

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

**AETC INSTRUCTION 36-2205, VOLUME 3**

**20 DECEMBER 2012**



**Personnel**

**FORMAL FLYING TRAINING  
ADMINISTRATION AND MANAGEMENT—  
INITIAL FLIGHT SCREENING (IFS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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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) initial flight screening (IFS) programs and units. AETC/A3F oversees these programs. This instruction applies to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) undergraduate flying training (UFT) candidates selected to attend IFS.

Subordinate units may supplement this instruction. Forward local supplements through AETC/A3FP to 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)*. AETC/A2/3/10 is the overall approving authority for changes to this publication. Unless otherwise specified, the AETC/A3F is waiver authority for this instruction.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this publication are Title 37 United States Code, Section 301a, *Special and Incentive Pays*, and Executive Order 9397, which authorizes collection of social security numbers (SSNs). System of records notice F036 AETC S, Flying Training Records, applies, and information about the system can be accessed 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 Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule (RDS) located at

<https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Attachment 1 contains a glossary of the references and supporting information used in this publication.

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

This document has been substantially revised and must be completely reviewed. The document was modified to remove references to 19 AF, moves 19 AF responsibilities to the appropriate agencies, and changes IFS attendance exemptions. Additionally, minor administrative corrections and updates were made.

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## Chapter1. GENERAL GUIDANCE

1.1. **Introduction.** IFS prepares pilot, remotely piloted aircraft (RPA) pilot, and combat systems officer (CSO) candidates for UFT. IFS encompasses several screening/training programs, including pilot IFS, pilot IFS for civilian Part 61/141 flight schools, RPA pilot IFS, RPA pilot IFS for civilian Part 61/141 flight schools, CSO IFS, and CSO IFS for civilian Part 61/141 flight schools. Pilot IFS, RPA pilot IFS, and CSO IFS are conducted through contracted training at Pueblo, CO. 306th Flying Training Group Commander (306 FTG/CC), or designated representative-approved flight schools throughout the US conduct pilot IFS for civilian Part 61/141 flight schools, RPA pilot IFS for civilian Part 61/141 flight schools, and CSO IFS for civilian Part 61/141 flight schools. (Any reference to civilian flight schools in this instruction refers to the 306 FTG/CC-approved schools.) These programs are collectively referred to as IFS throughout this instruction. IFS is administered to all Air Force pilot, RPA pilot, and CSO candidates and is a prerequisite for UFT. Pilot, RPA pilot, and CSO candidates with a private pilot certificate are exempt from IFS.

### 1.2. Responsibilities:

#### 1.2.1. AETC/A2/3/10:

1.2.1.1. Establishes policies and provides directives and resources for the conduct of IFS.

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

#### 1.2.2. AETC/A3F:

1.2.2.1. Develops and publishes IFS policies, syllabuses, student management procedures, and standardization guidance.

1.2.2.2. Oversees IFS execution.

1.2.2.3. Manages the aircrew graduate evaluation program.

1.2.2.4. Approves or disapproves syllabus waiver requests (AETC Form 6, *Waiver Request*).

1.2.2.5. Assists AETC/A3RA with the production of flying training production metrics.

1.2.2.6. Approves students recalled to their units before they depart according to AFI 11-202, Volume 1, *Aircrew Training*. Notify AETC/A3R, and AETC/FMAM, NGB/A3OC, or AFRC/A3T, as appropriate, of all student recalls. **Exception:** Recalled students may depart in emergency situations, but their flying or training records are held until the recall is approved.

1.2.3. **AETC/A3R.** AETC/A3R programs and manages IFS programmed flying training (PFT).

1.2.4. **AETC/A3RA.** AETC/A3RA, with AETC/A3FP assistance, manages flying training production metrics. At the beginning of each fiscal year, AETC/A3RA uploads

the PFT document to the Flying Training Production Analysis (FTP) web-based input tool.

1.2.5. 12 FTW/CC.

1.2.5.1. Authorizes the elimination of a student from IFS for misconduct which results in or warrants nonjudicial punishment.

1.2.5.2. Makes recommendations to the Air Force Personnel Center (AFPC) concerning reclassification and discharge of these officers.

1.2.5.3. Forwards IFS mishap reports to senior leadership

1.2.6. **306 FTG/CC.** The 306 FTG/CC is the program administrator for IFS conducted at Pueblo, CO, and for IFS conducted at civilian flight schools. The 306 FTG/CC:

1.2.6.1. Reviews and forwards waiver requests (AETC Form 6) according to the applicable syllabus.

1.2.6.2. Serves as the approving authority (AA), reviews recommendations for elimination of students and completes AETC Form 141, *Record of Commander's Review Action (IFS)*, as appropriate.

1.2.6.3. Forwards IFS incidents, unusual events, and mishap reports to 12 FTW/CC and AETC/A3F.

1.2.6.4. Recommends quality assurance representatives.

1.2.6.5. Establishes a registrar function. See paragraph 1.2.8.

1.2.6.6. Ensures graduates meet Air Force requirements of standards and discipline.

1.2.6.7. Approves civilian Part 61/141 flight schools to conduct IFS. This authority may be delegated.

1.2.7. **1st Flying Training Squadron Commander (1 FTS/CC):**

1.2.7.1. Oversees and is ultimately responsible for the Commander's Awareness Program (CAP), progress checks (PCs), and elimination checks (ECs).

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

1.2.7.3. Recommends IFS students for elimination according to the applicable syllabus.

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

1.2.8. **IFS Registrar.** The IFS registrar or a similarly designated unit OPR:

1.2.8.1. Oversees student administrative duties and tracks UFT candidates' entry into and completion of IFS, and maintains accurate candidate records in the appropriate database.

1.2.8.2. Ensures all student data are input into Military Personnel Data Systems (MilPDS), Oracle Training Administration (OTA), or Defense Integrated Military

Human Resources System (DIMHRS) no later than 5 calendar days after the class start date.

1.2.8.3. Ensures the following biographical data for each student, as a minimum, are entered in the contractor-supplied student management system, IFT database, and/or Training Integration Management System/Graduate Training Integration Management System (TIMS/GTIMS) no later than 5 calendar days after the class start date:

1.2.8.3.1. SSN.

1.2.8.3.2. Rank.

1.2.8.3.3. Name (first, middle initial, last).

1.2.8.3.4. Commission source.

1.2.8.3.5. Scheduled IFS graduation date and screening location.

1.2.8.3.6. Private pilot certificate—Yes or No.

1.2.8.4. Provides an information package or briefing that outlines program guidelines to all IFS candidates and their immediate supervisors.

1.2.8.5. Notifies AETC/FMAM, NGB/A3OC, or AFRC/A3T, as appropriate, and the servicing military personnel flight of every student training delay over 7 calendar days, and makes notifications as soon as the training delay is recognized.

1.2.8.6. Notifies AFPC/DPSIP, NGB/A3OC, or AFRC/A3T, as appropriate, of all failures and drop-on-request (DOR) as soon as possible. For ANG and AFRC students also notify the student's home unit.

1.2.8.7. Ensures the student training folder is closed out in the contractor-supplied student management system, IFT database, and/or TIMS/GTIMS no later than 30 calendar days after the class graduation date.

1.2.8.8. Updates MilPDS, OTA, or DIMHRS no later than 5 calendar days after class graduation date.

1.2.8.9. Forwards a class graduation roster for all courses to AETC/A3FP.

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

1.2.8.11. Updates FTPA 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 class start dates and graduation dates.

**1.2.9. Immediate Military Supervisor for Students at Civilian Flight Schools.** The IFS student's immediate military supervisor is the critical link to the success of the IFS at civilian flight schools program and is responsible for day-to-day monitoring of the student's progress. The immediate military supervisor:

1.2.9.1. Acknowledges receipt and understanding of the 306 FTG/CC (or designated representative) -approved IFS information package or briefing.

1.2.9.2. Ensures a smooth flow of students into IFS. The immediate supervisor and candidate must begin initial preparatory steps immediately after receiving program instructions. To prevent scheduling difficulties, immediate supervisors of awaiting PCS training (APT) officers enter their candidates into IFS as soon as possible after being notified, unless the candidate is scheduled to attend Air and Space Basic Course first. Immediate supervisors must realize IFS is a top priority for APT officers. Therefore, leave, temporary duty, and deployment duties of these officers must be secondary.

1.2.9.3. Identifies a suitable vendor for students attending civilian flight schools. The candidate's immediate supervisor plays an active role in this critical first-step identification process to ensure the provider selected can offer a safe and professional training environment. Once a potential vendor is identified, the immediate supervisor provides this information to the IFS registrar for final approval and funding authorization.

1.2.9.4. Continues to monitor the student's progress through IFS completion. Training can begin once the vendor is approved and funding is authorized. When IFS students complete 12 hours of flying training, the immediate supervisor meets with the certified flight instructor (CFI) to review the candidate's progress. If the candidate is experiencing difficulty, the immediate supervisor closely monitors the candidate's progress and forwards a report to the IFS registrar (ANG and AFRC reports are routed through the functional major command point of contact [POC]). The report identifies student problem areas and what the CFI is doing to correct noted weaknesses.

1.2.9.5. Ensures incidents, unusual events, and mishaps are quickly and properly reported to 306 FTG/CC and 1 FTS/CC.

1.2.9.6. Completes AETC Form 6 to submit any IFS requirement waiver requests. Forwards syllabus waiver requests through 1 FTS/CC and 306 FTG/CC to AETC/A3F.

1.2.9.7. Provides a safety briefing before a student begins IFS according to AFI 91-202/AETC Supplement 1, *The US Air Force Mishap Prevention Program*, and documents this safety training on AETC Form 410, *High-Risk Activities Worksheet*. The IFS registrar must receive a copy of this form before approving any purchases or flying. (AETC Form 410 is prescribed in AFI 91-202/AETC Supplement 1. Refer to that publication for guidance on filling out the form.)

1.2.9.8. Recommends IFS students for elimination according to the applicable syllabus.

**1.2.10. Squadron Commander for students at civilian flight schools:**

1.2.10.1. Manages the commander's review process.

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

1.2.10.3. Recommends IFS students for elimination according to the applicable syllabus.

1.2.10.4. Submits operational reports according to AFI 10-206/AETC Supplement.

1.3. **Quota Management.** The PFT document establishes the baseline for student quota management. AETC/A3RA maintains the quota management worksheets, which reflect real-time changes and are primary source documents for AETC flying training course class entry, student load, and production schedules. These worksheets are available on line at <https://afkm.wpafb.af.mil/ASPs/DocMan/DOCMain.asp?Filter=OO-OP-AE-57&FolderID=OO-OP-AE-57&Tab=0>.

1.3.1. **Class Entry Rosters:**

1.3.1.1. The registrar obtains class entry rosters in MilPDS, OTA, or DIMHRS not later than 2 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 AETC/A3RA, AFPC/DPSIP, and AETC/A3FP.

1.3.2. **Administrative Hold:**

1.3.2.1. Place students whose training has been suspended for more than 7 calendar days for other than medical reasons 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, notify AETC/A3FP. The 1 FTS/CC, or designated representative, works with AETC/A3FP and AETC/A1F to determine the disposition of these students. A commander's review (CR) may be warranted for students experiencing extended time on administrative hold.

1.3.2.2. The registrar notifies AETC/FMAM, NGB/A3OC, or AFRC/A3T, as appropriate, of every student training delay over 7 calendar days. The servicing military personnel flight amends orders for all delays over 7 calendar days.

## Chapter 2.

### Student Management

#### Section 2A—Applicable to IFS Students Screened at Pueblo, CO

**Note:** See Section 2B for civilian flight school students.

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 IFS syllabus.

2.1.1. Schedule students for a minimum of three PT sessions each week at times most compatible with student screening activities. Group (flight, class, etc.) PT 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 1 FTS/CC approves an end-of-course critique program. The contractor may determine the critique's content and medium. Administer the critique within 15 duty days of graduation. Use AETC Form 673, *Student Critique*, or a 306 FTG/CC-approved equivalent for written critiques. The contractor's chief pilot and 1 FTS/CC, or their delegated representatives, 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 Awareness Program:

2.3.1. **Objective.** CAP's objective is to focus supervisory attention on a student's progress in screening, specific deficiencies, and potential to complete the program. CAP may also be used to monitor personal issues requiring supervisory attention.

2.3.2. **Categories.** CAP is divided into the following categories:

2.3.2.1. **Flying.** Students demonstrating flying deficiencies in the aircraft.

2.3.2.2. **Procedural.** Students exhibiting substandard general or emergency procedure knowledge.

2.3.2.3. **Academic.** Students exhibiting substandard academic performance.

2.3.2.4. **Airsickness.** Students exhibiting chronic, unresolved airsickness.

2.3.2.5. **Military.** Students exhibiting substandard military or professional behavior.

2.3.2.6. **Other.** Students with personal issues requiring supervisory attention.

2.3.3. **Local Guidance.** The 1 FTS/CC approves specific CAP guidance and may delegate some CAP administration to the military flight commander (FLT/CC), military training officer (MTO), contractor's chief pilot, contractor's civilian FLT/CC, or equivalent. This guidance addresses such topics as tailored criteria for the different CAP categories, student and supervisor notification processes, scheduling restrictions, documentation requirements, and instructor continuity requirements.

**2.3.4. CAP Procedures.** The civilian or military FLT/CC/MTO, or above, places students on CAP when their supervisors determine it is warranted and removes them from CAP when sustained normal progress is demonstrated or when personal issues are resolved. Removal should not be strictly event-based (for example, solo), particularly when individual weak areas can carry over into the next unit.

2.3.4.1. For students placed on CAP, the 1 FTS/CC or designated representative completes an AETC Form 101, *Student Performance Summary* (or 306 FTG/CC-approved equivalent). AETC Form 101 or its TIMS/GTIMS equivalent is a permanent part of students' IFS training folders. (AETC Form 101 is prescribed in AETCI 36-2205, Volume 4. Refer to that publication for guidance on completing the form.)

2.3.4.2. While students are on CAP, tailor screening to address the student's particular situation within the limits of the syllabus. Closely monitor instructor continuity. Proficiency standards must not be compromised to permit CAP students to progress in screening. Do not exceed additional sorties authorized in the syllabus to clear flight deficiencies.

2.3.4.3. Civilian FLT/CCs provide counseling when students are placed on or removed from flying, procedural, academic, airsickness, or other CAP. Inform military FLT/CCs/MTOs of the counseling.

2.3.4.4. Military FLT/CCs/MTOs provide counseling when students are placed on or removed from military or other CAP. Inform civilian FLT/CCs of the counseling.

2.3.4.5. Initial counseling covers CAP objectives, student training plan, IP (instructor pilot) continuity, and CAP removal goals. Civilian or military FLT/CCs/MTOs, or above, determine when to conduct additional counseling. Additional counseling is required if students fail to meet the CAP removal goal. FLT/CCs and supervisors update goals appropriately. Document all counseling in the students' training folders on AF Form 4293, *Student Activity Record*, or 306 FTG/CC-approved equivalent.

2.3.4.6. Generally, CAP is intended as a short-term program. Students requiring an extended period of increased supervision or repeated placement on CAP should be considered for a PC or EC. The students' military FLT/CCs/MTOs brief squadron leadership weekly on their students' progress. As a minimum, this briefing includes the students' strong and weak areas, additional training (AT) details, and anticipated removal date from CAP.

**2.4. Progress Check and Elimination Check Procedures.** The PC and EC are key events in the screening process. Triggers for these events are defined in the applicable syllabus. The 1 FTS/CC is the ultimate authority for PC and EC decisions. The contractor is responsible for student scheduling and conducting student screening outside the PC and EC process. The contractor coordinates with the 1 FTS/CC or designated representative to ensure all AT events and requirements are completed prior to a PC or EC. The contractor's scheduler, chief pilot, or designated representative coordinates scheduled PC and EC flights with the 1 FTS/CC or designated representative. Coordinate the 1 FTS/CC's, or his or her designated representative, PC- and EC-related requests through the contractor's chief pilot or designated representative. The PC and EC processes require close coordination and

partnering between the Air Force leadership and the contractor leadership. The contractor is responsible for the screening process. The Air Force leadership is responsible for oversight of the contractor and the final decision regarding the student's rated future. This shared responsibility creates overlapping areas of accountability. The contractor and Air Force leadership develop processes to ensure there is a clear delineation of specific responsibilities so students can be properly evaluated, and both parties can fulfill their general responsibilities.

**2.4.1. Authorized PC and EC Pilots.** Refer to the IFS syllabus for authorized PC and EC pilots. The 1 FTS/CC provides training and certifies PC and EC pilots.

**2.4.2. Ground Evaluations:**

2.4.2.1. PC and EC ground evaluations may be conducted as a result of unsatisfactory general knowledge or emergency procedures knowledge or as the result of a FLT/CC-directed evaluation for failure to progress or meet syllabus standards in procedural knowledge

2.4.2.2. The designated PC and EC instructor conducts the briefing, ground evaluation execution, debriefing, and assigns the overall grade. The ground evaluation should be of sufficient length to evaluate the student's overall procedural knowledge.

**2.4.3. PC and EC Guidance:**

2.4.3.1. For PCs generated within a unit, IPs give appropriate instruction in all substandard areas, and students accomplish the maneuver information file (MIF) items that precipitated the PC. If an unsatisfactory check generates a PC, instructors may not offer instruction on MIF items that triggered the PC. When assigning an overall grade, instructors consider the student's overall proficiency and situational awareness.

2.4.3.2. During an EC, students may repeat maneuvers and receive instruction from the IP in all areas. In all cases, accomplish the MIF items that precipitated the EC. When assigning an overall grade for an aircraft EC, check pilots assess the student's ability to accept instruction and potential to complete IFS and succeed in follow-on training

**2.4.4. Grading.** Grade a PC or EC according to syllabus guidance. A satisfactory PC or EC completes the mission that triggered the check if all original mission objectives are met. If the next scheduled mission is the check, all check objectives were satisfied, and the student demonstrated the abilities and potential to successfully complete SUPT, RPA or CSO training on the PC or EC, then the PC or EC counts as the check.

**2.4.5. Incomplete PC or EC.** A PC or EC is "incomplete" only if the mission tasks and objectives could not be completed, and a reasonable evaluation of student performance could not be made. Do not "incomplete" an aircraft PC or EC for nonflying or ground items and recommend another qualified PC or EC instructor administer additional ground events to determine the outcome of the PC or EC.

**2.5. Commander's Review (CR) Process:**

2.5.1. **Overview.** The CR recommends a student's elimination or retention in IFS. The CR process must be completed within 10 duty days from the date the initiating authority (IA) signs the AETC Form 141.

2.5.2. **Entry.** Enter students failing to progress in the normal syllabus flow into the CR process. The military FLT/CC/MTO, or above, enters the student in the CR process as outlined in the syllabus.

2.5.3. **IA.** The IA is a military FLT/CC./MTO with administrative control of the student. The IA:

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

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

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

2.5.3.4. Completes Section I of AETC Form 141 and ensures the student completes Section II.

2.5.3.5. Sends the completed AETC Form 141 to the RA along with the student's memorandum, training records, and any attachments.

2.5.3.6. Notifies, as soon as possible, the student's home unit and NGB/A3OC or AFRC/A3T, as appropriate, of the initiation of the CR process.

2.5.4. **RA.** The 1 FTS/CC is the RA. The RA:

2.5.4.1. Examines the student's training records and, as necessary, interviews the student and the student's civilian and military FLT/CCs/MTOs, instructor pilots, or the squadron operations officer. The RA recommends elimination from or retention in screening, consideration for reinstatement in IFS at a later date, and consideration for follow-on CSO or air battle manager (ABM) training.

2.5.4.2. Completes Sections III and V (if applicable) of AETC Form 141 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.

2.5.4.3. Terminates or completes the CR when it becomes apparent circumstances require convening an investigation under the provisions of AFI 51-602, *Boards of Officers*, or when information surfaces that would cause the student to be medically disqualified.

2.5.5. **AA.** The 306 FTG/CC, or designated representative, is the AA. The AA:

2.5.5.1. Eliminates or reinstates the student.

2.5.5.2. Completes Section IV of AETC Form 141 and annotates any recommendations for follow-on training for the student. The AA does not recommend students eliminated for academic deficiency or DOR for any other flying training according to AFI 36-2205, *Applying for Flying Training, Air Battle Manager*,

*and Astronaut Programs.* The AA does not recommend students who are eliminated for lack of adaptability (LOA) for any other flying training.

## 2.6. Student Eliminations:

### 2.6.1. Eliminate students if they:

2.6.1.1. Exhibit 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 141.

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

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

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

2.6.1.5. DOR.

2.6.1.6. Become medically disqualified.

2.6.1.7. Initiate action to separate from the service.

2.6.1.8. Get recalled by the parent unit or higher headquarters. Students are not recalled without prior coordination with AETC/A3F per AFI 11-202, Volume 1.

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

2.6.1.10. Receive adjudication for being absent without leave (AWOL), are confined, or have deserted.

2.6.1.11. Become medically unable to fly, and their condition is not expected to be resolved within 5 days. Students may be considered for reinstatement at a later date.

2.6.1.12. 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 service.

2.6.2. The 12 FTW/CC authorizes the elimination of a student from IFS for misconduct which results in or warrants nonjudicial punishment. Based on the totality of the circumstances, 306 FTG/CC recommends whether a student should be eliminated from training. When misconduct is serious enough to warrant discharge from the service under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, the responsible show-cause authority initiates discharge action. Otherwise, 12 TFW/CC makes recommendations to AFPC concerning reclassification and discharge of these officers.

**2.7. Student Dispositions:**

2.7.1. Students reinstated into screening after a CR complete an EC following completion of any AT. Students reinstated after academic deficiencies repeat the examination after appropriate AT.

2.7.2. Return eliminated students to their assigned unit.

**2.8. CR Records Distribution.** The school registrar or designated authority:

2.8.1. 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.

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

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

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

Item	A Form or Item (note 1)	B Type of Student	C Copy Distribution
1	AETC Form 141 (note 2)	Active Duty Air Force	306 FTG/CC—1 AETC/A3FP—1 AFPC/DPSIP and DPAOT3—1 each (note 3)
2	Notification memorandum (notes 4 and 5)		
3	Student's show-cause memorandum (notes 4 and 5)	ANG	306 FTG/CC—1 AETC/A3FP—1 NGB/A3OC—1 (note 6) AETC/CG—1
4	Student's training folder (notes 4 and 5)		
5	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 5)	AFRC	306 FTG/CC—1 AETC/A3FP—1 AFRC/A3T —1 (note 7)

**Notes:**

1. All forms or items apply to all types of students
2. Suspense is 10 duty days after completing the CR.
3. AFPC/DPSIP and DPAOT3, 550 C St West, Ste 21, Randolph AFB, TX 78150-4723.
4. For CR packages, the registrar or designated authority maintains items 4 through 6 of this table and makes them available to the offices in column C when requested.
5. For CR packages for students eliminated from screening, the registrar or designated authority maintains items 4 through 7 of this table and makes them available to the offices in column C when requested.
6. NGB/A3OC, 3500 Fetchet Ave, Joint Base Andrews, MD, 20762
7. AFRC/A3T, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635.

**Section 2B—Applicable to IFS Students Screened at Civilian Flight Schools**

2.9. **Civilian Flight Schools' Expenditures.** SF 182, *Authorization, Agreement and Certification of Training*, and its addendum provide the terms and conditions of service to the student and the IFS provider for students training at civilian flight schools. (Complete the SF 182 according to DoD 1400.25-M, *DoD Civilian Personnel Management System*, Chapter 4101.) In lieu of SF 182, students and civilian flight schools may use AF IMT 9, *Request for Purchase*, or all of the following AETC forms: AETC Form 127A, *Initial Flight Screening Enrollment*; AETC Form 129, *Introductory Flight Training Invoices*; AETC Form 130, *Provider Consent Agreement*; and AETC Form 131, *Receipt Verification*. Submit forms to the 306 FTG/CC. (**Note:** Providers must be willing to accept a government credit card)

number as payment.) Students use SF 1164, *Claim for Reimbursement for Expenditures on Official Business*, to get reimbursed for expenditures normal IFS billing doesn't cover.

## 2.10. CR Process:

2.10.1. **Overview.** The CR recommends a student's elimination or retention in IFS. The CR process must be completed within 10 duty days from the date the IA signs the AETC Form 141.

2.10.2. **Entry.** Enter students who fail to progress in the normal syllabus flow into the CR process. The IFS student's military supervisor places the student in the CR process.

2.10.3. **IA.** The IA is the military supervisor with administrative control of the IFS student. The IA:

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

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

2.10.3.3. Removes the student from screening.

2.10.3.4. Completes Section I of AETC Form 141 and ensures the student completes Section II.

2.10.3.5. Sends the completed AETC Form 141 to the RA along with the student's memorandum, training records, and any attachments.

2.10.4. **RA.** The student's squadron commander is the RA. The RA:

2.10.4.1. Examines the student's training records and, as necessary, interviews the student and the student's military supervisor, instructor pilots, or the flight school's chief pilot. The RA recommends elimination from or retention in screening, consideration for reinstatement in IFS at a later date, and consideration for follow-on CSO or ABM training.

2.10.4.2. Completes Sections III and V (if applicable) of AETC Form 141 and forwards the form with all applicable records to the AA for final review. The records include a written summary of the significant facts and specific rationale used in arriving at the recommendations.

2.10.4.3. Terminates or completes the CR when it becomes apparent circumstances require convening an investigation under the provisions of AFI 51-602 or when information surfaces that would cause the student to be medically disqualified.

2.10.5. **AA.** The 306 FTG/CC, or designated representative, is the AA. The AA:

2.10.5.1. Eliminates or reinstates the student.

2.10.5.2. Completes Section IV of AETC Form 141, annotating any recommendations for follow-on training for the student. The AA does not recommend students eliminated for academic deficiency, or DOR for any other flying training according to AFI 36-2205. The AA does not recommend students eliminated for LOA for any other flying training.

**2.11. Student Eliminations:**

## 2.11.1. Eliminate students if they:

2.11.1.1. Exhibit 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 MOA. Annotate specific deficiencies in the remarks section of AETC Form 141.

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

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

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

2.11.1.5. DOR.

2.11.1.6. Become medically disqualified.

2.11.1.7. Initiate action to separate from the service.

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

2.11.1.9. Receive adjudication for being AWOL, are confined, or have deserted.

2.11.1.10. Become medically unable to fly, and their condition is not expected to be resolved within 10 days. Students may be considered for reinstatement at a later date.

2.11.1.11. 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 service.

2.11.2. The 12 FTW/CC authorizes a student's elimination from IFS for misconduct which results in, or warrants, nonjudicial punishment. Based on the totality of the circumstances, 306 FTG/CC recommends whether a student should be eliminated from training. When misconduct is serious enough to warrant discharge from the service under AFI 36-3206, the responsible show cause authority initiates discharge action. Otherwise, 12 FTW/CC makes recommendations to AFPC concerning reclassification and discharge of these officers.

**2.12. CR Records Distribution:**

## 2.12.1. The school registrar or designated authority:

2.12.1.1. Maintains original CR records according to the Air Force RDS and distributes them as required. These records must be available for review.

2.12.1.2. Distributes eliminated students' CR records as outlined in Table 2.1 and maintain according to Air Force RDS.

2.12.2. The course registrar or designated authority ensures eliminations are updated in the appropriate training management database with the proper elimination code.

## Chapter 3.

### Medical Management

#### 3.1. **Airsickness Procedures:**

3.1.1. Students must meet course training and MIF standards to continue flight screening. Grade them 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 screening, instructor assistance decreases.

3.1.2. Civilian FLT/CCs, military FLT/CCs/MTOs, military supervisors, or instructors refer students who experience active airsickness (vomiting) or passive airsickness to the 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 306 FTG/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 squadron commander or civilian or military FLT/CC (MTO) 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 squadron commander 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 141). 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 5 days. The 1 FTS (Pueblo) or the student's assigned unit (civilian flight school students) notifies 306 FTG/CC and AETC/FMAM, NGB/A3OC, or AFRC/A3T, as appropriate, as soon as the medical elimination status becomes probable. Under normal circumstances, students medically eliminated return to their AT base or permanent station 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 306 FTG/CC, in consultation with the student's home-base commander, 1 FTS/CC, AETC/A3F, and AFPC/DPSIP, NGB/A3OC, or AFRC/A3T, as appropriate, determines where and when to reinstate the

student in the screening program or what action to take (for example, course waiver). Record the 306 FTG/CC's decision in the student's training folder on an AF Form 4293 or its 306 FTG/CC-approved equivalent. Reinstatement documentation is included in the student's training folder.

## Chapter 4.

### Training Folders and Documentation

#### Section 4A—Applicable to IFS Students Screened at Pueblo, CO

*Note:* See Section 4B for civilian flight school students.

4.1. **Introduction.** Student training folders are for the exclusive use of the student's civilian and military FLT/CC/MTO, contractor supervisor, and immediate chain of command. Specify procedures in local unit guidance.

4.1.1. All personnel must secure training folders and personal information folders to prevent unauthorized access. Information affecting student screening 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, civilian and military FLT/CCs/MTOs or supervisors 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: AETC Forms 6 and 141 may be stored separately from the other folder items. The forms must be added to the other items when the student's training folder is closed out.)

4.2.1. AETC Form 101 (or 306 FTG/CC-approved equivalent).

4.2.2. AF Form 4293 (or 306 FTG/CC-approved equivalent).

4.2.3. Grade sheets.

4.2.4. AETC Form 6.

4.2.5. CR process paperwork, including the AETC Form 141.

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 306 FTG/CC-approved equivalent) to document student training in the training folders. Instructors 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 any academic test, category check, flight evaluation, PC, or EC. (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 supervisor 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. Initial assignment and change of primary instructor or civilian FLT/CC.

4.3.5. Assignment to and removal from CAP.

4.3.6. Training folder review prior to a PC, EC, or CR.

4.3.7. Incomplete missions or maneuvers deferred to the next mission.

4.3.8. Authorization for AT.

4.3.9. Accomplishment of AT sortie. Document any substandard performance.

4.3.10. Removal from or reinstatement into training.

4.3.11. Syllabus deviations or training waivers.

4.3.12. Airsickness or MOA episodes.

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

4.3.14. Missions graded overall fair (F) or unsatisfactory (U). Use the cause-and-effect format to document substandard performance. Document each item graded below MIF if it is at the end-of-unit sortie, PC, or EC.

**4.4. Student Screening Records Disposition.** The IFS registrar maintains student screening 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	C
	Document	Student	Copy Distribution
1	Summary of training	US Air Force	Original—according to Air Force RDS
2	(note 1)	ANG and AFRC	Original—according to Air Force RDS NGB/A3OC or AFRC—1 (note 2)
3	Student training folder, AF Form 4293 (note 1)	US Air Force, ANG, and AFRC	Original—according to Air Force RDS
4	AF Form 1256	US Air Force, ANG, and AFRC	Original or copy to student—1
<p><b>Notes:</b></p> <p>1. Suspense is 30 duty days after the student graduates or has been eliminated.</p> <p>2. Send this form to NGB/A3OC, NGB/A3OC, 3500 Fetchet Ave, Joint Base Andrews, MD, 20762 or AFRC/A3T, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635, as applicable.</p>			

4.5. **IFS Documents.** The 306 FTG/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 contractor's 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 306 FTG/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, 306 FTG/CC-Approved Equivalent, or Recorded in TIMS/GTIMS.** A student's supervisor:

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, unaccompanied quarters inspection failures, weight program, violations, and dress and appearance (according to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*).

#### 4.5.3. AETC Form 141:

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 2.5 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.** Civilian or military FLT/CCs/MTOs counsel 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 their 306 FTG/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 IFS (similar to an AETC Form 240-5, *Summary Record of Training*). (**Note:** Refer to note 1 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 IFS.

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 306 FTG/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 IFS. (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 306 FTG/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.

**Section 4B—Applicable to IFS Students Screened at Civilian Flight Schools****4.6. Civilian Flight School Documents:**

4.6.1. **IFS Grade Sheet.** The student and the student's CFI complete the two-page grade sheet, which documents the student's IFS progress. The IFS registrar maintains the form and ensures all syllabus deviations and waivers are documented.

4.6.2. **AETC Form 127A.** The 306 FTG/CC uses this form to manage IFS at civilian flight schools. The student, the student's supervisor, and the contracted flight school complete the form. The IFS registrar maintains the form and ensures it is properly signed by the student, the student's supervisor, and the appropriate flight school personnel.

**4.6.3. AETC Form 129:**

4.6.3.1. The IFS registrar, as appropriate, uses this form to document contract payment information for flight schools providing approved services to IFS students. Flight school personnel complete this form.

4.6.3.2. Flight school personnel attach an IFS grade sheet when billing for instructor or aircraft hours. The initial flight screening grade sheet is not required when billing for supplies only.

**4.6.4. AETC Form 130:**

4.6.4.1. Personnel at flight schools providing approved services to IFS students complete this form to document their agreement to the provisions of IFS. The IFS registrar, as appropriate, maintains this form.

4.6.4.2. New students are not required to complete another AETC Form 130 if 306 FTG/CC has a form on file from a previous student, and the contact information has not changed.

**4.6.5. AETC Form 131:**

4.6.5.1. Personnel at flight schools providing approved services to IFS students complete this form. Attach invoices to the bottom of the form. The IFS registrar maintains the forms.

4.6.5.2. Send the completed form to the IFS registrar within 2 duty days of providing services.

4.6.6. **AF Form 1256.** The registrar completes this for civilian flight school students who successfully complete IFS.

## Chapter 5. Flying Operations

### 5.1. Requirements:

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

5.2. **Crew Rest and Flight Duty.** IFS candidates must 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 candidates complete IFS within the timeframe stipulated in the syllabus.
- 5.3.2. Candidates complete IFS a minimum of 15 calendar days before their UFT class, and if unable, candidates notify their immediate supervisor and program administrator. In turn, the program administrator notifies AFPC/DPSIP, ANG, or AFRC POCs, as applicable. **Note:** This may result in a change to the candidate's UFT class date.

### 5.4. Mishaps:

- 5.4.1. Report IFS 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/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr830\\_main\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr830_main_02.tpl)).
- 5.4.2. Candidates must report all mishaps through their immediate supervisors to the 1 FTS/CC and 306 FTG/CC, who in turn, send the information to 12 FTW/CC, AETC/A3F, and 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, 22 Aug 2011

AFI 36-2110, *Assignments*, 22 Sep 2009

AFPD 36-26, *Total Force Development*, 27 Sep 2011

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

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 Jul 2011 and AETC Supplement, 14 May 2003

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*, 7 Sep 2010

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 127A, *Initial Flight Screening Enrollment*

AETC Form 129, *Introductory Flight Training Invoices*

AETC Form 130, *Provider Consent Agreement*

AETC Form 131, *Receipt Verification*

AETC Form 141, *Record of Commander's Review Action (IFS)*

**Adopted Forms:**

SF 182, *Authorization, Agreement and Certification of Training*, 01 Dec 2006  
SF 600, *Health Record—Chronological Record of Medical Care*, 6 Jun 2012  
SF 1164, *Claim for Reimbursement for Expenditures on Official Business*, DoD Overprint 4/2002, Rev 11-77  
AF IMT 9, *Request for Purchase*, 19 Sep 2006  
AF IMT 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 410, *High-Risk Activities Worksheet*, 02 Aug 2006  
AETC Form 673, *Student Critique*, 29 May 2009

**Abbreviations and Acronyms**

**AA**—approving authority  
**ABM**—air battle manager  
**AETC**—Air Education and Training Command  
**AFPC**—Air Force Personnel Center  
**AFRC**—Air Force Reserve Command  
**ANG**—Air National Guard  
**APT**—awaiting PCS training  
**AT**—additional training  
**AWOL**—absent without leave  
**CAP**—commander’s awareness program  
**CC**—commander  
**CFI**—certified flight instructor  
**CR**—commander’s review  
**CSO**—combat systems officer  
**DIMHRS**—Defense Integrated Military Human Resources System  
**DOR**—drop on request

**EC**—elimination check  
**FLT**—flight  
**FTG**—flying training group  
**FTPA**—Flying Training Production Analysis  
**FTS**—flying training squadron  
**GTIMS**—Graduate Training Integration Management System  
**IA**—initiating authority  
**IFS**—initial flight screening  
**JSUPT**—joint specialized undergraduate pilot training  
**LOA**—lack of adaptability  
**MIF**—maneuver item file  
**MiPDS**—Military Personnel Data Systems  
**MOA**—manifestation of apprehension  
**MTO**—military training officer  
**OPR**—office of primary responsibility  
**OTA**—Oracle Training Administration  
**PC**—progress check  
**PCS**—permanent change of station  
**PFT**—programmed flying training  
**PT**—physical training  
**RA**—reviewing authority  
**RDS**—Records Disposition Schedule  
**RPA**—Remotely Piloted Aircraft  
**SSN**—social security number  
**TIMS**—Training Integration Management System  
**UCMJ**—Uniform Code of Military Justice  
**UFT**—undergraduate flying 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 IFS 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**

<b>Commander’s Review Checklist and Briefing Guide</b>	
<p><b>1. The Initiating Authority (IA):</b></p> <p>1.1. Informs the student that review action is being initiated and states reasons for the action.</p> <p>1.2. Explains the initial review process to the student.</p> <p>1.3. Removes the student from training pending the approving authority’s (AA) decision.</p> <p>1.4. Completes AETC Form 141, Section I, and marks the appropriate block when student is considered for elimination.</p> <p>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.</p> <p>1.6. Ensures the student completes AETC Form 141, Section II.</p> <p>1.7. Forwards the completed AETC Form 141 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.</p> <p><b>2. The RA:</b></p> <p>2.1. Reviews the student’s training and recommends elimination from or retention in training.</p> <p>2.2. Completes AETC Form 141, 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.</p> <p>2.3. Informs the student of the commander’s review sequence of events.</p> <p>2.4. Informs the student of individual rights for legal assistance and representation if the review is convened under AFI 51-602.</p> <p>2.5 Forwards recommendations and documentation to the AA for final decision.</p> <p><b>3. The AA:</b></p> <p>3.1. Reviews the student’s records and RA’s recommendations.</p> <p>3.2. Decides whether the student is retained in or eliminated from training.</p> <p>3.3. Completes AETC Form 141, Section IV. Includes remarks on the student’s officership and, in the event of elimination, recommends a follow-on career field.</p> <p>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.</p>	
I have briefed the student on all items listed above.	
_____	_____
<i>(Signature)</i>	<i>(Date)</i>
_____	
<i>(Briefing Officer’s Name, Grade and Title)</i>	
I have been briefed on all items listed above.	
_____	_____
<i>(Signature)</i>	<i>(Date)</i>
_____	
<i>(Student’s Name and Grade)</i>	