

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

**AETC INSTRUCTION 36-2205 VOLUME 14**

**8 JANUARY 2014**



**Personnel**

**FORMAL FLYING TRAINING  
ADMINISTRATION AND MANAGEMENT –  
REMOTELY PILOTED AIRCRAFT BASIC  
SENSOR OPERATOR COURSE**

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This instruction implements Air Force Policy directive (AFPD) 36-26, *Total Force Development*. It establishes policy for student administration, conduct and documentation, and provides management guidelines for all Air Education and Training Command (AETC) Remotely Piloted Aircraft (RPA) Basic Sensor Operator Course (BSOC) training courses. AETC/A3F oversees these programs. It applies to all AETC units conducting BSOC training, and to active duty members and members of the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) enrolled in applicable AETC BSOC training courses. Each unit will coordinate its supplement with AETC/A3FR before publication and forward one copy to AETC/A3FR after publication. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, through command channels, to AETC/A3FR, 1 F Street, Suite 2, JBSA Randolph TX 78150-4325. AETC/A2/3/10 is the approving authority for changes to this publication. Unless otherwise specified, AETC/A3F is waiver authority for this instruction. Direct all questions concerning this instruction to AETC/A3FR, DSN 487-9134. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by Title 37, United States Code, Section 301a, *Special and Incentive Pays*; and Executive Order 9397, which authorizes collection of the social security number (SSN). System of records notices F011 AF XO A, Aviation Resource Management System (ARMS), F036 AETC U, Flying Training Records—Student, F036 AETC Y, Training Integration Management System (TIMS) Records apply and are available on line at <http://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 (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See Attachment 1 for a glossary of references and supporting information.

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## Chapter 1

### GENERAL

**1.1. Introduction.** This volume, in conjunction with AETCI 36-2205, Volume 1, *Formal Flying Training Administration and Management*, outlines responsibilities and procedures for conducting Basic Sensor Operator Course. AETC conducts undergraduate Remotely Piloted Aircraft (RPA) training courses to provide sensor operator candidates to the Combat Air Forces (CAF) Formal Training Unit (FTU). This training course provides student aircrew with basic understanding of RPA Sensor Operator (SO) duties. The training course syllabus outlines training location, course entry prerequisites, and provides a summary of training/graduation requirements. The Education and Training Course Announcements (ETCA) Website, <https://etca.randolph.af.mil/> provides student administration and processing information. Air Combat Command (ACC) administers FTU qualification training for the MQ-1 or MQ-9 weapon systems. This AETCI does not apply to ACC controlled training.

### 1.2. Specific Use:

1.2.1. Applies to all RPA undergraduate level students, career enlisted aviators (CEA).

1.2.2. For the purposes of this instruction, there are two levels of CEAs enrolled in undergraduate level flying training, initial and qualified/previously qualified.

1.2.2.1. Initial CEA. Students that have not successfully completed an aircraft mission evaluation. Initial CEA students enrolled in Formal Flight Training (FFT) are in conditional aviation career status.

1.2.2.2. Qualified/Previously Qualified CEA. Students who have completed FFT (i.e. have received a mission qualification in-flight evaluation with a valid AF Form 8, *Certificate of Aircrew Qualification*, on file). Qualified CEA students enrolled in FFT are considered qualified for aviation service and are subject to review according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, as supplemented when conduct or duty performance becomes suspect.

### 1.3. Responsibilities:

1.3.1. AETC/A2/3/10 will:

1.3.1.1. Establish policies and provide directives and resources for the conduct of RPA BSOC training in AETC.

1.3.1.2. Approve FFT syllabi developed and maintained by the command.

1.3.2. AETC/A3F will:

1.3.2.1. Coordinate undergraduate flying training policies and oversee syllabus development.

1.3.2.2. Oversee the management of AETC, AFRC, and ANG undergraduate level flying training courseware.

1.3.3. AETC/A3R is the OPR for programmed flying training (PFT) programming and management.

1.3.4. Operations Group Commander (OG/CC) will:

1.3.4.1. Ensure formal course training according to this volume and AETCI 36-2205, Volume 1.

1.3.4.2. Ensure ETCA requirements are current for all courses. Notify AETC/A3FR if ETCA requirements are not current.

1.3.4.3. Execute formal course training as directed by the appropriate syllabuses and this instruction.

1.3.4.4. Establish a registrar function in the student administration section.

1.3.4.5. Ensure graduates meet Air Force requirements of standards and discipline.

1.3.4.6. Ensure students meet course entry requirements. If a student does not meet course entry prerequisites, an approved prerequisite entry waiver is required prior to the class start date. See Chapter 2 for process information.

1.3.4.7. Track all syllabus deviations and e-mail trend data to AETC/A3FR workflow, as applicable. Additionally, OG/CC should publish a supplement to this instruction detailing location training documentation, practices and procedures.

1.3.4.8. Administer an end-of-course critique program as an integral part of the formal training course. OG/CC determines the critique's content and medium. FTS/DOV will review reports and initiate corrective action as necessary.

1.3.5. The Squadron Commander (SQ/CC) will:

1.3.5.1. Execute formal training according to this instruction, AETCI 36-2205 Volume 1, and the approved AETC syllabi.

1.3.5.2. Organize student administration under a designated flight or section. Example: Flight Chief or designated representative for students.

1.3.5.3. Administer the commander's awareness program (CAP) according to Chapter 4. CAP administration may be delegated to the SQ/DO (Operations officer/director of operations), SQ/CCN, or designated supervisor, however the SQ/CC maintains overall authority and responsibility.

1.3.5.4. Notify the OG/CC or designated representative as soon as possible after a syllabus deviation.

1.3.5.5. Assign students awaiting training (eliminees, medical or administrative hold, etc.) to duties commensurate with their background, training, and grade. Units will notify AETC/A3F of students whose training has been suspended more than 14 calendar days. **Note:** ANG and AFRC students are not normally assigned casual student duties. Contact AETC/A3F.

1.3.6. **Registrar.** (12 OSS/OSR) will follow duties assigned in AETCI 36-2205V1.

**1.4. Formal Course Syllabus.** The syllabus is the command-approved directive for executing each PFT formal training course. It takes precedence over local instructions and supplements. If

no clear syllabus guidance exists, resolve the conflict using the appropriate chain of command. Only the OPR may interpret syllabus guidance. If the logical course of action conflicts with other directives, call the OPR listed in the syllabus. AETC syllabi are not valid until signed by AETC/A2/3/10 and will not be implemented until a signature is obtained.

1.4.1. BSOC formal course syllabus serves as the primary BSOC training course control documents. It directs course organization and operation, and prescribes what each student should be able to do as a result of the instruction. The syllabus identifies terminal and enabling learning objectives and the time required for academic, simulator and operational phases of training, and for administrative and support activities. It approximates the allocation of hours to the individual units of instruction within the overall time prescribed for each phase, subject area, or activity except for operational training. The review cycle for BSOC formal course syllabus is every 2 years.

1.4.2. AETC/A3FR is the command manager (OPR) for the AETC BSOC formal course syllabus, responsible for developing, editing, coordinating and gaining final approval. The 558 FTS/DOT provides Subject Matter Experts (SMEs) to help develop the syllabus.

1.4.3. Training Developers will:

1.4.3.1. Develop BSOC training syllabi using local guidance.

1.4.3.2. Use proficiency codes identified in the 1U0X1 Career Field Education Training Plan (CFETP) Specialty Training Standards (STS) to assign terminal skill-level attainment. The code keys identify the type of learning in terms of subject knowledge, task knowledge, or task performance levels. The student must attain and demonstrate the specified level of learning before graduating from the course. Student accomplishment of training requirements is ongoing throughout training. Instructors provide continual feedback. Student learning outcomes are evaluated with formal written tests (academic instruction) or direct observation of task performance (laboratories, workshop and operational instruction).

1.4.3.3. Ensure each syllabus defines course phases and categories to accurately determine progress review triggers.

1.4.3.4. All written/electronic examinations require a minimum passing score of at least 85 percent.

1.4.3.5. Evaluate simulator and operational BSOC training on a go/no-go basis.

## **1.5. Instructor and Student Guides.**

1.5.1. 558 FTS/DOT develops instructor guides and student guides to support BSOC training. The format for these documents is defined in local guidance. 558 FTS/DOT will develop instructor guides to support the training in the syllabus. The syllabus support documents expand on the information in individual syllabuses and contain the details necessary to ensure consistent training for all students. The course syllabus is the governing document. Instructors should always refer to the courseware for event construction.

1.5.2. AETC/A3FR staffs requests for release of courseware.

**1.6. Quota Management.** The programmed guidance letter (PGL) documents establishes the baseline for student quota management, along with the PFT document reflects real-time changes

and are the AETC aircrew training primary source document for class entry dates, student load, and production schedule information. AETC/A3FR maintains the course related quota management worksheets. These worksheets are available at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-OP-AE-57>). AETC provides class quotas annually via electronic MilPDS (Military Personnel Data System) pages. AETC/A3FR notifies 558 FTS when quotas change.

**1.7. Aircrew Graduate Evaluation Program (AGEP).** Aircrew members who have completed training through an AETC formal undergraduate or graduate flying training program will be evaluated on the effectiveness of their previous training according to AETCI 36-2206, *Aircrew Graduate Evaluation Program*. Refer to AETCI 36-2206 for specific program guidance. Direct feedback survey questions and comments to AETC/A3FR (DSN 487-9134) for questions concerning the AGEP Web site access, contact AETC/A3IE (DSN 487-2045).

**1.8. Student Graduations.** Course Flight Chief verifies successful course completion and provides each student with an AF Form 1256, *Certificate of Training*.

1.8.1. Course Flight Chief must provide the registrar a graduation roster within 3 duty days from class graduation.

## Chapter 2

### STUDENT ADMINISTRATION

**2.1. Inprocessing.** Unit will review incoming student records to verify they are complete and to determine initial supervision required before any other than “academic” only training courses. Students must meet course entry requirements established by the syllabus. They must also comply with reporting instructions identified in the ETCA. At a minimum, units will review these records (or equivalents):

2.1.1. Training records from previous courses. **Note:** Enlisted Center of Excellence (CoE) students will hand carry sealed training records to their follow-on training locations.

#### **2.2. Waivers:**

2.2.1. Prerequisite Waivers. Losing or home unit commanders will ensure students meet course entry prerequisites. The losing/home units will initiate prerequisite entry waivers. Route waiver requests through the SQ/CC, OG/CC, and WG/CC. Complete AETC Form 6, *Waiver Request*. **Exception:** When an Air Force instruction prescribes formal course entry prerequisites, use it to determine waiver authority.

2.2.2. Syllabus Waivers. An approved syllabus waiver is required for any deviation to AETC syllabuses caused by special or unusual circumstances. Permanent or blanket waivers are *not* authorized, but should be suggested as individual syllabus changes through AETC/A3F. Submit individual waiver requests electronically or in writing on an AETC Form 6. Do not change the order of, omit, or accomplish any training requested in a waiver until notified of approval.

2.2.3. Waiver Approval Authorities.

2.2.3.1. AETC/A2/3/10 is the waiver authority for policy in this instruction.

2.2.3.2. AETC/A3F is the syllabus and syllabus prerequisite waiver authority unless otherwise directed by another instruction.

2.2.3.3. Waiver approval authorities will forward a copy of all disapproved and approved waivers to AETC/A3FR.

2.2.4. Maintain a permanent record of all approved waivers in the students training record.

**2.3. Fitness Standards.** Students in AETC courses will participate in physical training according to AFI 36-2905, *Fitness Program* and AETCI 36-2216, *Administration of Military Standards and Discipline Training*, refer to applicable syllabus for specific guidance.

#### **2.4. Student Scheduling:**

2.4.1. BSOC students will be taught up to 8 hours per day.

2.4.2. Follow these guidelines when developing BSOC syllabi:

2.4.2.1. Schedule academic training for no more than 8 instructional hours of new testable material per day. No new testable material will be introduced on the day of the applicable unit’s academic evaluation or progress check.

**2.5. Training Requirements and Restrictions.** Minimum hour requirements, if applicable, are specified in individual course syllabi.

**2.6. Awards:**

2.6.1. The awards program will recognize students who clearly excel during formal training. Award winners must demonstrate the whole person concept while demonstrating outstanding progress in each unit of academics and simulator training. The program will recognize three award categories: AETC Commanders Award, Distinguished Graduate and Outstanding Achievement Award. Award selection will be based on the following: academic average, peer points and instructor review. The unit commander is the final approval authority for all awards.

2.6.1.1. AETC Commanders Award. Awarded to the “Top Graduate” who maintains a 97% average and is nominated by their peers and instructors. The AETC Form 498, *AETC Commander’s Award* is presented to the student selected as the “Top Graduate.”

2.6.1.2. Distinguished Graduate (DG). Awarded to the top 10% of the class. Students must maintain a 95% average and be nominated by their peers and instructors. The AETC Form 499, *Distinguished Graduate Certificate* is presented to students selected for DG status.

2.6.1.3. Academic Achievement. Awarded for academic achievement alone. Students must maintain a 95% average.

2.6.2. Students in the grade of E-8 or E-9 are ineligible for the awards program.

## Chapter 3

### TRAINING MANAGEMENT

#### 3.1. Training Records:

3.1.1. Each student will have an electronic training record that includes grade sheets and other documentation as defined by the specific syllabus. Units may use, in whole or in part, electronic media (such as the TIMS) to fulfill this requirement.

3.1.2. Student training records are for the exclusive use of the student's instructors, supervisors and immediate chain of command. Additional procedures may be specified in unit supplements to this instruction.

3.1.2.1. Secure training records (both paper and electronic) and Student Personnel Information Folders (SPIF) to prevent unauthorized access. Information affecting student training that is inappropriate for public access or sensitive in nature is documented in the SPIF. Use AF Form 174, *Record of Individual Counseling* or AETC Form 173, *Student Record of Academic/Nonacademic Counseling and Comments*, to record counseling entries maintained in the personal information folder. Students may access only their own training record.

3.1.2.1.1. SPIF. Documents or training records not associated with, or directly relevant to, formal course aircrew training and that are inappropriate for public access or sensitive will be maintained separately from the aircrew training record in a SPIF. The SPIF is protected according to the Privacy Act of 1974 and maintained in a secure location apart from aircrew training record documents. The SPIF, if required, is maintained by the squadron and disposed of according to Air Force RDS. If pertinent to follow-on location, the SPIF will be securely forwarded to next duty location.

3.1.2.2. Record each academic and progress check training lesson in the training record.

3.1.3. If electronic training records are not used, the following items will be included in the training record and annotated as applicable:

3.1.3.1. Training record Discrepancy Log/Record of Training record Review (locally produced).

3.1.3.1.1. AETC Form 173 or AF Form 174.

3.1.3.1.2. Messages (ANG and AFRC, if applicable).

3.1.3.1.3. AETC Form 101, *Student Performance Summary*. **Note:** A memorandum for record or an AF Form 4293, *Student Activity Record* maintained within TIMS may be substituted for the AETC Form 101. If applicable, units prepare this form to record and monitor student deficiencies during the course of training. Keep the form in the student's training folder. Documented military deficiencies (including unexcused tardiness or absences, traffic tickets, unaccompanied quarter's inspection failures, fitness program, and dress and appearance violations per AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*) will be specified.

3.1.4. Documentation. Grade sheets are used to document student training in the training record. Instructors provide grades for applicable mission events/tasks, give a concise summary of the student's training, and ensure entries clarify any training action. In addition, documentation on AF Form 4293 is required for the following:

3.1.4.1. Temporary medical disqualification (DNIF status). 558 FTS may substitute a scanned or electronic copy of the AF Form 1042, *Medical Recommendation for Flying*.

3.1.4.2. Syllabus deviations.

3.1.4.3. Authorization for and accomplishment of Additional Training.

3.1.4.4. Training record review prior to an Elimination Check. The reviewing instructor will document any training anomalies, syllabus deviations, etc. that were not previously documented.

3.1.4.5. Entry into the Commander's Review (CR) process and elimination from or reinstatement into training.

3.1.4.6. Syllabus prerequisite waivers or syllabus waivers.

3.1.4.7. Failure of any academic test, or progress check.

3.1.4.8. Counseling sessions.

3.1.4.9. Administrative hold.

3.1.4.10. Assignment to and removal from CAP.

### **3.2. Course Training Standards (CTS):**

3.2.1. Purpose. The purpose of CTS is to provide individual task/event standards to meet graduate requirements.

3.2.2. General Proficiency Standards:

3.2.2.1. CTS evaluated to a proficiency grade of "P" for task/event performance or "P" for task/event knowledge.

3.2.2.2. The CTS listed in the syllabus corresponds to the grading criteria outlined in the STS of the 1U0X1 CFETP.

### **3.3. Duties and Responsibilities:**

3.3.1. Student Responsibilities. Students will accomplish all assigned training.

3.3.2. Instructor Responsibilities. Instructors are responsible for accomplishing all training requirements.

**3.4. Break-in-Training (BIT).** The SQ/DO may authorize a break-in-training. If a student misses more than 25% of an academic unit they will be washed back in training. If less than 25% is missed the FTS/DOS will schedule a detailed plan to ensure syllabus requirements are met.

## Chapter 4

### STUDENT MANAGEMENT

#### 4.1. Commander's Awareness Program (CAP):

4.1.1. **Objective.** To focus supervisory attention on a student's training progress, specific deficiencies, and potential to complete the program. CAP may also be used to monitor personal issues requiring supervisory attention. CAP is intended as a short-term program. A student requiring an extended period of increased supervision or repeated placement on CAP based on performance should be considered for elimination. **Note:** CAP does not apply to courses of 7 training days or less.

4.1.2. **Squadron Commander (SQ/CC) Responsibilities.** The SQ/CC administers CAP. **Note:** CAP administration may be delegated to the SQ/DO, flight commander (FLT/CC), or designated supervisor, but the SQ/CC maintains overall authority and responsibility.

4.1.3. Categories. CAP is divided into the following categories:

4.1.3.1. Academic. Students exhibiting substandard academic performance.

4.1.3.2. Military. Students exhibiting substandard military or professional behavior.

4.1.3.3. Other. Students with personal issues requiring supervisory attention.

#### 4.1.4. CAP Procedures:

4.1.4.1. Placement. The SQ/CC or approved delegate (Flight Chief) places the student on CAP when substandard performance, personal issues or lost training requires close monitoring of individual progress. The Flight Chief will counsel students placed on CAP. Initial counseling will address the reason for CAP placement, CAP objectives, student training plan, instructor continuity, and CAP removal goals. Additional counseling is conducted at the discretion of the Flight Chief but is required if the student fails to meet CAP removal goals.

4.1.4.2. CAP Unit Activities. While students are on CAP the IS will:

4.1.4.2.1. Tailor training to address the student's particular situation within the limits of the syllabus.

4.1.4.2.2. Closely monitor instructor continuity.

4.1.4.2.3. Not compromise proficiency standards to permit CAP students to progress in training.

4.1.4.2.4. Appropriately update and document into the students training folder and intermediate goals and CAP removal goals.

4.1.4.2.5. Brief squadron leadership weekly on a student's progress. This briefing should include the student's strong and weak areas and CAP removal criteria.

4.1.4.3. Maintain documentation of all counseling in the student's training record. **Note:** Document sessions concerning sensitive personal problems on AF Form 174, or AETC

Form 173 and retain in a separate student personal information folder (SPIF) maintained by the supervisor. See Paragraph **3.1.2.1**

4.1.4.4. CAP Removal. The same unit SQ/CC will approve removal from CAP when the student meets CAP removal goals, demonstrates sustained normal progress, or resolves personal issues. This authority will not be delegated. Removal should not be strictly event/task/sortie/lesson based, particularly when individual weak areas can carry over into the next phase or module. Immediate supervisors will counsel students when they are removed from CAP.

**4.2. Commander's Review (CR) Process.** Students who fail two academic tests or progress checks within the same unit of instruction or three combined tests during the normal flow of the syllabus will be entered into the CR process, as follows:

4.2.1. **Initiating Authority (IA).** The course Flight Chief is the IA. The IA:

4.2.1.1. Notifies the student in writing of consideration for elimination.

4.2.1.2. Briefs the student on the complete CR process.

4.2.1.3. Removes the student from training, if necessary.

4.2.1.4. Completes AETC Form 125A, *Record of Administrative Training Action*, Section I, annotating the reasons for removal and any recommendations for follow-on training (if applicable).

4.2.1.5. Forwards the completed AETC Form 125A with the student's memorandum, training records, and any attachments to the reviewing authority (RA). For detachments, this process may be done electronically or by fax to expedite processing, but the original (paper) copies must be forwarded to the 12 OSS/OSR for disposition.

4.2.2. **Reviewing Authority (RA).** The SQ/CC is the RA. The RA:

4.2.2.1. Reviews the AETC Form 125A and, as necessary, the student's training records. When warranted, the RA interviews the student and the IA. The RA recommends elimination or retention in training.

4.2.2.2. If the student is an AFRC/ANG member, the RA will forward the AETC Form 125A and, as necessary, the student's training records to AFRC/A1KE/A3TB/A3TT and AETC/A3H or NGB/A1MA/A3OC and AETC/A3G for coordination.

4.2.3. **Approving Authority (AA).** The OG/CC is the AA. The AA:

4.2.3.1. Eliminates or reinstates the student.

4.2.3.2. Completes Section III of AETC Form 125A and annotates any additional recommendations of follow-on training for the student.

4.2.3.3. Ensures a student eliminated from training is immediately returned to their permanent unit.

4.2.4. **Elimination Messages.** Once final determination is made by the AA, 12 OSS/OSR notifies appropriate agencies by message of all elimination actions.

4.2.4.1. Depending on the student's status, addressees for elimination messages include the following:

**Figure 4.1. Example for Information Addressees.**

TO: Home Unit/CC (for —TDY and Returnl students)  
Losing and Gaining Unit/CCs (for —TDY en route to PCS students)

INFO:  
558 FTS/CC/DO/CCN/MTL  
AETC/AF/TTOC/A3RA/A3FR/FMAM, AFPC/DPALT5  
AFRC/A1KE/A3TT and AETC/A3H (for AFRC students only) NGB/A3TE/A3OC and  
AETC/A3G (for ANG students only)

4.2.4.2. The elimination message must include the following information:

- 4.2.4.2.1. Name, rank, duty status, SSN, Air Force Specialty Code (AFSC), student number (if applicable), report no later than date, and special order number and date.
- 4.2.4.2.2. Date student was removed from training.
- 4.2.4.2.3. Date student can return for training, if applicable.
- 4.2.4.2.4. Reason for elimination. For medical disqualification, **DO NOT** include the specific medical diagnosis. Patients' rights must be protected IAW the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**Figure 4.2. Example Student Notification Memorandum.**

<i>(Date)</i>
MEMORANDUM FOR <i>(Student's Name)</i>
FROM: <i>(Initiating Authority)</i>
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 "show cause" memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. The approving authority uses your memorandum and/or written statements pursuant to the Privacy Act of 1974 as authorized by Title 10, U.S.C., Section 8013. These documents become part of a case file and are destroyed upon the prescribed Air Force Records Disposition Schedule. The case file may be disclosed to any DoD 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 no later than three duty days after receiving this memorandum.
<hr/> <i>(Initiating Authority's Signature)</i>
1 <sup>st</sup> Ind. <i>(Office Symbol)</i> <i>(Date)</i>
MEMORANDUM FOR <i>(Initiating Authority)</i>
I acknowledge receipt of this memorandum and that I was briefed on the commander's review process in accordance with AETCI 36-2205, Volume 14.
<hr/> <i>(Student's Signature)</i>

**4.3. CR Records Distribution:**

4.3.1. The Registrar or similarly designated authority will maintain original CR records according to the RDS and distribute them within 10 duty days of CR completion. These records must be available for review.

4.3.2. Units will distribute eliminated CR records as outlined in **Table 4.3.** and maintain them according to the RDS.

4.3.3. The Registrar will ensure each elimination case is updated in the training management database with an elimination explanation and the appropriate disqualification code.

**Table 4.1. CR Records Distribution.**

Item	A  Form or Item	B  Type of Student	C  Copy Distribution
1	AETC Form 125A (Note 1)	Active Duty Air Force	AETC/A3FR – 1 Servicing MPF - 1 AFPC/DPALT5 – 1 each (Note 2)
3		ANG	AETC/A3FR – 1 AETC/A3G - 1 Servicing MPF - 1 NGB/A3OC – 1 each (Note 3)
4		AFRC	AETC/A3FR – 1 AETC/A3H -1 Servicing MPF - 1 AFRC/A1KE /A3TB/A3TT– 1 (Note 4) ARPC/DPSS – 1 (Note 5)
5	Notification memorandum (Note 6)	All	AETC/A3FR – 1
6	Show cause memorandum (Note 6)		
7	Student training folder (Note 6)		
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>Suspense is 10 duty days after CR completion.</li> <li>AFPC/DPM/DPSAM/DPALT5, 550 C St West, Ste 31, JBSA Randolph TX 78150-4723.</li> <li>NGB/A3OC, 3500 Fetchet Avenue, Joint Base Andrews, MD 20762. Include AETC/A3G for ANG student issues.</li> <li>AFRC/A1KE /A3TB /A3TT, 155 Richard Ray Blvd, Robins AFB GA 31098-1635. Include AETC/A3H for AFRC student issues.</li> <li>Send to ARPC/DPSS, 6760 East Irving Pl, Denver CO 80280-4600.</li> <li>For CR packages, attach Items 5 through 7 of this table (in order) to the AETC Form 125A. Suspense is 10 duty days after CR completion.</li> </ol> <p>Forward CR packages to AETC/A3FR in electronic portable document format (.pdf) to aetc.a3fr.workflow@us.af.mil. For packages containing PA or PII info, send packages in Digitally Encrypted format.</p>			

**4.4. Student Eliminations:**

4.4.1. Students will be considered for elimination if they:

4.4.1.1. 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). Specific deficiencies are annotated on AF Form 174, or AETC Form 173, (AF Form 174 is prescribed in AFI 36-2907, *Unfavorable Information File (UIF) Program*. AETC Form 173 is prescribed in AETCI 36-2215, *Training Administration*. Refer to those publications for guidance on filling out the forms.)

4.4.1.2. Fail to meet syllabus proficiency standard in academics or procedures.

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

4.4.1.4. Engage in misconduct punishable under the articles of the Uniform Code of Military Justice (UCMJ).

4.4.1.5. Demonstrate improper conduct, 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 service. WG/CCs should contact AETC/A3F for guidance in specific situations.

4.4.2. Students are eliminated if they:

4.4.2.1. Become medically disqualified; see AETCI 48-102, *Medical Management of Undergraduate Flying Training Students* for initial CEA guidance and AETCI 36-2205, Volume 1 for officers and qualified/previously qualified CEAs.

4.4.2.2. Initiate action to separate from the service.

4.4.2.3. Are adjudicated absent without leave, are confined, or have deserted.

4.4.2.4. Are involved in drug abuse substantiated by reliable evidence.

4.4.3. Students will be disenrolled if they:

4.4.3.1. Are recalled by the parent unit or higher headquarters.

4.4.3.2. Are hospitalized for an extended period as determined by the OG/CC. Student may be considered for reinstatement at a later date. See AETCI 48-102 and AETCI 36-2205, Volume 1.

4.4.3.3. Have not met course entry prerequisites and have not received an approved entry waiver.

4.4.4. Records Distribution Following Elimination. Follow guidance according to AFI 11-402/AETC SUP and the Air Force RDS.

## Chapter 5

### MEDICAL MANAGEMENT REQUIREMENTS

**5.1. General.** This chapter, AFI 48-123, *Medical Examinations and Standards* and AETCI 48-102, establishes student management requirements for flight surgeons and operations personnel. Operations and medical personnel must ensure SQ/CCs are informed when students exhibit MOA symptoms or other medical conditions that affect student decisions.

MICHAEL A. KELTZ, Major General, USAF  
Director of Intelligence, Operations, and Nuclear  
Integration

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

- AFPD 36-26, *Total Force Development*, 27 September 2011
- AFI 36-2905, *Fitness Program*, 1 July 2010
- AFI 11-215, *USAF Flight Manuals Program [FMP]* 22 December 2008
- AFI 11-401, *Aviation Management*, 7 March 2007
- AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, 13 December 2010
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011
- AFI 36-2907, *Unfavorable Information File (UIF) Program*, 17 June 2007
- AFI 48-123, *Medical Examinations and Standards*, 24 Sep 2009
- AETCI 36-2205, Volume 1, *Formal Flying Training Administration and Management*, 29 May 2009
- AETCI 36-2206, *Aircrew Graduate Evaluation Program*, 27 September 2002
- AETCI 36-2215, *Training Administration*, 22 April 2003
- AETCI36-2216, *Administration of Military Standards and Discipline Training*, 06 December 2010
- AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, 16 November 2009

***Prescribed Forms***

None.

***Adopted Forms***

- AETC Form 6, *Waiver Request*
- AF Form 8, *Certificate of Aircrew Qualification*
- AF Form 174, *Record of Individual Counseling*
- AF Form 847, *Recommendation for Change of Publication*
- AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*
- AF Form 1256, *Certificate of Training*
- AF Form 4293, *Student Activity Record*
- AETC Form 101, *Student Performance Summary*
- AETC Form 125A, *Record of Administrative Training Action*

AETC Form 173, *Student Record of Academic/Nonacademic Counseling and Comments*

AETC Form 498, *AETC Commander's Award*

AETC Form 499, *Distinguished Graduate Certificate*

***Abbreviations and Acronyms***

**AA**—Approving authority

**ACC**—Air Combat Command

**AETC**—Air Education and Training Command

**AETCI**—Air Education and Training Command Instruction

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPC**—Air Force Personnel Center

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AFSC**—Air Force Specialty Code

**AFRC**—Air Force Reserve Command

**AGEP**—Aircrew Graduate Evaluation Program

**ANG**—Air National Guard

**BIT**—Break-in-Training

**BSOC**—Basic Sensor Operator Course

**CAF**—Combat Air Forces

**CAP**—Commander's Awareness Program

**CEA**—Career Enlisted Aviator

**CFETP**—Career Field Education and Training Plan

**CoE**—Center of Excellence

**CR**—Commander's review

**CTS**—Course training standards

**DG**—Distinguished graduate

**DNIF**—Duty not including flying

**DO**—Operations officer/director of operations

**ETCA**—Education and Training Course Announcements

**FFT**—Formal Flying Training

**FLT/CC**—Flight commander  
**FTU**—Formal training unit  
**IA**—Initiating authority  
**LOA**—Lack of adaptability  
**MAJCOM**—Major command  
**MOA**—Manifestation of Apprehension  
**MilPDS**—Military Personnel Data System  
**NGB**—National Guard Bureau  
**OG/CC**—Operations group commander  
**OPR**—Office of Primary Responsibility  
**PFT**—Programmed Flying Training  
**POC**—Point of Contact  
**RDS**—Records Disposition Schedule  
**RPA**—Remotely Piloted Aircraft  
**SG**—Surgeon General  
**SME**—Subject Matter Expert  
**SO**—Sensor Operator  
**SPIF**—Student Personal Information Folder  
**SQ/CC**—Squadron Commander  
**SSN**—Social Security Number  
**STS**—Specialty Training Standard  
**TDY**—Temporary Duty  
**TIMS**—Training Integration Management System  
**UCMJ**—Uniform Code of Military Justice  
**UIF**—Unfavorable Information File  
**WG/CC**—Wing commander

### *Terms*

**Additional Training (AT)**—Additional sorties/lessons given in training to bring a student's proficiency up to standards.

**Aircraft Training Device (ATD)**—Any ground based training device. This includes the Avionics Systems Management Trainer (ASMT), Cockpit Procedures Trainer (CPT), Fuselage Trainer (FuT), and Weapon Systems Trainer (WST), as well as Part Task Trainers such as the CNI-MU Emulator (CNI-E), and the MFCD Emulator (MFCD-E).

**Unit of Training**—A group of lessons or sorties in a syllabus. A unit may be defined in the syllabus as day or night, academic or simulator, qualification or tactical, etc. It is usually of a particular type and prerequisite to another unit. A unit of training is the same as a phase of training.

**Break-in-Training (BIT)**—An interruption in the training flow. This interruption may be due to a planned event such as a holiday, or due to unforeseen circumstances such as weather, maintenance, DNIF, etc

**Category**—All units, phases, or blocks of training contained in the same MIF table.

**Commander's Awareness Program (CAP)**—An administrative process to focus supervisory attention on a student's progress in training/screening, specific deficiencies, and potential to complete the program.

**Commander's Review Process (CR)**—An administrative process to determine whether a student is eliminated from or reinstated in training after they have failed to meet established training standards.

**Course of Training**—The entire program of flying, simulation and academics conducted in all media during the programmed training days.

**Course Training Standards (CTS)**—The training standards describing the skills and degree of proficiency required of the graduates of this course.

**Elimination Check (EC)**—A special check given to evaluate skill level and potential, and to determine if a student should either continue in training or be recommended for elimination.

**Education and Training Course Announcements (ETCA)**—Reference for formal courses giving MAJCOM procedures, security requirements, reporting instructions, clothing requirements and location information. <https://etca.randolph.af.mil/>.

**Event**—A training item to be accomplished. Several events or tasks constitute a training lesson or sortie. An event is the same as a task.

**Initial CEA**—An enlisted student that has not successfully completed an aircraft mission qualification evaluation.

**Flight Evaluation**—AF Form 8 flight evaluation administered by a flight examiner.

**Flying Evaluation Board (FEB)**—Selected individuals appointed to examine an aviators professional qualification for aviation service, evaluate potential for future duties, and make recommendations to higher authorities.

**Lesson**—Several events or tasks that make up a syllabus training objective. A lesson is associated with academic training.

**Medium**—The delivery vehicle for presenting instructional material or basic communication stimuli to a student to induce learning. Instructor Based Training (IBT) lecture/discussion, slides, CBT, and aircrew training devices, are media used in this course.

**Manifestation of Apprehension (MOA)**—A state of psychological anxiety, apprehension, and (or) physical impairment exhibited by students toward the training environment.

**Objectives**—Objectives precisely specify the performance of a specific behavior, the condition under which the behavior is accomplished, and the minimum standard of acceptable performance.

**Pipeline Students**—Students who are not yet permanent party members in an operational unit.

**Phase**—A logical grouping of training identified in the syllabus.

**Proficiency**—The ability to perform at the minimum acceptable speed, accuracy, and safety.

**Proficiency Advancement (PA)**—Advancement based on the student's satisfactory achievement of objectives prior to the end of a unit/phase or sortie/lesson.

**Qualified CEA**—A student who holds an aeronautical rating, qualified for aviation service, is required to obtain/maintain flying skills, and is on Aeronautical Orders as career aviators.

**Required Proficiency Level (RPL)**—A numeric code indicating performance and knowledge level required in a given job element. Each task/job element for the course has an associated RPL.

**Situational Awareness (SA)**—Aware of environment in and around the aircraft, takes appropriate actions, and understands cause and effect of actions taken.

**Task**—A training item to be accomplished. Several events or tasks constitute a training lesson or sortie. A task is the same as an event.

**Training Days (TD)**—The number of days that training events are planned to occur for a class. (e.g., Academic or Simulator)

**Training Folder**—Any media (electronic or paper based) used to capture student training information. May also be referred to as a training record, grade book, etc.

**Training Management System (TMS)**—A computer system used to manage courses of training.

**Training**—A group of lessons in any category with the same first or last two numbers in the lesson designator and the same list of maneuvers and objectives. Several sections make up a unit or phase of training.