

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

**AIR EDUCATION AND TRAINING  
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VOLUME 9**



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**Personnel**

**FORMAL FLYING TRAINING  
ADMINISTRATION AND  
MANAGEMENT – BATTLE  
MANAGEMENT TRAINING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*, and amplifies guidance in Air Education and Training Command Instruction (AETCI) 36-2605, Volume 1, *Formal Flying Training Administration and Management*. It establishes guidance for student administration, conduct and documentation, and provides guidelines for all AETC and AETC-gained battle management formal training units. It applies to all battle management students (graduate and undergraduate) to include members of the Air National Guard (ANG), Air Force Reserve Command (AFRC), and international students enrolled in AETC formal courses. It applies to all personnel, to include commanders and instructors assigned or attached to the unit who perform air battle manager, weapons director, air surveillance technician, interface control technician, surveillance technician, weapons technician and weapons simulation technician duties. This instruction does not apply to the United States Space Force. Subordinate units will coordinate local supplements through the Combat Air Forces (CAF) Formal Training to 19 AF/A3D prior to publication. Submit suggested changes to this instruction on AF Form 847, *Recommendation for Change of Publication*, through command channels, to 19 AF/A3V, 555 East Street East, Joint Base San Antonio-Randolph AFB TX 78150. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360,

*Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Compliance with the attachments in this publication is mandatory. This publication requires collection and/or maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, Secretary of the Air Force. The authorities to collect and maintain records prescribed in this publication are Title 37 United States Code, Section 301a, *Special and Incentive Pays*, and Executive Order 9397, which authorizes collection of social security numbers. PA system of records notices F036 AF AETC A, Student Records, and F036 AF AETC B, Graduate Training Integration Management System (GTIMS) apply and are available on line at <http://dpcl.d.defense.gov/privacy/sorns.aspx>. Ensure all records created as a result of the processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, Records Management and Information Governance Program, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

### ***SUMMARY OF CORRECTIVE ACTIONS***

The publication date has been corrected. No content changes were made.

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

This publication has been substantially revised and must be reviewed in its entirety. Updated office symbols throughout the document to the new 19 AF/A3 structure. Removed all references to elimination from training due to misconduct or Uniform Code of Military Justice (UCMJ) actions for officers, and references to undergraduate flying training (UFT) academic integrity standards. Removed electronic protection technician and air weapons officer references as they are no longer qualifications and are no longer trained at Initial Qualification Training at the 607 ACS. Removed paragraphs related to contract aircraft at the 337 ACS. Removed AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty* references. Updated references to AETCI 36-2605 Volume 1 to ensure consistency. Updated all website links. Removed references to rescinded AETCIs.

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## Chapter 1

### ROLES AND RESPONSIBILITIES

#### 1.1. General.

1.1.1. This volume in conjunction with AETCI 36-2605, Volume 1, Formal Flying Training Administration and Management, outlines responsibilities and procedures for conducting AETC battle management training.

#### 1.2. Responsibilities.

1.2.1. Assigned and gained organizations will institute procedures to ensure training documentation, practices, and procedures are accomplished IAW this instruction **(T-2)** Specific responsibilities are as follows:

1.2.2. CAF Formal Training is the command manager for battle management training syllabuses. CAF Formal Training coordinates air battle manager (ABM), weapons director (WD), weapons technician, and initial qualification training (IQT) syllabi with HQ AETC functional offices and other command offices as required, develops student policy, and provides student management oversight. CAF Formal Training edits, coordinates, and gains 19 AF Commander (19 AF/CC) approval for all training syllabuses.

1.2.3. Assigned and gained units conducting AETC battle management training will draft syllabuses and submit them to CAF Formal Training **(T-2)**. Unit subject matter specialists or training development shops will use CAF-approved training task lists to develop each syllabus based on templates provided by CAF Formal Training **(T-2)** Draft syllabi (change recommendations, bottom-line coordination) will be routed through respective operations group commanders (OG/CCs) prior to forwarding to CAF Formal Training for further coordination. **(T-2)**

1.2.4. Assigned unit commanders will establish responsibilities and procedures for planning, developing, preparing, implementing, reviewing, and evaluating AETC battle management training at the execution level **(T-2)** Assigned unit commanders will also:

1.2.4.1. Conduct battle management training IAW approved syllabuses.

1.2.4.2. Ensure guidance for battle management training course attendance found in HQ AETC's education and training course announcements (ETCA) at <https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx> is current and adhered to. **(T-2)**

1.2.4.3. **(607 ACS and 337 ACS Only)** . Establish a registrar function to oversee student administrative duties for formal battle management courses. **(T-2)**

1.2.4.4. Develop training courseware to support student learning outcomes, which include instructor guides, student handouts, instructor handouts, computer-based instruction, and instructional media (electronic imagery, video productions, etc.) as needed. **(T-2)**

## Chapter 2

### STUDENT ADMINISTRATION

**2.1. Course Entry Administration.** Units shall review incoming student records to verify they are complete. **(T-2)** Students must meet course entry prerequisites established in the ETCA and the course syllabus. **(T-2)** If a student does not meet the course entry prerequisites, contact CAF Formal Training before entering the student into training. As a minimum, units review the following student records (or their equivalent) prior to any formal training:

2.1.1. Training Summaries (AETC Form 1122 Series) and Student Biographies. Documentation of academic and positional training accomplishments provides a current record of a student's training progression. The squadron operations officer (SQ/DO), chief of training, class commander/supervisor or flight commander/supervisor, or designated representative, i.e., Dean of Students, should review all training summaries and student biographies included in the student training record. Refer to AETCI 13- 101V1, *Battle Management Training Program*, for specifics on establishing permanent training records. **(T-1)**

2.1.2. Standardization/Evaluation (Stan/Eval) Records. Where applicable, these records are maintained in the flight evaluation folder (FEF) as detailed in AETCI 13-101V2, *Battle Management Standardization and Evaluation Program*. FEFs are designed to maintain those basic source documents that provide a history of an individual's qualifications. Students hand-carry FEFs (if previously established) IAW the ETCA course requirements. If required, forward applicable stan/eval records and documents to the student's home or gaining unit upon completion of training.

2.1.3. Individual Flight Records. See the appropriate weapon system training documents for flight record requirements.

2.1.4. Medical Qualifications. Medical qualifications (DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*) for a student must be determined IAW ETCA prerequisite coordination requirements. **(T-2)** Waivers may be submitted for students whose issues can be resolved within 10 workdays of the Class Start Date. **(T-3)**

### 2.2. Quota Management.

2.2.1. The programmed flying training (PFT) document establishes the baseline for student quota management. 19 AF Pipeline Management maintains the quota management worksheets (QMW), which reflect real-time changes and are the AETC aircrew training primary source documents for yearly class quotas, class entry, student load, and production schedule information, and are available on the 19 AF Pipeline Management SharePoint website located at <https://usaf.dps.mil/teams/12732/SitePages/Home.aspx>.

2.2.2. Units should obtain class entry rosters in the Military Personnel Data System/Oracle Training Administration (MilPDS/OTA) not later than 2 weeks before class entry. Rosters should be obtained as early as possible to allow identification of excess capacity. Units report discrepancies as soon as they are discovered, but no later than 3 days following the class start date to the 19 AF Pipeline Management and CAF Formal Training. **(T-2)**

2.2.3. **(337 ACS Only)** . The unit will also report class entry roster changes and discrepancies to HQ AFPC/DPSIPS or graduation delays to AFPC/DPALC. **(T-2)**

### 2.3. Production Metrics Report.

2.3.1. 19 AF Flying Training Resource Analysis is the point of contact for flying training analysis. At the beginning of each fiscal year, 19 AF Flying Training Resource Analysis uploads the PFT document to the Flying Training Production Analysis (FTP) web-based input tool (<https://adss.us.af.mil/FTP-PAW-CAC>). The unit student accounting and registrar (SAR) updates the FTP with actual entries, gains, losses, attritions, graduate numbers and notes, if applicable. (T-2)

### 2.4. Special Reporting Procedures for ANG and AFRC Students.

2.4.1. For ANG or AFRC Students Experiencing Difficulty. Training units will notify 19 AF/CG (ANG) ([19AF.CG.Workflow@us.af.mil](mailto:19AF.CG.Workflow@us.af.mil)) or 19 AF/RF (AFRC), ([19AF.RF.workflow@us.af.mil](mailto:19AF.RF.workflow@us.af.mil)) as appropriate, via electronic mail (E-mail) when an ANG or AFRC student experiences any training issues, to include, but not limited to: a progress check (PC) or an elimination check (EC), enters the commander's review (CR) process, placed on administrative or medical hold, or is eliminated from or reinstated in training. (T-2) In addition, notify 19 AF/CG or 19 AF/RF, as appropriate, when there is reasonable doubt about a student's potential to complete a training syllabus. (T-2) Include the student's home unit and NGB/A1DC; A2/3/6/10YG; A2/3/6/10OC (for 337 ACS students only) or AFRC/A3RB and 340 FTG/UFT, as applicable, as addressees on these E-mails.

2.4.2. Graduation Notification. When the PFT graduation date changes, units notify the student's home unit and NGB/A1DC; NGB/A23610OC (for ANG students) or 340FTG/UFT (for AFRC students), as appropriate. (T-2). Notify by E-mail of the student's new graduation date no later than 30 days before the new date, or immediately if within 30 days of graduation. (T-2) When it appears that a student may graduate late, notify the student's home unit as soon as possible. (T-2) Send an information copy to 19 AF/CG or 19 AF/RF, as appropriate.

### 2.5. Fitness Standards.

2.5.1. Students participate in a scheduled physical training program IAW Air Force Manual (AFMAN) 36-2905, *Fitness Program*, the appropriate syllabus and HQ AETC guidance.

2.5.2. (337 ACS Only) . Undergraduate air battle manager (UABM) training students will not graduate, nor be awarded an aviation rating without a current Excellent or Satisfactory fitness assessment score (T-2)

**2.6. Students in Transition Status (337 ACS Only).** Commanders assign students awaiting PCS training, eliminated from training, and those on medical or administrative hold, etc., to duties commensurate with their background, training, and grade. (T-3)

2.6.1. Students Awaiting UABM training. Students awaiting the start of UABM training may be assigned to duties outside the 337 ACS. The 337 ACS Dean of Students manages this program and accounts for the students.

2.6.1.1. Students awaiting the start of UABM training may voluntarily observe missions as available on a non-interference basis.

2.6.1.2. Under no circumstances will students awaiting UABM training receive any instruction outside the normal syllabus flow. (T-2)



2.6.2. Graduates of UABM training. Students who have graduated the undergraduate air battle manager (UABM) course but are awaiting follow-on training will be provided the opportunity to observe and control missions on a space available/non-interference basis. **(T-3)** This opportunity is voluntary, and is provided to help maintain proficiency of battle management skills between assignments.

2.6.2.1. Observation Missions. Post graduate students will be allowed to observe missions on an unlimited basis. **(T-3)**. During these missions the student is NOT an active participant in the mission event. **(T-3)** The student is encouraged to attend all mission events (briefing, execution, and debriefing) to enhance the learning opportunity. If mission equipment is available (UABM training system console), the student is encouraged to use the equipment to practice radar scope interpretation skills.

2.6.2.2. Break-in-Training (BIT) Missions. BIT missions are designed to allow students an opportunity to control missions following graduation from the UABM course. Instructors are highly encouraged to be assigned to observe students conducting simulation missions to provide feedback to the students to ensure students receiving BIT missions do not develop poor skills/habits prior to attending follow-on courses. Post-graduate students controlling any live event must have a dedicated instructor since they are not qualified ABMs. **(T-2)**

**2.7. Administrative Hold.** Place students whose training has been suspended for other than medical reasons for more than 7 calendar days on administrative hold. **(T-2)** Administrative hold should be used judiciously for extenuating circumstances to include serious illness or death in the family, or other personal problems beyond the individual's control. If a permanent change of station (PCS) status student is on administrative hold for more than 30 calendar days (10 calendar days for temporary duty [TDY] students), or may reach this threshold, notify CAF Formal Training. **(T-2)**.

## Chapter 3

### STUDENT MANAGEMENT

#### 3.1. Commander's Awareness Program (CAP).

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

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

3.1.2.1. Positional. Students demonstrating deficiencies in an aircrew training device/weapons control training device, in live or simulated missions.

3.1.2.2. Academic. Students exhibiting substandard academic performance (test failure).

3.1.2.2.1. Students who fail an academic test will be entered into the CAP. Students who fail the same academic test twice or three academic tests overall will be entered into the CR process. **(T-2)**

3.1.2.2.2. Units may use additional local procedures to monitor students who demonstrate marginal academic performance (e.g., an academic average less than 90 percent). See [paragraph 3.1.3](#) below.

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

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

3.1.3. Local Guidance. Units develop specific CAP guidance as it relates to the unit's mission. **(T-3)** This guidance should address such topics as criteria for different CAP categories, student or training activity restrictions, and instructor continuity requirements.

3.1.4. Squadron Commander (SQ/CC) Responsibilities. The SQ/CC administers the program. **(T-2) Note:** CAP administration may be delegated to an appropriate authority, to include the squadron operations officer (SQ/DO), squadron assistant operations officer (SQ/ADO), class commander/supervisor or flight commander/supervisor, but the SQ/CC maintains overall authority and responsibility.

3.1.5. CAP Procedures. The SQ/CC, SQ/DO, class commander/supervisor or flight commander/supervisor places the student on CAP; and the SQ/CC removes the student from CAP when sustained normal progress is demonstrated or when personal issues are resolved. **(T-3)** Although CAP is intended to be a short-term program, removal should not be strictly event based (i.e., passing a control event in the training block) if the student's weak areas can carry over into the next unit/category. A student requiring an extended period of increased supervision or repeated placement on CAP should be considered for a PC, EC or Commander's Review.

3.1.5.1. Generate an AETC Form 101, *Student Performance Summary* (or GTIMS electronic equivalent), for any student placed on CAP for non-progression of a positional event, an academic test, or for a military professionalism problem. **(T-2)** AETC Form 101 is a permanent part of the student's training record. Document the activity on the AF Form

4293, *Student Activity Record* (or GTIMS electronic equivalent), brief the student, and have the student initial/sign the AF Form 4293. **(T-2)**

3.1.5.2. While the student is in CAP, tailor training to address the student's particular situation within the limits of the syllabus. **(T-3)** The class commander or flight commander closely monitors instructor continuity and ensures proficiency standards are not being compromised to permit CAP students to progress in training. **(T-3)**

3.1.5.3. The class commander/supervisor, flight commander/supervisor, or designated representative counsels the student when placed on and removed from CAP. **(T-3)** Initial counseling covers CAP objectives, student training plan, instructor continuity, and CAP removal goals. **(T-3)** Additional counseling is done at the discretion of the class commander/supervisor, flight commander/supervisor, or designated representative but is required if the student fails to meet the CAP removal goals. Document all counseling in the student's training folder (or electronic equivalent). **(T-2)**

3.1.5.4. The student's class commander, flight commander or course manager briefs squadron leadership weekly on the student's progress. **(T-3)** As a minimum, this briefing includes the student's strong and weak areas, additional training (AT) details, and anticipated removal date from CAP. **(T-3)**

**3.2. Progress Checks (PC) and Elimination Checks (EC).** PCs and ECs are key events in the commanders review process. Triggers for these events are defined in the applicable syllabus.

### **3.3. Commanders Review (CR) Process.**

3.3.1. Overview. The CR process recommends the student's elimination or retention in training. It must be completed within 10 duty days (24 duty days for international students) from the date the initiating authority signs the AETC Form 143, *Record of Commander's Review Action (ABM/CSO)*, or AETC Form 144, *Record of Commander's Review Action (Battle Management Training)* **(T-2)** The AETC Form 143 will be used for UABM training and air battle managers (ABMs) in the battle management instructor training (BMIT) and control and reporting center (CRC) IQT **(T-2)** The AETC Form 144 will be used for all 1C5X1s attending all courses managed by CAF Formal Training. **(T-2)**

3.3.2. Entry. Enter students failing to progress in the normal syllabus flow into the CR process. **(T-2)** The SQ/CC, SQ/DO, or flight commander enters the student in the CR process as outlined in each syllabus as the initiating authority (IA). **(T-2)**

3.3.3. The IA:

3.3.3.1. Notifies students in writing of their consideration for elimination (**Attachment 2**). **(T-2)** For international students, also notify the local base international military student office (IMSO). **(T-2)**

3.3.3.2. Briefs the student on the CR process (**Attachment 3**). **(T-2)**

3.3.3.3. Removes the student from training. **(T-2)** The IA may elect to continue the student in academic training with the reviewing authority concurrence. 337 ACS only: The IA should instruct the undergraduate student not to wear the flight duty uniform.

3.3.3.4. Completes Section I of AETC Form 143 or AETC Form 144 and ensures the student completes Section II. **(T-2)**

3.3.3.5. Advises the student to submit a “show cause” memorandum within 2 work days, identifying any factors that may have affected training. **(T-3)**

3.3.3.6. Sends the completed AETC Form 143 or AETC Form 144 with the student’s memorandum, training records, and any attachments to the reviewing authority. **(T-2)**

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

3.3.4.1. Reviews the student’s training and recommends elimination from or retention in training. **(T-2)** The RA examines the student’s training records and, as deemed necessary, interviews the student and flight commander or supervisor. For BMIT or IQT student, the SQ/CC reviews the student’s training and either reinstates the student in training or recommends elimination. **(T-2)**

3.3.4.2. Completes Sections III and IV of the AETC Form 143 or AETC Form 144 and forwards the form with all applicable records to the approving authority (OG/CC for non-rated personnel, fighter wing [FW/CC] for rated personnel) for final review. **(T-2)** These records will include a written summary of the significant facts and specific rationale used to arrive at the recommendations. **(T-2)**

3.3.4.3. Terminates the CR process if it becomes apparent that circumstances require convening an investigation under the provisions of AFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*, or when information arises that would cause the student to be medically disqualified. **(T-2)**

3.3.5. Approval Authority (AA) (OG/CC for non-rated personnel, FW/CC for rated personnel). The AA:

3.3.5.1. Eliminates or reinstates the student. **(T-2)** The AAs may delegate this authority to their respective deputy **(T-3)** Additional training beyond the syllabus limit will require a waiver from CAF Formal Training. **(T-2)**

3.3.5.2. Completes Section V of the AETC Form 143 or AETC Form 144. **(T-2)** The AA will not recommend students eliminated for academic deficiency, manifestation of apprehension (MOA) or drop on request (DOR) for any other flying training. **(T-2)**

3.3.5.3. For BMIT/IQT, completes Section IV of the AETC Form 143 or AETC Form 144. **(T-2)**

3.3.5.4. For students eliminated for medical reasons, provides a statement in Section IV of the AETC Form 143 or AETC Form 144 evaluating the student’s ability to complete training if medically cleared. **(T-2)**

### 3.4. Student Eliminations.

3.4.1. Students **should** be eliminated if they:

3.4.1.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course because of physical, psychological, or personality factors. LOA eliminated students require an evaluation from both medical and operational personnel. This category includes MOA. Annotate specific deficiencies in the remarks section of AETC Form 143 or AETC Form 144.

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

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

3.4.1.4. Fail to meet standards prescribed in AFMAN 36-2905.

3.4.2. Eliminate students if they:

3.4.2.1. Drop-on-request (DOR). **(T-2) Note:** Only UABM training students that are not previously rated officers or previously qualified career enlisted aviators are eligible to DOR. Rated officers or previously qualified career enlisted aviators attempting to drop on request or self-initiated elimination who attempt to DOR from a formal flying training course will be eliminated through the CR process, and will then meet a Flying Evaluation Board IAW AFMAN 11-402, *Aviation and Parachutist Service*. **(T-1)**

3.4.2.2. UABM students become medically disqualified. **(T-2)** However, if a flight surgeon determines the disqualification may resolve within 12 months of the initial disqualification, place the student in medical hold status. **Note:** Refer to **Chapter 4**.

3.4.2.3. 607 ACS Undergraduate WD students – Make a decision to eliminate within 10 duty days of becoming medically disqualified. **(T-3)** If the flight surgeon determines the disqualification may be resolved within another 10 duty days, forward the request to CAF Formal Training, and the student's home (or gaining) unit to decide if elimination or course continuation is warranted. **(T-2)**

3.4.2.4. Initiate action to separate from the service. **(T-2)**

3.4.2.5. Are recalled from their home units. **(T-2)** Units will notify CAF Formal Training when a student recall is needed. **(T-2)** In the event the commander deems an immediate emergency situation, then the notification can occur after the recall.

3.4.2.6. Are under investigation or pending action for alcohol-related misconduct, substance abuse (to include alcoholism), or self-identifies as an illegal substance abuser. **(T-3)**

3.4.2.7. Are adjudicated absent without leave, are confined, or have deserted. **(T-3)**

3.4.2.8. Are hospitalized for an extended period (as the OG/CC determines). **(T-3)** Student may be considered for reinstatement at a later date.

3.4.2.9. Demonstrate improper attitude or lack of responsibility toward assigned duties or obligations. **(T-3)**. This may include character disorders that raise doubt about the student's fitness for training.

3.4.3. 33 FW/CC or delegated authority will initiate Aviation Service suspension actions based on the reasons outlined in AFMAN 11-402. **(T-2)**

### 3.5. Student Dispositions.

3.5.1. Students reinstated into training after a CR complete an EC following completion of any additional training. **(T-3)** Students reinstated after academic deficiencies repeat the exam after appropriate additional training. **(T-2)**

3.5.2. After completing Section V of AETC Form 143 or AETC Form 144, process eliminated students under AFMAN 36-2100, *Military Utilization and Classification*, AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*; AFI 36-3207, *Separating Commissioned Officers*; AFI 36-2110, *Total Force Assignments*; or the ETCA. **(T-2)**. Process eliminated students who are rated officers IAW AFMAN 11-402. Process international students IAW AFI 16-105, *Joint Security Cooperation Education and Training (JSCET)*. Process pipeline or PCS students through appropriate personnel channels.

3.5.3. Undergraduate WD 1C5X1 and ANG/AFRC UABMT students eliminated from their respective courses are returned to their home unit (or gaining unit in the case of training conducted during a PCS move) unless they are rated officers who will meet a Flying Evaluation Board. **(T-1)**

3.5.4. **(607 ACS only)** IQT students:

3.5.4.1. Surveillance Technician (ST) students who are technical training graduates from Keesler AFB, prior to arrival at first permanent duty station, eliminated from training may be kept at the 607 ACS for reclassification or separation IAW AFMAN 36-2100. 607 ACS will coordinate with CAF Formal Training, the gaining unit and the gaining unit's higher headquarters (552 ACG or USAFE- AFAFRICA/A3ZJ based upon projected unit of assignment). **(T-2)**

3.5.4.2. Second term and career enlisted Airmen and non-rated officer students TDY for training en-route eliminated from training will be sent to gaining unit. **(T-2)** 607 ACS will coordinate with CAF Formal Training, the gaining unit and the gaining unit's higher headquarters (552 ACG or USAFE/A3ZJ based upon projected unit of assignment). **(T-2)**

3.5.4.3. Active duty Airmen attending training TDY from their permanent duty station and ANG/AFRC students eliminated from their respective courses are returned to their home unit. **(T-2)**

3.5.4.4. Rated officer students will only be released IAW AFMAN 11-402.

### **3.6. Commander's Review Records Distribution.**

3.6.1. The school registrar or similarly designated authority maintains original CR records according to the RDS and distributes them within 12 duty days of completion of the CR. These records must be available for review. **(T-2)**

3.6.2. The unit SAR office distributes eliminated officers' CR records, as outlined in **Table 3.1**, and maintains IAW the RDS. **(T-2)**

3.6.3. The course registrar ensures each elimination case is updated in the training management database with an elimination code. **(T-2)**

**Table 3.1. Officer CR Records Distribution.**

<b>ITEM</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Form or Item</b>	<b>Type of Student</b>	<b>Copy Distribution</b>
<b>1</b>	AETC Form 143 or AETC Form 144 (notes 1 and 2)	Active Duty (AD) Air Force	CAF Formal Training – 1 Servicing MPF – 1 AFPC/DPAOM – 1 AFPC/DPASF – 1 (note 2)
ANG		CAF Formal Training – 1 Servicing MPF – 1 NGB/A2/3/6/10OC – 1 (note 3)	
AFRC		CAF Formal Training – 1 Servicing MPF – 1 AFRC/A3RB and 340 FTG/UFT – 1 (note 4) ARPC/A1SS – 1 (note 5)	
International		CAF Formal Training – 1 Servicing MPF – 1 AFSAT/DO – 1 (note 6)	
<b>2</b>	Eliminated Student DOR memorandum (if applicable)	All	CAF Formal Training –1 AFPC/DPAOM – 1
<b>3</b>	Eliminated Student written statements (if applicable)	All	CAF Formal Training – 1 AFPC/DPAOM - 1
<b>4</b>	Eliminated Student acknowledgement of options memorandum	AD Air Force	AFPC/DPAOM - 1
<b>5</b>	Recoupment statement memorandum	AD Air Force	AFPC/DPAOM - 1
<b>6</b>	Eliminated Student information worksheet	AD Air Force	CAF Formal Training –1 AFPC/DPAOM – 1

7	Notification memorandum	All	CAF Formal Training –1
8	Student training documentation (less any Individual Mission Gradesheets) to include: AETC Form 101 <i>AF Form 174, Record of Individual Counseling</i> , AETC Form 901A, <i>Training Record – Battle Management</i> , AETC Form 902, <i>Student Activity Record</i> AETC Form 904, <i>Training Summary</i> AF Form 475, <i>Education/ Training Report</i>		AFPC/DPAOM – 1 (AD only) NGB/A2/3/6/10OC – 1 (ANG only) AFRC/A3RB and 340 FTG/UFT – 1 (AFRC only)
9	AF Form 422, <i>Notification of Air Force Member's Qualification Status</i> (note 7)		
10	DD Form 2992 AETC Form 125A, <i>Record of Administrative Training Action</i> (Medical Hold)		CAF Formal Training –1 (Medical Eliminations Only)
<b>Notes:</b>			
1. Suspense to forward completed CR packages to AFPC and CAF Formal Training is 15- duty days after completing the CR. <b>(T-2)</b>			
2. AFPC/ DPASF, 550 C St West, Ste 10 and 33 (respectively), Joint Base San Antonio – Randolph, TX 78150-4723.			
3. NGB/A2/3/6/10OC, 3500 Fetchet Ave, Joint Base Andrews, MD 20762 or E-mail.			
4. AFRC/A3RB, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635, or E-mail.			
5. ARPC/A1SS, 6760 East Irving Pl, Denver, CO 80280-4600.			
6. AFSAT/DO, 100 H Street East Suite 5, Joint Base San Antonio - Randolph TX 78150-4418.			
7. For CR packages for students medically eliminated from training, attach Items 2 through 10 of this table (in order) to the AETC Form 143 or AETC Form 144. <b>(T-2)</b> Suspense is 10 duty days after completing the CR. <b>(T-2)</b> CR/student training documentation should be in electronic format. E-mail CR packages directly to the CAF Formal Training inbox and copy the ABM or C2BMO representative at CAF Formal Training.			



## Chapter 4

### MEDICAL HOLD STATUS

#### 4.1. Initial Medical Hold Status.

4.1.1. The FW/CC authorizes initial medical hold status **(T-2)** SQ/CCs, with attending flight surgeon concurrence, make recommendations to the OG/CC and FW/CC in medical hold cases. **(T-3)**

#### 4.2. PCS and TDY Status Students.

4.2.1. PCS status students placed in duty not involving flying (DNIF) or duty not including controlling (DNIC) status that affects training (academics, simulators, or aircraft) for more than 30 days should either be placed in medical hold status or be considered for medical disqualification. In general, students should be placed in medical hold if their medical condition is expected to be resolved within 12 months and permits a return to Flying Class III or ground-based operator duties.

4.2.2. TDY status students should be processed as quickly as possible. If the TDY status student experiences a delay beyond 5 training days, contact CAF Formal Training for assistance. All other disqualifications should result in disenrollment, elimination, and reassignment or processing for separation. (Notify NGB/A2/3/6/10 or HQ AFRC/A3RB and 340 FTG/UFT, as applicable, when medical hold or disqualification is warranted for ANG and AFRC students.) For further information, see AETCI 48-102, *Management of Medical Support to Flying Training Missions*

**4.3. Students with Medical Condition. (337 ACS only)** . Place students in Training Delay-Medical (TDM) status only when a medical condition is not resolved after 30 days. **(T-2)** In such cases, medical hold status is effective on the 31st day of DNIF or DNIC. **(T-2)**. Refer to AETCI 36-2605V1 Chapter 3 Tables for a summary of required actions.

**4.4. Students on TDM from 6 to 12 Months. (337 ACS only)**. Students, respectively who must remain on TDM status from 6 to 12 months must be approved IAW AETCI 36-2605V1 and AETCI 48-102. **(T-2)** Refer to AETCI 36-2605V1 Chapter 3 Tables for a summary of required actions. The NGB/A2/3/6/100 or AFRC/A3, as applicable, must approve medical hold status for ANG or AFRC students **(T-1)**.

**4.5. Documentation.** Units process medical hold actions using appropriately routed memorandums, supporting documentation (AF Form 4293, grade sheet, etc.), and AETC Form 125A. **(T-2)** If the medical hold is not resolved, initiate elimination for medical disqualification according to normal procedures. **(T-2)**

## Chapter 5

### STUDENT AWARDS

#### *Section 5A—Undergraduate Air Battle Manager Training*

**5.1. Overview.** The 337 ACS/CC establishes and maintains a program to present awards to students selected as outstanding in academics, military qualities, and positional training. Duplicate awards may be presented for ties. **(T-3)**

**5.2. Procedures.** The 337 ACS/CC is the final approving authority for all awards presented. If the student receiving an award is an ANG or AFRC member, notify the home unit as soon as possible to ensure unit officials are aware and invited to the award presentation. **(T-3)**

**5.3. Mementos.** Purchase plaques or trophies from appropriated funds using specifications outlined in AFI 65-601, Volume 1, *Budget Guidance and Procedures*. **(T-1)**

#### **5.4. Awards.**

5.4.1. Top Graduate (TG). The Top Graduate Award is named in memory of Air Force Colonel Kevin “Jeep” Dunleavy. This award is presented to the student who finishes the course with the highest merit assignment selection system (MASS) score and at least a 97 percent academic average, no AT, no academic test or positional failures, and who receives a flight commander recommendation from all blocks of instruction; and the concurrence of the student’s training directorate ADO. The TG will receive an AETC Form 498, *AETC Commander’s Award*, signed by the unit CC and DO (counted against a distinguished graduate authorization) and a plaque or trophy as determined by the CC or DO. **(T-2)**

5.4.2. Distinguished Graduate (DG). This award is presented to the students who finishes the course with the highest MASS score and at least a 94 percent academic average; no more than two positional failures or AT sessions; no academic test failures; receives a flight commander recommendation from all blocks of instruction; and the concurrence of the student’s training directorate ADO. The DG receives an AETC Form 499, *Distinguished Graduate Certificate*, or an approved local substitute, signed by the unit CC and DO.

5.4.3. Academic Excellence Award. The academic excellence award is presented to the student with the highest academic test average.

5.4.4. Top Scope Award. The award is presented to the student in each class with the highest positional MASS score conducting battle management and command and control in the simulation and live flying combat training environment throughout the syllabus.

5.4.5. Yukla Award. This individual award is given in memory of the crewmembers of the E-3 mission, call sign “Yukla 27,” who gave their lives in service to their country on 22 September 1995. This award is presented to the student who best exemplifies the US Air Force core values on and off duty: “Integrity First, Service Before Self, and Excellence in All We Do”; receives a flight commander recommendation from all blocks of instruction; and the concurrence of the student’s training directorate ADO.

***Section 5B—Undergraduate WD and CRC IQT***

**5.5. Overview.** The 607 ACS/CC establishes and maintains a program to present awards to students selected as outstanding in academics, military qualities, and flying training. Duplicate awards may be presented for ties. **(T-3)**

**5.6. Procedures.** The 607 ACS/CC is the final approving authority for all awards presented. If the student receiving an award is an ANG or AFRC member, notify the home unit as soon as possible to ensure unit officials are aware and invited to the award presentation. **(T-3)**

**5.7. Mementos.** Purchase plaques or trophies from appropriated funds using specifications outlined in AFI 65-601, Volume 1. **(T-1)**

**5.8. Awards.**

5.8.1. The TG award is presented to the overall top student provided the student attains an academic average of 97 percent or better, has no academic failures, no mission event failures (live or simulated), and no AT. The recipient must have a recommendation from the class commander, and the concurrence of the student's training directorate ADO. **(T-3)** The TG will receive an AETC Form 498 signed by the unit CC and DO. Only one TG is authorized per class (counted against a DG authorization.) **(T-2)**

5.8.2. The DG award is presented to the student who has maintained an academic average of 94 percent or better, has no academic failures, no progress check failures, and no more than two AT sessions. The recipient must have a recommendation from the class supervisor and the concurrence of the student's training directorate ADO. The DG receives an AETC Form 499, or an approved local substitute, signed by the unit CC and DO. **(T-2)**

5.8.3. Other unit-specific awards may be identified in a unit supplement to this document.

***Section 5C—Battle Management Instructor Training*****5.9. Distinguished Graduate Awards.**

5.9.1. Units develop their own method of identifying up to the top 10 percent of students as DGs. **(T-3)** Classes of less than 10 may have one DG. Any fractions will be rounded upward. **(T-2)** Commanders may elect not to designate a DG in a class.

5.9.2. DG programs recognize students who clearly excel during formal training. Formalize the DG program in local guidance. DGs must demonstrate outstanding progress in each phase of academic, simulator, and flying training, and outstanding results in flying and simulator evaluations. **(T-3)** The unit/CC is the final approving authority for all awards.

5.9.3. The DG receives an AETC Form 499, or local substitute, signed by the unit CC and DO.

## Chapter 6

### STUDENT TRAINING INFORMATION

**6.1. Introduction.** Training information is maintained by either an electronic or paper copy of documents used to compile and track information related to each student's progress. Training folders and personnel information file (PIF) contain information about the progress of each student and must be maintained accordingly. **(T-2)** The class commander/supervisor, flight commander/supervisor, and staff instructors maintain the folders on a daily basis. **(T-3)** A backup version may be maintained at the unit's discretion. Specify procedures in local unit guidance. **(T-3)** Students may only access their specific student training folder. **Note:** Refer to AETCI 13-101V1 for permanent party students.

#### 6.2. Contents.

6.2.1. Personal Information. Personal information must be maintained separately from the actual training folder. **(T-2)** Units, class commander/supervisor, or flight commander/supervisor may use PIFs or books to keep personal and/or sensitive information separate from specific training information. This information may also be kept in electronic form. This information must be secured to prevent inadvertent or deliberate access by unauthorized personnel. **(T-2)** Examples of personal information to be maintained separate from training folders are:

- 6.2.1.1. AF Form 174.
- 6.2.1.2. DD Form 2992.
- 6.2.1.3. AETC Form 101.
- 6.2.1.4. AETC Form 904.
- 6.2.1.5. Student biographies (ABM only).

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

- 6.2.2.1. AETC Form 186, *Individual Mission Gradesheet (Battle Management)* (or major command equivalent).
- 6.2.2.2. AF Form 4293. **(T-2)**
- 6.2.2.3. AETC Form 6, *Waiver Request*. **(T-2)**
- 6.2.2.4. AETC Form 902, (or GTIMS). **(T-2)**

#### 6.3. Documentation.

6.3.1. Document student training issues on AF Form 4293. **(T-2)** Instructors provide a concise summary of the student's training and ensure entries clarify any training action. Begin each entry with date of the event, subject or syllabus lesson numbers, overall lesson grade, and lesson duration (if applicable). **(T-2)** End the entry with the signature, printed name, grade, and duty title of the instructor making the entry. **(T-2)** The student, student's assigned instructor and class commander/supervisor or flight commander/supervisor initials all AF Form 4293 entries. **(T-2)** Documentation is required for the following:

- 6.3.2. Administrative hold. **(T-2)**
- 6.3.3. Temporary medical disqualification (DNIF/DNIC status). **(T-2)**
- 6.3.4. Failure of any academic test, category check, flight evaluation, progress check, or elimination check. (Update AETC Form 101, if used.) **(T-2)**
- 6.3.5. Counseling sessions concerning training progress. **(T-2)** **Note:** If the counseling involves sensitive personal problems, document the session on AF Form 174, and keep the form in the student's PIF. **(T-3)** Annotate on an AF Form 4293 in the student's training folder that a counseling session was conducted. **(T-2)**
- 6.3.6. Assignment into and removal from CAP. **(T-2)**
- 6.3.7. Training folder review prior to a PC, EC, or CR. Document any training anomalies, syllabus deviations, etc. **(T-2)**
- 6.3.8. Incomplete lessons or items deferred to next mission. **(T-2)**
- 6.3.9. Authorization for additional training. The authorization authority identifies the reasons for the additional training sortie and signs or initials the entry. **(T-2)**
- 6.3.10. Accomplishment of additional training mission or simulator. Document any substandard performance. **(T-2)**
- 6.3.11. Removal from or reinstatement into training. **(T-2)**
- 6.3.12. Syllabus deviations or training waivers. **(T-2)**
- 6.3.13. Unusual occurrences that could affect the student's progress. **(T-2)**
- 6.3.14. Lessons graded overall unsatisfactory. **(T-2)** Use the cause and effect format to document substandard performance and identify the root cause. **(T-2)**

#### **6.4. Student Training Records Disposition.**

6.4.1. The SAR office forwards the student training records to the student's unit via certified mail or encrypted E-mail. Use appropriate E-Mail encryption feature to properly safeguard the information sent electronically IAW AFI 33-332, *Air Force Privacy and Civil Liberties Program*. **(T-1)** The PIF will be provided to the student. Upon completion of training or disenrollment, the SAR office ensures training folders are archived in GTIMS or other appropriate files plan for 1 year from completion of training and will follow disposition instructions. **(T-2)** SAR training documentation copy can be in either hard copy or electronic format, which includes portable document format (.pdf). Include student résumés or biographies, all category grade sheets, and all AF Form 4293 record (minus the AETC Form 186 or major command equivalent). **(T-2)** **Table 6.1** describes distribution of training documents, including forms, records, and reports.

**Table 6.1. Training Document Distribution.**

ITEM	A	B	C
	Document	Student	Copy Distribution
1	AF Form 174 AF Form 475 (Officer Only) AF Form 4293	US Air Force	Original-1 AFPC/DPAOM - 1 Gaining Unit - 1
2	AETC Form 101 AETC Form 901A AETC Form 902 AETC Form 904	ANG and AFRC	Original-1 NGB/A2/3/6/100C or AFRC/A3RB and 340 FTG/UFT – 1 (note 3)
3	(notes 1 and 2)	International	Base IMSO - 1 (note 4)
4	Student Training Folder (note 5)	US Air Force, ANG, and AFRC	Original - According to RDS
5		International	On Graduation, Copy (For All Tracks) - to Base IMSO Original - According to RDS

**Notes:**

1. Suspense is 12 duty days after the student graduates or is eliminated. **(T-2)**
2. GTIMS equivalent forms may be used where available.
3. Send this form to NGB/A2/3/6/100C, 3500 Fetchet Ave, Joint Base Andrews, MD 20762, or AFRC/A3RB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635, for UABM students only.
4. The base IMSO complies with distribution procedures in AFI 16-105.
5. Suspense is 20 days after graduation. **(T-3)**

**6.5. ACS Training Documents The following documentation is required to ensure standard student documentation and content:.**

6.5.1. AF Form 174. **(T-2)** Class commander/supervisor or flight commander/supervisor counsel students whose attitudes and behaviors do not meet Air Force standards. **(T-2)** This counseling is documented on AF Form 174 if it was not previously documented on AF Form 4293 or AETC Form 101. **(T-2)** Document counseling sessions concerning sensitive personal problems on AF Form 174 and maintain in a secure location (i.e., PIF) separate from training folders. **(T-3)**

6.5.2. AF Form 475. **(T-2)**. Prior to course or phase completion the unit completes an AF Form 475, IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems*. **(T-2)** Comments on AF

Form 475 should be written similar to an officer performance report and signed by the SQ/DO or higher. **(T-3)**

6.5.3. AF Form 1256, *Certificate of Training. Award* **(T-2)** This form to graduates of AETC formal flying training courses as specified in the applicable syllabus.

6.5.4. AETC Form 6. **(T-2)** This form is used for all syllabus waiver requests. Route waiver requests through the SQ/CC, OG/CC, and CAF Formal Training. **(T-2)**

6.5.5. AETC Form 101. **(T-2)** If applicable, prepare this form to record and monitor student deficiencies during the course. The form is maintained in the student's training folder or PIF. Specify documented military deficiencies. **(T-2)** These deficiencies may include unexcused tardiness or absences, traffic tickets, unaccompanied quarters inspection failures, weight program, violations, and dress and appearance IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

6.5.6. AETC Form 498. **(T-2)** This form is presented to students selected for TG status.

6.5.7. AETC Form 499. **(T-2)** This form is presented to students selected for DG status.

6.5.8. AETC Form 901A and AETC Form 904. **(T-2)** Training for battle management training students is documented on these forms. Upon a student's graduation or elimination, provide the gaining unit DO with a copy. **(T-2)**

6.5.9. AF Form 4293. **(T-2)** This form is used to document information in a student's training folder. The flight commander maintains this document in the training folder. **(T-3)**

## Chapter 7

### STUDENT TRAINING

**7.1. Class Commander/Supervisor Responsibilities.** The class commander or supervisor is the first echelon of command responsible for safely and efficiently scheduling people, missions, and operations training. The class commander and supervisor must know the capabilities and experience levels of all flight members and ensure they are matched to the right mission at the right time according to applicable syllabuses and directives. Safety must remain paramount. Class commanders or supervisors keep the operations supervisors informed of the training plan and any changes. Class commander and supervisor responsibilities include:

7.1.1. Conduct class orientation. **(T-3)**

7.1.2. Supervise and monitor student training. **(T-3)**

7.1.3. Assist students and supervisors with the training review process and provide for discipline, physical and mental well-being, and general welfare of students. **(T-2)** The class commander and supervisor must be aware of each student's progress in all areas, including the potential effect of external factors (personal problems, etc.). **(T-2)** Class commanders and supervisors:

7.1.3.1. Perform student counseling in close coordination with squadron leadership (performance, personal, or disciplinary). **(T-2)**

7.1.3.2. Counsel students when they are determined to be marginal performers or are placed on CAP. **(T-2)** Conduct follow up counseling as often as necessary.

7.1.3.3. Counsel students, as necessary, on appropriate management issues, including personal problems and disciplinary matters. Refer students to appropriate base support agencies (Chaplain, legal office, etc.) for further assistance, if necessary. **(T-2)**

7.1.3.4. Conduct safety briefings before long weekends or extended holiday breaks. **(T-2)** Have all students fill out AF Form 4392, *Predeparture Safety Briefing*, and give to SAR office to be filed in the student's PIF.) **(T-2)**

7.1.4. Maintain student training folders IAW **Chapter 6**, local guidance, and the applicable syllabus. **(T-3)** Review student training folders at least twice each month for accuracy (grade sheets, signatures, initials, AETC Form 902, etc.) **(T-3)**

7.1.5. Ensure proper management of the physical training program as applicable. **(T-2)**

7.1.6. Coordinate with academic supervisors, subject matter experts, and squadron leadership on individual student performance. **(T-3)**

7.1.7. **(337 ACS only)** Ensure students are briefed on assignment opportunities as applicable. **(T-3)**

7.1.8. Brief student leaders (class leaders) on the scope and limits of their responsibilities. **(T-3)**

7.1.8.1. Document responsibilities on AF Form 174. **(T-2)**

7.1.8.2. Meet regularly with student and class leaders to discuss possible flight issues. **(T-3)**



7.1.9. Designate (and make public) an alternate class commander and supervisor when not available. **(T-3)**. If no alternates are available, the course manager or Dean of Students will assume the duties of the class commander or supervisor. **(T-3)**

7.1.9.1. Assist in syllabus-directed functions. **(T-3)**

7.1.9.2. Ensure block subject matter experts complete “end-of-block student reports” (as applicable). **(T-3)**

7.1.9.3. Oversee PCs and ECs when accomplished. **(T-3)**

7.1.10. Prepare graduation packages IAW AETC guidelines. **(T-2)**

7.1.11. Assist and/or conduct student graduations (depending on course). **(T-3)**

**7.2. Student Scheduling.** Units place students removed from training for more than 5 duty days (holiday stand- down, breaks in pipeline training courses, etc.) in a pass, leave, DNIF, or administrative hold status until their training resumes. **(T-2)**

**7.3. Student Leave.** Ordinary leave is not normally authorized for students participating in training. Emergency leave is permitted when the emergency is confirmed by the Red Cross or home unit leadership. The class commander or supervisor will record student absences on a memorandum for record filed with the student’s training records. **(T-3)** Student leave approval rests with the SQ/CC or DO and is based on the individual circumstances surrounding the request **(T-3)** All approved leave will be IAW AFI 36-3003, *Military Leave Program*.

#### **7.4. Additional Training (AT).**

7.4.1. AT provides extra training to students in specific circumstances to include category check failure, BIT, CR reinstatement, syllabus waiver, OG/CC corrective actions, or as otherwise specifically authorized by the syllabus. Refer to the applicable syllabus for authorized AT and specific guidelines.

7.4.2. BIT. A BIT occurs when a specified lapse in time exists between live controlling events within a specific phase or block of training (high performance, air-to-air refueling, etc.) and may require an additional (ADD) mission to ensure the student is prepared to proceed to the next live control event in the syllabus.

7.4.2.1. Seven Calendar Days BIT. The SQ/DO, or approved Memorandum for Record specifying the DO’s designated representative shall assess the student’s training progress prior to proceeding to the next graded event and determine if an ADD mission is justified. **(T-3)** Justification will be based on training events the student accomplished since last instructional live event (simulation, chalk talks, etc.). **(T-3)** The ADD event will be from the current track of training. **(T-3)**

7.4.2.2. Fourteen Calendar Days BIT. The student shall control an event ADD mission prior to proceeding to the next graded event. **(T-3)**

7.4.3. Training Event Documentation. Training events will be documented as an ADD mission on the student activity record (AETC Form 902) and student grade sheet (AETC Form 186). **(T-2)** The grade sheet will document, at a minimum, student feedback and ADD mission justification. **(T-2)** The student will be monitored by an approved instructor for the block of training. **(T-2)**

7.4.4. Reinstatement by CR. AT may be authorized for students reinstated into training after a CR.

7.4.5. International Students. These sorties or training events are authorized as outlined in the individual syllabus for international students who may not be able to meet standards because of such factors as language or cultural differences. Whenever possible, these sorties or training events should be scheduled so a PC or EC is not required.

**7.5. Crew Resource Management (CRM) Briefings.** AFI 11-290, *Cockpit/Crew Resource Management Program*, and its AETC Sup 1 outline requirements for the CRM training program. CRM briefings discuss human factors skills, strategies in recognizing and responding to threats, and aircrew errors to prevent conditions that may lead to mishaps. **(T-2)** While in all phases of flying training, instructors will brief and debrief to CRM contracts and concepts. **(T-1)**

**7.6. Mission Briefings.** These briefings set the tone for the mission and cover specific objectives and mission accomplishment. Discuss techniques and procedures for executing the mission before or after the mission briefing. **(T-3)** An instructor briefs undergraduate students prior to all missions. **(T-3)** Post-mission debriefings measure the success in accomplishing the mission objectives. Missions conducted with co-located units will be briefed and debriefed in-person (as allowed regarding classification requirements). **(T-3)**

**7.7. Incomplete Training Event.**

7.7.1. Flight commander or supervisor (based on the recommendation of the instructor) determines if a mission/sortie is incomplete. **(T-3)** Evaluate each situation on an individual basis. **(T-3)** If a student has had ample opportunity to learn a task and subsequently accomplishes a short mission/sortie (due to weather, equipment failure, etc.); do not consider the mission incomplete solely to provide unwarranted additional training. **(T-3)** Do not consider the mission/sortie incomplete solely based on an individual lesson that can be accomplished on the next mission without degrading accomplishment of future training objectives. **(T-3)**

7.7.2. Consider the effect of the mission/sortie on the quality of the student's training and each student's prior training opportunities as well as the remaining missions/sorties available to accomplish training objectives. **(T-3)** The syllabus provides a means for AT for students who do not progress to the end of unit proficiency requirements.

**7.8. Grading Procedures.** There are two methods of grading student performance: an absolute grading scale for rating individual items and a relative grading scale for assessing overall sortie performance. Grading criteria will be IAW the applicable syllabus. Refer to the applicable syllabus for further guidance.

**7.9. Academic Examinations.** The minimum passing score is 85 percent. A lesson-certified academic instructor or DO appointed representative administers all examinations. **(T-3)** During examinations, instructors only answer questions to clarify the meaning of questions on the exam. **(T-3)** Instructors should avoid answering in a manner that changes students' confidence in an answer or directs a path for problem resolution. Anything said to one student should be shared with the entire class. **(T-3)**

**7.10. Wash Back.** Students may wash back from one class to another based on medical issues or extenuating circumstances. When a student washes back for these purposes, the SQ/CC is the

approving authority for determining the appropriate class in the syllabus to continue the student's training. Wash-backs are not a corrective tool for performance based student deficiencies. Students experiencing difficulty progressing in training will be handled IAW the commander's review process (CRP). **(T-2)** Reinstatement resides with the CRP approval authority.

## Chapter 8

### UNDERGRADUATE INTERNATIONAL TRAINING

**8.1. International Military Student (IMS) Training.** IMSs receive Air Force formal course training under the International Military Education and Training Program, a foreign military sales case, a counter-drug program, or as part of a presidential drawdown initiative. These activities are part of the Department of Defense (DoD) Security Assistance Training Program (SATP). The administration of SATP students generally adheres to the procedures outlined in the preceding chapters, but there are certain exceptions. This chapter addresses only those areas where SATP student administration differs from Air Force student administration. See **Chapter 1** through **Chapter 7** for procedures for areas not covered in this chapter. Follow guidance in AFI 16-105, Joint Security Cooperation Education and Training, for the requirements in **paragraph 8.2** through **paragraph 8.8**. (T-1)

**8.2. International Military Student Officer (IMSO).** Each Air Force installation appoints an IMSO to handle administrative affairs. (T-2) Training units conducting security assistance training, to include orientations, must maintain a close liaison with their installation IMSO. (T-2)

**8.3. Training Administration.** Air Force Security Assistance Training (AFSAT) administers all international technical, flying, battle management and professional military education within AETC. Units send questions about administrative procedures to the installation IMSO who, in turn, notifies the appropriate AFSAT country manager. Refer to AFI 16-105 for terms, references, and additional information about SATP. (T-1)

**8.4. Student Data Screening.** Training units screen student records as outlined in AFI 16-105. The installation IMSO conducts a thorough review of the student's invitational travel order (ITO) and appropriate amendments. (T-2)

**8.5. Substandard Performance.**

8.5.1. The AFSAT country manager must approve AT sorties required beyond the syllabus limit. The unit IMSO should contact the appropriate AFSAT country manager to obtain country approval and ensure CAF Formal Training is notified.

8.5.2. If a student's performance does not meet syllabus standards and elimination is recommended, the unit's OG/CC notifies the installation IMSO, AFSAT/DO, and CAF Formal Training. (T-2) The AFSAT commander will concur or non-concur with the recommended elimination prior to student disenrollment and return to home country.

**8.6. Student Training Records.** The 337 ACS IMSO maintains international controller student training records. (T-2)

**8.7. Completion of Forms.** AFSAT assigns a student training number, also called the student worksheet control number (WCN), and authorizes an ITO. The US Security Cooperation Office (SCO) from the IMS's country will use the WCN and the course information to create the ITO. The student training number (WCN) is the last four digits of the student's ITO number and is student specific. Reference ITO number located in Item 1 of the ITO (i.e., BAD9990001) in correspondence with the student's country, AFSAT, IMSOs, and SCOs.

**8.8. Training Summary.**

8.8.1. DD Form 2496, *International Student Academic Report*, is used for the training summary. **Note:** The base IMSO assists training units to complete required forms.

8.8.2. Record awards, special certificates, or other achievements after the course summary section. The training unit attaches a copy of award citations, letters of appreciation, certificates, etc., to the training summary. **(T-2)** The installation IMSO is responsible for complying with AFI 16-105. The training unit ensures the IMSO is aware when special awards of citations accompany the training summary. **(T-2)**

**8.9. Holiday Scheduling.** All international military students may be authorized an additional 2 days each year to observe national and/or religious holidays. Coordinate specific days for each country through AFSAT and the IMSO.

## Chapter 9

### UABMT STUDENT ASSIGNMENT PROCESS

#### 9.1. Overview.

9.1.1. Students receive assignments based on their class ranking measured against their peers in the area of academics, positional performance, and leadership.

9.1.2. The 337 ACS/CC is the final approving authority for assignment distribution among the UABMT graduates' available bases.

#### 9.2. Career Information.

9.2.1. The 337 ACS provides students with specific career information. **(T-3)** This information should help students make informed choices when requesting specific weapon systems and/or base preferences. Specific information should include mission duties, career path, advancement opportunities, and average TDY commitments.

9.2.2. UABMT students make their career requests on AF Form 3849, *PME/AFIT/RTFB/Officer Worksheet*, or suitable substitute. **(T-3) Note:** Direct students with dependent(s) who meet special needs criteria, or circumstances, to make these situations known to the chain of command. **(T-2)**

#### 9.3. Merit Assignment Selection System (MASS).

9.3.1. At the beginning of each class, instructors or appropriate squadron representatives will present an overall assignment system briefing. **(T-2)** All students in the class should be present at this briefing to ensure they understand the MASS methodology and can subsequently brief any student who is unavoidably absent.

9.3.2. A rating is assigned to each student using MASS criteria. This rating is an overall assessment of the student's airmanship, capability, officership, and potential. It includes the class commander assessment of a student's ability to complete follow-on training, positional performance, officership, leadership, teamwork, and attitude. Class commanders consider every facet of a student's training when assigning ratings; officership (bearing, discipline, punctuality, etc.) is not the sole basis for assigning this rating.

#### 9.4. UABMT Student Assignment Process.

9.4.1. **Merit Order Calculation.** Each class commander computes the academic and positional performance merit order for all students using the assignment matrix provided by the 337 ACS Dean of Students. **(T-3)** Each class commander also ranks assigned students using the class commander ranking matrix included in the assignment matrix. **(T-3)** Merge academic and positional performance merit order and class commander ranking matrix, producing a class standing by total point score (no ties). **(T-3)**

#### 9.4.2. Assignment Procedures.

9.4.2.1. Prior to assignment, each student completes AF Form 3849 Part II (or locally produced form/worksheet), to indicate a preference order of available assignments. **(T-3)** Class commanders should make notes regarding student performance or other factors which may affect their assignment.

9.4.2.2. The class commander completes and ranks students in merit order utilizing the assignment matrix. **(T-3)** The class commander forwards the student assignment recommendations to the Dean of Students. **(T-3)**

9.4.2.3. The Dean of Students completes and forwards the student assignment recommendations up the chain of command for the 337 ACS/CC approval. **(T-3)**. The Dean of Students:

9.4.2.3.1. Ensures the top 10 percent of graduates receive their first choice, if available. **(T-3)** For example, in a class of 15 students, the top 10 percent would be 1.5 students. Round fractional numbers to the next highest whole number, making the top 10 percent (in this example) 2 students.

9.4.2.3.2. Continues with the rank order listing using the student's AF Form 3849, and provides the best match of the student's skills, potential, desires, and available assignment quotas. **(T-3)** Students receive their first choice of an assignment if it is available.

9.4.2.3.3. Goes to the second (third, etc.) choice if the student's first choice is not available or the student is not recommended for that track by the 337 ACS/CC. **(T-3)** If that assignment is available and the student is recommended, places the student in that assignment. **(T-3)**

9.4.2.4. The 337 ACS Registrar will send the commander's assignment recommendation to AFPC/DP2ORC within 10 duty days after final approval. **(T-2)**

CRAIG D. WILLS, Major General, USAF  
Commander

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

- AFPD 36-26, *Total Force Development and Management*, 18 March 2019
- DAFI 33-360, *Publications and Forms Management*, 1 December 2015, and AETC Sup, 25 January 2017
- AFI 11-215, *Flight Manuals Program*, 24 March 2019, and AETC Sup, 9 June 2019
- AFI 11-290, *Cockpit/Crew Resource Management Program*, 27 May 2020, and AETC Sup, 8 February 2021
- AFI 16-105, *Joint Security Cooperation Education and Training*, 3 January 2011
- AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, 10 March 2020
- AFI 36-2110, *Total Force Assignments*, 5 October 2018
- AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 14 November 2019
- AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 7 February 2020
- AFI 36-3003, *Military Leave Program*, 24 August 2020
- AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004
- AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004
- AFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*, 24 January 2019
- AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 24 October 2018
- AFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020 and AETC Sup, 24 August 2020
- AFMAN 11-402, *Aviation and Parachutist Service*, 24 Jan 2019 and AETC Sup, 6 April 2021
- AFMAN 36-2100, *Military Utilization and Classification*, 7 April 2021
- AFMAN 36-2905, *Air Force Physical Fitness Program*, 11 December 2020
- AETCI 13-101V1, *Battle Management Training Program*, 27 March 2017
- AETCI 13-101V2, *Battle Management Standardization and Evaluation Program*, 10 April 2017
- AETCI 36-2605, Volume 1, *Flying Training Administration and Management*, 17 September 2019
- AETCI 36-2651, *Basic Military and Technical Training*, 12 April 2021
- AETCI 36-2801, *AETC Recognition Program*, 15 June 2021
- AETCI 48-102, *Management of Medical Support to Flying Training Missions*, 7 March 2019

***Prescribed Forms***

- AETC Form 143, *Record of Commander's Review Action (ABM/CSO)*



AETC Form 144, *Record of Commander's Review Action (Battle Management Training)*

AETC Form 186, *Individual Mission Gradesheet (Battle Management)*

### ***Adopted Forms***

DD Form 2496, *International Student Academic Report*

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

AF Form 174, *Record of Individual Counseling*

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 475, *Education/Training Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1256, *Certificate of Training*

AF Form 3849, *PME/AFIT/RTFB/Officer Worksheet*

AF Form 4293, *Student Activity Record*

AF Form 4392, *Pre-Departure Safety Briefing*

AETC Form 6, *Waiver Request*

AETC Form 101, *Student Performance Summary*

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

AETC Form 498, *AETC Commander's Award*

AETC Form 499, *Distinguished Graduate Recognition Certificate*

AETC Form 901A, *Training Record – Battle Management*

AETC Form 902, *Student Activity Record*

AETC Form 904, *Training Summary*

### ***Abbreviations and Acronyms***

**AA**—Approving authority

**ABM**—Air battle manager

**ACG**—Air control group

**ACS**—Air control squadron

**AD**—Active duty

**ADD**—Additional

**ADO**—Assistant director of operations (assistant operations officer)

**AETC**—Air Education and Training Command

**AFAFRICA**—Air Forces Africa

**AFPC**—Air Force Personnel Center

**AFRC**—Air Force Reserve Command  
**AFSAT**—Air Force Security Assistance Training  
**ANG**—Air National Guard  
**AT**—Additional training  
**BIT**—Break-in-training  
**BMIT**—Battle manager instructor training  
**CAP**—Commander’s awareness program  
**CC**—Commander  
**CR**—Commander’s review  
**CRC**—Control and reporting center  
**CRM**—Crew resource management  
**CRP**—Commander’s review process  
**DG**—Distinguished graduate  
**DNIC**—Duty not including controlling  
**DNIF**—Duty not including flying  
**DO**—Director of operations (operations officer)  
**DOR**—Drop on request  
**E**—mail—Electronic mail  
**EC**—Elimination check  
**ETCA**—Education and training course announcements  
**FEF**—Flight evaluation folder  
**FMP**—Flight manuals program  
**FW**—Fighter wing  
**GTIMS**—Graduate Training Information Management System  
**HQ**—Headquarters  
**IA**—Initiating authority  
**IAW**—In accordance with  
**IMS**—International military student  
**IMSO**—International military student office/officer  
**IQT**—Initial qualification training  
**ITO**—Invitational travel order  
**LOA**—Lack of adaptability

**MASS**—Merit assignment selection system  
**MilPDS**—Military Personnel Data System  
**MOA**—Manifestation of apprehension  
**NGB**—National Guard Bureau  
**OG**—Operations group  
**OPR**—Office of primary responsibility  
**OTA**—Oracle Training Administration  
**PA**—Privacy Act  
**PC**—Progress check  
**PCS**—Permanent change of station  
**PFT**—Programmed flying training  
**PIF**—Personnel information file  
**RA**—Reviewing authority  
**RDS**—Records disposition schedule  
**SAR**—Student accounting and registrar  
**SATP**—Security Assistance Training Program  
**SCO**—Security cooperation office  
**SQ**—Squadron  
**Stan/Eval**—Standardization/Evaluation  
**TDM**—Training delay medical  
**TDY**—Temporary duty  
**TG**—Top graduate  
**UABM**—Undergraduate air battle manager  
**UABMT**—Undergraduate air battle manager training  
**USAFE**—United States Air Forces in Europe  
**WCN**—Worksheet control number  
**WD**—Weapons director  
**WG**—Wing

### *Terms*

**Class Commander**—An officer assigned as the administrative point of contact for a student class.  
**Class Supervisor**—A NCO assigned to help mentor a student class.  
**Class Leader**—Normally the senior ranking member of the class.

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

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

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

**Flight Commander**—Flight commander that owns the current block of instruction the students are attending, also known as the Block commander.

**Flight Supervisor**—NCOIC of the current block of instruction.

## Attachment 2

## EXAMPLE STUDENT NOTIFICATION MEMORANDUM

Figure A2.1. Sample Memo Student Notification.

*(Date)*

MEMORANDUM FOR *(Student's Name)*

FROM: *(Initiating Authority)*  
*(Address)*

SUBJECT: Commander's Review

1. You are being entered into the commander's review program. This review evaluates all circumstances relating to your training and makes recommendations regarding your retention in or elimination from training.
2. You are entitled to submit a memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. The approving authority uses your memorandum and/or written statements pursuant to 10 USC 8013. These documents become part of a case file and are destroyed one year after completion of training IAW the Air Force Records Disposition Schedule. The case file may be disclosed to any DOD component and may be used for other lawful purposes including litigation. **Note:** You are not required to submit a memorandum or written statement.
3. Submit any written documentation no later than two duty days after receiving this memorandum.

*(Initiating Authority's Signature)*

1st Ind|

TO: *(Initiating Authority)* *(Date)*

1. Receipt acknowledged.

*(Student's Signature)*

### Attachment 3

## COMMANDER'S REVIEW PROCESS GUIDE AND CHECKLIST

Figure A3.1. Checklist Guide CR Process.

- 1. The Initiating Authority:**
  - 1.1. Informs the students that review action is being initiated and states reasons for the action.
  - 1.2. Explains the initial review process to the student (Chapter 3 of this instruction).
  - 1.3. Removes the student from training pending the Approval Authority's decision.
  - 1.4. When the student is considered for elimination, completes AETC Form 143 or AETC Form 144 (Section 1) and clearly states the reason.
  - 1.5. Advises the student to submit a show-cause memorandum within two duty days, identifying any factors that may have affected training.
  - 1.6. Ensures the student completes AETC Form 143 or AETC Form 144, Section II.
  - 1.7. Forwards AETC Form 143 or AETC Form 144 with the student's records and written documentation (if applicable) to the Reviewing Authority no later than four duty days after notifying the student.
  - 1.8. Explain Flying Evaluation Board process IAW AFMAN 11-402 if student is a rated officer.
  
- 2. The Reviewing Authority:**
  - 2.1. Reviews the student's training and recommend elimination from or retention in training.
  - 2.2. Completes AETC Form 143 or AETC Form 144, Section III, to include remarks for the student's retention or elimination from training, and Section V, if applicable, to include all check results by event and overall grade.
  - 2.3. Informs the student the consequence of the Commander's Review.
  - 2.4. Informs the student of individual rights for legal assistance and representation if the review is covered under AFMAN 51-507.
  - 2.5. Forwards recommendations and documentation to the Approval Authority for final decision.
  
- 3. The Approval Authority:**
  - 3.1. Reviews the student's records and Reviewing Authority's recommendation.
  - 3.2. Decides whether the student is retained in or eliminated from training.
  - 3.3. Completes AETC Form 143 or AETC Form 144, Section IV, to include remarks on the student's professionalism, and in the event of elimination, a recommendation regarding and opportunity to attend the course in the future. Officers eliminated from undergraduate air battle manager training will also have a comment regarding a possible follow-on field if retained on active duty.
  - 3.4. For medically eliminated students, provide a statement evaluating the student's ability to complete training if medically requalified.
  - 3.5. Upon elimination, informs the student of the opportunities to indicate personal desires for retention in service and future training according to AFI 36-2110. Explains the possibility of reassignment action or release from extended active duty under the separation policies.

Figure A3.2. Checklist Guide CR Process (Cont).

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I have briefed the student on all items listed above.

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*(Signature)*

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*(Date)*

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*(Briefing Officer's Name, Grade, and Title)*

I have been briefed on all items listed above.

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*(Signature)*

---

*(Date)*

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*(Student's Name and Grade)*