

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

AETC INSTRUCTION 36-2605, Volume 1

16 FEBRUARY 2016



Personnel

**FORMAL FLYING TRAINING
ADMINISTRATION AND
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AETC/A3FF

Certified by: AETC/A3F
(Col James M. Abatti)

Supersedes: AETCI 36-2205, Volume 1, 7
November 2013

Pages: 34

This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*. It establishes policy for student administration, conduct and documentation, information management system responsibilities and provides management guidelines for all Air Education and Training Command (AETC) formal flying training programs and units. This instruction applies to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC). In addition, this instruction applies to the United States Air Force Academy (USAFA) flying programs, Euro-NATO Joint Jet Pilot Training (ENJJPT) and Survival, Evasion, Resistance and Escape (SERE); however, the memorandums of understanding, host-command guidance, ENJJPT plan of operation, and steering committee guidance take precedence. Subordinate units may supplement this instruction. Each unit will coordinate its supplement with AETC/A3F before publication and forward one copy to AETC/A3F after publication. Submit suggested changes to this instruction on AF Form 847, *Recommendation for Change of Publication*, through command channels, to AETC/A3F JBSA Randolph TX 78150-4325. Refer to paragraph 1.8 for waiver authorities and procedures. This instruction requires collecting and maintaining information protected by the Privacy Act (PA) of 1974. The authorities to collect and maintain the records prescribed in this publication are Title 37 United States Code, Section 301a, *Special and Incentive Pays*; and Executive Order 9397, which authorizes collection of the social security number. PA system of records notice F036 AETC S, Flying Training Records, applies and is available on line at <http://www.defenselink.mil/privacy/notices/usaf/>. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records

Disposition Schedule (RDS). See [Attachment 1](#) for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: adding 19 AF and AETC/A5T responsibilities; adding UFT academic integrity standards; clarifying training delay-medical and administrative hold procedures; adding a chapter on international military student training; adding guidance and procedures on flying training management systems (previously contained in AETCI 36-2223).

Chapter 1— GENERAL GUIDANCE	4
1.1. Introduction.....	4
1.2. Additional Guidance.....	4
1.3. Responsibilities:.....	5
1.4. Formal Course Syllabus.....	10
1.5. End-of-Course Critiques.....	10
1.6. Training Folders.....	11
1.7. Duty Day.....	11
1.8. Waivers.....	11
Chapter 2— ACADEMIC TRAINING	12
2.1. Scheduling Training.....	12
2.2. Undergraduate Flight Training Academic Integrity Standards.....	12
2.3. Academic Instructor (AI) Responsibilities:	12
2.4. Absentee Records.....	12
2.5. Examinations.....	12
2.6. Reporting Procedures:.....	13
2.7. Training Evaluations and Inspections.....	13
Chapter 3— STUDENT MANAGEMENT	14
3.1. Physical Fitness.....	14
3.2. Standards and Discipline:	14

3.3.	Medical Management.	15
3.4.	Training Delay – Medical (TDM) Status.....	18
3.5.	Administrative Hold Other (Admin Hold - Other).	19
3.6.	Administrative Procedures for TDM and Admin Hold – Other.	19
3.7.	Commander’s Awareness Program (CAP):	21
Chapter 4— INTERNATIONAL MILITARY STUDENT (IMS) TRAINING		23
4.1.	Flying Training – Formal.....	23
4.2.	Flying Training – Security Assistance Team (SAT).....	24
Chapter 5— TRAINING MANAGEMENT SYSTEMS		25
5.1.	TIMS/GTIMS.	25
5.2.	OG/CC.	25
5.3.	Designated TM or FSA:.....	25
5.4.	Flying Squadron.....	26
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		29

Chapter 1

GENERAL GUIDANCE

1.1. Introduction. This instruction outlines requirements for units conducting flying training. Each unit must institute procedures to ensure training documentation, practices, and student accounting and scheduling are accomplished IAW this instruction.

1.2. Additional Guidance. The Security Assistance Management Manual (SAMM) and the Joint Security Cooperation Education and Training (JSCET) publication provide additional guidance for international military student (IMS) training. Additional AETCI 36-2605 volumes provide specific formal training unit (FTU) guidance. These instructions may designate equivalent positions for Operations Group Commander (OG/CC), Squadron Commander (SQ/CC) and Flight Commander (FLT/CC) for contracted FTUs [i.e., Air Advisor contracted FTU for Non-USAF mission design series (MDS)].

1.2.1. AETCI 36-2605, Volume 2, *Formal Flying Training and Administrative Management – Airmanship and Airmanship Support Training*

1.2.2. AETCI 36-2605, Volume 3, *Formal Flying Training and Administrative Management – Initial Flight Training (IFT)*

1.2.3. AETCI 36-2605, Volume 4, *Formal Flying Training and Administrative Management – T-1A, T-6A, and T-38C*

1.2.4. AETCI 36-2605, Volume 5, *Formal Flying Training and Administrative Management – Combat Systems Officer (CSO)*

1.2.5. AETCI 36-2605, Volume 6, *Formal Flying Training and Administrative Management – Fighter and Introduction to Fighter Fundamentals (IFF)*

1.2.6. AETCI 36-2605, Volume 7, *Formal Flying Training and Administrative Management – Mobility Aircraft*

1.2.7. AETCI 36-2605, Volume 8, *Formal Flying Training and Administrative Management – Special Operations/Personnel Recovery*

1.2.8. AETCI 36-2605, Volume 9, *Formal Flying Training and Administrative Management – Battle Management Training*

1.2.9. AETCI 36-2605, Volume 10, *Formal Flying Training and Administrative Management – TH-1H*

1.2.10. AETCI 36-2605, Volume 11, *Formal Flying Training and Administrative Management – Survival, Evasion, Resistance, and Escape (SERE)*

1.2.11. AETCI 36-2605, Volume 12, *Formal Flying Training and Administrative Management – Aviation Leadership Program – Introductory Flight Training (ALP-IFT)*

1.2.12. AETCI 36-2605, Volume 13, *Formal Flying Training and Administrative Management – Undergraduate Remotely Piloted Aircraft*

1.2.13. AETCI 36-2605, Volume 14, *Formal Flying Training and Administrative Management – Remotely Piloted Aircraft Basic Sensor Operator Course*

1.2.14. AETCI 36-2605, Volume 15, *Intelligence Formal Training Unit Administrative and Management*

1.2.15. AETCI 36-2605, Volume 16, *Formal Flying Training Administrative and Management – AFGHAN A-29 Initial Flight Training (AA29-IFT)* **Note:** All of the AETCI 36-2205 volumes are being re-designated as AETCI 36-2605 volumes. Until the process is completed, any reference to an AETCI 36-2605 volume includes the associated AETCI 36-2205 volume.

1.3. Responsibilities:

1.3.1. **Director of Intelligence, Operations, and Nuclear Integration (AETC/A2/3/10).** AETC/A2/3/10 establishes policy and provides directives and resources for the conduct of formal training within this command. AETC/A2/3/10 is the approving authority for command-developed and maintained formal flying training syllabuses. For ANG-unique F-16 syllabuses, the 162 TRS is the syllabus manager and the National Guard Bureau (NGB) A3 is the approving authority.

1.3.1.1. **AETC/A3F, Flying Training Division.** AETC/A3F is responsible for undergraduate flying training (UFT) and graduate flying training (GFT) and the management of their associated programmed flying training (PFT) execution.

1.3.1.1.1. Serves as functional OPR for flying training syllabuses IAW AETCI 36-2221, *Flying Training Course Development* and appropriate AETCI 36-2605 volumes.

1.3.1.1.2. Serves as the POC for all UFT, GFT, IFT, and USAFA flying training syllabuses in the training integration management system (TIMS), the graduate training integration management system (GTIMS), and other MDS-specific training management systems (TMS) used by AETC units.

1.3.1.1.3. Oversees the management of all undergraduate and graduate level flying training courseware, command-sponsored training aids, contract management of AETC flying training devices, aerospace physiology programs, AETC flying training graduate evaluation program, GFT training system contracts, and certain contracted training functions.

1.3.1.1.4. Coordinates students recalls to their home units prior to their disenrollment and (or) departure IAW AFI 11-202, Volume 1, *Aircrew Training*, and the appropriate AETCI 36-2605 volumes. Notifies AETC/A3R and 19 AF/A3 of all student recalls. **Exception:** Recalled students may depart in emergency situations, but their flying and (or) training records will be held by the training unit until the recall is coordinated.

1.3.1.1.5. Provides GTIMS enterprise service desk (ESD) with all necessary syllabuses for inputting into GTIMS.

1.3.1.1.6. Coordinates applicable syllabus implementation dates for TIMS/GTIMS with AETC/A5T. For TIMS, coordinate dates prior to releasing the syllabuses to the Modification and Update Support System (MUSS). For GTIMS, the local base, or the MUSS for the specific aircraft platform, will accomplish the GTIMS syllabus change implementation.

- 1.3.1.1.7. Appoints a representative to the TIMS/GTIMS Functional Working Group. Appointee represents the Director at the Functional Working Group to advocate the selection of software enhancements in future TIMS/GTIMS releases.
- 1.3.1.1.8. Provides GTIMS program management office a prioritized order of system trouble reports (STRs) and improvements for TIMS and Discrepancy Reports (DRs) and Enhancement Requests (ERs) for GTIMS.
- 1.3.1.2. **AETC/A3Q, Special Missions Division.** AETC/A3Q is responsible for Non-USAF and (or) Air Advisor aircraft flying training and Non-USAF and (or) Air Advisor flying training policy and standardization. Air Advisor training unit formal inspections are conducted IAW the AETC Supplement to AFI 90-201, *Air Force Inspection System*.
- 1.3.1.2.1. Serves as functional OPR for certain flying training syllabuses IAW AETCI 36-2221 and appropriate AETCI 36-2605 volume.
- 1.3.1.2.2. Oversees the management of all Air Advisor and graduate level flying training courseware, command-sponsored training aids, contract management of AETC flying training devices, and contracted training functions.
- 1.3.1.2.3. Acts as the OG/CC or Flying Training Group Commander (FTG/CC) for all Non-USAF aircraft Air Advisor training locations where no USAF OG/CC or FTG/CC has been designated. Due to the nature of expeditionary flying training, AETC/A3Q is not required to use TIMS/GTIMS.
- 1.3.1.2.4. Responsible for Non-USAF/Air Advisor flying training analysis and student quota management. For class start dates and quota information, contact AETC/A3QF.
- 1.3.1.3. **AETC/A3R, Resources and Requirements Division.** AETC/A3R is responsible for flying training analysis [Flying Training Production Analysis-Web (FTPA-W)] and student quota management. For class start dates and quota information, refer to the quota management worksheets (QMWs). These worksheets are available at <https://cs3.eis.af.mil/sites/OO-OP-AE-57/default.aspx>.
- 1.3.1.3.1. Serves as the primary FTPA-W administrator and assigns user accounts for access to the application. AETC/A3RB provides a copy of the users' list to the development team to include users on automated notifications for missing and (or) incorrect data.
- 1.3.1.3.2. Establishes and maintains a standard set of business practices and conventions to use with FTPA-W to maintain data integrity with TIMS/GTIMS.
- 1.3.1.3.3. Tests and certifies new or modified FTPA-W applications prior to release and implementation to the users. Ensures users receive documentation about any revisions made to the database and (or) application.
- 1.3.1.3.4. Creates change requests and sends them to the development team for changes and enhancements to ADSS and FTPA-W. Monitors change request tasked by the development team for testing or review.
- 1.3.1.3.5. Serves as liaison between the users and development team concerning FTPA-W system matters.

1.3.1.3.6. Provides TIMS/GTIMS Applicable Training Calendars (PFT calendar to include annual academic and flight) with programmed class numbers, official class start dates, and graduation and (or) completion dates. Loads PFT calendars into FTPA-W annually.

1.3.1.3.7. Implements and maintains registrar standards located on the AETC/A3V SharePoint site at <https://eis.aetc.af.mil/hq/A23/A3V/>. Develops TIMS/GTIMS inputs and naming standards in coordination with AETC/A3F and AETC/A3V.

1.3.1.3.8. Appoints a representative to the TIMS/GTIMS Functional Working Group to ensure requested enhancements to, and functionality of, TIMS/GTIMS meet headquarters policy and mission requirements.

1.3.1.4. AETC/A3V, Standardization and Evaluation (Stan/Eval) Division. AETC/A3V is responsible for flying training policy and standardization. Training unit formal inspections are conducted IAW AETC Supplement to AFI 90-201.

1.3.1.4.1. Serves as the primary point of contact (POC) for all TIMS/GTIMS Stan/Eval module issues.

1.3.1.4.2. Provides TIMS/GTIMS program management office a prioritized order for requested Stan/Eval functionality enhancements from the units.

1.3.1.4.3. Provides Primary Pilot Training (PPT) contractor the proper MDS requirements to be included in the Stan/Eval “modules” in TIMS.

1.3.1.4.4. Appoints a representative to the TIMS/GTIMS Functional Working Group.

1.3.2. AETC/A5T, Technology Integration Division. AETC/A5T provides oversight and program management of TIMS/GTIMS or a follow-on enterprise training management system (TMS) in response to user requirements defined by AETC/A3F, AETC/A3R, and (or) AETC/A3V functional managers and is responsible for designing and preparing specifications for TIMS/GTIMS system modifications and providing TIMS MUSS management support for AETC. The local base or base with a specific platform provides MUSS support for GTIMS.

1.3.2.1. AETC/A5TS, Program Integration Branch:

1.3.2.1.1. Serves as the functional manager for technical enhancements to the training student management systems. Supports validated requirements of internal and external stakeholders related to assigned automated information.

1.3.2.1.2. Serves as the primary POC for resolving TIMS/GTIMS syllabus software issues with the contractor. Units should first contact the TIMS/GTIMS ESD to report anomalies and contact the appropriate AETC/A2/3/10 division for syllabus execution or interpretation questions. Local OG/CCs retain the right to directly task local support personnel when mission critical.

1.3.2.1.3. Ensures overall functionality of TIMS/GTIMS to support flying training wing operations.

1.3.2.1.4. Designs and prepares specifications for system modifications and is the final authority on proposed modifications to the training management systems.

- 1.3.2.1.5. Tests and certifies new or modified flying training software prior to release and implementation for TIMS/GTIMS. The local TIMS/GTIMS base-level contractor will brief local leadership on software changes and provide user training.
- 1.3.2.1.6. Serves as the primary POC for system managers and system administrators to resolve equipment and software problems.
- 1.3.2.1.7. Serves as the OPR for all matters related to archiving data in TIMS/GTIMS. Will remove “finalized” student records (data is correct, final merit assignment selection system (MASS) is run, students graduated and have proper disposition) from the units’ servers when required by records management in coordination with AETC/A3R, AETC/A3F and AETC/A3V. Destroys electronic copies of a student’s flying training records per AFRIMS records disposition schedule when superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 1.3.2.1.8. Implements and maintains system standards to ensure standardized student management procedures in TIMS/GTIMS.
- 1.3.2.1.9. Maintains staff surveillance of AETC Decision Support System (ADSS).
- 1.3.2.1.10. Designs and prepares specifications for system modifications. Is the final approval authority on proposed modifications to ADSS.
- 1.3.2.1.11. Provides technical advice to ADSS administrators to include database design and canned and ad-hoc report generation.
- 1.3.2.1.12. Acts as a liaison between users and ADSS administrators.
- 1.3.2.1.13. Provides program management functions for GTIMS and ADSS.
- 1.3.3. **Nineteenth Air Force (19 AF).** 19 AF is responsible for executing formal flying training operations within AETC.
- 1.3.3.1. 19 AF/CC will determine if a casual student officer should be removed from a UFT training selection list for “cause” based on the respective subordinate commander’s recommendation and the totality of the circumstances.
- 1.3.3.1.1. When the misconduct is serious enough to warrant discharge from service under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, the responsible AETC show-cause authority initiates discharge action. Refer to AFI 36-3207, *Separating Commissioned Officers*, for additional administrative procedures. Otherwise, 19 AF/CC will make recommendations to HQ AFPC/DPSIP concerning reclassification and discharge of these officers. Upon approval, the subordinate commander provides information to HQ AFPC/DPSIP as required by AFI 36-2110, *Assignments*, paragraph 2.41.2, for officers eliminated from flying training.
- 1.3.3.1.2. For cases involving ANG or AFRC students, notify NGB/A3OC, or AFRC/A3D, as applicable, prior to any final determination.
- 1.3.3.2. 19 AF/CC will determine if an officer should be eliminated from UFT for misconduct which results in or warrants nonjudicial punishment. Based on the totality of

the circumstances, the respective subordinate commander will recommend whether an officer should be eliminated from training.

1.3.3.2.1. When the misconduct is serious enough to warrant discharge from service under AFI 36-3206, the responsible AETC show cause authority will initiate discharge action. Otherwise, 19 AF/CC will make recommendations to HQ AFPC concerning reclassification and discharge of these officers.

1.3.3.2.2. For cases involving ANG or AFRC students, notify NGB/A3OC, or AFRC/A3D, as applicable, prior to any final determination.

1.3.4. **Operations Group Commanders (OG/CC).** OG/CCs or FTG/CC or training group commanders (TRG/CC) in an FTG are responsible for formal course training. The OG/CC:

1.3.4.1. Follows the guidance in the education and training course announcements (ETCA) at <https://etca.randolph.af.mil/> and will notify AETC/A3F if ETCA requirements for a specific course are not current. (T-2)

1.3.4.2. Ensures graduates meet Air Force requirements of standards and discipline. (T-2)

1.3.4.3. Establishes a registrar to oversee and (or) perform student administrative duties for formal course training. (T-2)

1.3.4.4. Follows the procedures to eliminate or remove recalled students IAW this instruction, the applicable AETCI 36-2605 volume, syllabus, AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges* and AFI 11-202, Volume 1, AETC Supplement. (T-2) The SQ/CC follows the Commander's Review (CR) process in the syllabus or applicable AETCI 36-2605 volume, and documents CR on AETC Form 126A, *Record of Commander's Review Action*, or a specified form prescribed in the program-specific AETCI 36-2605 volume.

1.3.4.5. As applicable, assigns or nominates personnel to provide government oversight of contractor performance such as an Aircrew Training System (ATS) program manager, course manager or subject matter expert for each crew position in every MDS, and contracting officer representative (COR). (T-2) Some documentation may refer to COR as Project Officer, Quality Assurance Representative, or Evaluator or Personnel Contracting Officers. The Joint Strike Fighter Program Office should provide CORs for all F-35 pilot training locations.

1.3.5. **Registrar.** The registrar, or a similarly designated wing or group OPR:

1.3.5.1. Completes and verifies an accurate entry roster of enrolled students is submitted to the appropriate force support squadron (FSS) or designated OPR (for units without an FSS) no later than (NLT) five duty days before the class start date. (T-2) **Note:** Some courses require the student to provide a copy or proof of the completed AF Form 63, *Officer and Airman Active Duty Service Commitment (ADSC) Acknowledgement*, during in-processing at the training unit. The registrar will refer students who fail to present a copy of the AF Form 63 to the FSS for verification of completion or processing of ADSC documentation. See AFI 36-2107, *Active Duty Service Commitments (ADSC)*.

1.3.5.2. Inputs all data into the Military Personnel Data System (MilPDS) or Oracle Training Administration (OTA) NLT five duty days after the class start date. (T-2)

1.3.5.3. Inputs AETC-required student data into TIMS/GTIMS NLT 10 duty days after the class start date. (T-2) If the student data is input via a data file, the registrar ensures all required data is entered. Units will comply with the procedures located on the AETC/A3V site <https://eis.aetc.af.mil/hq/A23/A3V/Polices/Forms/ActivePolicies.aspx> for data element naming standards and required in-processing data elements that must be entered in TIMS/GTIMS. AETC-gained ANG FTUs that do not use TIMS/GTIMS may use other parent MAJCOM approved electronic media or paper documentation. **Exception:** Air Advisor flight training will only maintain biographical data as it relates to emergency contact information.

1.3.5.4. Updates TIMS/GTIMS database to reflect the new course data as soon as possible as the students move from one phase and (or) course of training to another. (T-2)

1.3.5.5. Enters the student's finalization status, "complete" or "attrite", into TIMS/GTIMS. (T-2) When student status is not properly finalized, the registrar works with the TIMS/GTIMS manager (TM) to remedy the deficiency. (T-2)

1.3.5.6. Maintains official local copies (paper or electronic records) of a student's flying training records for one year unless they are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes, per local records management and disposition schedules (i.e., records generated outside of TMS). (T-2) **Note:** Any removal of information contained in TIMS/GTIMS will be accomplished by AETC/A5T only.

1.3.5.7. Ensures each student completes a unit developed out-processing checklist and verifies each student has collected required official records. (T-2)

1.3.5.8. Issues the AF Form 1256, *Certificate of Training*, upon graduation from the formal training course. This responsibility may be delegated to another individual. (T-2)

1.3.5.9. Ensures the student training folder is closed out NLT 10 duty days after the class graduation date or individual student's graduation date, whichever is later. (T-2)

1.3.5.10. Notifies the FSS when a student does not graduate from an ADSC awarding course. Forwarding a class graduation roster fulfills this requirement. (T-2)

1.4. Formal Course Syllabus. A syllabus is the command-approved directive for executing each formal training course. The syllabus is directive and will be followed as written, unless an exception is noted or waiver request is approved. Prerequisite waiver, execution waiver approval authority, and deviation instructions are defined in each syllabus or applicable AETCI 36-2605 volume. If a conflict with an AFI 11-2MDS-specific publication is discovered, the AFI 11-2MDS-specific publication takes precedence. Notify the syllabus OPR of the conflict. Refer to AETCI 36-2221, and AFH 36-2235, Volume 8, *Information for Designers of Instructional Systems Application to Aircrew Training*, for specific guidance regarding the development and use of flying training syllabuses.

1.5. 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. (T-2) The OG/CC determines the critique's content and medium. As a minimum, critique will include questions directly inquiring about unprofessional relationships, maltraining, maltreatment and others as directed by 19 AF/CC. For contractor-provided critiques, the OG/CC or unit

responsible for contract oversight will review and authorize content and medium. Supervisors review reports and initiate corrective action as necessary. Administer the critique within 15 duty days prior to graduation. (T-2) Use AETC Form 673, *Student Critique*, or an approved local critique form for written critiques.

1.6. Training Folders. Training folders and personal information folders belong to the Air Force. Personnel must safeguard training folders at all times. Loss or destruction of these documents could subject the member to adverse administrative action, as well as possible prosecution under the Uniform Code of Military Justice. Squadron personnel must brief students on potential adverse administrative actions. (T-2)

1.7. Duty Day. Students in formal flying training programs do not perform duties in excess of 12 hours per day unless authorized in the applicable AETCI 36-2605 volume or syllabus. (T-2)

1.8. Waivers. Policy and procedures are enacted to provide quality and consistent training and evaluation whether at an undergraduate or graduate level. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions. At the same time, because it is important to preserve fidelity of training, evaluation, and policy implementation throughout the command, a process must be established for review of proposed waivers.

1.8.1. Waivers that change the intent of the policy outlined in this instruction are not authorized without AETC/A2/3/10 (T-2) approval. Unless otherwise stated in this document, WG/CCs (T-3) are the approval authority for individual personnel exceptions to the policy outlined in this instruction caused by special or unusual circumstances.

1.8.2. AETC units will coordinate T-2 waivers through AETC/A3F. SQ/CCs will submit all T-2 waiver requests electronically on AETC Form 6, *Waiver Request*, through command channels. Waiver requests must provide justification on why the individual or unit cannot comply with requirements. For syllabus execution and course entry prerequisite waivers, refer to the applicable AETCI 36-2605 volume and the course syllabus for further guidance.

1.8.3. The OG/CC responsible for local supplements will handle waivers to respective unit supplemental guidance. (T-3)

Chapter 2

ACADEMIC TRAINING

2.1. Scheduling Training. Each additional volume of this instruction shall provide scheduling restrictions, as required. However, the actual duration limit for student academic training will not exceed eight (8) hours for “new”, testable material during each training day. (T-2) Examinations or formal testing time shall count toward the eight hour academic day duration limitation computation.

2.2. Undergraduate Flight Training Academic Integrity Standards. Before UFT students take their first academic test, their commander (STUS/CC, OSS/CC, or SQ/CC as applicable) will brief them on AETC’s Academic Integrity Standards found in AETCI 36-2909, *Recruiting, Education, and Training Standards of Conduct*. (T-2) Students will then sign AETC’s UFT Academic Integrity Standards document. (T-2) Students only need to sign the document once during UFT. **Exception:** ENJJPT students will fulfill this requirement during a syllabus-directed academic lesson and are not required to sign the UFT Academic Integrity Standards document.

2.2.1. The document is available at the AETC Bookstore, “General Pubs” tab at: <https://trss3.randolph.af.mil/bookstore/home/homePage.aspx>. Once signed, scan the document and place it in student’s training folder. A template of UFT Academic Integrity Standards document saved in TIMS/GTIMS and signed by the student is an acceptable alternative.

2.2.2. Local bookstores may maintain copies of the UFT Academic Integrity Standards document to facilitate this requirement.

2.3. Academic Instructor (AI) Responsibilities: See AETCI 36-2604, *Flying Training Instructor Programs* for guidance.

2.4. Absentee Records. Record student absences in TIMS/GTIMS or locally developed form. Keep these records for administrative purposes and destroy after class graduation. (T-2)

2.5. Examinations. The minimum passing score is 85 percent. Only a course-qualified AI may administer examinations [N/A for air reserve component (ARC) units]. (T-2) During examinations, instructors answer questions only to clarify the meaning of questions or answers. Instructors should avoid answering in a manner to change a student’s confidence in an answer or directing a path for problem resolution. Anything said to one student should be shared with the entire class. AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, authorizes using end-of-course examinations to fulfill the requirements of requisite examinations.

2.5.1. AETC Form 26, *Standard Answer Sheet (50 Items)*, AETC Form 26A, *Standard Answer Sheet (100 items)*, or AETC Form 26B, *Standard Answer Sheet (200 items)*, may be used to answer examination questions if approved electronic exam program is not available.

2.5.2. AIs evaluate and grade students in formal flying training courses to:

2.5.2.1. Tell them how well they achieved the learning objectives.

2.5.2.2. Identify outstanding performance for special recognition and poor performance for special assistance or additional training.

2.5.2.3. Identify students who fail to meet the standards required for satisfactory course completion.

2.5.2.4. Provide data for analysis and improvement of various aspects of the training program.

2.5.3. An examination control monitor:

2.5.3.1. Manages and stores examinations, answer sheets, answer keys, discs, and item analyses in a locked metal file cabinet or safe. Electronic examinations must have appropriate password security procedures and need not comply with the above requirements.

2.5.3.2. Ensures all materials, including test analyses and item analyses, are always secure from unauthorized viewing, and maintains a list of personnel authorized to remove examinations.

2.5.3.3. Conducts an inventory of examinations every six months or whenever an examination compromise is suspected. Immediately notifies AETC/A3F when an examination is compromised.

2.5.3.4. Destroys examinations when materials become obsolete, surplus, damaged, or illegible and records this action on AETC Form 157, *Examination Control Log*.

2.5.4. Personnel document examination removals on AETC Form 157. Each examination requires a separate AETC Form 157. Instructors record the date and time, number sequence of examinations, name of person removing the examination, and reason for removal on AETC Form 157. Destroy the form six months after the last entry.

2.5.5. For UFT courses and their associated graduate courses, do not change the examination, discard questions, or do anything to affect the results of the examination without approval from AETC/A3FO. If contact cannot be made in a reasonable time, the Air Force site representative may delete a question made obsolete because of changes to a technical order, aeronautical publication, or Air Force publication. AETC/A3FO responds to the submitting unit within three duty days.

2.5.6. Suggested changes to graduate courses or examinations are submitted to the appropriate courseware provider.

2.6. Reporting Procedures:

2.6.1. **Statistical Analysis.** AIs should complete a statistical item analysis for course examinations. UFT programs are encouraged to use the Instructor Exam Reporting Tool (IERT) for statistical analysis.

2.6.2. **Student Critiques.** Critiques will cover as a minimum the following areas: instructor professionalism, instructor knowledge, instructor presentation, computer based training, and courseware support. (T-2)

2.7. Training Evaluations and Inspections. Inspect academic activities with a minimum interruption to training. AIs continue their presentation and do not report to the inspector. Do not call students to attention. Evaluators or inspectors should enter the classroom before the class begins or during breaks. Explain these procedures to visiting personnel.

Chapter 3

STUDENT MANAGEMENT

3.1. Physical Fitness. Implement AFI 36-2905, *Fitness Program*, and align minimum fitness assessment standards with the most current AF instruction. This policy does not apply to USAFA cadets participating in airmanship courses. Refer to the applicable syllabus for specific guidance.

3.1.1. Formal course students will continue to complete official fitness assessments (FA) IAW AFI 36-2905 and will continue to maintain individual year-round physical fitness during formal course enrollment.

3.1.2. For all Permanent Change of Station (PCS) formal courses, commanders will establish a process to ensure they are aware of students' fitness case files (open and closed) during in-processing before the start of formal training. (T-2) Commanders will document this process in their unit fitness program written policy. (T-2)

3.1.3. For all TDY formal courses over six weeks in duration, commanders will establish processes to ensure they are aware of and continue to support students in a fitness improvement program prescribed by their previous unit commander. (T-2)

3.1.4. UFT students will not graduate, nor be awarded an aviation rating without a current Excellent or Satisfactory FA score. (T-2) In addition to the requirements of AFI 36-2905, continue Advanced phase UFT students with a current Unsatisfactory FA score in training, but place them on administrative hold prior to class graduation. These students will either pass the FA and graduate, or be eliminated from training through a Commander's Review. **Note:** if students have a Composite Exemption, the FTS and (or) STUS will work with 19 AF/A3 to determine the appropriate course of action.

3.2. Standards and Discipline:

3.2.1. **Objective.** According to AETCI 36-2216, *Administration of Military Standards and Discipline Training*, the objective of standards and discipline is to reinforce training initiated during basic military training and Airmen's Week or officer training and to continue emphasizing core values, equal opportunity and treatment, and environmental awareness.

3.2.2. **Military Customs, Courtesies, and Traditions.** Students must understand customs, courtesies, and traditions play a time-honored role in the military profession and serve as an integral part of their development as professionals and future leaders. OG/CCs are encouraged to establish a program of activities to reinforce traditional military customs and courtesies to prepare students for future leadership roles.

3.2.3. **Instructor and Student Relationships.** Professional conduct and relationships are essential to a quality training environment. Students and instructors are expected to maintain high standards of bearing and behavior, and demonstrate a professional attitude toward superiors and subordinates. All training conduct and relationships must comply with AFI 36-2909, *Professional and Unprofessional Relationships*, and AETCI 36-2909, *Professional and Unprofessional Relationships*. (T-2)

3.3. Medical Management. (N/A for IFT, see AETCI 36-2605, Volume 3, *Formal Flying Training Administration and Management—Initial Flight Training*.) This section, AFI 48-123, *Medical Examinations and Standards* and AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, establish student management requirements for flight surgeons and operations personnel. Operations and medical personnel must ensure commanders are informed when students exhibit manifestation of apprehension (MOA) symptoms or other medical conditions affecting daily student training decisions. They must also strive to keep students motivated and flying on a regular basis. **Note:** In the event of a physiological incident during an Air Advisor flight training course, students must see a US military or equivalent flight surgeon before resuming flight training.

3.3.1. **Airsickness.** The airsickness management program is outlined in AETCI 48-102. There are two types of airsickness: active and passive. Active airsickness includes vomiting while passive airsickness only involves disabling or disruptive nausea.

3.3.2. **Manifestation of Apprehension:**

3.3.2.1. **Definition.** MOA is a state of psychological anxiety, apprehension, or physical impairment that students exhibit toward their training environment.

3.3.2.2. **Symptoms.** MOA symptoms may include passive or active airsickness, insomnia, appetite loss, anxiety, or tension related to the flying or controlling environment. Students may try to mask MOA symptoms with frequent vague medical problems, frequent visits to the flight surgeon, lack of preparation, or day dreaming. Performance deterioration or airsickness is more common and occurs over a long period.

3.3.2.3. **Identification.** At times, the best possible identification of MOA is an instructor's subjective evaluation. A student's sudden lack of motivation, negative attitude toward learning, loss of sense of humor, or other personality changes may indicate MOA. The instructor informs the FLT/CC when a student's performance is impaired because of actual or suspected MOA.

3.3.2.4. **Management Procedures.** The SQ/CC or FLT/CC requests a flight surgeon examination for a student with MOA symptoms. (T-2) If no psychological or physical problems are present, the student is medically qualified for flying and controlling duties. The decision to eliminate a student for MOA reasons is an operational decision based on mission impairment and risk management. The SQ/CC reviews the student's training record and enters justification for recommending elimination for MOA. For elimination procedures for rated crewmembers with MOA, refer to AFI 11-402 as supplemented.

3.3.3. **Inflight G-Tolerance Problems.** For students experiencing G-tolerance difficulties, supervisors should refer to AFI 11-404, *Centrifuge Training for High-G Aircrew*; AFPAM 11-419, *G-Awareness for Aircrew*; and AETCI 11-406, *Fighter Aircrew Conditioning Program (FACP)*. Following a G-tolerance incident, the FLT/CC reviews the student's training folder and discusses anti-G straining maneuver (AGSM) procedures with the student to ensure maximum training effectiveness. Document any G-tolerance incident in the student's training folder.

3.3.3.1. **G-induced Physiological Incidents.**

3.3.3.1.1. G-force induced loss of consciousness (G-LOC) and visual blackouts are considered G-induced physiological incidents.

3.3.3.1.2. When a student experiences a G-induced physiological incident, the instructor terminates the sortie and grades the event according to the syllabus and (or) other volumes of this instruction. The instructor ensures Wing Safety is notified immediately after landing. A flight surgeon evaluates any student who experiences in-flight G-tolerance problems. (T-2)

3.3.3.1.3. The OG/CC reviews the circumstances surrounding each G-induced physiological incident and determines the appropriate action. Report the incident as a physiological incident or mishap IAW AFI 48-123 and AFI 91-204, *Safety Investigations and Reports*. The OG/CC may delegate the review process to the flying SQ/CC.

3.3.3.1.4. Except for the F-35A the student flies the next sortie dual.

3.3.3.1.4.1. As a minimum, F-35A students will perform a G-awareness exercise during the next training sortie IAW AFI 11-2F-35A Volume 3, *F-35A-Operations Procedures*.

3.3.3.1.5. Document every G-induced physiological incident in the student's training folder.

3.3.3.1.6. Procedures for flight surgeon and Aerospace Physiologist (AP) or trained Air Force personnel (TAFP) follow:

3.3.3.1.6.1. If a G-induced physiological incident is the result of an improper AGSM, the flight surgeon refers the student to the AP or TAFP, as appropriate, for a one-on-one training session to be accomplished before the next aircraft lesson. The session includes proper AGSM use. The AP or TAFP, as appropriate, evaluates the student's AGSM performance to determine if additional instruction is necessary.

3.3.3.1.6.2. A G-induced physiological incident caused by an easily remedied medical reason, such as dehydration, does not require additional AGSM training. Flight surgeons may use counseling as an effective training method. G-intolerance for an unresolved cause is a reason for elimination from training. Refer all UPT student cases pending elimination for G-intolerance after completion of the Primary phase to AETC/A3F, NGB/A3, AFRC/A3D, and AFRC home unit, as appropriate, for review.

3.3.3.1.6.3. G-induced physiological incidents may require a medical waiver prior to return to flying duties IAW AFI 48-123.

3.3.3.1.7. Procedures for students experiencing more than one G-induced physiological incident follow:

3.3.3.1.7.1. A second G-induced physiological incident caused by an improper AGSM requires evaluation and training in the centrifuge before the student may continue in the course flow. **Note:** International students are exempt.

3.3.3.1.7.2. If a student experiences a second G-induced physiological incident in

a formal flying training course, the flight surgeon reports the situation to AETC/SGP before clearing the student for further flying.

3.3.3.1.8. The FLT/CC:

3.3.3.1.8.1. Reviews the student's training folder and discusses AGSM procedures with the student to ensure maximum training effectiveness.

3.3.3.1.8.2. Restricts a student in dual-seat aircraft to dual-only flying until completion of initial centrifuge training. (T-2) This restriction applies to a student experiencing a G-related incident before completing a formal flying training course requiring centrifuge training. If the student fails to complete centrifuge training, refer to AFI 11-404 to determine the appropriate course of action.

3.3.3.1.9. For flying training units, the flight surgeon forwards a summary of the medical evaluation to AETC/SGP. A healthy student who is unable to perform satisfactorily under G-forces despite repeat centrifuge training is administratively handled as follows:

3.3.3.1.9.1. **(Active Duty Students)** If administrative procedures move the student to a low-G weapon system, AETC/A3F or AETC/A3Q determines whether the individual should be restricted from future duties as a pilot or an instructor pilot in an AETC aerobatic aircraft. If such a restriction is warranted, AETC/A3F or AETC/A3Q informs AFPC/DPAL by memorandum.

3.3.3.1.9.2. **(ANG and AFRC Students)** If administrative procedures move the student to a low-G weapon system, AETC/A3F determines whether the individual should be restricted from future duties as a pilot or an instructor pilot in aerobatic aircraft. If such restrictions are warranted, the AETC/A3F informs the NGB/A3 or AFRC/A3 by memorandum, who then informs the student's home unit by memorandum and waits for notification of the student's reassignment or classification.

3.3.3.2. **Centrifuge Training.** Conduct centrifuge training IAW AFI 11-404.

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

3.3.4.1. Flight surgeons will notify flying and formal training units of a student's restrictions on a DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty* completed during initial screening, or any subsequent Flight Surgeon's Office (FSO) visit conducted during training. Other relevant information required to determine fitness of a student will be disclosed IAW AFI 41-210, *Tricare Operations and Patient Administration*, Section 6E.

3.3.4.1.1. Commanders may release information provided by the FSO IAW AFI 41-210, to determine the fitness of a student to begin and (or) continue training. This sensitive information should only be released IAW the Privacy Act 1974, to members of the commander's staff (DO, FLT/CC, Lead instructor etc.) deemed necessary to make a determination of fitness to begin and (or) continue training.

3.3.4.1.2. Flying training supervisors forward a list of flying restrictions listed in the DD Form 2992 for each student to the gaining units. An instructor or squadron

supervisor may direct a student to visit the flight surgeon, or a student may self-initiate the visit.

3.3.4.2. The FTU Staff or contractor will document all FSO or AP visits causing a training impact on an AF Form 4293, *Student Activity Record*, or locally produced document. Document any recommended flying restrictions after a directed or self-initiated visit. File the form in the weapon system specific training management system (i.e., TIMS, GTIMS, etc.) or training folder. For international students, the AF Form 4293 may be maintained separately by the International Military Student Office.

3.4. Training Delay – Medical (TDM) Status NOTE. Also referred to as Administrative Hold–Medical (Admin Hold–Medical) in some of the MDS-Specific AETCI 36-2605 volumes.

3.4.1. Only appropriately credentialed flight surgeons determine when students are medically disqualified for flying duty. Medical personnel communicate changes in medical qualification by telephone and (or) the DD Form 2992 or another Service’s equivalent. For temporary medical disqualifications, the DD Form 2992 includes an estimated duration of the medical disqualification (“Estimated Duration of DNIF”).

3.4.2. For rated officer not in an UFT course and mission qualified career enlisted aviator formal course students, AETC/A2/3/10 authorizes the WG/CC (or equivalent) to administratively disenroll formal course students for medical disqualifications that do not warrant TDM status or exceed the authorized duration. Use AETC Form 125A, *Record of Administrative Training*, or the elimination form prescribed in the appropriate AETCI 36-2605 volume [e.g., AETC Form 140, *Record of Commander’s Review Action (Instructor Pilot Training)*]. Disenroll cadets; T-1A, T-6A, T-38C and TH-1H graduate course students; and undergraduate students through a CR. (T-2) Formal course students who are disenrolled from training in these circumstances may attend the training at a future date if the medical condition is resolved and the student otherwise remains qualified for the training.

3.4.3. After consulting with a flight surgeon, operations supervisors make administrative decisions on a formal course student’s ability to continue in training. The WG/CC (or equivalent) must approve initial placement in TDM status. (T-2) Specifically:

3.4.3.1. A formal course student whose medical disqualification is expected to last less than 30 days, or the course duration (whichever is shorter) may continue in training. **Exception:** All IFT students whose condition is not expected to be resolved within five days will be administratively disenrolled from the course. Air Advisor students whose condition is not expected to be resolved in within five days will be administratively disenrolled at the discretion of AETC/A3Q.

3.4.3.2. A formal course student whose medical disqualifications is expected to last more than 30 days or the course duration (whichever is shorter) will be placed in TDM status if their medical condition is expected to be resolved within 12 months and the unit anticipates the student can continue in training. (T-2) **Exception:** Cadet students in USAFA airmanship courses AM-250, AM-251, AM-420, and AM-490 may continue in a training status until the course expiration (final scheduled academic lesson or end of summer period) without elimination. Document TDM status in the student’s training record and include the date of placement and the anticipated date of removal. Make an entry in the student’s training record if this situation changes.

3.4.3.3. If the unit anticipates the formal course student will not be able to continue in training after the medical condition is resolved, the student will be disenrolled from training. (T-2)

3.4.4. Duration of TDM status and required coordination:

3.4.4.1. The WG/CC (or equivalent) may authorize a TDM status for up to six months, or the course duration (whichever is shorter). When formal graduate-level course students are expected to remain in TDM status longer than the six months or the course duration (whichever is shorter) they should be eliminated from training. Before the WG/CC authorizes a TDM status over three months, the unit must coordinate the recommendation with AETC/SGP and notify AETC/A3F or AETC/A3Q (as appropriate). (T-2) Recommendations for TDM status longer than three months must be accompanied by a recommendation from both the attending flight surgeon and the unit commander. (T-2) Do not include protected health information IAW DoD 6025.18-R, *DoD Health Information Privacy Regulation*. Units will use AETC Form 6, *Waiver Request*, to document this authorization.

3.4.4.2. AETC/A3F or AETC/A3Q (as appropriate) may authorize a TDM status for up to 12 months. When formal course students are expected to remain medically disqualified longer than the 12 months or the course duration (whichever is shorter) they will be administratively disenrolled from the course. (T-2) Before either AETC/A3F or AETC/A3Q authorizes a TDM status over 6 months, coordinate the recommendation with AETC/SGP. Recommendations for a TDM status longer than six months must be accompanied by a recommendation from both the attending flight surgeon and the WG/CC. (T-2) Do not include protected health information IAW DoD 6025.18-R. Units will use AETC Form 6 to document this authorization.

3.4.4.3. For determining course duration, consider the remaining time in the student's assigned formal course class as listed on the AETC Requirements and Resources - PFT Branch web site at <https://cs3.eis.af.mil/sites/OO-OP-AE-57/default.aspx>. Course duration does not apply to UFT students.

3.5. Administrative Hold Other (Admin Hold - Other). Use Admin Hold - Other to suspend a student's training for other than medical reasons. Use Admin Hold - Other judiciously for extenuating circumstances, to include serious family illness or death, or other personal problems beyond the individual's control.

3.5.1. The unit will place students whose training has been suspended for other than medical reasons for more than 15 training days on Admin Hold - Other. (T-2) Applicable AETCI 36-2605 volumes may be more restrictive or provide further guidance regarding the placement and timing for Admin Hold - Other.

3.5.2. WG/CC approval is required for Admin Hold - Other durations exceeding three months and may not exceed six months in duration. (T-2) For all Admin Hold - Other duration of three to six months, notify AETC/A3F. If it appears a student requires Admin Hold - Other for greater than six months the student will be disenrolled from training.

3.6. Administrative Procedures for TDM and Admin Hold – Other. Units will:

3.6.1. Notify the appropriate AETC/A3F or AETC/A3Q branch when a student is placed in TDM status or on Admin Hold - Other. (T-2) Notification will include the student's name, class identifier, scheduled course start and graduation dates, proposed duration, reason for action, and expected return to training date.

3.6.1.1. For ARC students placed on Admin Hold - Other, also notify AETC/A3G and NGB/A3O (for ANG) or AETC/A3H and AFRC/A3D (for AFRC).

3.6.1.2. If elimination for medical disqualification is warranted for ARC students, notify AETC/A3R.

3.6.2. Notify AETC/A3F, AETC/A3R and AETC/FMA when students funded under the TDY-to-school program are delayed for longer than seven calendar days. Ensure the student's orders are amended for all delays over seven calendar days. Additionally, notify AETC/FMA when students funded under the TDY-to-school program are placed in TDM status.

3.6.3. Notify the host aviation resource management (HARM) office and registrar of all Admin Hold - Other and TDM placements. The registrar will update the student's status in the Personnel Data System (if required) to reflect the student status codes. (T-2)

3.6.3.1. Use the student status codes in [Table 3.1](#) to update OTA if a student is eliminated for medical reasons or placed in a TDM status. (T-2)

3.6.3.2. Refer to the OTA Chapter of the Personnel Services Delivery (PSD) Guide and the Student Status Code definitions in the OTA spreadsheets.

Table 3.1. OTA Student Status Codes.

Code	Student Status	Definition
IM	INEFFECTIVE MEDICAL – WHILE IN TRAINING	Accounts for students temporarily removed from training but expected to return to the current course (TDM)
WM	WASHBACK IN TRAINING MEDICAL REASONS	Accounts for students washed back in training due to medical reasons.
LM	ELIMINATION – MEDICAL REASONS	Accounts for students administratively disenrolled from training due to medical disqualifications that do not warrant a TDM status or exceed the authorized duration.
Note: Do not use “IA” (INEFFECTIVE WHILE IN TRAINING ADMINISTRATIVE REASONS)		

3.7. Commander's Awareness Program (CAP):

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

3.7.1.1. **Applicability.** CAP does not apply to courses of seven training days or less, or Air Advisor flight training courses; however, when CAP does not apply to a training program, it will be specifically excluded in the training syllabus: "CAP does not apply."

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

3.7.1.2.1. **Flying or Airmanship.** Students demonstrating flying deficiencies in an aircrew training device or aircraft.

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

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

3.7.1.2.4. **Airsickness/Physiological Incidents.** Students exhibiting airsickness, manifestation of apprehension (MOA), G-induced loss of consciousness (G-LOC), etc.

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

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

3.7.2. **Squadron Commander (SQ/CC) Responsibilities.** The flying SQ/CC (or equivalent) administers the program. (T-2) AETC/A3QF will act as SQ/CC for all Non-USAF and (or) Air Advisor aircraft training locations unless a USAF SQ/CC has been designated. The day-to-day CAP administration may be delegated to the squadron operations officer (SQ/DO), squadron assistant operations officer, FLT/CC, flight supervisor, or designated student training manager. SQ/CC will be briefed prior to removing a student from CAP. (T-2) Class commanders may place students on military CAP, if specifically authorized in local guidance.

3.7.3. **Local Guidance.** Units will develop (or specific AETCI 36-2605 volumes will provide) specific CAP guidance as it relates to the unit's mission. (T-2) This guidance addresses such topics as criteria for different CAP categories, notification processes, student or training activity restrictions, instructor continuity requirements, documentation requirements, and placement and removal procedures.

3.7.4. **CAP Procedures.** The SQ/CC or approved delegate places the student on CAP and removes the student from CAP when sustained normal progress is demonstrated or when personal issues are resolved. Although CAP is intended to be a short-term program (one to two weeks), removal should not be strictly event based (for example, solo or passing a performance check) if the student's weak areas can carry over into the next category or phase.

3.7.4.1. While a student is on CAP, tailor training to address the student's particular situation within the limits of the syllabus. The FLT/CC (or delegated authority) closely

monitors instructor continuity and ensures proficiency standards are not compromised to permit CAP students to progress in training.

3.7.4.2. The FLT/CC (or delegated authority) will counsel the student when placed on and removed from CAP. (T-2) Initial counseling will cover CAP objectives, student training plan, instructor continuity, and CAP removal goals. (T-2) Additional counseling is done at the discretion of the immediate supervisor but is required if the student fails to meet the CAP removal goals. (T-2) The supervisor will update goals appropriately and will document all counseling in the student's training folder. (T-2)

3.7.4.3. The student's FLT/CC (or delegated authority) will brief squadron leadership regularly on the student's progress. As a minimum, this briefing will include the student's strong and weak areas, description of individual training events completed, potential to graduate, and anticipated removal date from CAP. (T-2)

Chapter 4

INTERNATIONAL MILITARY STUDENT (IMS) TRAINING

4.1. Flying Training – Formal

4.1.1. **USAF-trained IMSs.** IMSs who meet all prerequisites and requirements may enter USAF formal flying training directly without additional consideration; otherwise, a waiver is required.

4.1.1.1. The IMS' country is responsible for requesting the waiver. Waiver are approved on a case-by-case basis IAW the syllabus or applicable AETCI 36-2605 volume.

4.1.1.2. If it is determined that an IMS with a waiver lacks the required skills, the school house course director (or equivalent) through coordination between the unit, AETC/A3F, AFSAT and SAF/IA will determine the disposition of the training. The IMS may be removed from training, denied further training or may be provided remedial training. In these cases the Country will be required to pay for any additional training and activities.

4.1.2. **Non-USAF-trained IMS (IMS trained by Contractors).** In order to ensure Direct Commercial Sales (DCS) flying training standards are equivalent to those required for aircrew qualification at USAF weapon system specific and (or) specialized follow-on training (FOT), the Country should work with the DCS vendor prior to initial training to verify scheduled training adheres to USAF standards. The USAF may agree in advance to accept students directly into Initial Training or FOT. If the USAF determines the DCS training is not acceptable for the purpose of IMS acceptance into FOT, the following applies:

4.1.2.1. The Country must obtain and provide training documentation to country and program managers 90 days prior to course start date for USAF review. The country and program managers in conjunction with the appropriate AETC/A2/3/10 division OPR will conduct a thorough syllabus comparison to determine if the combination of previous training, qualifications and experience are equivalent to USAF standards. The Country is the primary liaison with the DCS vendor for obtaining training data which requires USAF review. Country and (or) program managers may interact with the vendor (but are not obligated) to obtain the required data.

4.1.2.2. Once it is confirmed all prerequisites and requirements are met, an IMS in this category may be considered for entry into USAF formal flying training.

4.1.2.2.1. Prior to course entry, IMSs may require further screening to ensure their skills match those listed in their training and qualification records. The training provider determines the screening content in order to evaluate areas that determine the IMS' qualifications to begin FOT. Screening may include both a simulator period and tabletop session (or suitable equivalent).

4.1.2.2.2. If upon entering the formal course, it is determined the IMS lacks the documented skills, the school house course director (or equivalent) through coordination between the unit, AETC/A3F, AFSAT and SAF/IA will determine the disposition of the training. The IMS may be removed from training, denied further training or may be provided remedial training. The Country will be responsible for payment of any additional training and (or) activities.

4.1.2.2.3. AETC/A3F will conduct periodic reviews of IMS performance to evaluate course entry prerequisites, and work with AFSAT and SAF/IA to refine and (or) change them as required to help ensure IMSs are prepared to successfully complete training.

4.1.2.3. In all cases, existing policies, regulations and laws, to include the Federal Aviation Regulation (FAR), International Civil Aviation Organization (ICAO), SAMM and JSCET, will serve as guidance for informed USAF decisions and actions.

4.2. Flying Training – Security Assistance Team (SAT)

4.2.1. The assigned training program manager will work with the Country and the Security Cooperation Office (SCO) to determine the levels of qualification and experience required for the SAT members (as described in the formal SAT request).

4.2.2. As long as all syllabus prerequisites and requirements are met, the SAT may conduct the scheduled training and participate in foreign aviation training operations as authorized by AFI 11-401, JSCET and SAMM.

4.2.2.1. The final decision to fly with an IMS or on foreign aircraft is at the discretion of the SAT member in coordination with official USAF leadership channels for that specific location. Any decision to change the nature or focus of SAT training or to discontinue operations must be approved by AFSAT, SAF/IA and the responsible MAJCOM.

4.2.2.2. All requests for extension or expansion of the original training request will be decided individually. The SAT may *not* decide to provide additional training or to extend training beyond the established schedule without approval from the supporting MAJCOM, AFSAT and SAF/IA.

Chapter 5

TRAINING MANAGEMENT SYSTEMS

5.1. TIMS/GTIMS. These systems provide the method of maintaining information required on each student enrolled in UFT and GFT. They provide student status, performance accounting, academic, simulator and flight trend analysis. This information is used to monitor and evaluate mission accomplishment, training trends, and budget requirements. The OG/CC or operational unit is the focal point for all matters pertaining to the flying training student accounting system and has the primary responsibility to maintain the student accounting files. **Note:** Refer to specific AETCI 36-2605 volumes for guidance regarding MDS-specific TMS programs or other non-electronic management systems.

5.2. OG/CC.

5.2.1. Manages the use of TIMS/GTIMS and designates a TIMS/GTIMS manager (TM), a COR, and (or) TIMS/GTIMS functional system administrator (FSA) if one is not provided for by the contract. (T-2) The COR role may be filled by the TM after contracting officer appointment and appropriate training or may be filled by an existing COR. **Note:** The duties listed below do not supersede or add to the duties listed in their performance work statement (PWS) of the contracted TIMS/GTIMS system manager.

5.2.2. Develops back up plans to ensure safe and efficient operations in the event of network outages and (or) TIMS/GTIMS outages. (T-2)

5.2.3. Ensures the designated TM and (or) FSA provides GTIMS ESD personnel the proper MDS requirements to be included in the Stan/Eval “modules” in GTIMS. (T-2)

5.3. Designated TM or FSA:

5.3.1. Ensures the adequacy and effectiveness of TIMS/GTIMS processes and products. (T-2)

5.3.2. Serves as local POC for processing changes and updates to TIMS/GTIMS. (T-2)

5.3.3. Serves as liaison between flying squadrons and AETC/A5T concerning TIMS/GTIMS issues. (T-2)

5.3.4. Ensures processing and migration of students from one TIMS/GTIMS syllabus version to another and MUSS configuration bulletin deadlines. (T-2)

5.3.5. Collects all group TIMS/GTIMS trouble ticket submissions and forwards them to the TIMS/GTIMS ESD when applicable. (T-2)

5.3.6. Ensures courseware updates to computer-based training (CBT) systems are accomplished according to MUSS configuration bulletin requirements. (T-2)

5.3.7. Establishes a training program for all unit TIMS/GTIMS managers (UTM) and assists UTM and end users as required. (T-2)

5.3.8. Coordinates with the local service desk to provide initial and continuation training resources for all TIMS/GTIMS end-users. (T-2)

5.3.9. Ensures all TIMS/GTIMS files supplied by AETC, including the PFT calendar, syllabus, maneuver item files, and maneuver grade files are properly loaded according to established deadlines. (T-2)

5.3.10. Provides GTIMS Service Desk personnel the proper MDS requirements to be included in the Stan/Eval “syllabuses” in GTIMS. (T-2)

5.3.11. Maintains overall managerial responsibility for OG-dedicated TIMS/GTIMS equipment to include servers and associated support equipment. (T-2) In conjunction with COR, the TM or FSA:

5.3.11.1. Ensures contractors with operational control over such equipment execute PWS and headquarters’ guidance according to established deadlines and requirements, except where local area network infrastructure is maintained by headquarters and local communications squadron directives and policy. (T-2)

5.3.11.2. Delegates responsibility for computer-assisted instruction (CAI) lab equipment to the appropriate group, automated data processing equipment account custodian. (T-2)

5.3.11.3. Ensures contract personnel effectively schedule and monitor TIMS/GTIMS CAI equipment usage in support of student syllabus training requirements. (T-2)

5.3.11.4. Ensures contract or government personnel properly manage student records according to appropriate AETCI 36-series instructions, AFMAN 33-363, the Privacy Act of 1974, and other applicable local, AETC, USAF guidance and legislation. (T-2)

5.3.11.5. Ensures USAF and contract personnel maintain TIMS/GTIMS at the highest level of efficiency regarding system operation and maintenance at the base level. (T-2)

5.3.12. Oversees local TIMS/GTIMS software and student courseware fielding and implementation plans. (T-2)

5.3.13. Establishes local TIMS/GTIMS user roles, functions, and permissions baseline for instructors, students, and administrative personnel, subject to AETC restrictions on certain permissions. (T-2) AETC/A3V will dictate criteria for Stan/Eval permission assignment. Other future permissions may be subject to additional restrictions.

5.4. Flying Squadron. Flying squadrons will use AETC-designated TIMS/GTIMS for student accounting and flight simulator scheduling. (T-2) Responsibilities include the following: **Note:** The SQ/CC may combine the following duties, roles and responsibilities if outlined in local written guidance.

5.4.1. SQ/DO.

5.4.1.1. Manages the squadron’s use of TIMS/GTIMS. (T-2)

5.4.1.2. Ensures training events are scheduled in TIMS/GTIMS. (T-2)

5.4.1.3. Designates a primary and alternate UTM, as needed. (T-2)

5.4.1.4. Where practical, uses TIMS/GTIMS as the primary source to plan, develop, and complete the unit’s annual flying hour program according to AETCI 21-104, *Aircraft Planning and Scheduling Procedures*.

5.4.1.5. Ensures each FLT/CC properly completes a finalized TIMS MASS before an undergraduate class is graduated. (T-2)

5.4.2. UTM.

5.4.2.1. Ensures TIMS/GTIMS problems and support requests are forwarded to the TM in a timely manner. (T-2)

5.4.2.2. Coordinates appropriate TIMS/GTIMS permissions with TIMS/GTIMS ESD for all assigned instructor personnel as designated by TM. (T-2)

5.4.2.3. Collects TIMS/GTIMS error reports and other trouble ticket candidate items and forwards them to the TM. (T-2)

5.4.2.4. Assists the TM in providing unit initial and continuation TIMS/GTIMS training and prepares the instructor force for upcoming TIMS/GTIMS version software changes and updated program capabilities. (T-2)

5.4.3. SQ Programmer/Scheduler.

5.4.3.1. Creates and inputs all TIMS/GTIMS daily squadron flying, simulator, and academic support schedules into TIMS/GTIMS, where applicable and practical. (T-2)

5.4.3.2. Reviews the TIMS/GTIMS daily squadron flying, simulator, and academic schedules to ensure required changes are accomplished in a timely fashion. (T-2)

5.4.4. Flight Programmer and (or) Scheduler.

5.4.4.1. Builds the daily TIMS/GTIMS flying, simulator, and academic training support schedules and inputs that data into TIMS/GTIMS. (T-2)

5.4.4.2. Determines flight, simulator, and academic training requirements and forwards the information to the SQ programmers for inclusion in the next week's TIMS/GTIMS schedule build. (T-2)

5.4.4.3. Under the direction of the FLT/CC, performs the TIMS/GTIMS assignment of students and instructors to TIMS/GTIMS aircraft sortie takeoff times, simulator sortie start times, and academic block begin and end times. (T-2)

5.4.5. TIMS/GTIMS ESD. ESD duties are listed in the associated contractor PWS.

5.4.6. Local TIMS/GTIMS Service Desk Representatives. Service Desk Representative's duties are listed in the associated contractor PWS and further established within local units.

5.4.7. Academic, Simulator, Flight, and FTU Instructor.

5.4.7.1. Reviews all appropriate sections of the student's TIMS/GTIMS training folder prior to each syllabus training event. (T-2)

5.4.7.2. If a sortie must be cloned, ensures a proper syllabus follow-on training sortie and (or) event is cloned before the student is scheduled for any other requisite syllabus event. (T-2) The UTM or SQ scheduler is responsible for any other requisite syllabus event.

5.4.7.3. Ensures all syllabus lessons are entered and saved into the student's TIMS/GTIMS training folder on the day the lessons are completed. (T-2)

5.4.7.4. Coordinates with the student's FLT/CC before overriding a syllabus deviation notice. (T-2) **Note:** Contract academic and simulator instructor duties are listed in the associated contractor PWS and further established within local units.

JOHN A. CHERREY, Brigadier 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 11-2F-35A Volume 3, *F-35A--Operations Procedures*, 7 June 2012
- AFI 11-202, Volume 1, *Aircrew Training*, 22 November 2010, and its AETC Supplement, 26 June 2014
- AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 13 September 2010, and its AETC Supplement 20 January 2014
- AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, 13 December 2010, and its AETC Supplement, 10 July 2012
- AFI 11-404, *Centrifuge Training for High-G Aircrew*, 28 October 2005
- AETCI 11-406, *Fighter Aircrew Conditioning Program (FACP)*, 8 March 2012
- AFPAM 11-419, *G-Awareness for Aircrew*, 17 October 2014
- AFMAN 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 36-2905, *Fitness Program*, 21 October 2013
- AFI 36-2909, *Professional and Unprofessional Relationships*, 1 May 1999
- AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004
- AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004
- AFH 36-2235, Volume 8, *Information for Designers of Instructional Systems Application to Aircrew Training*, 1 November 2002
- AFI 48-123, *Medical Examinations and Standards*, 5 November 2013
- AFI 91-204, *Safety Investigations and Reports*, 12 February 2014, and AETC Supplement, 31 January 2011
- AETCI 36-2205, Volume 2, *Formal Flying Training and Administrative Management – Airmanship and Airmanship Support Training*, 28 February 2012
- AETCI 36-2205, Volume 3, *Formal Flying Training and Administrative Management – Initial Flight Training (IFT)*, 20 December 2012
- AETCI 36-2205, Volume 4, *Formal Flying Training and Administrative Management – T-1A, T-6A, and T-38C*, 5 September 2015
- AETCI 36-2205, Volume 5, *Formal Flying Training and Administrative Management – Combat Systems Officer (CSO)*, 4 September 2013

AETCI 36-2205, Volume 6, *Formal Flying Training and Administrative Management – Fighter and Introduction to Fighter Fundamentals (IFF)*, 21 December 2012

AETCI 36-2205, Volume 7, *Formal Flying Training and Administrative Management – Mobility Aircraft*, 5 April 2011

AETCI 36-2205, Volume 8, *Formal Flying Training and Administrative Management – Special Operations/Personnel Recovery*, 30 April 2013

AETCI 36-2605, Volume 9, *Formal Flying Training and Administrative Management – Battle Management Training*, 19 March 2015

AETCI 36-2205, Volume 10, *Formal Flying Training and Administrative Management – TH-IH*, 4 March 2014

AETCI 36-2205, Volume 11, *Formal Flying Training and Administrative Management – Survival, Evasion, Resistance, and Escape (SERE)*, 22 February 2010

AETCI 36-2205, Volume 12, *Formal Flying Training and Administrative Management – Aviation Leadership Program – Introductory Flight Training (ALP-IFT)*, 8 August 2012

AETCI 36-2205, Volume 13, *Formal Flying Training and Administrative Management – Undergraduate Remotely Piloted Aircraft*, 23 September 2013

AETCI 36-2205, Volume 14, *Formal Flying Training and Administrative Management – Remotely Piloted Aircraft Basic Sensor Operator Course*, 8 January 2014

AETCI 36-2205, Volume 15, *Intelligence Formal Training Unit Administrative and Management*, 3 April 2014

AETCI 36-2206, *Aircrew Graduate Evaluation Program*, 4 December 2013

AETCI 36-2216, *Administration of Military Standards and Discipline Training*, 6 December 2010

AETCI 36-2221, *Flying Training Course Development*, 3 December 2014

AETCI 36-2223, *Flying Training Student Information Management*, 30 March 2007

AETCI 36-2604, *Flying Training Instructor Programs*, 9 October 2013

AETCI 36-2909, *Recruiting, Education, and Training Standards of Conduct*, 2 December 2013

AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, 5 November 2013

DoD 6025.18-R, *DoD Health Information Privacy Regulation*

Prescribed Forms:

AETC Form 6, *Waiver Request*

AETC Form 26, *Standard Answer Sheet (50 Items)*

AETC Form 26A, *Standard Answer Sheet (100 items)*

AETC Form 26B, *Standard Answer Sheet (200 items)*

AETC Form 126A, *Record of Commander's Review Action*

AETC Form 157, *Examination Control Log*

AETC Form 673, *Student Critique*

Adopted Forms

AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*

AF Form 847, *Recommendation for Change of Publication*

DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

AF Form 1256, *Certificate of Training (LRA)*

AF Form 4293, *Student Activity Record*

AETC Form 125A, *Record of Administrative Training Action*

AETC Form 140, *Record of Commander's Review Action (Instructor Pilot Training)*

Abbreviations and Acronyms

ADSC—active duty service commitment

ADSS—AETC Decision Support System

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AGSM—anti-G straining maneuver

AI—academic instructor

ANG—Air National Guard

AP—aerospace physiologist

ARC—air reserve component

ATS—aircrew training system

CAI—computer-assisted instruction

CAP—commander's awareness program

CBT—computer-based training

CC—commander

COR—contracting officer's representative

CR—commander's review

CTS—course training standard

DCS—Direct Commercial Sales

DNIF—duty not including flying

DO—director of operations/operations officer

DO—discrepancy reports

ETCA—education and training course announcements

ENJJPT—Euro-NATO Joint Jet Pilot Training

ER—enhancement requests

ESD—enterprise service desk

FA—fitness assessments

FACP—fighter aircrew conditioning program

FLT/CC—flight commander

FOT—follow-on training

FSA—functional system administrator

FTG—flying training group

FTPA-W—Flying Training Production Analysis-Web

FTU—formal training unit

FSO—flight surgeons office

FSS—force support squadron

GFT—graduate flying training

G-LOC—G-induced loss of consciousness

GTIMS—graduate training integration management system

IAW—in accordance with

IERT—Instructor Exam Reporting Tool

IFF—introduction to fighter fundamentals

IMS—international military student

JSCET—Joint Security Cooperation Education and Training

MAJCOM—major command

MASS—merit assignment selection system

MDS—mission design series

MilPDS—military personnel data system

MOA—manifestation of apprehension

MUSS—modification and update support system

NGB—National Guard Bureau
NLT—no later than
OG/CC—operations group commander
OPR—office of primary responsibility
OTA—oracle training administration
PA—privacy act
PCS—permanent change of station
PFT—programmed flying training
POC—point of contact
PPT—Primary Pilot Training
PSD—personnel services delivery
PWS—performance work statement
QMW—quota management worksheets
RDS—records disposition schedule
SAT—security assistance team
SERE—Survival, Evasion, Resistance and Escape
SQ—squadron
SQ/CC—squadron commander
SQ/DO—squadron operations officer
SAMM—security assistance management manual
SCO—Security Cooperation Office
STR—system trouble reports
TAFP—trained Air Force personnel
TDM—training delay - medical
TIMS—training integration management system
TM—TIMS/GTIMS manager
TMS—training management system
TRG—training group
UFT—undergraduate flying training
USAFA—U.S. Air Force Academy
UTM—unit TIMS/GTIMS managers
WG/CC—wing commander

Terms

Advanced Phase—The Advanced phase of undergraduate pilot training follows the Primary phase and begins when the student starts training in the T-1A, T-38C, or TH-1H syllabus.

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

Course Training Standards (CTS)—The performance, conditions and standards describing skills and proficiency levels required for students to complete a course.

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

Graduate Flying Training—Formal flying training accomplished after completing undergraduate flying training.

Medium—Media include aircraft, ground training, computer-assisted instruction, instrument flight trainer, mission training center, networked training center-Luke, and aircrew training devices (e.g., operational flight trainers, unit training devices, and weapon system trainers).

Preflight Phase—Preflight phase of undergraduate pilot training precedes the Primary phase. It begins on the class start date and ends when the class transitions to the flightline.

Primary Phase—Primary phase of undergraduate pilot training begins with the class transition to the flightline to train in the T-6A.