

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AETC INSTRUCTION 36-2205,**

**VOLUME 12**

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**Personnel**



**FORMAL FLYING TRAINING  
ADMINISTRATION AND MANAGEMENT—  
AVIATION LEADERSHIP PROGRAM—  
INTRODUCTORY FLIGHT TRAINING (ALP-  
IFT)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-26, *Total Force Development*. It establishes policy for student administration, conduct and documentation, and provides management guidelines for the Aviation Leadership Program Introductory Flight Training (ALP-IFT). HQ AETC/A3F oversees this program. This instruction does not apply to the Air National Guard (ANG) or the Air Force Reserve Command (AFRC).

Subordinate units may supplement this instruction. Forward local supplements to HQ AETC/A3F for coordination prior to approval. Submit suggested changes to this instruction to the office of primary responsibility (OPR) on AF Form 847, *Recommendation for Change of Publication*, according to AFI 11-215, *USAF Flight Manuals Program (FMP)*. HQ AETC/A2/3/10 is the overall approving authority for changes to this publication. Unless otherwise specified, the HQ AETC/A3F is waiver authority for this instruction.

This instruction requires collecting and maintaining information protected by the Privacy Act (PA) of 1974. The authorities to collect and maintain the records prescribed in this publication are Title 37 United States Code, Section 301a, and Executive Order 9397 (social security number [SSN]). EO 9397 is the authority to collect SSNs. System of records notice F036 AETC S, Flying Training Records, applies, and information about the system can be accessed at <https://www.defenselink.mil/privacy/notices/usaf/>. 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) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Attachment 1 contains a glossary of the references and supporting information used in this publication.

### ***SUMMARY OF CHANGES***

This volume is new and needs to be thoroughly reviewed.

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## Chapter 1

### GENERAL GUIDANCE

**1.1. Introduction.** The Aviation Leadership Program (ALP) is an Air Force funded undergraduate pilot training (UPT) scholarship program for students from friendly, less-developed countries. The overarching goal of ALP is to provide US pilot training to friendly foreign nations to further interests of the United States, promote closer relations with such nations, and advance national security (Reference AFI 16-108). ALP consists of language training, Department of Defense (DoD) Field Studies Program, ALP Introductory Flight Training (ALP-IFT), and a special UPT program (T-6 only). ALP-IFT prepares ALP students for ALP-UPT (T-6 only).

#### **1.2. Responsibilities:**

1.2.1. **HQ AETC:** IAW AFI 16-108.

1.2.2. **HQ AETC/A2/3/10:**

1.2.2.1. Establishes policies and provides directives and resources for the conduct of ALP-IFT.

1.2.2.2. Approves command-developed and -maintained formal flying training syllabuses.

1.2.3. **AETC International Affairs (AETC/IA):** IAW AFI 16-108.

1.2.4. **Air Force Security Assistance Training (AFSAT) Squadron:** IAW AFI 16-108.

1.2.4.1. Provides the International Military Student Officer (IMSO), ALP-IFT Registrar, and AETC/A3FP with ALP candidate information.

1.2.4.2. Approves or disapproves ALP-IFT waiver requests (AETC Form 6, *Waiver Request*) and forwards copies of AETC Form 6 to HQ AETC/A3F.

1.2.4.3. Monitors ALP student progress through the 14 STUS IMSO.

1.2.4.4. Takes action on any concerns/issues raised by the 14 OG/CC or AETC/A3F.

1.2.5. **HQ AETC/A3F:** Develops and publishes ALP-IFT policies, syllabuses, student management procedures, and standardization guidance.

1.2.6. **HQ AETC/A3R:** Programs for ALP-IFT.

1.2.7. **HQ AETC/A3FP:**

1.2.7.1. Oversees ALP-IFT execution.

1.2.7.2. Assists AFSAT with concerns/issues raised by 14 OG/CC or AETC/A3F.

1.2.8. **14 OG/CC:** The 14 OG/CC is the program administrator for ALP-IFT.

1.2.8.1. Approves or disapproves syllabus waiver requests (AETC Form 6, *Waiver Request* or 14 OG/CC approved equivalent).

1.2.8.2. Serves as the approving authority (AA), is ultimately responsible for the Commander's Review (CR) Process, reviews recommendations for elimination of students, and completes AETC Form 145, *Record of Commander's Review Action (ALP-IFT)*, as appropriate.

1.2.8.3. Forwards ALP-IFT incidents, unusual events, and mishap reports to AFSAT and through AETC/A3FP to HQ AETC/A3F.

1.2.8.4. Establishes an IMSO function.

1.2.8.5. Establishes an ALP-IFT Registrar function.

1.2.8.6. Ensures graduates meet syllabus requirements.

**1.2.9. 14<sup>th</sup> Student Squadron Commander (14<sup>th</sup> STUS/CC):**

1.2.9.1. Oversees the Commander's Review (CR) Process.

1.2.9.2. Forwards syllabus waiver requests (AETC Form 6) according to the applicable syllabus.

1.2.9.3. Serves as the reviewing authority (RA) for the CR process and recommends ALP-IFT students for elimination according to the syllabus.

1.2.9.4. Submits operational reports according to AFI 10-206/AETC Supplement, *Operational Reporting*.

**1.2.10. International Military Student Officer (IMSO):**

1.2.10.1. Oversees student administrative duties and monitors the students' daily activities. Along with the Registrar, tracks ALP-IFT students' entry into and completion of ALP-IFT and maintains accurate student records in the appropriate database.

1.2.10.2. Provides an information package or briefing outlining program guidelines to all ALP-IFT students.

1.2.10.3. Identifies a suitable civilian flight school for ALP-IFT students. The IMSO plays an active role in this critical first-step identification process to ensure the flight school selected can offer a safe, professional training environment and will be able to meet the training requirements specified in the ALP-IFT syllabus. Once a potential flight school is identified, the IMSO provides this information to AETC/A3FP.

1.2.10.4. Serves as the initiating authority (IA) and recommends ALP-IFT students for elimination according to the syllabus.

1.2.10.5. Provides student updates to AFSAT Program Manager as required or as necessary and whenever an ALP student is placed in the CR process.

1.2.10.6. Sends completed AF Form 1256, *Certificate of Training*, or its equivalent, to graduated students.

**1.2.11. Registrar:**

1.2.11.1. Ensures all student data are input into the appropriate database no later than five calendar days after the class start date.

1.2.11.2. Along with the IMSO, tracks ALP-IFT students' entry into and completion of ALP-IFT and maintains accurate student records in the appropriate database.

1.2.11.3. Ensures the student training folder is closed out in the student management system and/or TIMS/GTIMS no later than 30 calendar days after the class graduation date.

1.2.11.4. Forwards a graduation roster to the IMSO, AFSAT, and HQ AETC/A3FP.

1.2.11.5. Updates FTPA and/or 14OG/CC-approved records system with actual class entries, attritions, gains, losses, and graduation numbers, and notes of explanation for wash-backs, attritions, or class changes. These updates are due no later than 5 calendar days after start dates and graduation dates.

### **1.3. Quota Management:**

#### **1.3.1. Class Entry Rosters:**

1.3.1.1. The Registrar obtains student entry rosters from AFSAT not later than two weeks before class entry.

1.3.1.2. The Registrar reports roster discrepancies as soon as they are discovered, but no later than 5 calendar days following the class start date. Report changes, discrepancies, and graduation delays to the IMSO, AFSAT, and HQ AETC/A3FP.

#### **1.3.2. Administrative Hold:**

1.3.2.1. The IMSO will place students whose training has been suspended for other than medical reasons for more than seven calendar days on administrative hold. Administrative hold should be used judiciously for extenuating circumstances to include family serious illness or death or other personal problems beyond the individual's control. If a student is on administrative hold for more than 10 calendar days or may reach this threshold, the IMSO will notify the 14 STUS/CC, AFSAT, and HQ AETC/A3FP. The IMSO works with the 14 OG/CC and AFSAT to determine the disposition of these students. A CR may be warranted for students experiencing extended time on administrative hold.

1.3.2.2. The IMSO notifies the 14 STUS/CC, AFSAT, and HQ AETC/A3FP of every student training delay over 7 calendar days.

## Chapter 2

### STUDENT MANAGEMENT

**2.1. Fitness Program.** Students must participate in a scheduled physical training (PT) program based on the provisions of AFI 36-2905, *Fitness Program*, guidance from AETC, and the ALP-IFT syllabus.

2.1.1. Schedule students for a minimum of three PT sessions each week at times most compatible with student training activities. Group (flight, class, etc.) PT, if practical, is highly encouraged to build esprit de corps but is not required.

2.1.2. Students unable to complete PT during the scheduled times must complete it during off-duty time. PT during off-duty hours does not violate crew rest.

**2.2. End-of-Course Critiques.** The 14 OG/CC approves an end-of-course critique program. The IMSO will determine the critique's content and medium and manage the program. Administer the critique within 15 duty days of graduation. Use AETC Form 673, *Student Critique*, or a 14 OG/CC-approved equivalent for written critiques. Forward critiques to AFSAT and A3FP, who will review reports and initiate corrective action as necessary. (AETC Form 673 is prescribed in AETCI 36-2205, Volume 1, *Formal Flying Training Administration and Management*. Refer to that publication for guidance on filling out the form.)

### **2.3. Commander's Review (CR) Process:**

2.3.1. **Overview.** The CR recommends a student's elimination or retention in ALP-IFT. The CR process must be completed within 10 duty days from the date the initiating authority (IA) signs the AETC Form 145.

2.3.2. **Entry.** Enter students failing to progress in the normal syllabus flow into the CR process. The IMSO, or above, enters the student in the CR process as outlined in the syllabus.

2.3.3. **IA.** The IA is the IMSO. The IA:

2.3.3.1. Notifies students in writing of their consideration for elimination (Attachment 2).

2.3.3.2. Briefs the student on the CR process (Attachment 3).

2.3.3.3. Removes the student from training. The IA may elect to continue the student in academic training with the concurrence of the reviewing authority (RA).

2.3.3.4. Completes Section I of AETC Form 145 and ensures the student completes Section II.

2.3.3.5. Sends the completed AETC Form 145 to the RA along with the student's memorandum, training records, and any attachments.

2.3.3.6. Notifies the AFSAT Program Manager.

2.3.4. **RA.** The 14 STUS/CC is the RA. The RA:

2.3.4.1. Examines the student's training records and, as necessary, interviews the IMSO, the student, and the student's instructor pilot(s). The RA recommends elimination from or

retention in training, consideration for reinstatement in ALP-IFT at a later date, and consideration for follow-on training.

2.3.4.2. Completes Sections III and V (if applicable) of AETC Form 145 and forwards the form with all applicable records to the approving authority (AA) for final review. The records include a written summary of the significant facts and specific rationale used in arriving at the recommendations.

2.3.4.3. Terminates or completes the CR when it becomes apparent circumstances require convening an investigation into the student's conduct, or when information surfaces that would cause the student to be medically disqualified.

2.3.5. **AA.** The 14 OG/CC, or designated representative, is the AA. The AA:

2.3.5.1. Eliminates or reinstates the student following coordination with AFSAT.

2.3.5.2. Completes Section IV of AETC Form 145 and annotates any recommendations for follow-on training for the student.

## **2.4. Student Eliminations:**

2.4.1. Eliminate students if they:

2.4.1.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course because of physical, psychological, or personality factors. LOA eliminees require an evaluation from both medical and rated personnel. This category includes airsickness and manifestation of apprehension (MOA). Annotate specific deficiencies in the remarks section of AETC Form 145.

2.4.1.2. Fail to meet proficiency standards of the syllabus in flying, academics, or procedures.

2.4.1.3. Fail to demonstrate the potential to complete the course within syllabus constraints.

2.4.1.4. DOR.

2.4.1.5. Become medically disqualified.

2.4.1.6. Are recalled by the student's country. Students are not recalled without prior coordination with AETC/AI and AFSAT.

2.4.1.7. Become involved in drug abuse, substantiated by reliable evidence.

2.4.1.8. Become medically unable to fly and their condition is not expected to be resolved within 30 calendar days. Students may be considered for reinstatement at a later date.

2.4.1.9. Demonstrate improper attitude or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the student's fitness for continued training.

2.4.2. The SAF/IA authorizes the elimination of a student from ALP-IFT for unlawful conduct. Based on the totality of the circumstances, 14 OG/CC recommends through AFSAT and AETC/IA when a student should be eliminated from training.

**2.5. Student Dispositions:** Students reinstated into training after a CR complete recommended additional training (AT). Students reinstated after academic deficiencies repeat the examination after appropriate AT.

**2.6. CR Records Distribution.** The Registrar or designated authority:

2.6.1. Maintains original CR records according to the Air Force RDS and distributes them within 10 duty days of completing the CR. These records must be available for review.

2.6.2. Distributes eliminated students' CR records as outlined in Table 2.1 and maintains them according to the Air Force RDS.

2.6.3. Ensures eliminations are updated in the appropriate training management database using the proper elimination code.

**Table 2.1. Student CR Records Distribution.**

<b>I t e m</b>	<b>A</b>  <b>Form or Item</b>	<b>B</b>  <b>Records Distribution (Notes 1 and 2)</b>
<b>1</b>	AETC Form 145 (Notes 3 and 4)	IMSO 14 STUS/CC
<b>2</b>	Notification memorandum (Notes 3 and 4)	
<b>3</b>	Student's show-cause memorandum (Notes 3 and 4)	
<b>4</b>	Student's training folder (Notes 3 and 4)	
<b>5</b>	SF 600, <i>Health Record—Chronological Record of Medical Care</i> , or an equivalent form, or an electronic equivalent, for medical eliminees (according to AFI 41-210) (Note 4)	

**Notes:**

1. Suspense is 10 duty days after completing the CR.
2. CR packages will be stored as electronic records and handled as required by AFMAN 33-363.
3. For CR packages, the Registrar or designated authority maintains items 1 through 4 of this table and makes them available to 14 OG/CC or AFSAT when requested.
4. For students eliminated from training, the Registrar or designated authority maintains items 1 through 5 of this table and makes them available to 14 OG/CC or AFSAT when requested.

## Chapter 3

### MEDICAL MANAGEMENT

#### 3.1. Airsickness Procedures:

3.1.1. Students must meet course training and syllabus maneuver item file (MIF) standards to continue flight training. Grade students against the absolute rating scale, regardless of the effect of airsickness. During the first eight sorties, the instructor may change the profile, momentarily take control of the aircraft or, if necessary, terminate the mission to help students overcome the effects of airsickness. As students progress in training, instructor assistance decreases.

3.1.2. Instructors refer students who experience active airsickness (vomiting) or passive airsickness to the IMSO who will refer the student to a flight surgeon, aeromedical examiner, or medical technician for examination, counseling, and appropriate treatment as soon as practical and before the next flight. Airsickness medication or physiological adaptation with the Barany Chair or similar device is prohibited. Document episodes of airsickness on AF Form 4293 or a 14 OG/CC-approved equivalent.

3.1.3. While resolving airsickness problems, students continue the normal syllabus flow, including flying.

3.1.4. Students who become airsick on a post-solo sortie receive an overall grade of unsatisfactory (U).

**3.2. Manifestation of Apprehension (MOA) Procedures.** The IMSO requests a flight surgeon, aeromedical examiner, or medical technician examination for a student with MOA symptoms. If no psychological or physical problems are present, the student is deemed medically qualified for flying duties. The decision to eliminate a student for MOA reasons is an operational decision based on mission impairment and operational risk management. The 14 STUS/CC reviews the student's training record and enters justification for recommending elimination for MOA.

#### 3.3. Medical Elimination:

3.3.1. The IA, with the concurrence of the attending flight surgeon, aeromedical examiner, or medical technician, makes a recommendation for medical elimination (AETC Form 145). The RA recommends whether or not the student should be considered for reinstatement at a later date.

3.3.2. Eliminate students placed in duty not including flying status or its equivalent for more than 30 calendar days. The IMSO notifies 14 STUS/CC and AFSAT as soon as the medical elimination status becomes probable. Under normal circumstances, students medically eliminated return to their country until the medical condition is resolved and the student has been cleared through appropriate flight surgeon channels to return to flying.

3.3.3. If the medical condition is resolved, the 14 OG/CC, in consultation with AFSAT, AETC/IA, and SAF/IA, as appropriate, determines where and when to reinstate the student in the training program or what action to take (for example, course waiver). Record the 14 OG/CC's decision in the student's training folder on an AF Form 4293 or its 14 OG/CC-

approved equivalent. Reinstatement documentation is included in the student's training folder.

## Chapter 4

### TRAINING FOLDERS AND DOCUMENTATION

**4.1. Introduction.** Student training folders are for the exclusive use of the student's civilian instructor pilot, the IMSO, and the immediate chain of command. Specify procedures in 14 OG/CC guidance.

4.1.1. All personnel must secure training folders and personal information folders to prevent unauthorized access. Information affecting student training that is inappropriate for public access or sensitive in nature is documented in this folder. The contractor approved for conducting formal training or maintaining training records must keep training folders in a secure location. When required, the IMSO and/or 14 STUS/CC maintain personal information folders on students to protect information of a personal nature not appropriate for the training folder. A student may access only his or her training folder.

4.1.2. Record each aircraft, academic, and ground training event in the training folder.

**4.2. Content.** The following items are included in the training folder or TIMS/GTIMS, as applicable: (Note: Grade sheets may be stored separately from the other folder items. The grade sheets must be added to the other items when the student's training folder is closed out.)

4.2.1. AETC Form 101 (or 14 OG/CC-approved equivalent).

4.2.2. AF Form 4293 (or 14 OG/CC-approved equivalent).

4.2.3. Grade sheets.

4.2.4. AETC Form 6.

4.2.5. CR process paperwork, including the AETC Form 145.

4.2.6. Messages (if applicable).

4.2.7. Student résumé.

4.2.8. Summary of training.

**4.3. Documentation.** Use AF Form 4293 (or 14 OG/CC-approved equivalent) to document student training in the training folders. Instructors and the IMSO provide a concise summary of the student's training and ensure entries clarify any training action. Begin each entry with the date, mission number (if applicable), and reason for the entry. End each entry with the signature, printed name, grade, and duty title of the instructor making the entry. The student and civilian FLT/CC initial all AF Form 4293 entries prior to the next syllabus-required event. Documentation is required for the following:

4.3.1. Nonpermanent medical disqualification or medical hold.

4.3.2. Failure of the FAA pilot knowledge test. (Update AETC Form 101, if used.)

4.3.3. Counseling sessions concerning training progress. **Note:** Document sessions concerning sensitive personal problems on AF IMT 174, *Record of Individual Counseling*. The IMSO maintains these forms in the personal information folders. Annotate any counseling session conducted in the student's training folder using an AF Form 4293.

- 4.3.4. Training folder review prior to CR.
- 4.3.5. Incomplete missions or maneuvers deferred to the next mission.
- 4.3.6. Authorization for AT.
- 4.3.7. Accomplishment of AT sortie. Document any substandard performance.
- 4.3.8. Removal from or reinstatement into training.
- 4.3.9. Syllabus deviations or training waivers.
- 4.3.10. Airsickness or MOA episodes.
- 4.3.11. Unusual occurrences that could affect the student’s progress.
- 4.3.12. Missions graded overall fair (F) or unsatisfactory (U). Use the cause-and-effect format to document substandard performance

**4.4. Student Training Records Disposition.** The Registrar maintains student training records for 1 year after completion of training. Include student résumés, all grade sheets, waivers, and all copies of AF Form 4293. Refer to Table 4.1 for training documents distribution, including forms, records, and reports.

**Table 4.1. Training Documents Distribution.**

Item	A	B
	Document	Copy Distribution
1	Summary of training (note 1)	Original—according to Air Force RDS
2		
3	Student training folder, AF Form 4293 (note 1)	
4	AF Form 1256	Original or copy to student—1

**Note:** Suspense is 30 duty days after the student graduates or has been eliminated.

**4.5. ALP-IFT Documents.** The 14 OG/CC standardizes student documentation and content. Refer to Table 4.1 for information on distributing training documents.

**4.5.1. AETC Form 6:**

4.5.1.1. Use this form for syllabus waiver requests. When applicable, the IMSO in coordination with the flight schools’ chief pilot initiates the form. Ensure applicable waivers are readily available to appropriate personnel while the student is in training. Add waivers to the training folder during training folder closeout. If an electronic process (for example, TIMS/GTIMS) is used to document waivers, annotate waiver actions on AF Form 4293, or its 14 OG/CC-approved equivalent.

4.5.1.2. Ensure the Remarks/Justification and Proposed Course of Action blocks include sufficient information for the waiver authority to make the appropriate decision.

**4.5.2. AETC Form 101, 14 OG/CC-Approved Equivalent, or Recorded in TIMS/GTIMS.** The IMSO:

4.5.2.1. If applicable, uses this form to record and monitor student deficiencies during the course and maintains the form in the student's training folder.

4.5.2.2. Documents specific military deficiencies. These deficiencies may include unexcused tardiness or absences, traffic tickets, inappropriate behavior, etc.

**4.5.3. AETC Form 145:**

4.5.3.1. Use this form to document the CR process and maintain it in the student's training folder. The IA initiates the form; the RA reviews it; and the AA approves it. Refer to paragraph 2.3 for details.

4.5.3.2. Ensure comments/justification areas under Sections III and IV include sufficient information for the AA to make the appropriate decision.

4.5.3.3. Refer to Table 2.1 for distribution guidance.

4.5.4. **AF IMT 174.** The IMSO counsels students whose attitude and behavior do not meet Air Force standards. Document this counseling on AF IMT 174 if it was not previously documented on AF Form 4293, AETC Form 101, or the 14 OG/CC-approved equivalents. Document counseling sessions concerning sensitive personal problems on AF IMT 174 and maintain in a secure location separate from training folders.

4.5.5. **Summary of Training.** This locally produced form provides a record of training and accomplishments in ALP-IFT (similar to an AETC Form 240-5, *Summary Record of Training*). (**Note:** Refer to the note in Table 4.1 for further information.) (AETC Form 240-5 is prescribed in AETCI 36-2205, Volume 4. Refer to that publication for guidance on filling out the form.)

4.5.5.1. Generate a form for each student who completes or is eliminated from ALP-IFT.

4.5.5.2. Enter remarks on the form for outstanding achievements and any other pertinent information to indicate the student's performance, progress, or achievements during the course.

4.5.5.3. If the student is eliminated from training, include the commander's recommendations for reinstatement at a later date or for training in other programs.

4.5.6. **AETC Form 673 or a 14 OG/CC-Approved Equivalent.** Document end-of-course critiques on this form.

4.5.7. **AF Form 1256.** The Registrar completes this form for students who successfully complete ALP-IFT. (AF Form 1256 is prescribed in AFI 36-2201, Volume 1, Training Development, Delivery, and Evaluation. Refer to that publication for guidance on filling out the form.)

4.5.8. **AF Form 4293 or a 14 OG/CC-Approved Equivalent.** Document information in a student's training folder on this form. Civilian and military FLT/CCs/MTOs maintain this document in the training folder.

4.5.9. **ALP-IFT Grade Sheet.** The student and the student's certified flight instructor (CFI) complete the grade sheets, which documents the student's ALP-IFT progress. The IMSO reviews the grade sheets weekly and ensures all syllabus deviations and waivers are documented.

## Chapter 5

### FLYING OPERATIONS

#### 5.1. Requirements:

- 5.1.1. CFIs conduct ALP-IFT flight training.
- 5.1.2. CFIs use an AETC-approved syllabus
- 5.1.3. While participating in the ALP-IFT program, students are allowed to fly orientation flights in military aircraft, but they must obtain the IMSO's approval for the type and extent of their flying activities.
- 5.1.4. During ALP-IFT, students are prohibited from receiving any other flight instruction.

**5.2. Crew Rest and Flight Duty.** ALP-IFT students will comply with AFI 11-202, Volume 3, *General Flight Rules*, crew rest and flight duty period requirements and restrictions.

#### 5.3. Training Duration:

- 5.3.1. UFT students complete ALP-IFT within the timeframe stipulated in the syllabus.
- 5.3.2. Students complete ALP-IFT a minimum of 2 calendar days before their UFT class, and if unable, students notify the IMSO. In turn, the IMSO notifies 14 STUS/CC, 14 OG/CC, and AFSAT, as applicable. **Note:** This may result in a change to the candidate's UFT class date.

#### 5.4. Mishaps:

5.4.1. Report ALP-IFT mishaps according to 49 CFR Part 830, *Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records* to the nearest National Transportation Safety Board field office

[http://ecfr.gpoaccess.gov/cgi/t/text/textidx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr830\\_main\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/textidx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr830_main_02.tpl).

5.4.2. Students and their certified flight instructors will report all mishaps through the IMSO to the 14 STUS/CC and 14 OG/CC, who in turn, will send the information to HQ AETC/A3FP and HQ AETC/SEF. Staffs forward reports to their respective senior leadership.

TIMOTHY M. ZADALIS, Major General, USAF  
Director of Intelligence, Operations and Nuclear  
Integration

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### ***References***

- 49 CFR Part 830, *Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records*, 23 Sep 1988
- DoD 1400.25-M, *DoD Civilian Personnel Management System*, 1 Dec 1996
- AFI 11-202, Volume 1, *Aircrew Training*, 22 Nov 2010
- AFI 11-202, Volume 3, *General Flight Rules*, 22 Oct 2010
- AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 Dec 2008 and AETC Sup 1
- AFI 36-2201, *Air Force Training Program*, 15 Sep 2010
- AFI 36-2205, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs*, 29 Oct 2004
- AFPD 36-26, *Total Force Development*, 27 Sep 2011
- AFI 36-2905, *Fitness Program*, 1 Jul 2010
- AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 Jun 2004
- AFMAN 33-363, *Management of Records*, 1 Mar 2008
- AFI 51-602, *Boards of Officers*, 2 Mar 1994
- AFI 91-202/AETC Supplement 1, *The US Air Force Mishap Prevention Program*, 19 Jun 2012
- AFI 10-206/AETC Supplement, *Operational Reporting*, 13 Jul 2009
- AETCI 36-2205, Volume 1, *Formal Flying Training Administration and Management*, 29 May 2009
- AETCI 36-2205, Volume 4, *Formal Flying Training Administration and Management—T-1, T-6, T-37, T-38, T-43, and UH/TH-1H*, 31 Aug 2010

#### ***Prescribed Forms***

- AETC Form 145, *Record of Commander's Review Action (ALP-IFT)*

#### ***Adopted Forms***

- SF 600, *Health Record—Chronological Record of Medical Care*, 6 Jun 2012
- AF Form 174, *Record of Individual Counseling*, 01 Dec 1986
- AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009
- AF Form 1256, *Certificate of Training*, 01 Nov 1986
- AF Form 4293, *Student Activity Record*, 02 Nov 2009
- AETC Form 6, *Waiver Request*, 14 Jun 2010
- AETC Form 101, *Student Performance Summary*, 01 Jun 2009

AETC Form 240-5, *Summary Record of Training*, 15 Oct 2007

AETC Form 673, *Student Critique*, 29 May 2009

***Abbreviations and Acronyms***

**AA**—approving authority

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**AT**—additional training

**CC**—commander

**CFI**—certified flight instructor

**CR**—commander’s review

**DOR**—drop on request

**EP**—emergency procedure

**ETCA**—Education and Training Course Announcements

**FLT**—flight

**FTPA**—Flying Training Production Analysis

**GTIMS**—Graduate Training Integration Management System

**IA**—initiating authority

**ALP**—IFT—aviation leadership program-initial flight training

**LOA**—lack of adaptability

**MIF**—maneuver item file

**MOA**—manifestation of apprehension

**OPR**—office of primary responsibility

**PCS**—permanent change of station

**PT**—physical training

**RA**—reviewing authority

**RDS**—Records Disposition Schedule

**SSN**—social security number

**TIMS**—Training Integration Management System

**UFT**—undergraduate flying training

**UPT**—undergraduate pilot training

## Attachment 2

## SAMPLE STUDENT NOTIFICATION MEMORANDUM

(Date)

MEMORANDUM FOR *(Student's Name)*FROM: *(Initiating Authority)*  
*(Address)*

SUBJECT: Commander's Review

1. You are being entered into the commander's review. This review evaluates all circumstances relating to your training and makes recommendations regarding your retention in or elimination from training.
2. You are entitled to submit a memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. Pursuant to 10 USC 8013, the approving authority uses your memorandum and/or written statements. These documents become part of a case file kept by the ALP-IFT Registrar and are destroyed 1 year after completion of training in accordance with the Air Force RDS. The case file may be disclosed to any Department of Defense component and may be used for other lawful purposes including litigation. Note: You are not required to submit a memorandum or written statement.
3. Submit any written documentation not later than 2 duty days after receipt of this memorandum.

*(Initiating Authority's Signature)*

1st Ind

(Date)

MEMORANDUM FOR *(Initiating Authority)*

Receipt acknowledged.

*(Student's Signature)*

**Attachment 3**

**COMMANDER’S REVIEW CHECKLIST AND BRIEFING GUIDE**

**Figure A3.1.**

<p><b>Commander’s Review Checklist and Briefing Guide</b></p> <p><b>1. The Initiating Authority (IA):</b></p> <ul style="list-style-type: none"> <li>1.1. Informs the student that review action is being initiated and states reasons for the action.</li> <li>1.2. Explains the initial review process to the student.</li> <li>1.3. Removes the student from training pending the approving authority’s (AA) decision.</li> <li>1.4. Completes AETC Form 145, Section I, and marks the appropriate block when student is considered for elimination.</li> <li>1.5. Advises that the student may submit a show-cause memorandum within 2 duty days after receiving written notification from the IA of the student’s consideration for elimination. The memorandum should address why the student should not be eliminated by citing specific reasons and providing any information which may have a bearing.</li> <li>1.6. Ensures the student completes AETC Form 145, Section II.</li> <li>1.7. Forwards the completed AETC Form 145 with the student’s show-cause memorandum (if submitted), training records, and any attachments to the reviewing authority (RA) not later than 4 duty days after notifying the student.</li> </ul> <p><b>2. The RA:</b></p> <ul style="list-style-type: none"> <li>2.1. Reviews the student’s training and recommends elimination from or retention in training.</li> <li>2.2. Completes AETC Form 145, Sections III and V, and forwards the form with all applicable records to the AA for final decision. Includes a written summary of significant facts and specific rationale used to arrive at the recommendations.</li> <li>2.3. Informs the student of the commander’s review sequence of events.</li> <li>2.4. Informs the student of individual rights for legal assistance and representation if the review is convened under AFI 51-602.</li> <li>2.5 Forwards recommendations and documentation to the AA for final decision.</li> </ul> <p><b>3. The AA:</b></p> <ul style="list-style-type: none"> <li>3.1. Reviews the student’s records and RA’s recommendations.</li> <li>3.2. Decides whether the student is retained in or eliminated from training.</li> <li>3.3. Completes AETC Form 145, Section IV. Includes remarks on the student’s officership and, in the event of elimination, recommends a follow-on career field.</li> <li>3.4. Upon elimination, informs the student of the opportunity to indicate personal desires for retention in service and future training according to AFI 36-2110, <i>Assignments</i>. Explains the possibility of reassignment action or release from extended active duty under the separation policies.</li> </ul>	
<p>I have briefed the student on all items listed above.</p>	
<p>_____</p> <p><i>(Signature)</i></p>	<p>_____</p> <p><i>(Date)</i></p>
<p>_____</p> <p><i>(Briefing Officer’s Name, Grade and Title)</i></p>	
<p>I have been briefed on all items listed above.</p>	
<p>_____</p> <p><i>(Signature)</i></p>	<p>_____</p> <p><i>(Date)</i></p>
<p>_____</p> <p><i>(Student’s Name and Grade)</i></p>	