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AIR EDUCATION AND TRAINING**

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**INTELLIGENCE FORMAL TRAINING UNIT
ADMINISTRATION AND MANAGEMENT**

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This instruction implements AFD 3626, *Total Force Development*, and AETCI 36-2205, Volume 1, *Formal Flying Training Administration and Management*. It provides policy for all AETC Intelligence Formal Training Units (IFTUs) for flying training courses. It applies to AETC, Air Force Reserve Command (AFRC), and Air National Guard (ANG) wings and groups under the oversight of AETC who are conducting formal intelligence flying training, and to members of the Air ANG and AFRC enrolled in AETC formal intelligence flying training courses. Subordinate units will coordinate local supplements through HQ AETC/A2OI prior to publication. Submit suggested changes to this instruction on AF Form 847, *Recommendation for Change of Publication*, through command channels, to HQ AETC/A2OI. HQ AETC A2/3/10 is the overall approving authority for changes, NGB/A3 is the approving authority for ANG-specific changes, and AFRC/A3 is the approving authority for AFRC-specific changes. Unless otherwise specified, HQ AETC/A2O is waiver authority for this instruction. Requests for waiver must be processed through local command channels to HQ AETC/A2OI for consideration and processing. A waiver remains in effect until the approving official cancels it in writing, the publication is revised, or the waiver expires. When the publication is revised, the requester must renew the waiver. 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 (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

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Chapter 1

TRAINING ADMINISTRATION

1.1. Responsibilities.

1.1.1. HQ AETC/A2/3/10 is the approval authority for command developed and maintained formal flying training syllabuses.

1.1.2. HQ AETC/A3Z coordinates Intelligence Formal Training Unit (IFTU) syllabi for AETC IFTUs.

1.1.3. HQ AETC/A2OI develops IFTU policy, manages IFTU operations, and provides student management oversight.

1.1.4. LEAD MAJCOM will ensure instructor manning levels are adequate to accommodate normal operations such as instructor leave, deployments and any other issue that may arise IAW AFI 14-202 Vol1 para. 1.3.2.3.

1.2. Training Syllabus.

1.2.1. A syllabus is the directive for executing each formal training course of the IFTU. The syllabus is developed by the IFTU with oversight by the training MAJCOM and SME support as required from the lead MAJCOM. AETCI 36-2221, *Flying Training Course and Special Publications Development* contain specific syllabus development requirements.

1.2.2. Refer to AFI 14-2 MDS and lead MAJCOM for more Additional Training (AT) guidance.

1.3. Course Training Standards (CTS). Graduates must meet all syllabus-directed CTSs at the required proficiency level.

1.4. Waivers. The syllabus is directive and must be followed precisely, unless a waiver is approved. Syllabus waivers and prerequisite waivers will be routed thru HQ AETC/A2O to HQ AETC/A3Z for approval. Deviations will not be authorized without written approval.

1.5. Additional Training (AT). All additional training events will be reported on AF Form 4293 Student Activity Record. Refer to the applicable syllabus for authorized AT and specific guidelines.

1.6. Student Scheduling.

1.6.1. Students will not perform duties in excess of 12 hours in one day unless specifically authorized in the syllabus. Testable academic lessons will be limited to 8 hours per day.

1.6.2. Ordinary leave for students is not normally authorized. Emergency leave is permitted when the emergency is confirmed by the Red Cross or home unit leadership. The IFTU Chief (Course Director) will record student absences on a memorandum for record filed with the student's training record. Student leave approval rests with the IFTU chain-of-command and is based on the individual circumstance surrounding the request.

1.6.3. Since the length of IFTU courses vary, the IFTU Chief (Course Director) along with input from course staff, will determine if the IFTU student departing on emergency leave will

complete the course and be granted the AF Form 1256, *Certificate of Training* or if they will be withdrawn and re-entered into training at another date.

1.7. Field Trips. Field trips and/or site visits must be listed in the syllabus and approved/directed by lead MAJCOM. Double billeting requirements for overnight trips will be specified in the syllabus and additional guidance will be listed on the course description of the Education and Training Course Announcements (ETCA) <https://etca.randolph.af.mil/default1.asp>.

1.8. Familiarization Flights. Student familiarization flights may be included in the syllabus, but they will not be mandatory. Familiarization flights must be conducted on a non-interference basis to the flying program. The syllabus must provide flexibility for students who are flying so that they can complete all syllabus requirements. Refer to AFI 11-401 and AETC Supplement 11-401 for further guidance.

1.9. Simulator/Device Familiarization Training. Simulator/device training may be included in the syllabus. Instructors will ensure training is focused on intelligence applications of weapons system knowledge, rather than flying the device.

Chapter 2

STUDENT ADMINISTRATION

2.1. Course Entry Administration. Student's MAJCOM Formal Training Manager will review incoming student records to verify they have met all course entry prerequisites before enrolling student in the course. If a student does not meet the course entry prerequisites, contact HQ AETC/A2OI before entering the student into training. The waiver authority for the prerequisites is the AETC Senior Intelligence Officer (SIO).

2.2. Class Quotas. HQ AETC/A2OI provides yearly class quotas and notifies affected MAJCOMS of quota changes.

2.3. Quota Management. HQ AETC/A2OI establishes the baseline for student quota management and maintains the quota management worksheets, which reflect real-time changes and are the AETC intelligence training primary source documents for class entry, student load, and production schedule information.

2.3.1. Class Entry Rosters.

2.3.1.1. IFTUs will obtain class entry rosters in Military Personnel Data System-Oracle Training Administration (MilPDS/OTA) not later than 2 weeks before class start date. Rosters should be obtained as early as possible to allow identification of excess capacity.

2.3.1.2. IFTU units will report roster discrepancies as soon as they are discovered, but no later than 3 academic days following the class start date. Report changes, no shows, discrepancies, and graduation delays to HQ AETC/A2OI/ISR Operations.

2.4. Performance Standards.

2.4.1. Academic Examinations. The minimum passing score for IFTU academic examinations is 85 percent or as documented in the AETC approved syllabus. Only an instructor qualified in the academic section being taught will administer examinations. During examinations, instructors only answer questions to clarify the meaning of questions. Instructors should avoid answering in a manner that changes students' confidence in an answer or directs a path for problem resolution. Anything said to one student should be shared with the entire class. Instructor test review will ensure all missed questions are clarified and corrected.

2.4.2. Task Evaluations. The standard for task evaluation is Q (Qualified). The standards for achieving a Q will be made available to each student. A grade of Q- (Qualified with discrepancies) may require AT as determined by the Intelligence Evaluator (IE). A grade of U (Unqualified) will require AT, and re-evaluation of the task.

2.4.2.1. Task evaluations must be conducted and documented by a certified Intelligence Evaluator (IE) using AF Form 4349 Record of Intelligence Evaluation, AF Form 4350, Certificate of Intelligence Qualification; AF Form 4381, Intelligence Gradesheet, or locally produced gradesheet. The IE will provide feedback to every student immediately following their task evaluation.

2.4.2.2. A repeated task evaluation does not automatically generate a grade of U. The IE and/or Course Director may decide if a student needs to repeat a task before a final grade for that task is determined.

2.4.3. Below-standard Performance. A test score below 85 percent or a U (Unqualified) task evaluation score will generate AT and corrective action.

Chapter 3

STUDENT MANAGEMENT

3.1. Commander's Awareness Program (CAP).

3.1.1. Objective. The objective of CAP is to focus supervisory attention on a student's progress in training, specific deficiencies, and potential to complete the program. CAP may also be used to monitor personal or disciplinary issues requiring supervisory attention.

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

3.1.2.1. Academic. Students exhibiting substandard academic performance (test failure). Units may use additional local procedures to monitor students who demonstrate marginal academic performance (example: an academic average less than 90%). See paragraph 3.1.3 below.

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

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

3.1.3. Operations Group Commander Responsibilities. The OG/CC administers CAP. Once a student begins training, the OG/OGI (or OSS/IN) administers the program. **Note:** CAP administration may be delegated to the Deputy OG, OSS/CC, SIO, Course Director, or IFTU Chief; but the OG/CC maintains overall authority and responsibility.

3.1.4. CAP Procedures. The IFTU Chief or SIO places the student on CAP. Due to the short duration of the course, once a student enters CAP they will remain in that status until graduation or course removal.

3.1.4.1. Generate an AETC Form 101, *Student Performance Summary*, for any student placed in CAP for non-progression of an academic test, skill evaluation, or for an officership or airmanship problem. AETC Form 101 is a permanent part of the student's training record.

3.1.4.2. While the student is in CAP, tailor training to address the student's particular situation within the limits of the syllabus. Create a corrective training plan on a locally produced MFR or AF IMT Form 4293, *Student Activity Record*. Contractor-provided training is conducted IAW the training contract. The IFTU Chief closely monitors instructor continuity and ensures proficiency standards are not being compromised to permit CAP students to progress in training.

3.1.4.3. The IFTU Chief or designated representative counsels the student when placed in CAP. Initial counseling covers CAP objectives, student training plan, and instructor continuity. Additional counseling is done at the discretion of the IFTU Chief or designated representative, but is required if the student fails to meet the CAP removal goals. Document all counseling in the student's training folder.

3.1.4.4. The IFTU Chief or SIO updates group leadership weekly on the student's progress. As a minimum, this update includes the student's strong and weak areas and additional training (AT) details.

3.2. Progress Checks (PCs) and Elimination Checks (ECs). PCs and ECs are key events in the Commanders Review (CR) process. Triggers for these events are defined in the applicable syllabus.

3.3. Commander's Review (CR) Process.

3.3.1. Overview. The CR process recommends the student's elimination or retention in training. It must be completed within 2 duty days from the date the initiating authority (IA) signs the AETC Form 146, *Record of Commander's Review Action (IFTU)*.

3.3.2. Entry. Enter students failing to progress in the normal syllabus flow into the CR process. The SIO, enters the student in the CR process as outlined in each syllabus.

3.3.3. Initiating Authority (IA). The IFTU Chief is the IA. The IA:

3.3.3.1. Notifies students in writing of their consideration for elimination ([Attachment 2](#)).

3.3.3.2. Briefs the student on the CR process ([Attachment 3](#)).

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

3.3.3.4. Completes Section I of AETC IMT Form 126A and ensures the student completes Section II.

3.3.3.5. Advise the student to submit a "show cause" memorandum within 2 duty days, identifying any factors that may have affected training.

3.3.3.6. Send the completed AETC IMT Form 126A with the student's memorandum, training records, and any attachments to the RA.

3.3.4. Reviewing Authority (RA). The OG/DO, OSS/CC or SIO is the RA. The RA:

3.3.4.1. Reviews the student's training records and recommends elimination from or retention in training. The RA examines the student's training records and, as deemed necessary, interviews the student and IFTU Chief.

3.3.4.2. Completes Sections III and IV of AETC IMT Form 126A and forwards the form with all applicable records to the approving authority for final review. These records include a written summary of the significant facts and specific rationale used to arrive at the recommendations.

3.3.4.3. Terminates the CR process if it becomes apparent that circumstances require convening an investigation under the provisions of AFI 51602, *Boards of Officers*, or when information arises that would cause the student to be medically disqualified.

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

3.3.5.1. Eliminates or reinstates the student.

3.3.5.2. Completes Section V of AETC IMT Form 126A.

3.4. CR Records Distribution.

3.4.1. The IFTU Chief maintains the original CR records and forwards a copy to the student's gaining/parent unit. The records will be maintained IAW F036 AETC N.

3.4.2. The IFTU Chief will provide the course registrar with the required documents to place in the training management database with the proper elimination code.

3.5. Student Eliminations.

3.5.1. Students *should* be eliminated if they:

3.5.1.1. 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 operational personnel.

3.5.1.2. Failure to meet proficiency standards of the syllabus requirements, academics, or procedures.

3.5.1.3. Failure to demonstrate the potential to complete the course within syllabus constraints.

3.5.1.4. Receive punitive action under the articles of the UCMJ.

3.5.1.5. Have absences in excess of 8 course hours (nonconsecutive).

3.5.2. *Eliminate* students if they:

3.5.2.1. Initiate action to separate from the service.

3.5.2.2. Are recalled by the parent unit or higher headquarters. Units will notify HQ AETC/A2OI when a student recall is needed. In the event the commander deems an immediate emergency situation, then notification can occur after recall.

3.5.2.3. Fail to meet proficiency standards of the syllabus in academics, or performance standards.

3.5.2.4. Are adjudicated absent without leave (AWOL), are confined, or have deserted.

3.5.2.5. Receive punitive action under the articles of the Uniform Code of Military Justice (UCMJ).

3.5.2.6. Become involved in drug abuse substantiated by reliable evidence.

3.5.2.7. Are medically disqualified. To be medically disqualified a student must have a medical condition that renders him or her incapable of meeting training requirements for IFTU training. Students that are hospitalized for an extended period may be washed back to the next class (when available) or considered for reinstatement at a later date. Due to the temporary duty status of IFTU students, the determination to eliminate must be completed within 1 duty day. If the flight surgeon or appropriate medical authority determines the disqualification may resolve within another 1 duty day forward the request to HQ AETC/A2OI and the student's home unit to determine if elimination or course continuation (including wash back) is warranted.

3.5.2.8. 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 training.

3.5.3. OG/CC acts as the authority to determine if an officer should be eliminated from IFTU training for misconduct which results in, or warrants, non-judicial punishment. Based on the totality of the circumstances, the respective subordinate commander recommends

whether an officer should be eliminated from training. When the misconduct is serious enough to warrant discharge from service under AFI 363206, *Administrative Discharge Procedures for Commissioned Officers*, and the responsible AETC Show-Cause Authority initiates discharge action. Otherwise, AETC A/2/3/10 makes recommendation to HQ AFPC concerning reclassification and discharge of these officers.

3.6. Student Dispositions.

3.6.1. IFTU students eliminated from their respective courses are returned to their home unit (or gaining unit in the case of training conducted during a PCS move).

Chapter 4

MEDICAL MANAGEMENT REQUIREMENTS

4.1. General. Flying is not a requirement to complete any AETC IFTU course. Those IFTU courses that incorporate flying events into the syllabus must follow the appropriate regulations with respect to medical clearance and safety requirements.

Chapter 5

STUDENT AWARDS

5.1. Overview. Each IFTU (at the discretion of the Wing/CC) establishes and maintains a program to present awards to students selected as academically outstanding. Duplicate awards may be presented for ties. AFI 362805, *Special Trophies and Awards*, governs appropriations for such awards.

5.2. Award Procedures. The IFTU Chief (or designated supervisor) may select students from each class as Distinguished Graduate and Academic Excellence Award and present them a plaque/trophy. For each class, the OSS/CC (or the SIO if designated) is the final approving authority for all awards presented.

5.2.1. Awards. Purchase plaques/trophies from appropriated funds, using specifications outlined in AFI 362805, *Special Trophies and Awards*.

5.3. Distinguished Graduate. This award is presented to the student who finishes the course with the highest MASS score and at least a 94 percent academic average with no academic test or skill evaluation failures and demonstrated highest leadership qualities. (Round fractional numbers to the next nearest whole number.)

Chapter 6

STUDENT TRAINING FOLDER

6.1. Introduction. Training and personal information folders contain confidential information about the progress of each student and must be maintained accordingly. The IFTU Chief and staff instructors maintain the folders on a daily basis. A backup version may be maintained at the unit's discretion. Specify procedures in local unit guidance. Students may only access their specific student training folder.

6.2. Contents.

6.2.1. Personal information. Personal information must be maintained separately from the actual training folder. Units may use Personal Information Files, or Class/Flight Commander books to keep personal/sensitive information separate from specific training information. This information must be secured to prevent inadvertent or deliberate access by unauthorized personnel. Examples of personal information to be maintained separate from training folders are:

6.2.1.1. Adopted Forms.

6.2.2. Training folders. Training folders contain information specific to the student's training history and performance. The student training folder will contain:

6.2.2.1. Prescribed Forms.

6.3. Documentation. Document student training issues on AF Form 4293. Instructors provide a concise summary of the student's training and ensure entries clarify any training action. Begin each entry with date of the event, subject or syllabus lesson numbers, overall lesson grade, and lesson duration (if applicable). End the entry with the signature, printed name, grade, and duty title of the instructor making the entry. The student, the student's assigned instructor, and the IFTU Chief or IN Flight/CC initials all AF Form 4293 entries. Make an AF Form 4293 entry for the following:

6.3.1. Failure of any academic test, PC, or EC.

6.3.2. Counseling sessions concerning training progress. *Note:* If the counseling involves sensitive personal problems, document the session on AF Form 174 and keep the form in the student's personal information folders. Annotate on an AF Form 4293 in the student's training folder that a counseling session was conducted.

6.3.3. Assignment in CAP.

6.3.4. Removal from or reinstatement into training.

6.3.5. Syllabus deviations or training waivers.

6.3.6. Unusual occurrences that could affect the student's progress.

6.3.7. Lessons graded overall unsatisfactory (U). Use the cause and effect format to document substandard performance and identify the root cause for all individual items graded as substandard.

6.4. Student Training Records Disposition. The IFTU Chief will forward original student training records to the home or gaining unit via electronic means or by certified mail. IFTUs will maintain either hard copy or electronic copies of the training record for 2 years after the class graduation date.

Chapter 7

STUDENT TRAINING

7.1. IFTU Chief Responsibilities. The IFTU Chief (Course Director) is the first echelon responsible for conducting IFTU training. The IFTU Chief will ensure the local leadership is aware of student progress and course issues. The IFTU Chief responsibilities include:

7.1.1. Conduct Flight/Class Orientation.

7.1.2. Supervise and monitor student training.

7.1.3. Assist students and instructors with the training review process and provide for discipline, physical and mental well-being, and general welfare of students. The IFTU chief must be aware of each student's progress in all areas, including the potential effect of external factors (personal problems, etc.).

7.1.3.1. Perform student counseling in close coordination with squadron leadership (performance, personal, or disciplinary).

7.1.3.2. Counsel students when they are determined to be marginal performers or are placed on CAP. Conduct follow-up counseling as often thereafter as necessary.

7.1.3.3. Notify student's home unit of poor performance and provide them with an approved plan of action to provide the student with the most opportunities to graduate the course.

7.1.3.4. Counsel students as necessary in appropriate management issues, including personal problems and disciplinary matters. Refer students to appropriate base support agencies (Chaplain, Legal Office, etc.) for further assistance, if necessary.

7.1.3.5. Conduct safety briefings before long weekends or extended holiday breaks if a student is under 26 and leaving the local area or as deemed necessary. (Have students under 26 and leaving the local area fill out AF IMT 29B and give to course registrar.)

7.1.4. Maintain student training folders IAW **Chapter 6**, local guidance, and the applicable syllabus.

7.1.5. Coordinate with academic instructors, subject matter experts, and squadron leadership on individual student performance.

7.1.6. Designate an Instructor of Record (IOR) for each IFTU block of instruction. The IOR must be an instructor assigned to the IFTU (responsibilities can be performed by guest instructors and SMEs, but must be monitored and documented by the block IOR).

7.1.7. Brief student leaders (class leaders) on the scope and limits of their responsibilities.

7.1.7.1. Document responsibilities on locally produced MFR.

7.1.7.2. Meet regularly with student/class leaders to discuss possible flight issues.

7.1.8. Prepare graduation/elimination packages IAW AETC guidelines.

7.1.9. Assist and/or conduct student graduations.

7.1.10. Assist in syllabus-directed functions.

- 7.1.10.1. Ensure block Instructors of Record (IOR)/SMEs complete student grade sheets (as applicable).
 - 7.1.10.2. Oversee Progress Checks (PCs) and Elimination Checks (ECs) when accomplished, IAW Training MAJCOM or FOA CAP guidelines.
 - 7.1.10.3. Oversee all instructor upgrades and ensure all instructors (including guests and SMEs) meet the requirements outlined in Chapter 4 of this instruction.
 - 7.1.11. Conduct a comprehensive syllabus review every two years and update as required.
 - 7.1.11.1. Solicit inputs to ensure syllabus changes are well-coordinated with experts in the MDS field.
 - 7.1.11.2. Attend applicable MDS and tactical conferences.
 - 7.1.12. Develop courseware that conforms to IQT standards to meet lead MAJCOM requirements.
 - 7.1.13. The IFTU Chief will ensure each IOR develops lesson plans for each block, including objectives, to meet lead MAJCOM requirements for each academic lesson taught within each block.
 - 7.1.13.1. Master Question File (MQF) will be developed by the lead MAJCOM. Training MAJCOM of the IFTUs will ensure they have the latest MQFs and disseminated to the IFTU's.
 - 7.1.13.2. All academic test questions will come from the courseware.
 - 7.1.14. Develop academic and task evaluation standards.
 - 7.1.15. If applicable, provide feedback to lead MAJCOM and AETC/A2OI on MQF content.
 - 7.1.16. Ensure task evaluations are conducted IAW AFI 14-202v2 Chapter 5.
 - 7.1.17. Review each block of instruction, including content and course objectives, annually. Document currency of all courseware materials and make available to customer units.
 - 7.1.17.1. Review and update courseware as required within *3 months* of relevant AFTTP 3-1 MDS or 3-1 publication release. Document all changes and make available to customer units.
 - 7.1.18. Document all syllabus training events using the on-line system (i.e. AFTR, GTIMS, etc).
 - 7.1.19. Document all training events on AF Form 4381, *Intelligence Grade Sheet*.
- 7.2. Graduate Assessment.** Six months after student graduation, a graduate assessment will be sent to the student's SIO/ Supervisor. The SIO/Supervisor will return the completed graduate assessment to the IFTU Course Director. All graduate assessment data will be maintained by the IFTU Chief (Course Director) for a minimum of 2 years from receipt date in a hard copy and/or electronic database.

Chapter 8

INSTRUCTOR REQUIREMENTS

8.1. Instructor of Record (IOR). Each block of instruction will have in writing a designated IOR. An instructor may be the IOR for several blocks of instruction. The IFTU Chief (Course Director) may also be a designated IOR. For each block of instruction, the IOR will:

8.1.1. Certify to teach every lesson within the block for which they will be IOR (they may be considered an alternate instructor on a lesson taught by a Subject Matter Expert).

8.1.2. Maintain and document courseware currency at least annually.

8.1.3. Semi-annually review test questions for relevancy, accuracy, and to ensure they fulfill block training objectives.

8.1.4. Each IOR will ensure all lesson plans are current and up to date within their block of instruction.

8.2. Instructor Qualifications. IFTU instructors should be selected based upon their qualifications, currency, and areas of expertise. The SIO will ensure trainers are qualified in areas on which they provide instruction prior to conducting training. Qualification waivers will be routed thru HQ AETC/A2O to lead MAJCOM for approval. All IFTU instructors require:

8.2.1. Completion of Mission Qualification Training (MQT) and Intelligence Evaluator (IE) certification as directed in AFI 14-2(MDS)v1 Chapters 3 and 5 respectively, before being certified as IFTU instructors. Follow AFI 14-202 volume 2 for mission ready (MR) guidance.

8.2.2. Graduation from basic instructor course (BIC) or equivalent course (see link in AETCI 36-2604 para. 2.2.1.). AFSOF-ITU instructors may only attend 5ACC3S200-003 Academic Instructor Course (AIC) at Hurlbert Field as an equivalent to the BIC.

8.2.2.1. IFTU instructors who have not completed BIC course will have six months from the implementation date of this AETCI to complete BIC will be de-certified until completing the course.

8.2.3. Completion of all initial certification requirements before instructing students unsupervised. The initial certification process will include:

8.2.3.1. Attendance to the IFTU in its entirety as a student, meeting requirements for Basic Qualification (BQ) status. Waivers will be worked directly through AETC/A2OI.

8.2.3.2. If the instructor is a previous graduate of the IFTU, he/she will observe academic instruction of the course (regardless of BQ qualification through local unit IQT program).

8.2.4. Qualification to instruct a specific portion of the course must be met before instructing it unsupervised. In order to fully qualify to teach a lesson/ block, upgrading instructors will:

8.2.4.1. Develop an upgrade plan with the block IOR, including an upgrade timeline, study requirements, and deadline for qualification briefings.

8.2.4.2. Review courseware, lesson objectives and training plan, examinations, and evaluation standards for each block they will instruct. Upgrading instructors must review

all of the above for the entire block of instruction, including lessons for which they are not currently upgrading to instruct.

8.2.4.3. Qualify to teach each lesson within a block by instructing the entire lesson to the IOR. The IOR will critique the upgrading instructor and provide detailed feedback for improving instruction.

8.3. Instructor Currency.

8.3.1. Block IORs or the IFTU Chief (Course Director) will observe each course taught by each instructor at least once within a 1-year period. The IOR or IFTU Chief (Course Director) will provide detailed feedback to the instructors on each lesson they teach, and document all currencies on AF Form 4350, *Certificate of Intelligence Qualification*.

8.3.1.1. If the IOR or IFTU Chief (Course Director) observes an unsatisfactory lesson, he/she may recommend the instructor for decertification. The IFTU Chief (Course Director) will then observe the instructor, provide feedback to instructor focusing on deficiencies and may decide to decertify the instructor after the instructor has failed re-attempt or if deficiencies continue with little improvement on that lesson or on the entire course. The IFTU Chief (Course Director) will develop a tailor-made course of instruction to return deficient instructor to certified level. The IFTU Chief (Course Director) will make recommended permanent personnel changes to the SIO based on instructor performance.

8.3.1.2. All IFTU instructors should audit lessons they do not instruct as often as possible in order to maintain their knowledge of all IFTU courseware.

8.4. Guest Instructor. SMEs can be asked to teach specific lessons on a case-by-case basis once their expertise is determined. The IFTU Chief (Course Director) or the IOR will ensure course material is reviewed and the guest lecturer must be supervised during instruction at least once every six months. Training folders do not have to be maintained on a guest lecturer.

8.5. Instructor Records. Instructor records will be maintained by the IFTU Course Director/NCOIC for each instructor assigned to the IFTU faculty. They will be kept separate from the instructor's training records.

8.5.1. At a minimum each instructor record will contain the following:

8.5.1.1. Copy of AF Form 4350, *Certificate of Intelligence Qualification*.

8.5.1.2. Graduation certificate from Basic Instructor Course or equivalent.

8.5.1.3. Instruction evaluation form. The evaluation documentation will be AETC Form 281, *Instructor Evaluation Checklist*.

8.5.1.4. Documentation from upgrade process.

8.5.2. All certification/recertification and paperwork will be maintained in the instructor folder until the instructor departs the unit.

8.6. Student Critiques and Instructor Feedback. Students will be provided feedback forms at the end of each block, which are due to instructors by the end of the same day. Each feedback form will provide the student an opportunity to provide feedback on the courseware, the examination, and instructor(s).

8.6.1. Students will be provided critiques following lessons of IFTU course undergoing the validation process. Once the course has been validated, critiques will be provided to the students following each block of instruction.

8.6.2. The critiques for each academic block of instruction will be maintained by the Course Director, either in original hard copy or electronic format, for at least 2 years from class graduation date.

8.7. End-of-Course Critiques. Each organization conducting formal training administers an end-of-course critique program as an integral part of the formal training course. Commanders of designated units/organizations hosting IFTUs determine the critique's content and medium. The critique must be administered to each student between the end of formal training completion and student departure.

8.7.1. A copy of all endofcourse critiques will be maintained by course director for tracking of trends. The IFTU Chief (Course Director) will review each critique and forward a consolidated report to the IFTU chain-of-command within 10 duty days of graduation.

8.8. Trends. The course director will compile all feedback data for trends and provide that information to the IFTU chain-of-command, and AETC/A2OI ISR Operations on a semi-annual basis. The data will also be used during the syllabus review process.

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

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

AFH 362235, Vol 8, *Information for Designers of Instructional Systems Application to Aircrew Training* 1 Nov 02

AFI 14-202v1, *Intelligence Training* 17 Sep 12

AFI 33324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections* 06 Mar 13

AFI 33328, *Administrative Orders* 16 Jan 07

AFI 362605, *Air Force Military Personnel Testing System* 24 Sep 08

AFI 362805, *Special Trophies and Awards*, and AETC Sup 1 14 Mar 13/12 Sep 06

AFI 362903, *Dress and Personal Appearance of Air Force Personnel* and AETC Sup 1 18 Jul 11/19 Apr 12

AFI 362909, *Professional and Unprofessional Relationships* 1 May 99

AFI 363206, *Administrative Discharge Procedures for Commissioned Officers* 09 Jun 04

AFI 363207, *Separating Commissioned Officers* 09 Jul 04

AFI 48123, *Medical Examination and Standards* 24 Sep 09

AFI 51602, *Boards of Officers* 02 Mar 94

AFPAM 63503, *Quality Assurance of Training System Contracts* 15 Oct 1993

AFPD 3626, *Total Force Development* 27 Sep 11

AETCI 36-2205, Vol 1, *Formal Flying Training Administration and Management* 29 May 09

AETCI 36-2205, Vol 3, *Formal Flying Training Administration and Management – Initial Flight Screening* 20 Dec 12

AETCI 362206, *Aircrew Graduate Evaluation Program* 21 Apr 10

AETCI 362216, *Administration of Military Standards and Discipline Training* 06 Dec 10

AETCI 36-2604, *Flying Training Instructor Programs* 09 Oct 13

AETCI 362909, *Professional and Unprofessional Relationships* 02 Mar 07

Forms**Prescribed**

AETC146, Commander Review Action

Adopted

AF Form 174, Record of Individual Counseling

AF Form 1042, Medical Recommendation for Flying or Special Operational Duty

AF Form 4349, Record of Intelligence Evaluation, 10 March 2008
AF Form 4350, Certificate of Intelligence Qualification, 10 March 2008
AF Form 4381, Intelligence Grade sheet, 10 March 2008
AETC Form 101, Student Performance Summary
AETC Form 146, Commanders Review Action (IFTU)
AETC Form 281, Instructor Evaluation Checklist
AETC Form 904, Training Summary Student biographies

Abbreviations and Acronyms

AA—approving authority
ADSC—active duty service commitment
AETC—Air Education and Training Command
AFI—Air Force instruction
AFMAN—Air Force manual
AFPC—Air Force Personnel Center
AFRC—Air Force Reserve Command
AFSAT—Air Force Security Assistance Training
AFSC—Air Force specialty code
ANG—Air National Guard
AT—additional training
AWOL—absent without leave
CAI—computer-assisted instruction
CAP—commander’s awareness program
CC—commander
CR—commander’s review
CTS—course training standard
DG—distinguished graduate
DoD—Department of Defense
DO—operations officer
DOB—date of birth
DOR—drop on request
EC—elimination check
ETCA—education and training course announcements

FLT—flight
IA—initiating authority
IFT—Intelligence Formal Training
IFTU—Intelligence Formal Training Unit
IOR—Instructor of Record
ITO—invitational travel order
LOA—lack of adaptability
MAJCOM—major command
MDS—mission design series
MilPDS—Military Personnel Data System
MOU—Memorandum of Understanding
MPF—military personnel flight
NG—no grade
NGB—National Guard Bureau
NOTAM—notice to airmen
OG—operations group
ORM—operational resource management
OPR—office of primary responsibility
OSS—operations support squadron
PC—progress check
PME—professional military education
POC—point of contact
QAR—quality assurance representative
RA—reviewing authority
RDS—records disposition schedule
SIO—Senior Intelligence Officer or representative
SME—subject matter expert
SQ—squadron
SSN—Social Security number
TDY—temporary duty
TG—top graduate
U—unsatisfactory (grade)

UCMJ—Uniform Code of Military Justice

WG—wing

Terms

Course—The entire program of flying, simulation and academics conducted in all media during the programmed training days as outlined in a specific syllabus.

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

Courseware—The technical data, textual materials, audio, video, film, computer instruction, instructor guides, student study guides, and other training material developed to support and implement the syllabus.

Attachment 2

EXAMPLE STUDENT NOTIFICATION MEMORANDUM

Figure A2.1. 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. The approving authority uses your memorandum and/or written statements pursuant to 10 USC § 8013. These documents become part of a case file kept at AETC/A2OI and are destroyed 1 year after completion of training IAW 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 not later than 2 duty days after receiving this memorandum.

(Initiating Authority's Signature)

1st Ind

TO: *(Initiating Authority)*

(Date)

Receipt acknowledged.

(Student's Signature)

|



Attachment 3

CR PROCESS BRIEFING GUIDE AND CHECKLIST

A3.1. The Initiating Authority (IA):

- A3.1.1. Informs the student that review action is being initiated and states reasons for the action.
- A3.1.2. Explains the initial review process to the student (**Chapter 3** of this instruction).
- A3.1.3. Removes the student from training pending the approving authority's decision.
- A3.1.4. When the student is considered for elimination, completes AETC Form 146 (Section I) and clearly states the reason.
- A3.1.5. Advises the student to submit a show-cause memorandum within 2 duty days, identifying any factors that may have affected training.
- A3.1.6. Ensures the student completes AETC Form 146, Section II.
- A3.1.7. Forwards AETC Form 146 with the student's records and written documentation (if applicable) to the RA not later than 4 duty days after notifying the student.

A3.2. The Reviewing Authority (RA):

- A3.2.1. Reviews the student's training and recommend elimination from or retention in training.
- A3.2.2. Completes AETC Form 146, Section III, to include remarks for the student's retention or elimination from training, and Section V, if applicable, to include all check results by event and overall grade.
- A3.2.3. Informs the student of the sequence of events for CR.
- A3.2.4. Informs the student of individual rights for legal assistance and representation if the review is convened under AFI 51602.
- A3.2.5. Forwards recommendations and documentation to the AA for final decision.

A3.3. The Approving Authority (AA):

- A3.3.1. Reviews the student's records and RA's recommendations.
- A3.3.2. Decides whether the student is retained in or eliminated from training.
- A3.3.3. Completes AETC Form 146, Section IV, to include remarks on the student's officership and, in the event of elimination, a recommended follow-on career field.
- A3.3.4. For medical eliminees, provides a statement evaluating the student's ability to complete training if medically re-qualified.

Attachment 4

EXAMPLE RECORD OF COMMANDER'S REVIEW ACTION (IFTU)

Figure A4.1. Sample Form AETC146

RECORD OF COMMANDER'S REVIEW ACTION (IFTU)		
This form contains personal information protected by the Privacy Act of 1974. The Form will be safeguarded from unauthorized disclosure and will be disposed of according to AFI 33-332.		
TRAINING UNIT/LOCATION	STUDENT'S PERMANENT BASE (ARC or Student in TDY status)	
SECTION I. INITIATING AUTHORITY		
I recommend _____ of class _____ for _____ (Grade, Name) (Class Number)		
elimination from training for the following reason(s);		
<input type="checkbox"/> Lack of Adaptability	<input type="checkbox"/> Academic Deficiency	<input type="checkbox"/> Drop-on Request (DOR)
<input type="checkbox"/> Medical Disqualification	<input type="checkbox"/> Other _____ (Specify)	
DATE	NAME, GRADE, AND TITLE	SIGNATURE
SECTION II. STUDENT STATEMENT		
<input type="checkbox"/> I have received notification of my entry into the Commander's Review Process. <input type="checkbox"/> I have been briefed and understand the ramifications of the situation. <input type="checkbox"/> I Do or Do Not intend to submit a Show Cause Memorandum.		
DATE	NAME AND GRADE	SIGNATURE
SECTION III. REVIEWING AUTHORITY RECOMMENDATIONS		
The student should be <input type="checkbox"/> eliminated from training. <input type="checkbox"/> retained in training (justification required). 2) If recommended for elimination, the student should <input type="checkbox"/> NOT be considered for reinstatement in this course at a later date. <input type="checkbox"/> be considered for reinstatement in this course at a later date (justification required for medical/other _____ extenuating circumstances). COMMENTS/JUSTIFICATION FOR RETAINING IN TRAINING:		
DATE	NAME, GRADE, AND TITLE	SIGNATURE

AETC FORM 146 20130416 (IMT-VXXX) PREVIOUS VERSION OBSOLETE.

Figure A4.2. Sample AETC146 continued

SECTION IV. APPROVING AUTHORITY		
<input type="checkbox"/> REINSTATE JUSTIFICATION:		
<p><input type="checkbox"/> ELIMINATE</p> <p>1) The student <input type="checkbox"/> should NOT be considered for reinstatement in this course at a later date. or <input type="checkbox"/> MAY be considered for reinstatement in this course at a later date (justification required for medical/other extenuating circumstances).</p> <p>COMMENTS/JUSTIFICATION:</p>		
DATE	NAME, GRADE, AND TITLE	SIGNATURE