

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

**AIR EDUCATION AND TRAINING
COMMAND INSTRUCTION 36-2205,
VOLUME 8**



30 APRIL 2013

Certified Current on 5 December 2013
Personnel

**FORMAL FLYING TRAINING
ADMINISTRATION AND MANAGEMENT—
SPECIAL OPERATIONS/PERSONNEL
RECOVERY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing Web site at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AETC/A3ZS

Certified by: AETC/A3Z
(Col Steven Burgh)

Supersedes: AETCI36-2205V8, 15 April
2010

Pages: 41

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) special operations forces (SOF), and personnel recovery (PR) aircrew training programs. This instruction applies to all AETC units conducting graduate-level combat aircrew training in the HC-130P/N/J, MC-130H/P/J, CV-22, HH-60, and UH-1N aircraft. This instruction applies to all AETC units conducting graduate-level SOF, PR and UH-1N formal flying training. It also applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) associate instructors supporting formal training units (FTUs).

Subordinate units may supplement this publication. Forward local supplements to AETC/A3Z for coordination prior to publication and forward one copy to AETC/A3ZS after publication. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, through command channels, to AETC/A3ZS, 1 F Street, Suite 2, Randolph AFB TX 78150-4325. AETC/A2/3/10 is the approving authority for changes to this publication. Unless otherwise specified, AETC/A3Z is waiver authority for this instruction. Direct all questions concerning this instruction to AETC/A3ZS, DSN 487-3732.

This instruction requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 37, United States Code, Section 301a and Executive Order 9397, which authorizes collection of the social security number. Forms affected by the PA have an appropriate PA statement. System of records notice F011 AF XO A, Aviation Resource Management System (ARMS), and F036 AETC Y, Training Integration Management System (TIMS) Records, apply. F036 AF AETC B, Graduate Training Integration Management System (GTIMS); and F036 AF PC N, Unit Assigned Personnel Information, apply and are available on line at <http://www.defenselink.mil/privacy/notices/usaf/>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Updates office symbols, specifically, all 19 AF references and responsibilities transferred to AETC/A2/3/10, AETC/A3Z, and AETC/A3ZS; references to NGB/A3T changed to NGB/A3O. Updates Career Enlisted Aviator (CEA) training policy to include the distinction between Initial CEA and Qualified/Previously Qualified CEA and how this impacts student management. Expands and clarifies break in training (BIT) sorties, and X sorties/ATD lessons. Commander Review Process is updated to include use of AETC Form 126G. Chapter 5 on Medical Management Requirements has been added.

Chapter 1—GENERAL	5
1.1. Introduction.	5
1.2. Specific Use.	5
1.3. Responsibilities.	5
1.4. Training Syllabus.	8
1.5. Equipment Required.	8
1.6. End-of-Course Critiques.	8
1.7. Aircrew Graduate Evaluation Program (AGEP).	8
1.8. Production Metrics Report.	9
1.9. Quota Management.	9
Chapter 2—STUDENT ADMINISTRATION	10
2.1. In processing.	10
2.2. Waivers.	10
2.3. Syllabus Variations:	10
2.4. Notification Procedures:	11

2.5.	Fitness Standards.	12
2.6.	Student Scheduling.	12
2.7.	Distinguished Graduates (DG):	12
2.8.	Student Administrative Control.	13
Chapter 3—TRAINING MANAGEMENT		14
3.1.	Training Folders:	14
3.2.	Documenting Training:	14
Table 3.1.	Task Proficiency Levels.	15
Table 3.2.	Overall Grade and Description.	16
Table 3.3.	Overall Status and Definition.	17
3.2.4.	Regression.	17
3.3.	Disposition of Student Training Records.	20
3.4.	Training Folder Management/Closeout Procedures.	20
Chapter 4—STUDENT MANAGEMENT		21
4.1.	Commander’s Awareness Program (CAP):	21
Table 4.1.	CAP Category.	21
4.2.	SQ/CC Responsibilities.	21
4.3.	CAP Procedures:	21
4.4.	Elimination Check (EC).	22
4.5.	Commander’s Review (CR) Process and Responsibilities.	23
4.6.	CR Records Distribution.	25
Table 4.3.	Distribution of Initial CEA CR Records.	27
4.7.	Student Eliminations and Disenrollment:	27
4.8.	Student Disposition:	28
Chapter 5—MEDICAL MANAGEMENT REQUIREMENTS		29
5.1.	General.	29
5.1.1.	Publications that Provide Medical Guidance.	29
5.2.	Airsickness.	29
5.3.	Visually Induced Motion Sickness (VIMS).	29
5.4.	Manifestation of Apprehension (MOA).	29
5.5.	Administrative Hold Status.	29
5.6.	Medical Hold.	29

5.7. Administrative Requirements for Flying Training Supervisors and Flight Surgeons: 29

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 31

Attachment 2—COMMANDER’S REVIEW PROCESS 38

Attachment 3—SAMPLE STUDENT NOTIFICATION MEMORANDUM 39

Attachment 4—BRIEFING GUIDE AND CHECKLIST FOR THE CR PROCESS 40

Chapter 1

GENERAL

1.1. Introduction. This volume details the administration and student management requirements for AETC units conducting graduate-level special operation forces (SOF), personnel recovery (PR), and multi-mission UH-1N flying training courses. Units must institute measures to ensure training documentation, practices and procedures are accomplished in accordance with (IAW) this instruction. Each flying training course syllabus provides and outlines graduation status, training location, course entry prerequisites and provides a summary of training. The Education and Training Course Announcements (ETCA) Web site, <https://etca.randolph.af.mil/>, also provides student administration and processing guidance.

1.2. Specific Use.

1.2.1. Applies to all officer and career enlisted aviator (CEA) students assigned to special operation forces (SOF), personnel recovery (PR), and multi-mission UH-1N graduate level training.

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

1.2.2.1. Initial CEA. Students that have not successfully completed an aircraft mission qualification evaluation. Initial CEA students enrolled in formal flight training (FFT) are in conditional aviation career status.

1.2.2.2. Qualified/Previously Qualified CEA. Students who have completed formal flying training (i.e. have received a mission qualification in-flight evaluation with AF Form 8, Certificate of Aircrew Qualification, AF Form 8a, Certificate of Aircrew Qualification (Multiple Aircraft), or AF Form 942, Record of Evaluation on file). Qualified CEA students enrolled in FFT are considered qualified for aviation service and are subject to review according to AFI 11-402, Aviation and Parachutist Service, Aeronautical Ratings and Badges, as supplemented when conduct or duty performance becomes suspect.

1.3. Responsibilities. In addition to the responsibilities specified in AETCI 36-2205, Volume 1, *Formal Aircrew Training Administration and Management*:

1.3.1. AETC/A2/3/10 will:

1.3.1.1. Establish policies and provide directives and resources for the conduct of aircrew training in AETC to include formal course training conducted by ANG and AFRC FTUs.

1.3.1.2. Approve formal flying training syllabi developed and maintained by the command.

1.3.2. AETC/A3Z will:

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

1.3.2.2. Oversee the management of all AETC graduate level flying training courseware.

1.3.2.3. Oversee execution of aircrew training, administration, and management within AETC.

1.3.2.4. Approve students recalled to their units before the students disenroll or depart according to AFI 11-202, Volume 1, *Aircrew Training*. Notify AETC/A3R of all student recalls. **Exception:** Recalled students may depart in emergency situations, but their flying or training records will be held until the recall is approved.

1.3.2.5. Coordinates on or approves syllabus entry prerequisite and syllabus execution waivers according to Chapter 2

1.3.3. AETC/A3R will:

1.3.3.1. Oversee the management of programmed flying training (PFT) programming.

1.3.3.2. Coordinate the resources necessary to support the PFT.

1.3.3.3. Manage flying training production metrics.

1.3.3.4. Provide calendars for GTIMS.

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

1.3.4.1. Ensure ETCA requirements are current for all courses conducted at the FTU. Notify AETC/A3ZS if ETCA requirements need updating.

1.3.4.2. Execute formal course training as directed by the appropriate syllabus and this instruction.

1.3.4.3. Ensure GTIMS accurately reflects the syllabus.

1.3.4.4. Follow formal procedures for eliminating students according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, as supplemented.

1.3.4.5. Identify to AETC/A3R and AETC/A3Z limiting factors and shortfalls that prevent successful mission accomplishment.

1.3.4.6. Determine if a student does not meet course entry requirements. If a student does not meet any course entry requirements, a prerequisite entry waiver is required using the process in Chapter 2.

1.3.4.7. Track all syllabus deviations and E-mail trend data quarterly to AETC/A3ZS.

1.3.4.8. Publish a supplement to this instruction detailing local training documentation, practices, and procedures.

1.3.5. Squadron (SQ)/CC will:

1.3.5.1. Administer the Commander's Awareness Program (CAP) according to AETCI 36-2205, Volume 1, *Formal Aircrew Training Administration and Management* and in Chapter 4. CAP administration may be delegated, but the SQ/CC maintains overall authority and responsibility.

1.3.5.2. Organize student administration under a designated flight or section. Example: flight commander (FLT/CC), or designated representative for students.

1.3.5.3. Forward all syllabus deviation reports to the OG/CC or designated representative.

1.3.5.4. Assign students awaiting training (eliminees, medical or administrative hold, etc.) to duties commensurate with their background, training, and grade. Notify AETC/A3Z of students whose training has been suspended more than 14 calendar days. **Note:** Air National Guard (ANG) and Air Force Reserve Command (AFRC) students are not normally assigned “casual student” duties. Contact AETC/A3G (ANG or A3H (AFRC) for their disposition.

1.3.5.5. Ensures that student security requirements are initiated/completed in a timely manner

1.3.5.6. For students in courses of eight weeks or more, complete the AF Form 475, *Education/Training Report IAW AFI 36-2406, Officer and Enlisted Evaluation Systems*.

1.3.6. **Training Squadron (TRS).** Responsible for academic and simulator training; functional expertise in the development and modification to training systems; and assists in management of training system contracts.

1.3.7. **Registrar.** In addition to those identified in AETCI 36-2205, Volume 1, specific duties include:

1.3.7.1. Obtain class entry rosters from the military personnel data system (MILPDS) not later than 2 weeks before class entry. Rosters should be obtained as early as possible to allow identification of excess capacity. After reviewing the class rosters, the registrar will:

1.3.7.1.1. Notify AETC/A3RA if there is a deviation in the expected quotas.

1.3.7.1.2. Contact AETC/A3RA and AFPC/DPAO to allow fill of excess capacity if identified with adequate lead time.

1.3.7.1.3. Report roster discrepancies as soon as they are discovered, but no later than 3 days following the class start date. Reports changes, discrepancies, and graduation delays to AETC/A3RA, AETC/A3RB, NGB/A3OC, AETC/A3Z, AETC/A3G, and AETC/A3H. With NGB or AFRC approval, students awaiting training may be entered in an earlier class.

1.3.7.2. Manage, coordinate, process and track AETC Forms 6, *Waiver Request*, for course prerequisite waivers, syllabus waivers and overage requests, until final disposition according to Chapter 2. Ensure prerequisite waivers are received for all students who require them. Students who arrive without required course prerequisites may be returned, in coordination with AETC/A3Z and AETC/A3RA, to the parent organization or base to obtain the prerequisites.

1.3.7.3. Accomplish an in processing checklist for all students.

1.3.7.4. Load student data into the appropriate training management system (TMS) and learning management system (LMS) software. Ensure students are registered in appropriate courses, and training folders in the TMS software or hardcopies are prepared and distributed.

1.3.7.5. Immediately notify AETC/A3Z via OG/CC if a student’s home unit requests to recall the student.

1.3.7.6. Immediately notify the host aviation resource management (HARM) office when a student is removed from training. Refer to AFI 11-402. Update eliminations in the appropriate training management database with the proper elimination code.

1.3.7.7. Provide each student with an out processing checklist to ensure the student collects official records/forms and completes course sign-out/graduation actions.

1.3.7.8. Issue the AF Form 1256, *Certificate of Training*, upon graduation from the formal training course and completion of the out-processing checklist.

1.4. Training Syllabus. The syllabus is directive and must be followed precisely, unless a waiver request is approved according to Chapter 2.

1.4.1. **Syllabus Interpretation.** If no clear syllabus guidance exists, resolve the situation using the appropriate chain of command. Only the OPR may interpret syllabus guidance. If the logical course of action appears to conflict with other directives, call the OPR listed in the syllabus.

1.4.2. **Sortie and Hour Requirements.** Each syllabus has a programmed number of sorties, flying hours, and total allowable X sorties/aircrew training device (ATD) lessons authorized. Unless otherwise specified in the syllabus, additional X sorties/lessons required beyond the course limit require AETC/A3Z approval. Proficiency advancement will not be used as a management tool to graduate students by a specific date.

1.4.3. **Cockpit Resource Management (CRM) Requirements.** The AETC supplement to AFI 11-290, *Cockpit/Crew Resource Management Training Program*, outlines requirements for the CRM training program. CRM briefings will discuss the human-factor causes in aircraft mishaps. Use real-world mishaps as examples in the briefings. Brief and debrief CRM core concepts and skills on every aircraft and simulator mission.

1.5. Equipment Required. See ETCA. Flying clothing, equipment, and special requirements for individuals attending are shown under clothing, equipment, and requirements in the individual course descriptions. Follow procedures in AFMAN 23-110, Volume 2, to acquire required training equipment (i.e., uniforms and gear) for personnel selected for aircrew training. Flying clothing, equipment, and special requirement items for ANG and AFRC students must be issued by the appropriate AFRC or ANG unit before the individual arrives for training. **Note:** It is the responsibility of the losing base to provide required training equipment (i.e., flying clothing, equipment and gear) to personnel selected for aircrew training. The FTU will only issue those items unique to the formal training school.

1.6. 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. The OG/CC determines the critique's content and medium. Supervisors review reports and initiate corrective action as necessary. Administer the critique within 15 duty days of graduation. Use AETC Form 673, *Student Critique*, or an approved local critique form for written critiques.

1.7. Aircrew Graduate Evaluation Program (AGEP). Aircrew members who have completed training through an AETC formal undergraduate or graduate flying training program will be evaluated on the effectiveness of their previous training according to AETCI 36-2206, *Aircrew Graduate Evaluation Program (AGEP)*. AETC establishes mandatory AGEPEP data capture points, normally defined within syllabus, for courses with pipeline students. Direct

feedback survey content questions and comments to AETC/A3ZS (DSN 487-3732). Contact AETC/A3F (DSN 487-2045) for questions concerning AGEF Web site access.

1.8. Production Metrics Report. AETC/A3R is the primary point of contact (POC) for flying training production metrics. At the beginning of each fiscal year, AETC/A3R uploads the PFT document to the flying training production analysis (FTP) Web-based input tool. Group commanders or their designated POCs are responsible for updating FTP with actual entries, gains, losses, attritions, graduation numbers, and notes, if needed, to explain wash backs, attritions, or date changes to a class. Updates are due 5 calendar days after the class start date and class graduation date.

1.9. Quota Management. For exact formal course training durations, go to the AETC PFT/Flying Hours/Metrics Programs web page at <https://afkm.wpafb.af.mil/AETCPFT>. The PFT document establishes the baseline for student quota management. Quota management worksheets reflect real-time changes and are the primary source documents for information on class entry, student load, and production schedules for AETC flying training courses.

Chapter 2

STUDENT ADMINISTRATION

2.1. In processing. Units will review incoming student records to verify they are complete, and to determine initial supervision required before any other-than-academic-only formal training courses. Students must meet course entry prerequisites established by the syllabus and comply with reporting instructions in the ETCA. At minimum, units will review these student records (or equivalents):

2.1.1. **Flight Evaluation Folder (FEF).** Students, as required by syllabus guidance and ETCA reporting instructions, hand-carry the FEF or copy of current AF Forms 8, *Certificate of Aircrew Qualification*, from previous formal training. Depending on aircrew specialty, some individuals may not yet possess an FEF. Units will forward applicable AF Form 8 and other standardization/evaluation (stan/eval) records and documents to students' home or gaining units upon completion of training.

2.1.2. **Individual Flight Records.** Students, as required by syllabus guidance and ETCA reporting instructions, hand-carry their individual flight records folders and travel orders. Depending on aircrew specialty, some individuals may not yet possess individual flight records. In that case, students will hand-carry individual data and training summaries; Flying History Report; AF IMT 1042, *Medical Recommendation for Flying or Special Operational Duty*; AF IMT 702, *Individual Physiological Training Record*; and aeronautical orders (AO).

2.2. Waivers. Waiver requests will be completed on AETC Form 6, *Waiver Request*.

2.2.1. **Entry Prerequisite Waivers.** Losing or home unit commanders will ensure students meet course entry prerequisites established by the syllabus, AFI 11-2MDS-specific Volumes 1, and ETCA reporting instructions. Losing/home units will initiate prerequisite entry waivers and coordinate with the training location OG/CC, or as delegated.

2.2.2. **Syllabus Execution Waivers.** An approved syllabus waiver is required for any planned exception to the syllabus caused by special or unusual circumstances. Permanent or blanket waivers are not authorized, but should be suggested as syllabus changes to AETC/A3ZS. Do not omit or accomplish any training requested in a waiver until notification of approval.

2.2.3. **Approval Authorities.** When a specific AFI prescribes formal course entry prerequisites, the AFI identifies the waiver authority. Except when other governing directives instruct otherwise, submit all other waiver requests to these approval authorities: syllabus waivers and syllabus entry prerequisite waivers to AETC/A3Z; senior officer syllabus and entry prerequisite waivers to AETC/A3 (information copy will be sent to AETC/A3Z). Maintain a permanent record of all approved waivers in the student's grade book.

2.3. Syllabus Variations:

2.3.1. **Syllabus Deviation.** A syllabus deviation is any unplanned variation from such syllabus requirements as prerequisite flow, turn-times, landing currency, or maneuver item file (MIF) requirements. Document all syllabus deviations in the student's training folder. **Note:** All syllabus directed training must be accomplished unless a waiver request is approved, with the following exception: Non-U.S. crewmembers will not complete events

that are restricted to United States only unless prior written approval was coordinated through AETC/IA. If unforeseen circumstances result in an omission of required training, the OG/CC will determine if the omitted training can be accomplished later in the syllabus flow without adversely affecting the quality of student training. Place documentation in the student's training folder to show OG/CC-directed corrective actions and accomplishment of the omitted training.

2.3.2. Incomplete Training. Training requirements that cannot be accomplished because of prolonged equipment, facilities, and/or aircraft shortfalls or limitations will be annotated in the student's training folder. In situations where end-of-course requirements are not achieved because of prolonged shortfalls/limitations, stan/eval will also annotate the deficiency on AF IMT 1381, *USAF Certification of Air Crew Training*, AF Form 4348, *USAF Aircrew Certifications*, or AF Form 8, *Certificate of Aircrew Qualification*, as appropriate, for inclusion in the student's FEF. (Note: AF IMT 1381 is prescribed in AFI 11-401, *Flight Management*, and AF Form 8 is prescribed in AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*. Refer to those publications for guidance on completing the forms.)

2.3.3. Other Than FTU Course Completion. Students must complete all syllabus training in order to graduate from the FTU. When students attend training with the intention of completing a portion of the training at the home unit, they require a training quota and the owning MAJCOM must approve a secondary method of training (SMT) waiver.

2.3.4. Recall Procedures: According to AFI 11-202, Volume 1, *Aircrew Training* major commands (MAJCOM) will notify AETC/A3Z and the FTU prior to recalling a student from a formal school course. IAW AETC 36-2205, Volume 1, AETC/A3Z is the approval authority for all student recalls and must approve the recall before the student disenrolls or departs. **Exception:** Recalled students may depart in emergency situations, but their flying or training records will be held until the recall is approved.

2.3.4.1. MAJCOMs will notify AETC/A3Z of intent to recall a student; AETC/A3Z will notify the FTU OG/CC and registrar.

2.3.4.2. The registrar will submit an AETC Form 126G, *Record of Commander's Review Action*, to AETC/A3Z for approval.

2.3.4.3. AETC/A3Z will notify the registrar and AETC/A3R of approved recalls.

2.3.5. Disenrollment. Process all students who fail to progress according to AFI 11402/AETC SUP.

2.4. Notification Procedures:

2.4.1. Students Experiencing Difficulty. When a student requires an elimination check, is eliminated from or reinstated in training, the OG/CC, or as delegated, will notify AETC/A3ZS and:

2.4.1.1. Active duty students' home/gaining units.

2.4.1.2. ANG students' home units. Also for ANG students, notify AETC/A3G and NGB/A3O. Notify these same addressees when there is reasonable doubt about an ANG student's potential to complete a training phase.

2.4.1.3. AFRC students' home units. Also for AFRC students, notify AETC/A3H and AFRC/A3T. Notify these same addressees when there is reasonable doubt about an AFRC student's potential to complete a training phase.

2.4.2. Graduation Change Notification. OG/CC will notify AETC/A3Z and the gaining unit when any student is more than 15 training days behind, or if it becomes apparent that a student will not graduate within 30 training days of the scheduled PFT graduation date. Provide reasons and an estimated graduation date. If the graduation date is changed (i.e. the student is rolled back to a later class), notify the gaining unit, AETC/A3ZS, AETC/A3RA (and NGB/A1DU or AFRC/A1MB, as appropriate) not later than 5 duty days after discovery. The OG/CC will coordinate any required follow-up action, such as assignment changes, follow-on training, port calls, amendments to orders, extended temporary duty (TDY) waivers, etc. If a student will be extended beyond the report no later than date (RNLTD), contact AFPC for procedures. AETC/A3 approval is required to roll back an entire class.

2.4.2.1. TDY-to-School Program (Not Applicable to Students in Permanent Change of Station [PCS] Status). The OG/CC will notify AETC/FMAM of any student training delays of more than 7 calendar days that are because of wash backs, break in training (BIT), duty not including flying (DNIF), medical hold, administrative hold, disciplinary action or elimination. Orders must be amended for all delays over 7 calendar days.

2.4.2.2. Administrative Hold. OG/CC will notify AETC/A3ZS of students whose training has been suspended more than 14 calendar days.

2.4.2.3. TDY Waiver Requirement. The Secretary of the Air Force must approve waivers for students who will exceed 180 days in TDY status. AETC FTUs will submit 180-day TDY waiver requests to AFPC/DPAPP, with an information copy to AETC/A3ZS.

2.4.2.4. Student Rollback. Student rollbacks will not be used to manage PFT status.

2.5. Fitness Standards. Students in AETC FTUs will participate in scheduled physical training according to AFI 36-2905, *Fitness Program* and AETCI 36-2205, Volume 1. TRS will schedule fitness assessments during academic/simulator phase. Flying squadrons will schedule during flight phase.

2.6. Student Scheduling. Do not schedule students to perform duties in excess of a 12-hour flight duty period, or less if prescribed by AFI 11-202, Volume 3, *General Flight Rules*, or the applicable AFI 11-2MDS-specific, Volume 3. Academic scheduling personnel will follow guidelines in AETCI 36-2205, Volume 1.

2.6.1. Training Continuity and Prerequisites. Schedule students to maintain a constant training flow, using the building block approach, according to the syllabus. Ensure students meet lesson prerequisites before being scheduled for sortie/lessons.

2.7. Distinguished Graduates (DG):

2.7.1. Units with a DG program will recognize students who clearly excel during formal training. Formalize any DG programs in local supplements. DGs must demonstrate outstanding progress in each: academic, simulator, and flying training and outstanding results in flying and simulator evaluations. The unit commander is the final approval authority for all awards.

2.7.2. The OG/CC will develop his or her own method of identifying the top 10 percent of students as DGs per class. Classes with fewer than 10 students may have one DG. Fractions may be rounded up. Commanders may elect not to designate a DG in a class.

2.7.3. DGs will be identified on AF IMT 475, *Education/Training Report* and receive AETC Form 499, *Distinguished Graduate Certificate*, or an approved local substitute, signed by the SQ/CC and DO.

2.7.4. Students in the grade of E-8, E-9 or O-5 and above are ineligible for the DG program.

2.8. Student Administrative Control. Administrative control over students will be given to the TRS/CC when a student is in academic/simulator training and the Flying Squadron/CC during flightline training. For PCS students, the gaining commander will retain administrative control.

Chapter 3

TRAINING MANAGEMENT

3.1. Training Folders:

3.1.1. Each student will have a training folder that includes grade sheets and other documentation, as defined by the specific syllabus, AFI 11-2MDS-specific volumes, and local supplement to this instruction. Units will use Graduate Training Integration Management System [GTIMS], to fulfill this requirement. The unit's training system dictates which forms are used in each training folder.

3.1.2. Student training folders are for the exclusive use of the student's instructors, flight commander, supervisors, and immediate chain of command. Students may only access their own training folders. Additional procedures may be specified in supplements to this instruction.

3.1.2.1. Secure training folders (paper and electronic) and personal information folders to prevent unauthorized access. Information affecting student training that is inappropriate for public access or personally sensitive in nature shall be documented in the personnel information folder (PIF). Add a brief note in the grade folder indicating that additional information is in the PIF. The contractor approved to conduct formal training or maintain training records will keep training folders in a secure location.

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

3.1.3. Units using AETC syllabi to accomplish Second Method Training(SMT) that don't have access to GTIMS may use AETC Form 900, *Individual Mission Grade Sheet*; AETC Form 74, *Aircrew Training Sortie Maneuver Grades*; AETC Form 902, *Student Activity Record* and AETC Form 903/903P *Unaccomplished Task/Milestone Regression Log*.

3.2. Documenting Training:

3.2.1. **PIF.** Maintain documents or training records not associated with or directly relevant to formal course aircrew training, that are inappropriate for public access or are sensitive in nature, in a PIF separate from the aircrew training folder. Protect and maintain the PIF in a secure location apart from aircrew training folders.

3.2.2. **Grading Guidance.** Students will satisfactorily complete all syllabus-directed course training standards (CTS). Each syllabus includes the required proficiency level (RPL) that must be met for sortie/lesson progression.

3.2.2.1. **Maneuver Item File (MIF)/Task Proficiency Levels.** Table 3.1 prescribes the proficiency levels for assigning grades to specific training tasks. Instructors assign grades on the student's characteristic proficiency without regard to the student's type and amount of training.

Table 3.1. Task Proficiency Levels.

	A	B
	Event Grade	Definition
	0	Performance indicates a lack of ability or knowledge.
	1	Can do tasks/understands topics only after being introduced, told or shown. Can identify basic facts and state nomenclature/terms and/or perform basic procedures involved in an activity with significant assistance from an instructor.
	2	Can do tasks/understand topics, but not to the desired levels of speed, accuracy and safety. Can state/discuss facts and nomenclature/terms and/or perform procedures and basic techniques involved in an activity with some assistance from an instructor.
	3	Can do tasks/understand topics, at the acceptable levels of speed, accuracy and safety. Can analyze/state/describe facts/ principles and nomenclature/terms and/or perform procedures and techniques involved in an activity with no assistance from an instructor.
	4	Can do all tasks/topics at the highest levels of speed, accuracy and safety. Can evaluate/explain/describe facts/principles and nomenclature/terms and/or perform procedures and create new concepts/techniques involved in an activity.
	D (Dangerous)	Performance was unsafe or showed dangerous tendencies. One element marked “Dangerous” will require an overall grade of “Zero”.
	U (Unknown)	Performance was not observed or element was not performed
	I (See Note)	Introduction or familiarization training was conducted, but the individual is not held responsible for task performance or knowledge.
	R (See Note)	Previously evaluated material was reviewed to ensure a desired level of proficiency was maintained.
Note: I and R grading scales should be kept to a minimum and are intended for key staff, senior officer courses, simulator and system refresher courses.		

3.2.2.2. **Overall Grading.** Table 3.2 describes the overall sortie/lesson grades. The overall grade represents the instructor’s subjective assessment of the student’s cumulative sortie/lesson performance measured against the task proficiency levels for each training sortie/lesson. Students are expected to progress as they advance in training. A student’s continued lack of progress should be reflected with an overall grade less than a 2. The syllabus-defined required proficiency level (RPL) must be met for sortie/lesson progression.

Table 3.2. Overall Grade and Description.

	A	B
	Overall Grade	Description
	0	<p>Student:</p> <p>Fails to meet listed RPL for any task, and no training remains in that job element/MIF (the failed item) before an evaluation/phase completion.</p> <p>OR</p> <p>Fails to meet listed RPL for any task and the same task was graded below RPL on the last flight on which it was graded.</p> <p>OR</p> <p>Demonstrates dangerous tendencies.</p>
	1	Student fails to meet listed RPL for any task, and training remains in that job element/MIF (the failed item) before an evaluation/phase completion.
	2	Student achieved minimal RPL listed for the training mission and needs minor improvement.
	3	Student meets all RPLs listed for the training mission.
	4	<p>Student exceeds RPLs in an exceptional manner.</p> <p>OR</p> <p>Student exceeds RPLs for at least 10 percent of the total events required to complete a lesson and no event is graded below a required RPL. This may be graded exceptional.</p>
	No Grade (NG)	BIT and Direct Support Sorties/Lessons designated by ADD-#.

3.2.2.3. **Overall Status.** Use the definitions in Table 3.3 for assigning overall status of the sortie/lesson.

Table 3.3. Overall Status and Definition.

	A	B
	Overall Status	Definition
	Effective	Sortie/lesson is effective if the student completes all required sortie/lesson training task(s) and achieves/maintains preprinted RPL.
	Effective/Incomplete	A sortie/lesson is “Effective/Incomplete” if the student meets Sortie/lesson objectives but does not accomplish all asterisked training tasks/MIF. Missions will only be “Effective/Incomplete” if all unaccomplished tasks can be accomplished in a later sortie/lesson with no impact to training. The student will progress to the next sortie. Example: Early termination of the sortie due to weather or maintenance.
	Effective/Regression	Sortie/lesson is effective/regression if the student accomplishes all training tasks/MIF, but fails to achieve/maintain preprinted RPL.
	Noneffective (NE)/Student Nonprogression (SNP)	Sortie/lesson is NE/SNP if the student fails to clear regression status, does not achieve required training task CTS on the last sortie/lesson in a phase, or is graded RPL “D” for any training task/MIF.
	Noneffective (NE)/Other	Sortie/lesson is NE/Other if the student does not accomplish required training tasks due to external factors. (Example: Failure to launch due to maintenance or weather.) The sortie/lesson is rescheduled; it will not count as an “X” sortie.

3.2.3. Proficiency Advancement (PA). Students may advance past a single sortie/lesson to the next sortie/lesson or evaluation in a training category provided all RPLs are met or exceeded for the advanced (skipped) sortie/lesson. The SQ/DO or FLT/CC is the PA approval authority. To document, the instructor makes a narrative recommendation and the concurring official enters a narrative with a lesson grade PA. Document PA on the advanced (skipped) sortie/lesson in the student’s training folder. **Note:** PA may be used more than once. However, minimum events as defined in the syllabus may not be reduced with a PA grade.

3.2.4. Regression. After a student is required to demonstrate proficiency in training tasks as required by the syllabus, proficiency must be maintained in those items. In the event that a student’s performance regresses after proficiency is required by the syllabus, that mission should be graded “Effective/Regression in Training” or “NE-SNP.” Regression training tasks must be brought back to standards through additional ground instruction (ground instruction is defined as classroom instruction, computer based instruction or “table talk” instruction), instruction on a later syllabus sortie, or an ATD lesson. Overall Mission Status should be graded as follows:

3.2.4.1. **Effective/Regression in Training** – Grade used if the student’s performance is such that additional training is required to bring the student’s performance back to standards, but another sortie/lesson of the same type is not required. If the task must be performed on a sortie/lesson, the student’s regression item must be brought back to standards on the next sortie/lesson where performance can be demonstrated without degradation to the sortie/lesson profile. If the student again fails performance standards (double regression), he must then be graded NE/SNP and scheduled for an X-ride.

3.2.4.2. **NE-SNP** – Grade used if, in the judgment of the instructor, another sortie/lesson must be dedicated to bring the student’s performance up to standards, or if the sortie/lesson was not flown due to substandard mission preparation or ground operations. Document the remedial instruction, clearing the regression, in the student’s grade book.

3.2.4.3. If a student regresses on the same task multiple times, squadron supervisors will assess the student’s progress and determine the appropriate course of action.

3.2.5. **Additional Training (AT)**. Non-graded additional training sorties/lessons will result from Break in Training (BIT) or Direct Support Sorties. Both BIT and direct support sorties/lessons will be indicated by an ADD – Number sortie/lesson and receive an Over All Grade of - No Grade (NG). Graded additional training sorties/lessons will result from student nonprogression. These graded additional training sorties/lessons will be indicated as an X sortie/lesson, denoted by an X number suffix after the sortie designation (i.e., NT-2-X1, NT-2-X2, etc).

3.2.5.1. **Break in Training (BIT)**. The SQ/DO may authorize an ADD sortie/lesson due to extended training delays. ADD sorties will be used to ensure training continuity only due to breaks in training. They will not be used to provide additional training due to student deficiencies. As a guide, consider 7 calendar days, but no more than 14 days without an aircraft sortie or ATD lesson as an extended break. All AT will be documented in the student’s training folder. The student will repeat the last sortie/lesson accomplished. . Additionally, the OG/CC may authorize additional sorties prior to the student reflighting the last sortie profile. Identify the repeated sortie as an “ADD” sortie (e.g., TFTA2-ADD). This sortie will not be designated as an “X” sortie (3.2.5.4.), will not require proficiency, and will result in an overall grade of “NG.”

EXAMPLE: Student flew TFTA-2 on 1 March. The student then experienced a break in training greater than 14 calendar days. The student must reflight the TFTA-2 profile, designated TFTA-ADD, prior to resuming formal flying training. However, based upon the length of the break, the OG/CC may authorize a NLL and an additional TFTA sortie (e.g., NLL-ADD, TFTA-ADD). The student will complete these two sorties prior to accomplishing TFTA-ADD (TFTA-2 profile).

If an ADD sortie is needed after a recommendation for evaluation, the sortie will include all recommended criteria according to the syllabus and another operations review will be accomplished before the flight evaluation. Include BIT ADD sorties time in student total training time.

3.2.5.2. **Direct Support Sorties/Lessons**. Direct support sorties/lessons are authorized to support another student's syllabus-directed training requirements in a multi-place aircraft/ATD, or as part of a formation. Performed under instructor supervision, students

may perform direct support aircrew duties in events or missions they have already been trained for, which would otherwise require another qualified aircrew member. As these sorties/lessons are not dedicated to training the supporting student to meet syllabus CTS, do not include the direct support time in the supporting student's grade book, enter 0.0 hours. Instructors will enter an ADD-number sortie/lesson narrative to describe the mission and annotate the student's primary/secondary/total flight time. ADD sorties will be graded: no-grade (NG) overall.

3.2.5.3. ADD-Number Sorties/Lessons. Flying hours used to accomplish ADD-number sorties must fall within a unit's normally allocated flying hour program; no additional hours will be allocated to make up for hours used to accomplish ADD-number sorties. All ADD-number sorties require a write-up and are numbered sequentially within the course. ADD-number sorties may never be used to augment a student's training after the student is entered into the Commander's Review (CR) process.

3.2.5.4. X Sorties/Lessons. An X sortie/lesson (for student nonprogression, Over All Grade of: 0; Student Nonprogression) is used to document graded additional training sorties/lessons beyond syllabus requirements in order to provide remedial training to bring student proficiency up to RPL. The SQ/CC and/or the OG/CC may authorize X sortie/lessons and additional ground instruction (ground instruction is defined as classroom instruction, computer based instruction or "table talk" instruction). The FLT/CC and/or the TRS equivalent may only authorize additional ground instruction. If additional ground instruction is necessary to correct deficiencies before the X sortie/lesson is preformed, document that training on the X sortie/lesson in the student's training folder.

3.2.5.5. Total Allowable X Sorties/Lessons. Total allowable X sorties/lessons will be documented in each AETC syllabus and will be calculated/accounted for separately - both flight sorties and for ground based aircrew training device (ATD) lessons. Total allowable X sorties/lessons until documented in the syllabus will be set at 15 percent or 2 (whichever is greater) above syllabus directed training requirements. Note: Areas that calculate to a whole number and a decimal will be rounded to the next higher number (e.g., 1.4 would be set at a maximum of two (2)). X sorties/lessons may be allocated evenly between the SQ/CC and OG/CC. No matter how they are allocated, the SQ/CC will notify the OG/CC once a student exceeds 50% of the Total Allowable X sorties/lessons. Once a student has exceeded the number of training flights and/or total allowable X sorties/lessons directed by the syllabus commanders should consider eliminating the student according to AFI 11-402.

3.2.6. Independent Lesson. Each training lesson is considered independent. When completing more than one lesson on the same mission/sortie, complete the grade folder for each lesson separately. For time calculations, enter the training time used to complete that specific lesson. The total of the training times for both lessons will not exceed the total mission/sortie time. **Note:** Instructors will complete aircrew training folder entries even if a sortie is cancelled before mission brief. Publish detailed grade book/folder and/or TMS electronic grade book/folder (software) instructions and guidance in a supplement to this instruction.

3.2.7. Other Documentation.

3.2.7.1. **AETC Form 6, Waiver Request.** Use to request prerequisite waivers, syllabus execution waivers and course overages. Copies of approved waivers will be kept in the student's training folder.

3.2.7.2. **AF Form 101, Reserve Requirements for School Tours of Active Duty for Training.** If applicable, units prepare this form to record and monitor student deficiencies during the course of training. Keep the form in the student's training folder. Specify documented military deficiencies, including unexcused tardiness or absences; traffic tickets; fitness program violations; and dress and appearance violations, per AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

3.2.7.3. **AF IMT 174, Record of Individual Counseling.** Document all sessions concerning sensitive personnel issues on AF IMT 174, and maintain them separately in the PIF. Sensitive student information will not be kept in GTIMS.

3.3. Disposition of Student Training Records. Registrars will maintain student training records according to Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Include all grade sheets, student activity records, and additional grade book forms and logs. FTUs will securely forward all grade book/folder documentation to the student's gaining MAJCOM A3T or equivalent, the follow-on training unit (as applicable), and optionally directly to the student's gaining unit, within 15 duty days of class graduation. Securely forward personal information files (PIF), directly to the student's gaining unit commander.

3.4. Training Folder Management/Closeout Procedures. Periodic review of training folders will be performed. Training Folders will be closed out. Units will develop local procedures on training folder review and closeout procedures.

Chapter 4

STUDENT MANAGEMENT

4.1. Commander's Awareness Program (CAP):

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

4.1.2. **CAP Category Types.** CAP is divided into categories that encompass student flying, procedural, and academic concerns, airsickness, military conduct and other matters. See Table 4.1 for category descriptions.

Table 4.1. CAP Category.

Flying	An event or issue that affects the flying phase of training.
Procedural	An event or issue that affects substandard general or emergency procedure knowledge.
Academic	An event or issue that affects academic training.
Airsickness	An event or issue in the area of airsickness and/or physiological incident.
Military	An event or issue in the area of Air Force core values, military standards and discipline, etc.
Other	An event or issue that does not fit into the other categories (personal, etc.) This category should also be used when students are waiting for waiver resolution to ensure they do not fly until waivers are approved.

4.2. **SQ/CC Responsibilities.** For TDY students during academic or simulator training, the TRS/CC administers the program. While the TDY student is in flight line training, the flying SQ/CC administers the program. For PCS students the gaining SQ/CC administers CAP. **Note:** CAP administration may be delegated to the SQ/DO, FLT/CC, or designated supervisor, but the SQ/CC maintains overall authority and responsibility.

4.3. CAP Procedures:

4.3.1. **Placement.** The FLT/CC, SQ/DO, SQ/CC, or designated supervisor places a student on CAP when substandard performance, personal issues, or lost training requires close monitoring of individual progress. The initiating individual will counsel students placed on CAP. Initial counseling will address the reason for CAP placement, CAP objectives, student training plan, instructor continuity, and CAP removal goals. The FLT/CC or aircrew training system (ATS) lead instructor will review the student's training folder and place the student on CAP for substandard performance as the result of the following: exam failure; first aircraft sortie or aircrew training device (ATD) lesson with an overall grade of 0; consecutive aircraft

sorties or ATD lessons with an overall grade of 1; or failure to attain RPL for ground training. (Note: Consecutive is defined as a repeat of an event in the same phase or first attempt on any successive phase.)

4.3.2. **CAP Student Activities.** While students are in CAP, the unit will:

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

4.3.2.2. Closely monitor instructor continuity.

4.3.2.3. Not compromise proficiency levels to permit CAP students to progress in training.

4.3.2.4. Provide additional counseling as required. Additional counseling is done at the discretion of immediate supervisors, but is required if students fail to meet the CAP removal goals.

4.3.2.5. Appropriately update any intermediate goals and CAP removal goals.

4.3.2.6. Regularly brief squadron leaders on a student's progress toward CAP removal. This briefing should include student strong and weak areas and CAP removal criteria.

4.3.2.7. Maintain documentation of all counseling in the student's training record. **Note:** Document sessions concerning sensitive personal problems on AF IMT 174, and retain in a separate PIF maintained by the supervisor. (See paragraph 3.2.1.)

4.3.3. **CAP Removal.** SQ/CC will be briefed prior to removing a student from CAP so the SQ/CC is aware of everyone who is removed from CAP. Removing a student from CAP is based on when the student meets CAP removal goals, demonstrates sustained normal progress, or resolves personal issues. Removal should not be strictly event/task/sortie/lesson based, particularly when individual weak areas can carry over into the next phase or module. Immediate supervisors will counsel students when they are removed from CAP.

4.4. Elimination Check (EC). Unit commanders use the EC to assess a student's overall flying skills and potential to meet syllabus and MAJCOM requirements. SQ/CCs should consider an EC for sustained substandard performance or doubtful potential to complete formal training. Notify the OG/CC when an EC is scheduled. ECs are not intended to comply with AFI 11202, Volume 2, requirements, but to assess the student's ability to accept instruction and potential for course completion. Only AF evaluators designated by the SQ/CC will fly ECs.

4.4.1. The overall mission grade for an EC will be 3, 2, or 0. Students are allowed to repeat maneuvers and may be instructed in all areas. In all cases, unsatisfactory tasks that precipitated the EC will be sampled. An EC for procedural knowledge will consist of a ground evaluation and may include a simulator mission. The EC will be documented in the student's training folder. Use EC01, as applicable, for the mission number.

4.4.2. A satisfactory EC fulfills the requirements of the lesson/sortie that caused it to be accomplished, and allows the student to continue training in the normal training syllabus flow at the next syllabus lesson/sortie. This check does not fulfill the requirements of an AFI 11202, Volume 2, evaluation.

4.4.3. An unsatisfactory EC will result in entry into the OG/CC Review under the CR process.

4.4.3.1. **ATD EC.** SQ/CCs may direct ATD ECs any time student performance warrants consideration for elimination. A properly trained Air Force or contract instructor will “operate” the device for the ATD ECs, and at the same time, an Air Force evaluator designated by the SQ/CC will conduct the briefing, ATD evaluation execution/observation, debriefing, and assign the overall grade. The student will meet task proficiency levels to continue training. All ATD sorties must be coordinated with the ATS contractor.

4.4.3.2. **Ground Evaluation EC.** EC ground evaluations may be conducted as a result of unsatisfactory general knowledge or emergency procedures knowledge, or for failure to meet syllabus standards in procedural knowledge. In all cases, the Air Force evaluator will conduct the briefing, ground evaluation execution, and debriefing, and assign the overall grade.

4.4.3.3. **Incomplete EC.** An EC is incomplete only if mission tasks/events and objectives could not be completed, and a reasonable evaluation of student performance could not be made. If an aircraft EC was incomplete for only nonflying, or ground items that same Air Force evaluator must complete the EC.

4.5. Commander’s Review (CR) Process and Responsibilities. (Note: CR is not applicable to simulator/system refresher courses). This process determines whether to continue, modify, or terminate training. Each syllabus is unique, which may require different review criteria and procedures. However, use the following guidance unless otherwise directed:

4.5.1. **General.** The CR process attempts to resolve training deficiencies at the lowest practical level and ensure significant substandard performance is brought to leadership’s attention. CRs will include a review of the student’s training folder; an interview with the student; and interviews with instructors, military training leaders, and supervisors (when appropriate). Document all CRs in the student’s training folder, or the electronic media equivalent. The intent is to allow students to continue in training until their ability to complete the course comes into question. See Attachment 2 for process chart.

4.5.2. **Triggers.** The student’s SQ/CC will review the student’s training for these reasons: Commander’s review recommendation by FLT/CC or ATS lead instructor as a result of requiring X sorties/lessons or an elimination recommendation; second exam failures; second aircraft sortie or ATD lesson with an Over All Grade of 0; recurring failure to attain ground training RPL; an AFI 11202, Volume 2, evaluation failure. (Note: Exams include phase tests, end of course tests, and required flight evaluation requisite exams). The SQ/CC may: authorize X sorties/device lessons according to the syllabus; authorize additional ground training; direct an Elimination Check (EC); recommend elimination. During contractor-provided training, the TRS/CC conducts the review. While a student is in flight line training, the flying SQ/CC conducts the review.

The OG/CC will review the student’s training records when recommended by the SQ/CC. The intent is to raise the level of review when excessive resources are expended to meet training goals, regardless of the cause. Exception: This does not include sorties/simulators preformed for direct support or to regain proficiency lost during BIT, or EC. The OG/CC may authorize X sorties/device lessons according to the syllabus; deny X sorties/device lessons; or request a AETC/A3Z waiver for additional X sorties/device lessons above the course limit. Note: The OG/CC may reinstate a student a second time with AETC/A3Z waiver approval for additional X

sorties/device lessons above the course limit. If the student subsequently fails during prescribed X sorties/device lessons the SQ/CC will recommend elimination.

When students demonstrate a lack of potential to meet training standards, the SQ/CC will recommend elimination. Use AETC Form 126G to document the CR process. Complete the CR process within 20 duty days (24 duty days for international students) from the date the initiating authority signs AETC Form 126G. See Attachment 3 for Sample Student Notification Memorandum. See Attachment 4 for Briefing Guide and checklist for the CR process.

4.5.3. Initiating Authority (IA). The student's SQ/CC is the initiating authority. The IA will:

- 4.5.3.1. Inform the student that the CR process is being initiated and state reasons for the action.
- 4.5.3.2. Explain the CR process to the student.
- 4.5.3.3. Remove the student from training pending the approving authority's (AA) decision. Note: The initiating authority may elect to continue the student in academics-only training with reviewing authority (RA) concurrence.
- 4.5.3.4. Notify the HARM office to suspend the student's aeronautical orders according to AFI 11402/AETC Sup.
- 4.5.3.5. Notify the student in writing of consideration for elimination (Attachment 3).
- 4.5.3.6. Inform the student of individual rights for legal assistance and representation.
- 4.5.3.7. Advise the student to submit a letter within 2 duty days identifying any factors that may have affected training.
- 4.5.3.8. Complete AETC Form 126G, Section I and clearly state the reason(s). Indicate whether the student is an Initial CEA or a Qualified CEA. Complete Section V with applicable information.
- 4.5.3.9. Ensure the student completes AETC Form 126G, Section II.
- 4.5.3.10. Forward the completed AETC Form 126G with the student's memorandum, training record, any attachments and written documentation (if applicable) to the reviewing authority no later than 4 duty days after notifying the student.

4.5.4. Reviewing Authority (RA). The OG/CC is the reviewing authority. The RA will:

- 4.5.4.1. Review the student's training and determine if any training irregularity would warrant retention in training. (Note: The OG/CC may delegate this review and recommendation authority to the deputy OG/CC). The reviewing authority will discuss the circumstances of the elimination with the initiating authority. The reviewing authority may interview the student, as necessary.
- 4.5.4.2. Complete AETC Form 126G, Section III, including comments (when applicable) regarding the student's retention or elimination from training. Also complete Section IV, if applicable, including all evaluation results by lesson/sortie and overall grade.
- 4.5.4.3. For medical eliminations, provide a statement evaluating the student's ability to complete training if medically requalified.

4.5.4.4. Forward the AETC Form 126G with all applicable records to the AA for final review.

4.5.5. **Approving Authority (AA).** The WG/CC is the approving authority. The AA will:

4.5.5.1. Review the student's records and reviewing authority's comments.

4.5.5.2. Decide whether the student will be reinstated or eliminated from training.

4.5.5.3. For Initial CEA students - marking the "eliminate" block indicates the final decision on elimination and the student is permanently removed from the course.

4.5.5.3.1. Complete Section V of AETC Form 126G, annotating any recommendations of follow-on training for the student. The AA may also recommend lateral flow of enlisted initial CEA students to other aircraft or crew positions. The WG/CC ensures coordination of lateral training requirements through AETC/A3Z. Note: Do not recommend students eliminated for manifestation of apprehension (MOA) for any other flying training.

4.5.5.3.2. Upon elimination, inform the student of the opportunity to indicate personal desires for retention in service and future training according to AFI 36-2110, Assignments. Explain the possibility of reassignment action or release from extended active duty under the separation policies.

4.5.5.4. For rated officer or Qualified CEA students, marking the "eliminate" block requires initiation of a flying evaluation board (FEB), according to AFI 11402/AETC Sup.

4.6. CR Records Distribution. Distribute copies of CR records on eliminated students within 10 duty days of completion of the CR process. The originating base registrar office will maintain the original CR record.

4.6.1. Send a copy of the completed AETC Form 126G to the office performing course registrar duties and HARM office. The course registrar will ensure AETC/A3RA is informed of every elimination from training so the MilPDS system can be updated with an elimination code.

4.6.2. The HARM office will update the aviation resource management system (ARMS) with the appropriate disqualification code according to AFI 11-402/AETC SUP.

4.6.3. Table 4.2 provides guidance on distribution of officer and qualified CEA CR Records. Table 4.3 provides guidance on distribution of Initial CEA CR records. Maintain these records according to Air Force RDS.

Table 4.2. Distribution of Officer/Qualified CEA CR Records.

ITEM	Record	Type of Student	Copy Distribution
1	AETC Form 126G (Note 1)	Active Duty Air Force	AETC/A3V – 1 Servicing MPF – 1 AFPC/DP – 1 (Note 2)
2		ANG	AETC/A3V – 1 Servicing MPF – 1 NGB/A1MA – 1 (Note 3)
3		AFRC	AETC/A3V – 1 Servicing MPF – 1 AFRC/A1MB – 1 (Note 4) ARPC/DPSS – 1 (Note 5)
4	Notification memorandum (Note 6)	All	AETC/A3V - 1
5	Student's show cause memorandum (Note 6)		
6	Student training folder (Note 6)		
7	Individual flight record (rated only) (Note 6)		
8	AF Form 422, Notification of Air Force Member's Qualification Status (Note 7)	All	AETC/A3V - 1
9	AETC Form 99 (Note 7)		
10	Order awarding aeronautical rating (Note 7)		
11	Order rescinding aviation status (Note 7)		
<p>Notes:</p> <ol style="list-style-type: none"> Suspense is 10 duty days after completion of the CR. Send to AFPC/DPM/DPSAM/DPAOM4, 550 C St West, Ste 31, Randolph AFB TX 78150-4723. Send to NGB/A1MA, 3500 Fetchet Ave, JB Andrews, MD 20762 Send to AFRC/A1MB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635. Send to ARPC/DPSS, 6760 East Irving Pl, Denver CO 80280-4600. For CR packages for students reinstated into training, attach Items 4 through 9 of this table (in order) to the AETC Form 126G. Suspense is 10 duty days after CR completion. Forward CR packages to AETC/A3V in electronic portable document format (.pdf). For CR packages for students eliminated from training, attach Items 4 through 11 of this table (in order) to the AETC Form 126G. Suspense is 10 duty days after CR completion. Forward CR packages to AETC/A3V in electronic portable document format (.pdf) 			

Table 4.3. Distribution of Initial CEA CR Records.

ITEM	Record	Type of Student	Copy Distribution
1	AETC Form 126G (Note 1)	Active Duty Air Force	AETC/A3V – 1 Servicing MPF – 1 AFPC/DP – 1 (Note 2)
2		ANG	AETC/A3V – 1 Servicing MPF – 1 NGB/A1MA – 1 (Note 3)
3		AFRC	AETC/A3V – 1 Servicing MPF – 1 AFRC/A1MB – 1 (Note 4) ARPC/DPSS – 1 (Note 5)
4	Individual Flight Record (Note 6)	All	Servicing HARM - 1
Notes: 1. Suspense is 10 duty days after completion of the CR. 2. Send to AFPC/DPM/DPSAM/DPAOM4, 550 C St West, Ste 31, Randolph AFB TX 78150-4723. 3. Send to NGB/A1MA, 3500 Fetchet Ave, JB Andrews, MD 20762 4. Send to AFRC/A1MB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635. 5. Send to ARPC/DPSS, 6760 East Irving Pl, Denver CO 80280-4600. 6. Ensure an Aviation Service Code (ASC) is assigned according to AFI 11-402/AETC SUP.			

4.7. Student Eliminations and Disenrollment:

4.7.1. Students will be considered for elimination if they:

4.7.1.1. Exhibit lack of adaptability (LOA), which is inability to complete the course of training because of physical, psychological, or personality factors. This category includes airsickness and manifestation of apprehension (MOA). LOA eliminated students require an evaluation from both medical and rated personnel. Note specific deficiencies in the remarks section of AETC Form 126G.

4.7.1.2. Fail to meet syllabus proficiency standards in flying, academics, or procedures.

4.7.1.3. Fail to demonstrate potential to complete the course of training within syllabus constraints.

4.7.1.4. Receive punitive action under the Uniform Code of Military Justice.

4.7.1.5. Demonstrate improper conduct, attitude, or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the student's fitness for continued service. WG/CCs should contact AETC/A3Z for guidance in specific situations.

4.7.2. Students are eliminated if they:

4.7.2.1. Become medically disqualified. See Chapter five for medical management requirements.

- 4.7.2.2. Fail to meet standards prescribed in AFI 36-2905.
- 4.7.2.3. Initiate action to separate from the service.
- 4.7.2.4. Are adjudicated absent without leave, are confined, or have deserted.
- 4.7.2.5. Are involved in drug abuse substantiated by reliable evidence.
- 4.7.2.6. Initial CEA can be eliminated for cause with a Form 126G and discharged from the Air Force, IAW AFI 36-2215, *Training Administration*.
- 4.7.3. Students are disenrolled if they:
 - 4.7.3.1. Are recalled by the parent unit, higher headquarters, or home country. See paragraph 2.3.3.1.
 - 4.7.3.2. Are hospitalized for an extended period as determined by the OG/CC.
 - 4.7.3.3. Have not met course entry prerequisites and have not received an approved entry waiver.
 - 4.7.3.4. Experience difficulties in an instructor upgrade course where the problem specifically concerns the student's lack of instructional ability rather than a lack of proficiency. Accomplish AETC Form 125C IAW AFI-11-402 AETC Sup 1.

4.8. Student Disposition:

- 4.8.1. Students reinstated after academic deficiencies will repeat the applicable examination after appropriate additional training.
- 4.8.2. After completing Section IV of AETC Form 126G, process eliminated students under AFI 36-2110, *Assignments*. Process international military students under AFI 16-105, *Joint Security Assistance Training (JSAT) (IP)*.
- 4.8.3. The HARM office will assign the appropriate aviation service code (ASC) according to AFI 11-402.

Chapter 5

MEDICAL MANAGEMENT REQUIREMENTS

5.1. General. This chapter establishes student management requirements for appropriate medical and operations personnel. Operations and medical personnel will ensure SQ/CCs are informed when students exhibit MOA symptoms or other medical conditions that affect student decisions. Supervisors must also strive to keep students motivated and flying on a regular basis.

5.1.1. Publications that Provide Medical Guidance. AETCI 36-2205, Volume 1 provides the definition of airsickness. This regulation also discusses management of a student who is airsick. AFI 11-402 addresses if a student is unable to meet training standards along with airsickness and how it relates to an FEB.

5.2. Airsickness. Instructors will document in the student's training folder when a student experiences any form of airsickness. Comply with AETCI 36-2205, Volume 1. If airsickness leads to significant deviation from training profile or prevents the student from meeting MIF requirements, the student will be referred to the FS for evaluation according to AFI 48-123. This will be accomplished prior to the next flight. If the student is off station and no flight surgeon is available, verbal approval will be obtained from a flight surgeon before the student flies the next sortie. The student will report to the flight surgeon for evaluation upon return to home station and will not fly again until cleared by a flight surgeon. AFI 48-123 allows for AETCI 48-102 to be used for airsickness guidance for undergraduate/graduate flight training; both officer and enlisted.

5.3. Visually Induced Motion Sickness (VIMS). If VIMS is so severe that no simulator training can be accomplished, refer the student to the FS for evaluation of alternatives. Because VIMS is usually unrelated to airsickness, do not consider students for elimination based solely on VIMS episodes.

5.4. Manifestation of Apprehension (MOA). Instructors will document the student's training folder when a student experiences MOA. Refer to AETCI 36-2205, Volume 1, for guidance concerning MOA issues.

5.5. Administrative Hold Status. Refer to AETCI 48-102 for initial CEAs and AETCI 36-2205 Volume 1 for officers and qualified/previously qualified CEA guidance.

5.6. Medical Hold. Refer to AETCI 36-2205 Volume 1, AETCI 48-102, and AFI 41-210 for medical hold guidance.

5.7. Administrative Requirements for Flying Training Supervisors and Flight Surgeons:

5.7.1. FSs will provide flying training supervisors a list of flying restrictions for each student entering training. Flying training supervisors will forward these restrictions to gaining units.

5.7.2. An instructor or squadron supervisor may direct a student to visit the FS, or a student may self-initiate the visit.

5.7.3. Every visit to the FS or physiology training officer (PTO) will be documented. For directed visits, the student hand carries the documentation to the FS or PTO. The FS reviews documentation, annotates any recommended flying restrictions, and dates and signs the documentation. The student will return the documentation to the FLT/CC for inclusion in the

training record. If the student initiates the visit, the FS or PTO will provide the documentation to the student, who will return it to the FLT/CC.

5.7.4. If a student's DNIF status changes, the FS's office will inform the student's flying squadron of this either by telephone conference or via a copy of AF IMT 1042, Medical Recommendation for Flying or Special Operational Duty (or another Service's equivalent). Simulation training during DNIF status may be acceptable, and the FS should address this on AF IMT 1042. The appropriate supervisor will approve dental and FS examinations (other than sick call and emergencies) before scheduling a dental or FS appointment. (AF IMT 1042 is prescribed in AFI 48-123, Volume 3. Refer to that publication for guidance on filling out the form.)

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

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

- AFPD 36-26, *Total Force Development*, 27 September 2011
- AFI 36-2905, *Fitness Program*, 01 July 2010
- AFI 11-202, Volume 1, *Aircrew Training*, 22 November 2010
- AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 13 September 2010, and its AETC Supplement, 7 December 2010
- AFI 11-202, Volume 3, *General Flight Rules*, 22 October 2010, and its AETC Supplement, 20 September 2012
- AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 11 April 2001, and its AETC Supplement 22 March 2005
- AFI 11-401, *Aviation Management*, 10 December 2010
- AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, 13 December 2010
- AFMAN 23-110, *USAF Supply Manual*, 1 April 2009
- AFI 33-363, *Management of Records*, 1 March 2008
- AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 30 April 2012
- AFI 36-2110, *Assignments*, 22 September 2009
- AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 15 April 2005
- AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011
- AFI 36-2909, *Professional and Unprofessional Relationships*, 1 May 1999
- AFI 36-2251, *Management of Air Force Training Systems*, 5 June 2009
- AFI 48-123, *Medical Examinations and Standards*, 24 September 2009
- AETCI 36-2205, Volume 1, *Formal Flying Training Administration and Management*, 29 May 2009
- AETCI 36-2206, *Aircrew Graduate Evaluation Program*, 21 April 2010
- AETCI 36-2215, *Training Administration*, 9 September 2010
- AETCI 36-2216, *Administration of Military Standards and Discipline Training*, 6 December 2010
- AETCI 36-2909, *Professional and Unprofessional Relationships*, 2 March 2007
- AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, 16 November 2009

Adopted IMTs and Forms

AF Form 8, *Certificate of Aircrew Qualification*
AF Form 101, *Reserve Requirements for School Tours of Active Duty for Training*
AF IMT 174, *Record of Individual Counseling*
AF IMT 475, *Education/Training Report*
AF IMT 702, *Individual Physiological Training Record*
AF Form 847, *Recommendation for Change of Publication*
AF IMT 1042, *Medical Recommendation for Flying or Special Operational Duty*
AF Form 1256, *Certificate of Training*
AF IMT 1381, *USAF Certification of Aircrew Training*
AF IMT 4348, *USAF Aircrew Certifications*
AETC Form 6, *Waiver Request*
AETC Form 74, *Aircrew Training Sortie Maneuver Grades*
AETC Form 126G, *Record of Commander's Review Action*
AETC Form 499, *Distinguished Graduate Certificate*
AETC Form 900, *Individual Mission Grade Sheet*
AETC Form 902, *Student Activity Record*
AETC Form 903/903P *Unaccomplished Task/Milestone Regression Log.*

Abbreviations and Acronyms

AA—Approving authority
ADSC—Active duty service commitment
AETCI—Air Education and Training Command Instruction
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPC—Air Force Personnel Center
AFRIMS—Air Force Records Information Management System
AFRC—Air Force Reserve Command
AGEP—Aircrew Graduate Evaluation Program
ANG—Air National Guard
ARMS—Aviation Resource Management System
ASC—Aviation Service Code

AT—Additional Training
ATD—Aircrew Training Device
ATS—Aircrew Training System
BIT—Break In Training
CAP—Commander’s Awareness Program
CC—Commander
CEA—Career Enlisted Aviator
CoE—Center of Excellence
CR—Commander’s Review
CRM—Crew Resource Management
CTS—Course Training Standard
DG—Distinguished Graduate
DNIF—Duty Not Including Flying
DoD—Department of Defense
DO—Director Of Operations/Operations Officer
EC—Elimination Check
ETCA—Education And Training Course Announcements
FEB—Flying Evaluation Board
FEF—Flight Evaluation Folder
FFT—Formal Flight Training
FLT/CC—Flight Commander
FS—Flight Surgeon
FTPA—Flying Training Production Analysis
FTU—Formal Training Unit
GTIMS—Graduate Training Integration Management System
HARM—Host Aviation Resource Management
IA—Initiating Authority
LOA—Lack Of Adaptability
MAJCOM—Major Command
MDS—Mission Design Series
MIF—Maneuver Item File
MILPDS—Military Personnel Data System

MOA—Manifestation Of Apprehension
NG—No Grade
NGB—National Guard Bureau
OG/CC—Operations Group Commander
OPR—Office Of Primary Responsibility
P—Proficient
PA—Privacy Act
PA—Proficiency Advancement
PC—Progress Check
PCS—Permanent Change Of Station
PFT—Programmed Flying Training
PIF—Student Personnel Information Folder
POC—Point Of Contact
PTO—Physiology Training Officer
RDS—Records Disposition Schedule
RNLTD—Report No Later Than Date
RPL—Required Proficiency Level
SNP—Student Non-Progression
SQ/CC—Squadron Commander
SSN—Social Security Number
TDY—Temporary Duty
TRS—Training Squadron
VIMS—Visually Induced Motion Sickness
WG/CC—Wing Commander

Terms

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

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

Aircrew Training Systems (ATS)—For the purpose of this document, ATS refers to all contractors that conduct AETC flying training.

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

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

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

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

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

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

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

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

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

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

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

Flight Duty Period—The period of time conducting official duties according to AFI 11-202, Volume 3, and its AETC Supplement.

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

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

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

Maneuver Item File (MIF)—A listing of all maneuvers, and proficiency required in each maneuver, for all lessons in this course.

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

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

Military Personnel Function—The unit or office responsible for conducting personnel actions.

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

Part-Task Trainer (PTT)—Operator trainers allowing selected aspects of a task/event; fuel system operations, hydraulic system operations, radar operations, etc., to be practiced and a high degree of skill developed independently of other task/event elements.

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

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

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

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

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

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

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

Sortie—Begins at prebrief and ends at the closeout time documented in the AFTO Form 781. An ATD (sortie) lesson begins when the training lesson starts and is completed when the training lesson ends. A sortie is associated with flying training and comprised of several tasks or events.

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

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

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

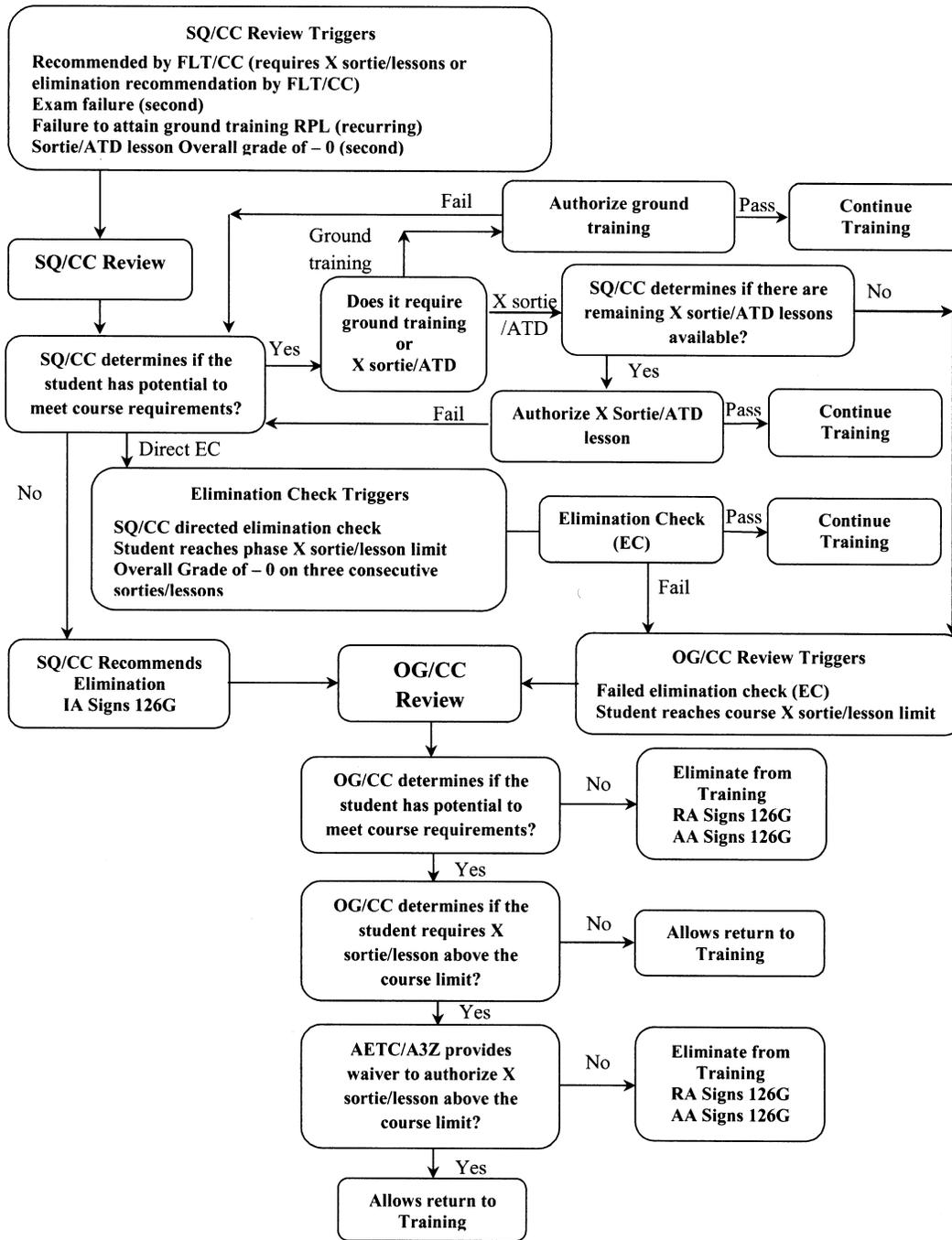
Training Management System (TMS)—A computer system used to manage courses of training.

Visually Induced Motion Sickness (VIMS)—A type of motion sickness caused by exposure to optical depictions of inertial motion such as movements experienced in a training device.

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

Attachment 2

COMMANDER'S REVIEW PROCESS



Attachment 3

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 process. This review will evaluate all circumstances relating to your training and make 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. Your memorandum and/or written statements will be used by the approving authority pursuant to 10 USC § 8013. These documents will become part of a case file kept at AETC/A3V and will be destroyed 1-year after completion of training according to Air Force Records Disposition Schedule (RDS); <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm> (Table 36-44, Rule 05.00). 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 receipt of this memorandum.

(Initiating Authority's Signature)

1st Ind

TO: (Initiating Authority)

(Date)

Receipt acknowledged.

(Student's Signature)

Attachment 4**BRIEFING GUIDE AND CHECKLIST FOR THE CR PROCESS****A4.1. Initiating Authority (IA).** The student's SQ/CC is the IA, The IA will:

- A4.1.1. Inform the student that the CR process is being initiated and state reasons for the action.
- A4.1.2. Explain the CR process to the student.
- A4.1.3. Remove the student from training pending the approving authority's (AA) decision. Note: The IA may elect to continue the student in academics only training with Reviewing Authority (RA) concurrence.
- A4.1.4. Notify the HARM office to suspend the student's aeronautical orders according to AFI 11-402/AETC SUP.
- A4.1.5. Notify the student in writing of consideration for elimination (Attachment 3).
- A4.1.6. Inform the student of individual rights for legal assistance and representation.
- A4.1.7. Advise the student to submit a memorandum within 2 duty days identifying any factors that may have affected training.
- A4.1.8. Complete AETC Form 126G, Section I and clearly state the reason(s). Indicate whether the student is an Initial CEA or a Qualified CEA. Complete Section V with applicable information.
- A4.1.9. Ensure the student completes AETC Form 126G, Section II.
- A4.1.10. Forward the completed AETC Form 126G with the student's memorandum, training record, any attachments and written documentation (if applicable) to the RA no later than 4 duty days after notifying the student.

A4.2. Reviewing Authority (RA). The OG/CC is the RA. The RA will:

- A4.2.1. Review the student's training and determine if any training irregularity would warrant retention in training. Note: The OG/CC may delegate this review and recommendation authority to the operations group deputy commander. The RA will discuss the circumstances of the elimination with the IA. The RA may interview the student, as necessary.
- A4.2.2. Complete AETC Form 126G, Section III. When applicable, make comments as to the student's retention in training.
- A4.2.3. For medical eliminatees, provide a statement evaluating the student's ability to complete training if medically requalified.
- A4.2.4. Forward the AETC Form 126G with all applicable records to the AA for final review.

A4.3. Approving Authority (AA). The WG/CC is the AA. The AA will:

- A4.3.1. Review the student's records and RA's comments.
- A4.3.2. Decide whether the student will be reinstated or eliminated from training.

A4.3.2.1. For Initial CEA students - marking the “eliminate” block indicates the final decision on elimination and the student is permanently removed from the course.

A4.3.2.1.1. Complete Section V of AETC Form 126G, annotating any recommendations of follow-on training for the student. The AA may also recommend lateral flow of enlisted initial CEA students to other aircraft or crew positions. The WG/CC ensures coordination of lateral training requirements through AETC/A3Z. Note: Do not recommend students eliminated for manifestation of apprehension (MOA) for any other flying training.

A4.3.2.1.2. Upon elimination, inform the student of the opportunity to indicate personal desires for retention in service and future training according to AFI 36-2110, Assignments. Explain the possibility of reassignment action or release from extended active duty under the separation policies.

A4.3.2.2. For rated officer or Qualified CEA students, marking the “eliminate” block requires initiation of a flying evaluation board (FEB), according to AFI 11402/AETC Sup.

I have briefed the student on all items listed above.

(Signature)

(Date)

(BRIEFING OFFICER’S NAME, GRADE, AND TITLE)

I have been briefed on all items listed above.

(Signature)

(Date)

(STUDENT’S NAME AND GRADE)