor Courses.

Table 1.1. HQ ACC Weapon System Training Program Managers.

Weapon System	Training Program Manager
A-10C	A3TO
B-1B	A3TO
E-3	A3CA
E-4B	A3CN
E-8C	A3CA
EC-130H (COMPASS CALL)	A3IE
F-15E	A3TO
F-22	A3TO
Foreign Training	ACC/IAS
HC-130P/N/J	A3JT
HH-60G	A3JT
MQ-1	A3CU
MQ-9	A3CU
RC-135V/W	A3CR
RC-135U	A3CR
RC-135S	A3CR
WC-135	A3CR
OC-135	A3CR
U-2	A3CH

1.4. Screening of Student Data. Units will screen incoming student records to ensure that they are complete and that course entry prerequisites are met. Units will immediately notify the HQ ACC training program manager if records are missing or if the student does not meet course entry prerequisites and there is no evidence of a waiver. The HQ ACC training program manager will notify the appropriate training unit when course entry prerequisites are waived for any student.

1.5. Class Quotas. The ACC Programmed Flying Training (PFT) document establishes quotas for each class. The HQ ACC training program manager will notify affected units of changes of quotas. If the number of available students fails to equal the latest established class quota, the training unit will immediately notify the HQ ACC training program manager. For HC-130 systems, HQ ACC/A3J is the HQ ACC point of contact (POC) for the AETC PFT (Little Rock AFB and Kirtland AFB). For the EC-130H systems, HQ ACC/A3I is the HQ ACC point of contact (POC) for the AETC PFT (Little Rock AFB and Davis Monthan AFB).

1.6. Student Training Records.

1.6.1. Formal Training Units (FTU) will prepare Student Training Records for each student entering training. The folders may be electronic media, or if paper, will have cover sheets and may include overprinted administrative data devised by the training unit.

1.6.2. Lists of records that will be filed/maintained in the Student Training Records are in **Chapter 2** and **Chapter 3** of this instruction. See **Chapter 4** for additional instructions for foreign students. Individual FTUs may develop local training forms with the approval of the OG/CC (or equivalent). These forms will include but are not limited to the student's name and rank, instructor's name and rank, date of mission, sortie number, module or phase completed (if applicable).

1.6.3. Student Training Records /Electronic Gradebooks will be available for review by instructors, supervisors, and student aircrew members.

1.6.4. Instructors will review Student Training Records /Electronic Gradebooks prior to each flight or simulator mission. Supervisors conduct weekly reviews to monitor student progress.

1.7. Distinguished Graduates (DGs). The goal in designating DGs is to give formal recognition to aircrew members who demonstrate superior performance. DG status does not automatically apply to the best student in a given class; the highest standards apply, and it is possible that a given class may have no DGs. The FTU is responsible for determining DG eligibility criteria. The OG/CC or equivalent will approve the criteria and include it in this instruction's wing supplement. Annotate Training Record, or equivalent, to reflect DG status for those selected.

1.8. Withdrawal from Training.

1.8.1. When a student is withdrawn from training for medical or other reasons (e.g., extended Duties Not Involving Flying [DNIF], Flying Evaluation Board [FEB], waiver to FEB, death, etc.), the training unit will immediately notify the HQ ACC weapon system training program manager and HQ ACC/A1KE by message or e-mail with an information copy to Numbered Air Force (NAF) A3.

1.8.2. Recalling a student from training is initiated by the gaining unit, students cannot withdraw themselves. IAW AFI 11-202V1, *Aircrew Training*, MAJCOMs will notify training

command headquarters and training units prior to recalling a student from a formal school course. Students will not be recalled to prevent initiation of any actions associated with unsatisfactory performance. Recalling a student may be done only for reasons other than performance, i.e., emergencies, unforeseen delays in training, etc. ANG units will request approval from NGB/A3O if there is a need to recall a student. NGB/A3O will notify training command headquarters and the unit prior to recall.

1.8.3. If the student is a recent Specialized Undergraduate Pilot Training/ Specialized Undergraduate Navigator Training or IFF/IBF graduate, send an information copy of the message to AFPC/DPAOT. The message will include the student's name, rank, Social Security Account Number, and assignment action number; the course title and class number from which the student was withdrawn; the reason for withdrawal; and any effect on follow-on courses/assignments. See AFI 36-2110, *Assignments*, for additional guidance.

1.9. Disposition of Student Training Records:

1.9.1. Student Training Records will be either hand-carried by the graduate, provided electronically, or mailed directly to the gaining unit within 10 working days after the graduation date. Only complete records may be hand-carried. If any portion of the records is incomplete when the graduate departs, the FTU must complete and mail the records within the specified time limit. Electronic Gradebooks/Records will be provided electronically to student/gaining unit 10 working days after graduation.

1.9.2. Student Training Records of aircrew members who are withdrawn from a course due to requests for suspension, fear of flying, FEB action for failure to meet course training standards, or by reason of death, will be filed and then destroyed. See paragraph 4.8.2. for record disposition requirements.

1.9.3. The unit will retain Student Training Records of aircrew members who complete formal training and remain in the same unit. See paragraph 4.8.2. for record disposition requirements.

1.9.4. USAF Weapons School student gradebooks will remain at the weapons school. The USAF Weapons School will complete ACC Form 89, *Training Record*; and ACC Form 134, *Training Summary*; and forward them to the student's gaining unit. See paragraph 4.8.2. for record disposition requirements.

1.9.5. "Academic only" courses do not require student gradebooks, although gradebooks may be used to facilitate scheduling of tasks and events. However flying courses that consist of academics at the FTU and in-unit flying still require gradebooks.

1.10. Course Critiques. Units conducting formal flying training courses will solicit student comments on the effectiveness of instruction using locally developed end-of-course critiques. In addition to review by FTU agencies, the FTU's operations training development team will review the critiques.

1.11. Classification of Training Systems. ACC uses two generalized training systems in flying training programs. The OG/CC (or equivalent) will determine the system the unit uses, and will notify the HQ ACC training program manager. Once designated, the chosen system applies to all flying courses in a given FTU.

1.11.1. **Sortie-Driven System.** The basic building block for student progression is completion of specific sorties, modules ("blocks"), or phases.

1.11.2. **Event-Driven System.** The basic building block for student progression is the individual event or training task. The unit may combine events or tasks in appropriate sequences on a given mission.

1.12. Grading Criteria. FTUs may use the criteria in **Table 1.2.** to grade both specific mission elements and overall performance on each flight and simulator mission. Units may also use criteria developed by the unit and approved by HQ ACC/A3T. Reference to additional criteria, such as written behavioral objectives, is permissible.

1.12.1. Determine individual mission element grades and the overall mission grade by comparing the student's performance with the grading criteria. The overall grade is an assessment of the student's achievement of the primary mission objectives for that sortie.

1.12.2. As a minimum, record grades for each mission on the Individual Mission Grade sheet.

Table 1.2. Grading Criteria.

Grade	Explanation of Grade
Unknown	Performance was not observed or the element was not performed.
Dangerous	Performance was unsafe (one element marked "Dangerous" will require an overall grade of "zero").
0	Performance indicates a lack of ability or knowledge.
1	Performance is safe, but indicates limited proficiency. Makes errors of omission or commission.
2	Performance is essentially correct. Recognizes and corrects errors.
3	Performance is correct, efficient, skillful, and without hesitation.
4	Performance reflects an unusually high degree of ability.

1.13. Course Training Standards. Use course training standards in course design to describe the minimum overall performance levels required to progress through and/or graduate from a course. Standards will reflect average performance as described in the units grading standards; an example would be a "1", "2", or "3", as defined above in **Table 1.2.** It is inappropriate to design courses to train to the upper or lower end of the grading scale.

1.14. Documentation of Achievement of Course Training Standards:

1.14.1. Sortie-driven Systems. The student's immediate supervisor will determine achievement of course training standards in each phase, module, or course for sortie-driven system. The supervisor will enter the following statement in the remark's section of the final individual grade sheet at each stage: "Course training standards achieved for (enter

appropriate phase, module, or course)." Enter the standards achieved in each phase/module/course on the training record.

1.14.2. Event-driven Systems. The student's immediate supervisor will determine that achievement of proficiency in all required events is complete before the AFI 11-202V2, *Aircrew Standardization/ Evaluation Program*, flight. The instructor will enter the following statement on the master training record: "Proficiency achieved in all required events."

1.15. Responsibilities of Syllabus Offices of Primary Development Responsibility (OPDRs):

1.15.1. Determine the level of proficiency required of each task in the task list and publish course training standards in each syllabus as required by ACCI 36-2252, *ACC Formal Operations Training*.

1.15.2. Use the course task list to populate electronic training management systems or to develop master overprints of mission elements for Individual Mission Grade Sheets for flying and simulator missions.

1.15.3. Develop master overprints for ACC Form 89 or the unit's Master Training Record. In lieu of master overprints, ensure the electronic training management system is capable of storing information found on ACC Form 89.

1.16. Non-effective Missions:

1.16.1. Sortie-driven Programs:

1.16.1.1. Mark a mission Non-effective/Student Non-progression (NE/SNP) on the Individual Mission Grade Sheet if student performance is not sufficient to allow progression to the next syllabus mission or if the student receives a "Dangerous" performance grade. Make an entry in the remarks section citing specific student performance deficiencies. For missions marked NE/SNP, the student will fly an additional instruction sortie ("X" sortie), if approved by appropriate authority. For example, if TR-6 is NE/SNP, annotate the additional sortie as TR-6X.

1.16.1.2. Mark a mission Non-effective/Other (NE/OTH) on the Individual Mission Grade Sheet when the student cannot complete specific elements called for in the mission and the unit cannot incorporate them into a subsequent mission. This is not an "X" sortie. The instructor will make an entry in the remarks section citing the specific reason the mission was non-effective (for example, weather, weapon system malfunction, air abort, etc.). For missions marked NE/OTH, the mission will be reflown (for example, if TR-6 is NE/OTH, fly another mission with the TR-6 annotation).

1.16.2. Event-driven Systems:

1.16.2.1. Mark an event NE/SNP on the Individual Mission Grade sheet if the student has not met proficiency requirements and is unable to complete an AFI 11-202V2 mission. Entries by the instructor in the remarks section will cite specific student performance deficiencies. For events marked NE/SNP, the student will fly an additional instruction sortie ("X" sortie) concentrating on event(s) requiring proficiency. The sortie will be reflown as the last sortie the student completed (for example, if S-14 is the last sortie prior to the AFI 11-202V2 mission, annotate the X sortie as S-14X).

1.16.2.2. Mark an event or sortie NE/OTH on the Individual Mission Grade Sheet when the student cannot complete specific events called for in the mission and the unit cannot incorporate them into a subsequent mission. Events marked NE/OTH will require a waiver prior to the AFI 11-202V2 mission or graduation.

1.17. Procedures for Handling Substandard Performance (Flying and Simulator Missions).

Remedial action for failure to meet performance standards may include training/practice using academic programs, part-task trainers, simulators, or additional sorties.

1.17.1. Additional Sorties.

1.17.1.1. Sortie-driven Systems. The unit will call additional instructional sorties "X" sorties and identify them by adding the suffix "X" to the normal syllabus sortie number. The student will fly an "X" sortie when the instructor marks a mission Non-effective/Student Non-progression (NE/SNP) or when a student fails to meet course training standards at the end of a phase, module, or course. If an "X" sortie is not successful and requires additional "X" sorties for the same syllabus sortie annotate those additional sorties with suffixes "XX," "XXX," etc., to the normal syllabus sortie number. The squadron commander or OG/CC may authorize additional instructional sorties only to the extent that such flights would result in the student meeting course requirements.

1.17.1.2. Event-driven Systems. Additional instructional sorties are "X" sorties and identified by adding the suffix "X" to the last normal training sorties prior to checkride. A student will fly an "X" sortie upon the failure to meet end of course training standards and completion of the total number of syllabus sorties. If an "X" sortie is not successful and requires additional "X" sorties for the same events. The instructor will annotate the additional sorties by adding suffixes "XX," "XXX" etc., to the number of the last training sortie. The squadron commander may authorize additional instructional sorties only to the extent that such flights would result in the student meeting end of course requirements.

1.17.1.3. Maximum Additional Sorties. Each ACC formal course syllabus determines the maximum number of "X" sorties per course. "X" sorties beyond the course limit require the approval of the training program manager. Corrective action (adding the suffix "C" to the normal syllabus sortie number) and recheck sorties (the suffix "R") generated because of standardization/evaluation flight check deficiencies are not "X" sorties. See **Chapter 4** for exceptions for foreign students.

1.17.2. Progress Check Flight. A progress check flight is a non-instructional sortie flown at the discretion of the squadron commander to document a student's proficiency level and to recommend follow-on action. There is no requirement to provide a progress check flight.

1.17.2.1. Identify a progress check flight by adding the suffix "Prog" to the normal syllabus sortie number. It is not countable as an "X" sortie.

1.17.2.2. The squadron commander may direct a progress check at any time. The progress check will include an assessment of the student's basic flying skills. Recommendations of personnel conducting progress checks may be, but are not limited to: continuation in the normal course of training, additional training followed by another progress check, or elimination from the course. See **Chapter 4** for exceptions for foreign students.

1.17.2.3. The FTU will conduct, if required, an FEB IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings, and Badges*. See **Chapter 4** for exceptions for foreign students.

1.17.3. The training unit will notify the NGB/A3T if an ANG student is placed into remedial training for failure to meet performance standards.

1.18. Class Training Summary. Training units will send a summary for each graduating class to the HQ ACC weapon system training program manager. ANG FTUs will also submit their class summary to ANG/A3T. Units may send this report by FAX or electronically. The report will contain the following:

- 1.18.1. A list of graduates by name, rank, and end assignment.
- 1.18.2. Comments and recommendations concerning problem areas.
- 1.18.3. Number entering training (including washbacks from earlier classes).
- 1.18.4. Number graduating.
- 1.18.5. Number of individuals washed back to later classes.
- 1.18.6. Names of individuals withdrawn from training for any cause. Indicate new class designation for washbacks and specify reasons for withdrawals.
- 1.18.7. Number of additional missions flown (flight and simulator) due to student non-progression. Report type of event or mission.

Chapter 2

SORTIE-DRIVEN SYSTEMS

2.1. Student Training Records/Electronic Gradebooks. The following records or approved substitutes will be filed/maintained in the Student Training Records. Upon approval of the OG/CC or equivalent, the FTU may include additional local forms and may use the current edition of the ACC form or locally developed forms, paper or electronic, that meet school needs. FTUs will include locally developed forms in the local supplement to this regulation.

2.1.1. ACC Form 89, *Training Record*, from the Introduction to Fighter Fundamentals or FTU equivalent course (if applicable).

2.1.2. ACC Form 134, *Training Summary*, from the Introduction to Fighter Fundamentals or FTU equivalent course (if applicable).

2.1.3. ACC Form 166, *Student Activity Record*, or FTU equivalent.

2.1.4. ACC Form 206, *Individual Mission Grade Sheet*, or FTU equivalent.

2.1.5. ACC Form 208, *Unaccomplished Task Log*, or FTU equivalent.

2.1.6. Aircrew weapons qualification sheets, if applicable.

2.2. Completion of Forms. Complete all forms by computer or in ink unless otherwise specified in the following paragraphs.

2.2.1. ACC Form 89 or Applicable Substitute. See **Chapter 4** for additional instructions pertaining to foreign students. ACC Form 89 is not required if electronic training management systems include all ACC Form 89 information.

2.2.1.1. Overprint appropriate entries for each syllabus (or computer generated, if available) on this form by the syllabus OPDR (per ACCI 36-2252). These entries should include flying/simulator phase designations with the number of sorties required for each phase, weapons delivery accomplishment designations with proficiency levels required in those events (for example, qualification [QUAL] or familiarization [FAM]), and academic course designations.

2.2.1.2. ACC Form 89 will be computer generated (not handwritten) in three copies or digital media for each graduating student. If used, prepare individual ACC Forms 89 as follows:

2.2.1.2.1. Heading. Self-explanatory.

2.2.1.2.2. Flying/Simulator Training. For each phase, enter the actual number of sorties flown. Enter additional sorties (that is, sorties flown beyond the required number of sorties) under either "Student Non-Prog" or "Other." Enter the overall course-training standard achieved for each phase of training. Explain "Other" additional sorties under "Remarks" (for example, WX-2, AIR ABORT-1, etc.). Annotate the student's low level qualifications and capabilities on this form.

2.2.1.2.3. Tactical/Weapons Delivery Accomplishment. Enter proficiency achieved in each event without regard to proficiency required. This will recognize above-or below-average performance (for example: required FAM but achieved QUAL or required QUAL, but achieved NONE).

2.2.1.2.4. Training Deficiencies. List all training deficiencies. Identify the office or agency that granted the waiver to graduate the student with a training deficiency.

2.2.1.2.5. Academic Training. For courses with exams, enter the percentage grade achieved. Enter the failed exam grade and followed by the make-up exam grade (for example, 72/89). Courses with no exams will enter complete on the form (for example: COMP).

2.2.2. ACC Form 134 or Applicable Substitute. See **Chapter 4** for additional instructions pertaining to foreign students.

2.2.2.1. ACC Form 134 will be computer generated (not handwritten) in two copies or digital media for each graduating student. The student's immediate supervisor will complete the form or enter the data, as appropriate. Review will be by a squadron-level supervisor (for example, assistant operations officer, operations officer, squadron commander).

2.2.2.2. The end-of-phase summary section of the form will contain a brief description of the student's characteristic flying performance in each phase and should cite specific strengths, weaknesses, areas of improvement, and general attitudes. When a student flies at least one sortie, an entry is mandatory for that phase of training. When two or fewer sorties constitute a phase, the instructor may combine entries with another phase (for example: Transition/Formation). Continue phase summaries on the back of the ACC Form 134, if required. To ensure accurate recall of desired details, instructors will write phase summaries as soon as possible after the completion of each phase. The end-of-course summary section of the form will contain a brief description of the student's overall flying performance during the course and should include an overall evaluation of the student's judgment, situation awareness, flight discipline, and general airmanship. It will include an assessment of performance trends throughout the course and a subjective evaluation of the degree of supervision the student will require at the gaining unit.

2.2.3. ACC Form 166 or Applicable Substitute. Use this form to maintain a chronological record of all flying and simulator missions accomplished. The instructor will complete the final copy of this form in ink; however, in order to minimize errors in total flying time computations the instructor may use pencil on the interim form.

2.2.4. ACC Form 206 or Applicable Substitute. The Individual Mission Grade Sheet may have any of the following items:

2.2.4.1. A student will receive a grade for each flying and simulator mission where performance is under the supervision of an instructor. The instructor will complete the gradesheet prior to the next mission (unless flown with the same instructor on the same day) but in no case later than 24 hours following the mission. Until some information is available, the instructor may withhold an assessment of performance in events requiring weapons scores, film/video tape recorder assessment, or any other data.

2.2.4.2. The instructor may use the remarks section to record the details of above-standard performance, special notes such as "cleared solo," and informal records of weapons scores. When applicable, the instructor will use the remarks section to record the following information:

2.2.4.2.1. Details of student performance graded below phase/block standard, as needed to properly advise subsequent instructors of the student's training progress.

2.2.4.2.2. Specific student performance deficiencies for missions marked NE/SNP.

2.2.4.2.3. Specific reason the mission was non-effective (for example, weather, weapon system malfunction, air abort, etc.) for missions marked NE/OTH.

2.2.4.2.4. Recommendations for additional training prior to the next syllabus mission.

2.2.4.2.5. The statement "course training standards achieved for (enter phase or course)" on the final gradesheet of the phase or course.

2.2.4.3. When a student has a flight or simulator evaluation mission (IAW AFI 11-202V2), a duplicate copy of the AF Form 8, *Certificate of Aircrew Qualification*, may replace the gradesheet in the Student Training Records/Electronic Gradebook.

2.2.5. ACC Form 208 or Applicable Substitute. When elements called for in a mission are not complete, but it is possible to incorporate them into a subsequent mission, the instructor will document those elements on the left side of the form. Once successful completion of these elements takes place, the instructor will sign them off on the right side of the form.

2.3. Disposition of Student Training Records. See **Chapter 4** for additional instructions pertaining to foreign students.

2.3.1. The FTU will forward the training records to the student's gaining organization (note special requirements for the USAF Weapons School).

2.3.1.1. ACC Form 89 or FTU Equivalent. File the original ACC Form 89 or applicable electronic data in the Student Training Records/Electronic Gradebook. The school registrar will retain one copy or electronic record. See paragraph **4.8.2.** for record disposition requirements.

2.3.1.2. ACC Form 134 or FTU Equivalent. The FTU will file the original ACC Form 134 in the Student Training Records/Electronic Gradebook. The school registrar will retain one copy or electronic record. See paragraph **4.8.2.** for record disposition requirements.

Chapter 3

EVENT-DRIVEN SYSTEMS

3.1. Student Training Records/Electronic Gradebooks. The following records or approved substitutes will be filed/maintained in the Student Training Records. Upon approval of the OG/CC or equivalent, the FTU may include additional local forms, paper or electronic, and may use the current edition of the ACC form or locally developed forms that meet school needs. FTUs will include locally developed forms in the local supplement to this instruction.

3.1.1. ACC Form 166, *Student Activity Record*, or FTU equivalent.

3.1.2. ACC Form 206, *Individual Mission Gradesheet*, or FTU equivalent.

3.2. Completion of Forms. Complete all forms by computer or in ink unless otherwise specified in the following paragraphs.

3.2.1. ACC Form 166 or Applicable Substitute. Use this form to maintain a chronological record of all flying and simulator missions accomplished. The instructor will complete the final copy of this form in ink; however, in order to minimize errors in total flying time computations the instructor may use pencil on the interim form. Prepare the individual ACC Form 166 as follows:

3.2.1.1. Heading. Self-explanatory.

3.2.1.2. Flying/Simulator Training. Enter the actual number of sorties flown. Enter additional sorties (i.e., sorties flown beyond the required number of sorties) under either "Student Non-Prog" or "Other." Explain "Other" additional sorties under "Remarks" (for example, WX-2, AIR ABORT-1, etc.).

3.2.1.3. Weapons Delivery Accomplishment. Enter proficiency achieved (if applicable) in each event without regard to proficiency required. This will recognize above or below-average performance in (for example: required FAM but achieved QUAL or required QUAL but achieved NOT QUAL).

3.2.1.4. Training Deficiencies. List all deficiencies in detail; identify the office or agency that granted the waiver to graduate the student with a training deficiency.

3.2.1.5. Academic Training. For courses that give exams, enter the percentage grade achieved. The instructor will enter the failed exam grade followed by the make-up exam grade (e.g., 72/89). For courses where there are no exams, enter the grade as complete (e.g., COMP).

3.2.2. ACC Form 206 or Applicable Substitute:

3.2.2.1. A student will receive a grade for each flying and simulator mission where performance is under the supervision of an instructor. The instructor will complete the gradesheet prior to the next mission (unless flown with the same instructor on the same day) but in no case later than 24 hours following the mission. Until some information is available, the instructor may withhold an assessment of performance in events requiring weapons scores, film/video tape recorder assessment, or any other data.

3.2.2.2. The instructor will use the remarks section to describe mission events and any deviations from the scheduled mission and critique specific mission events. Also use the remarks section to record the details of above-standard performance, special notes and any other information pertinent to the mission. It will be used to record the following information when applicable.

3.2.2.2.1. Details of student performance graded below course standard, as needed, to properly advise subsequent instructors of the student's training progress.

3.2.2.2.2. Instructors will include specific reason for lost events and non-effective missions (for example, weather, weapon system malfunction, air abort, etc.) for missions marked NE/ OTH.

3.2.2.2.3. Recommendations for additional training prior to the next syllabus mission.

3.2.2.2.4. The statement "Proficiency achieved in all required events" on the final gradesheet of the course.

3.2.2.2.5. When a student has a flight or simulator evaluation mission (IAW AFI 11-202V2), a duplicate copy of the AF Form 8 may replace the gradesheet in the Student Training Records/Electronic Gradebook.

3.3. Disposition of Student Training Records. See **Chapter 4** for additional instructions pertaining to foreign students.

3.3.1. The training unit will forward training records to the student's gaining organization (note special requirements for the USAF Weapons School).

3.3.1.1. ACC Form 166 or FTU Equivalent. The FTU will file the original ACC Form 166 in the Student Training Records. The school registrar will retain one copy. See paragraph **4.8.2.** for record disposition requirements. N/A if an electronic training management system is used by the FTU.

3.3.1.2. ACC Form 206 or FTU Equivalent. File the original ACC Form 206 in the Student Training Records. The school registrar will retain one copy. See paragraph **4.8.2.** for record disposition requirements. N/A if an electronic training management system is used by the FTU.

Chapter 4

SECURITY ASSISTANCE TRAINING

4.1. General. Foreign military personnel receive USAF formal course training under the International Military Education and Training (IMET) program or a Foreign Military Sales (FMS) case. FMS cases are also written to cover the training of certain USAF personnel prior to assignments in foreign countries. These activities are part of the Department of Defense Security Assistance Training Program (SATP). The administration of SATP students generally adheres to the procedures outlined in the preceding sections; however, there are certain exceptions. This section will address only those areas where SATP student administration differs from USAF student administration. The procedures outlined in **Chapter 1** through **Chapter 3** will be followed for any area not covered in this section.

4.1.1. Each USAF installation will appoint an International Military Student Officer (IMSO) to handle administrative affairs for foreign military students. Units conducting Security Assistance training must maintain close liaison with the IMSO. Notify the IMSO immediately if a student does not meet course entry prerequisites, arrives with insufficient or inadequate personal equipment, or in any other situation that would preclude normal entry into training. Notify the IMSO immediately of all changes in student status (for example: medical grounding, marginal performance, pending faculty board action, washbacks, etc.), or situations involving inadequate base support or disciplinary actions.

4.1.2. HQ ACC/IAS administers the ACC SATP. Route all questions regarding SATP students or procedures outlined in this section to HQ ACC/IAS, 205 Dodd Blvd., Suite 101, Langley AFB VA 23665-2789.

4.1.3. The Air Force Security Assistance Training (AFSAT) Group, Randolph AFB TX, is responsible for general administration of SATP students in the continental United States (CONUS). AFSAT/TO should be an information addressee on correspondence relating to SATP students.

4.1.4. See AFI 16-105_IP, *Joint Security Cooperation Education and Training*, for terms, references, and additional information relating to Security Assistance Training.

4.2. Screening of Student Data. Training units will screen all student records as outlined in **Chapter 1**. Notifications to HQ ACC weapon system training program managers will include HQ ACC/IAS and AFSAT/TO as information addressees. Screening will include a thorough review of the student's Invitational Travel Order (ITO) and appropriate amendments. The training unit will verify the following areas:

4.2.1. Funding (IMET order or FMS case designator) is specified.

4.2.2. Accomplishment of security screening and that the student possesses a security clearance from the student's government that is greater than or equal to that required for the intended course.

4.2.3. The student is registered in the proper course.

4.2.4. The student is authorized to participate in flight as a crewmember and the student's government has certified that the student is physically, professionally, and administratively qualified to participate in flight in the appropriate crew position.

4.2.5. Units conducting advanced fighter training will perform the following additional screening IAW AFI 16-105_IP and establish a formal screening process to ensure actual flying abilities match the qualifications required for course entry. The OG/CC (or equivalent) will notify the HQ ACC training program manager by message if the student's actual flying abilities do not meet course entry standards or the student does not meet standards and will be recommended for elimination IAW AFI 16-105_IP. The training units must coordinate and receive approval of the screening points by the HQ ACC training program manager.

4.3. Grading Criteria and Course Training Standards. Training units will expect SATP students to achieve the same levels of performance as their USAF counterparts. Specifics for grading criteria are elsewhere in this publication. Specific course training standards are in the applicable syllabus. A waiver of any standard requires approval of the HQ ACC syllabus waiver authority. Requests for waivers should first be forwarded to HQ ACC/IAS for processing. The training unit will issue to students who complete a course with some course requirements waived a certificate of "attendance" in place of a certificate of completion or graduation. The instructor will consider failure to meet course training standards as substandard performance and handle that failure per **Chapter 2**, **Chapter 3**, and paragraph **4.4.** below.

4.4. Procedures for Handling Substandard Performance:

4.4.1. The appropriate authority will approve additional training sorties ("X" sorties) beyond the phase/module limit and notify HQ ACC/IAS and the HQ ACC training program manager.

4.4.2. "X" sorties beyond the course limit require approval from HQ ACC/IAS as well as the HQ ACC syllabus OPR.

4.4.3. The instructor will record additional sorties flown by an SATP student as "X" sorties and is subject to the maximum total "X" sortie limit. "X" sorties include all corrective action or recheck sorties arising from flight checks and all progress check flights. It does not include "sandbag" sorties (i.e., sorties flown in a cockpit position that would otherwise be unoccupied).

4.4.4. For foreign military students, a Faculty Board, if required, will be conducted IAW AFI 16-105_IP.

4.5. Student Training Records. The training unit will file a copy of the ITO and appropriate amendments in the Student Training Records. The following forms or approved substitute will be filed/ maintained in the Student Training Records:

4.5.1. ACC Form 89, *Training Record*

4.5.2. ACC Form 134, *Training Summary*

4.5.3. ACC Form 166, *Student Activity Record*

4.5.4. ACC Form 206, *Individual Mission Gradesheet*

4.5.5. ACC Form 208, *Unaccomplished Task Log*

4.5.6. ACC Form 209, *SATP Flying Training Billing Data*

4.6. Completion of Forms:

4.6.1. Student Training Number. The US Security Assistance office from the student's country will assign the student a training number. This number will be immediately after the student's name on the ITO. It consists of four digits and two letters. Enter this number immediately after the student's name on ACC Form 89, ACC Form 134, ACC Form 209, and all training certificates, awards, or other documents of that type.

4.6.2. ACC Form 89 or Applicable Substitute:

4.6.2.1. Include the SATP training number after the student's name.

4.6.2.2. At the top right corner (above "training organization") enter the IMET Order Number or FMS case designator and the Worksheet Control Number (WSCN or WSN). The training unit may obtain these items from the ITO or the base IMSO.

4.6.3. ACC Form 134 or Applicable Substitute:

4.6.3.1. Include the SATP training number after the student's name.

4.6.3.2. After the course summary section, describe any awards, special certificates, or other achievements. Include the title, a short description of the item, and what it represents. Also include a description of the item, and what it represents. Also include a description of the class composition. For example: Received TOP GUN award indicating best overall weapons delivery scores in the class. Class consisted of 14 students--10 USAF/4 foreign. The training unit will attach a copy of award citation, letters of appreciation, certificates, etc., to the ACC Form 134. The base IMSO is responsible for compliance with AFI 16-105_IP. The training unit must ensure that the base IMSO is aware of special awards of citations accompanying the ACC Form 134.

4.6.4. ACC Form 209. This form provides data required to calculate charges for the training actually received. The high cost of flying training makes it essential that all entries are legible and accurate.

4.6.4.1. Form Preparation. ACC Form 209 will be computer generated (not handwritten) in two copies. It is required for all SATP students entered into ACC flying training courses not dedicated to a single country (for example, it is not required for German Air Force F-4E training). It is also required for all USAF personnel trained in preparation for Security Assistance duty in a foreign country. The registrar will prepare a separate ACC Form 209 for each syllabus course entered by the student.

4.6.4.2. Form Entries. ACC Form 209 requires entries for student and allocated direct support hours and munitions. Training units may overprint ACC Form 209 with entries designed to help track student and allocate direct support hours and munitions for each mission.

4.6.4.3. "Allocated" Direct Support. Allocate hours flown by an instructor pilot (IP) supporting student in another aircraft equally to all students supported on that sortie. For instance, the IP flying as target on a 2-v-1 mission against two dual aircraft (each with a student and IP) logs 1.2 hours and each student would record his own flying time and 0.6 hours of direct support. Do not allocate support time for an IP flying in the same aircraft with a student.

- 4.6.4.3.1. IP direct support munitions are "allocated" in the same manner.
- 4.6.4.3.2. Allocate all direct support hours and munitions to a student; however, do allocate hours or munitions for an IP in the flight who is not supporting a student.
- 4.6.4.3.3. To facilitate accurate cost accounting, round hours to the nearest 1/100th and round munitions to the nearest 1/10th (except 20/30mm--round to nearest one).
- 4.6.4.3.4. The training unit will copy the information contained in Parts 1 and 2 from the student's ITO and applicable amendments (include only amendments related to the training reported on the form).
- 4.6.4.3.5. The unit will copy the information for Part 3 from the applicable ACC PFT or higher headquarters messages establishing the training requirement. Include only the latest available data.
- 4.6.4.3.6. For USAF personnel trained in preparation for Security Assistance duty overseas, enter only name, rank, and destination country on the first line of Part 1. Enter applicable Permanent Change of Station/Temporary Duty special orders data in the ITO block. In Part 2 enter only the FMS case designator or "N/A" as specified by the message establishing the training requirement. Enter all required data in Parts 3 and 4.
- 4.6.4.3.7. The school will total the information in Part 4 for all SATP students from individual mission records (ACC Form 208) and other training records as required. Munitions information must include all applicable data (e.g., HD, LD, live, inert, etc.).
- 4.6.4.3.8. Use the remarks block to explain any questionable or ambiguous entries. This may include differences in ITO and ACC programming data, midcourse changes to the syllabus, reasons for student withdrawal (reference faculty board actions, if applicable), data missing from the ITO or PFT, significant deviations from programmed student or direct support hours due to odd sized classes or uncrewed students, or any other data that would affect normal billing.
- 4.6.4.3.9. On the bottom line, enter the rank, name, and telephone extension of the individual preparing the form and initials of the individual auditing the form. The responsible training unit operations supervisor will sign and date the form.
- 4.6.4.3.10. HQ ACC/IAS will calculate cost data and forward billing information to the implementing agency.

4.7. Disposition of Student Training Records:

- 4.7.1. Training records will not be hand carried by the student. The school will forward all training record directly to the base IMSO who will forward them IAW AFI 16-105_IP.
 - 4.7.1.1. For students proceeding to another CONUS training activity, the base IMSO must forward the records to the gaining base IMSO on the day of graduation. Close coordination with the FTO is required to meet the requirements of AFI 16-105_IP.
 - 4.7.1.2. For students returning to their home country at the completion of training, the school will forward records to the base IMSO within 7 working days after graduation.

4.7.1.3. The school will forward the original ACC Form 209 to HQ ACC/IAS. The training unit will retain a copy for one year. See paragraph **4.8.2.** for record disposition requirements.

4.8. Information Collections, Records, and Forms:

4.8.1. Information Collections. N/A.

4.8.2. Records. Records generated by this publication will be managed IAW Records Disposition Schedule (RDS).

4.8.2.1. Training Records, Training Aids, and Maintenance Instructions. T 11-03 R 03.0

4.8.2.2. Course Books, Syllabus, Lesson Assignments, Handouts, Testing Materials, Grade Statistics. T 36-41 R 08.00.

GILMARY M. HOSTAGE, General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-202V1, *Aircrew Training*, 22 Nov 2010
AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, 13 Sep 2010
AFI 11-202V2_ACC SUP 1, *Aircrew Standardization/Evaluation Program*, 30 Jun 2011
AFPD 11-4, *Aviation Service*, 1 Sep 2004
AFI 11-401, *Aviation Management*, 10 Dec 2010
AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, 13 Dec 2010
AFI 16-105_IP, *Joint Security Cooperation Education and Training*, 3 Jan 2011
AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*, 1 Jun 2000
AFI 33-360, *Publications and Forms Management*, 18 May 2006
AFMAN 33-363, *Management of Records*, 1 Mar 2008
AFI 36-2110, *Assignments*, 22 Sep 2009
ACCI 36-2252, *ACC Formal Operations Training*, 22 Jun 2010

Prescribed Forms

ACC Form 89, *Training Record*
ACC Form 134, *Training Summary*
ACC Form 166, *Student Activity Record*
ACC Form 206, *Individual Mission Gradesheet*
ACC Form 208, *Unaccomplished Task Log*
ACC Form 209, *SATP Flying Training Billing Data*

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*
AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACC—Air Combat Command

AETC—Air Education and Training Command
AFI—Air Force Instruction
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFSAT—Air Force Security Assistance Training
ANG—Air National Guard
CC—Commander
CONUS—Continental United States
DG—Distinguished Graduate
DNIF—Duties Not Involving Flying
A3—Directorate (or Director) of Operations
FAM—Familiarization
FEB—Flying Evaluation Board
FMS—Foreign Military Sales
FTU—Formal Training Unit
HQ—Headquarters
IAW—In Accordance With
IBF—Introduction to Bomber Fundamentals
IFF—Introduction to Fighter Fundamentals
IMET—International Military Education and Training
IMSO—International Military Student Officer
IP—Instructor Pilot
ITO—Invitational Travel Order
N/A—Not Applicable
NAF—Numbered Air Force
NE/SNP—Non-effective/student non-progression
NE/OTH—Non-effective/other
OG—Operations Group
OG/CC—Operations Group Commander
OPR—Office of Primary Responsibility
OPDR—Office of Primary Development Responsibility
PFT—Programmed Flying Training

POC—Point of Contact

QUAL—Qualification

SATP—Security Assistance Training Program

USAF—United States Air Force

WSCN—Worksheet Control Number

Terms

Part Task Trainer—Operator trainers that let selected aspects of a task (fuel system operation, hydraulic system operation, radar operation, etc.) be practiced and a high degree of skill developed independently of other elements of the task.