

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2253

1 SEPTEMBER 2005



Personnel

**AETC AND AFRC JSUPT, ENJJPT,
AND IFF INTEGRATED ASSOCIATE
INSTRUCTOR PILOT PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AETC/DOF
(Lt Col Martin D. Gustafson)
Supersedes AFI36-2253, 2 October 2001

Certified by: HQ USAF/XOO
(Maj Gen Teresa M. Peterson)
Pages: 18
Distribution: F

This instruction implements AFD 36-22, *Military Training*. It establishes policy and procedures for Air Force Reserve Command (AFRC) instructor pilots (IP) operating Air Education and Training Command (AETC) T-1, T-6, T-37, T-38, T-38C, and AT-38 aircraft at joint specialized undergraduate pilot training (JSUPT), Euro-North Atlantic Treaty Organization (NATO) joint jet pilot training (ENJJPT), and introduction to fighter fundamentals (IFF) locations. This instruction applies to all wings and operations groups, AFRC integrated associate operations groups and squadrons, and AFRC integrated associate squadrons aligned under Nineteenth Air Force (19 AF) operational control that fly the T-1, T-6, T-37, T-38, T-38C, and AT-38 aircraft and participate in this program. (**NOTE:** The 80th Flying Training Wing (80 FTW) will comply with this instruction; however, the ENJJPT plan of operation, memorandum of understanding, and steering committee guidance take precedence.)

Commanders responsible for implementing this instruction may supplement this instruction to establish any unique local procedures. Send waiver requests and any proposed supplements through normal standardization and evaluation (stan/eval) channels to the Flying Training and Standardization Division, Stan/Eval Branch (HQ AETC/DOFV), 1 F Street, Suite 2, Randolph AFB TX 78150-4325, for consideration, review, and approval. Submit suggested improvements to this publication on AF Form 847, **Recommendation for Change of Publication**, through normal stan/eval channels to HQ AETC/DOFV. **Point of contact for guidance about information contained in this publication is Mr Joe Land, HQ AETC/DOFV.** Changes to this guidance will be coordinated through HQ AFRC. This instruction also provides policy guidance of a continuing nature for all AETC and reserve personnel involved in the daily management of the Integrated Associate IP Program. This instruction applies while the reserve associate units are in a nonmobilized status. Once mobilized, all reserve associate personnel are subject to Air Force policies and directives pertaining to the active force.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, *Secretary of the Air Force*. Systems of Records notice F011 AF XO A, *Air Force Operations Resource Management Systems (ARMS)*, applies.

This publication does not apply to the Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/rds/index.cfm>. Attachment 1 provides a glossary of references and supporting information used in this publication.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This revision changes OPCON reference to operations group commander versus squadron commander and eliminates excess verbiage (paragraph 3.2.); adds information on how the associate program is manned (paragraph 3.6.); defines traditional reservist (TR) participation (paragraph 3.6.1.); adds information regarding active Guard and Reserve (AGR) responsibilities (paragraph 3.6.2.); deletes requirement for working-level meetings (paragraph 6.3); adds Air Force Reserve Command (AFRC) fitness testing requirements (paragraph 6.2.9.); changes metrics reporting (paragraph 9.11.); defines the purpose and overall objectives of the Associate Program. specifies associate IPs will meet 11-2 mission design series (MDS) flying requirements (paragraph 10.3.); changes responsibilities of active duty (AD) squadron commanders to operations group commanders and SQ/CC (paragraph 11.2.); defines the placement of IPs within the squadrons (paragraph 11.2.2.); defines additional duty assignments and deletes reporting official restrictions (paragraph 11.4.1.); defines the hiring criteria (paragraph 12.); changes waiver routing (paragraph 13.2.); specifies 340 FTG/FM program and request reserve personnel appropriation (RPA) school tour allocations through AFRC/FMRPA (paragraph 19.2.).

Section A—Program Overview	4
1. Scope.	4
2. Background.	4
3. Concept of Operations.	4
4. Command Relationships:	5
5. Communication Channels:	5
Section B—Major Command (MAJCOM), Numbered Air Forces (NAF), and Unit Responsibilities	5
6. MAJCOM Responsibilities:	5
7. NAFs:	7
8. AD Host Wings:	7
9. The 340 FTG:	7
Section C—Operations Functional Responsibilities	8
10. Mission Execution:	8
11. Unit-level Operations:	9
12. Associate IP Applicant Qualifications and Gaining Unit Restrictions.	10

13.	Processing Waivers:	10
14.	Aircrew Training:	11
15.	Aircrew Stan/Eval:	11
Section D—Financial Management and Comptroller Functional Responsibilities		12
16.	Objectives.	12
17.	Training.	12
18.	Budget.	12
19.	Financial Services Office:	13
Section E—Personnel, Inspector General, Judge Advocate, and Medical Functional Responsibilities		14
20.	Personnel.	14
21.	Inspector General (IG).	14
22.	Judge Advocate (JA).	14
23.	Medical:	15
24.	Forms Adopted.	15
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		16

Section A—Program Overview

1. Scope. This instruction provides guidance and policy direction of a continuing nature to create a seamless environment to meet the Air Force mission for those AETC and AFRC personnel involved in the day-to-day management of the JSUPT, ENJJPT, and IFF Integrated Associate IP Program (hereinafter called “the Program”).

2. Background. This program is designed to be a total force program that fully integrates reserve and active duty (AD) forces to complete the flying training mission. It reflects Department of Defense (DOD) leadership support of the total force concept. Functions include:

2.1. **Peacetime.** The mission of the 340th Flying Training Group (340 FTG) and flying training squadrons (FTS) is to train and provide a reserve of experienced IPs to augment the AETC IP cadre in the event of wartime mobilization conditions. These units ensure that assigned IPs are trained and prepared to accomplish instructor duties by participating in regular flights with both reserve and AD student and instructor pilots.

2.2. **Wartime and Emergencies.** In the event of hostilities, the reserve associate unit is mobilized to offset the anticipated loss of AD weapon system-qualified pilot pipeline input to AETC pilot instructor training (PIT).

3. Concept of Operations. The program concept collocates reserve units without unit aircraft or equipment with AD AETC units. These units (composed of traditional reservists [TR] and active guard and reserve [AGR] personnel) share aircraft and other facilities of the active unit.

3.1. **Operational Control (OPCON).** The host AD operations group commander exercises OPCON of AFRC IPs while performing flights or mission-related support duties. OPCON includes assigning AFRC IPs to operational positions, establishing training and curriculum standards, operating the pilot evaluation systems, as well as all aspects directly related to flight and student training discipline. Refer to AFDD 1, *Air Force Basic Doctrine*, for a complete description.

3.2. **Administrative Control (ADCON).** ADCON remains with the reserve associate unit commander. When mobilized, AFRC personnel maintain unit identity and continue to fully integrate with the AD mission. When activated under less than full mobilization, ADCON remains with the reserve associate squadron, while OPCON passes to the AD squadron commander. Under full mobilization, reserve associate forces are placed under OPCON and ADCON of the AD Air Force. Reserve associate personnel occupy positions according to their proficiency or capability within functional areas.

3.3. **Authority over Administrative Matters.** The AFRC chain of command exercises authority over reserve associate units in respect to administrative matters such as personnel management (to include reserve personnel hiring, ancillary training, and participation scheduling), nonflying training-related discipline, supply, services, pay and finance, and other matters not included in the operational mission of the AD wing. Refer to AFDD 1 for a complete description.

3.4. **Qualification Requirement.** The reserve associate pilots will be qualified according to Air Force and AETC standards.

3.5. **Reserve Participation.** Reserve personnel participation, including active duty for training (ADT) and inactive duty for training (IDT), is accomplished according to AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*.

3.6. **AGR and TR IP.** The AETC and AFRC Associate Instructor Pilot program replaces AD IPs with a combination of AGR and TR IPs. Specifically, for every AD IP returned to a major weapons system (MWS), AFRC assigns either one AGR or three TR IPs to support the AD AETC wing.

3.6.1. **TR Participation.** The AD has primary OPCON responsibility for scheduling AFRC IP mission-related duties. In order to achieve the goal of the program, offsetting AD IP workload, the TR IP cadre assigned to each AD wing should perform, on average, 72 duty days per year.

3.6.2. **AGR Participation.** AFRC AGR IPs have significant responsibilities associated with management and administration of the Associate IP Program and will fly at levels commensurate with their AD counterparts.

4. **Command Relationships:**

4.1. The AFRC Commander commands all reserve organizations and is responsible for the readiness of the reserve associate units and for ensuring that the training of these units conforms to the established AETC training standards. AFRC is also responsible for administrative, personnel, logistical, and budgetary support as defined in AFI 25-201, *Support Agreements Procedures*; AFMD 11, *Air Force Reserve (AFRES)*; and AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*.

4.2. Command, nonflying training-related discipline, and ADCON of reserve associate personnel rest with the AFRC command channel.

4.3. While performing military duties, members of a reserve associate unit are subject to the Uniform Code of Military Justice (UCMJ). Jurisdiction for military justice and administrative actions rests, primarily, within the reserve chain of command.

5. **Communication Channels:**

5.1. Members of reserve integrated associate units will communicate with their counterpart members of the host unit. Route correspondence related specifically to reserve integrated associate policy matters through the AFRC chain of command. Units will send copies of correspondence to their AFRC and AETC echelons, as appropriate.

5.2. AETC Aircrew Training and Standardization Division (HQ AETC/DOF) and AFRC Training and Tactics Division (HQ AFRC/DOT) are the offices of primary responsibility (OPR) for all reserve integrated associate matters.

Section B—Major Command (MAJCOM), Numbered Air Forces (NAF), and Unit Responsibilities

6. **MAJCOM Responsibilities:**

6.1. **AFRC:**

6.1.1. Establishes, organizes, and administers all reserve integrated associate units.

6.1.2. Designates an OPR to coordinate and select associate IP applications, training, and other programmatic issues with AETC.

6.1.3. Advertises all AGR vacancy positions and processes application packages for final hiring authority.

6.1.4. Conducts unit compliance inspections (UCI) of the associate reserve units beginning not earlier than 6 months after initial operational capability (IOC). AFRC conducts UCIs at the current AFRC UCI inspection interval--normally in conjunction with regularly scheduled AETC operational readiness inspections (ORI).

6.1.5. Ensures units participate in AETC-conducted ORIs, aircrew stan/eval visits, and base-level operational exercises.

6.1.6. Budgets for required computers, printers, local file servers, fax machines, furniture for 340 FTG headquarters, and operating supplies.

6.2. AETC:

6.2.1. Designates OPRs to assist AFRC with integrated associate IP selections, training, and other programmatic issues.

6.2.2. Coordinates with HQ AFRC/DOT to schedule selected associate IPs for the appropriate PIT class or local training as required.

6.2.3. Monitors program status and provides command updates as required.

6.2.4. Ensures associate IPs are fully integrated into AETC. At base level, provides briefings and training mandated for Air Force personnel (such as social actions, safety, etc.) that are also required by AFRC personnel. AD staff judge advocates provide mandatory legal briefings according to applicable host-tenant support agreements.

6.2.5. Provides each integrated associate squadron with facilities, furniture, and equipment required to operate. This will consist of, as a minimum, office space for the squadron commander (SQ/CC) and squadron operations officer (SQ/DO), assistant operations officer (SQ/ADO), flight commanders, and a dedicated orderly room or office where the assigned reserve noncommissioned officers (NCO) may conduct business and place vertical files, correspondence, and computer equipment. AETC budgets for communications and computer equipment required in excess of computers, printers, local file servers, and fax machines as agreed upon in budgetary documents submitted to the Air Staff. If advantageous, AETC may budget for any communications and computer equipment required by the Program.

6.2.6. Provides facilities to house the 340 FTG at Randolph AFB.

6.2.7. Provides base communications support to include a telephone, a dedicated toll-free telephone number, and computer local area network (LAN) support at each host base.

6.2.8. Provides the host operation management system with the capability to accomplish all flight management actions except those unique reserve functions required for pilot accession and reserve military pay for AETC and AFRC JSUPT, ENJJPT, and IFF integrated associate IP members. This includes locally maintaining flight records, publishing aeronautical orders, and entering currency and Air Force resource management system (ARMS) data.

6.2.9. Provides medical support for assigned AGR and TR personnel as directed in AFH 41-114, *Military Health Services System (MHSS) Matrix*, to include flight medicine support for TRs to determine medical suitability for daily flight (sick call and duty not involving flying [DNIF] actions). AGR and TR individuals assigned to AD bases will receive the same periodic physical exam (flying or nonflying) as provided to their AD counterparts. The AD medical training facility (MTF) maintains the medical and dental records for assigned reserve personnel at the base of

assignment. Send aeromedical waiver requests to AFRC's Aerospace Medicine Branch (HQ AFRC/SGPA). **NOTE:** The 340 FTG personnel are governed by AFRC annual fitness testing requirements.

6.2.10. Provides host base operations support services commensurate with that provided to all other base and resident tenant units. This includes lodging, ground safety, and those services which reservists are entitled as a function of their military status.

6.2.11. Budgets for operations and maintenance (O&M) expenditures associated with this program. These expenses include travel and per diem incurred in support of AETC missions performed by AGRs or TRs, as well as issue and maintenance of flight equipment. AETC will budget for and administer the flying hours for AFRC pilots. Also, AETC will budget for additional facility costs for offices, telephone connections, LAN connectivity, and utilities.

6.2.12. Does not conduct UCIs of AFRC associate reserve units.

7. NAFs:

7.1. Nineteenth Air Force (19 AF) provides guidance, advice, and assistance to the reserve associate units to solve specific problems involving operational readiness.

7.2. Tenth Air Force (10 AF) coordinates with respective AETC intermediate gaining commands to assure application of this and other publications.

8. AD Host Wings:

8.1. Provide aircraft, simulators, ground training facilities, weather services, and life support and individual equipment units, as required, to support the training of the reserve associate units.

8.2. Provide adequate command and administrative office space for the reserve associate units as defined in [6.2.5](#).

8.3. Maintain the reserve associate unit individual flight records at the consolidated wing flying records section.

8.4. Ensure support agreements are accomplished with reserve associate units, as required, according to AFI 25-201.

8.5. Support, advise, and assist the reserve associate units in the conduct of training (including unit training assembly [UTA] weekends, if requested) to ensure the highest possible state of operational readiness.

8.6. Provide access to communication, automated information systems, computer networks, and management systems required to perform the reserve associate mission.

8.7. Provide for lodging of reserve associate unit officers and airmen. **NOTE:** Off-base lodging may be provided for reserve associate unit personnel who cannot be accommodated on base.

8.8. Ensure support agencies are staffed to provide support as required during UTAs.

9. The 340 FTG:

9.1. Provides all reserve unique personnel management and reserve pay support for AGR and reserve members assigned to the reserve associate units.

- 9.2. Advises the AFRC Directorate of Personnel (AFRC/DP) on all personnel actions affecting authorized and assigned reserve IPs, both AGR and TR.
- 9.3. Budgets for expenditures associated with AFRC requirements. These expenses include reserve personnel appropriations (RPA) accounts for school tour, reserve support man-days, and O&M travel and per diem for AGRs and TRs in support of AFRC requirements.
- 9.4. Administers, controls, and maintains nonflying training-related discipline of reserve associate personnel while in a nonmobilized status.
- 9.5. Ensures UTA schedules are developed which permit the attendance by and training of personnel assigned to the reserve associate units.
- 9.6. Ensures nonflying-related training for the reserve associate units is accomplished per established Air Force, AETC, and AFRC training standards.
- 9.7. Establishes specific support requirements with the host wing commander to ensure the reserve associate unit mission is adequately supported.
- 9.8. Coordinates facility and communication requirements with the host wing commander.
- 9.9. Designates an OPR to negotiate and monitor support agreements as prescribed by AFI 25-201.
- 9.10. Supports squadron UTAs as necessary.
- 9.11. Reports quarterly to 10 AF/DO and 19 AF/DO information regarding summary 340 FTG data and breakdowns by AD wing and aircraft supported: (**NOTE:** The reporting requirement in this paragraph is exempt from report control symbol (RCS) licensing according to AFI 33-324, *The Information Collections and Reports Management Program Controlling Internal, Public, and Interagency Air Force Information Collections*, paragraph 2.11.10). Reports also include:
 - 9.11.1. The 340 FTG overall AGR and TR manning.
 - 9.11.2. Average TR IP duty-days per month (reference paragraph 3.7).
 - 9.11.3. AETC utilization of TR IPs (for example, student sorties, support sorties, mission-related support duties).

Section C—Operations Functional Responsibilities

10. Mission Execution:

- 10.1. The JSUPT mission will be executed by a fully integrated cadre of AETC AD and AFRC Reserve personnel. This total force team will operate seamlessly with AFRC performing administrative actions associated with management of assigned reservists and AETC performing all actions associated with execution of the operational mission at host AD bases.
- 10.2. AFRC will provide highly experienced and fully qualified IPs to AETC which will utilize them to best execute the JSUPT mission using host aircraft.
- 10.3. AFRC IPs will meet minimum flying requirements defined in AFI 11-2 mission design series (MDS)-specific, Volume 1, training requirements.
- 10.4. Flight operations and management publications, as determined applicable by HQ AETC and HQ AFRC, will apply to all AFRC associate IPs and govern operations within the Program.

11. Unit-level Operations:

11.1. Associate Squadrons:

11.1.1. Screen and select associate IPs who meet the requirements of the Education and Training Course Announcements (ETCA) available at <https://etca.randolph.af.mil> and paragraph 12. of this instruction.

11.1.2. Generate and administer all Reserve officer performance reports, enlisted performance reports, and performance recommendation forms through AFRC channels. AD flying SQ/CCs may submit a letter of evaluation to the reserve rating official, if desired.

11.1.3. Provide the AD SQ/CC with AFRC IP availability and generate orders and administrative actions to place reserve personnel in a duty status at those times. The appropriate reserve flight commander coordinates with the AD flying SQ/CC for scheduling and training of reserve IPs.

11.2. AD Operations Group and Squadron Commanders:

11.2.1. Responsible for all flying and flying-related activities.

11.2.2. Manage the qualifications and placement of all AFRC IPs within subordinate squadrons and flights in coordination with the AFRC squadron.

11.2.3. Coordinate with the associate group commander before assigning wing or group-level duties to any AFRC IP. AD squadron commanders will coordinate with associate squadron commander before assigning squadron-level duties to any AFRC IP. **NOTE:** AFRC IPs may serve in any AD mission-related wing, operations group, or squadron position or capacity as assigned by host AD leadership. For AGR IPs, such assignments can not prevent them from meeting their AGR responsibilities.

11.2.4. Ensure associate IPs meet all training requirements and maintain currency. Commanders will schedule additional sorties for associate IPs, when they deem necessary, if associate IPs experience extended periods away from instructor duties.

11.2.5. Determine instructor status and additional training required for associate IPs who fails to meet continuation training (CT) requirements.

11.3. Associate Flight Commanders:

11.3.1. Act as the primary liaison between associate IPs and AD SQ/CC and SQ/DO.

11.3.2. Provide the AD SQ/CC and SQ/DO or designated representative with all associate IP availability as soon as possible. Ensure that the availability of TR associate IPs support the continuous execution of the squadron's flying schedule. Make every effort to smooth-flow TR associate IP availability to avoid disruptions in student pilot training.

11.3.3. Act as the reporting official for all associate IPs within the flight.

11.3.4. Assist the AD flight commanders in ensuring that associate IPs are current in their aircraft and meet their operational requirements.

11.4. AD Flight Commanders:

11.4.1. Assign flying and additional duties to integrated associate IPs in a manner similar to any flight-assigned AD IP, to include runway supervisory unit (RSU) and supervisor of flying (SOF) duty. (**NOTE:** Coordinate additional duty assignments of TR IPs with the assigned reserve flight

commander to ensure adequate availability and coverage. The only restriction on the types of additional duties that can be assigned to reserve IPs is that they may not serve as reporting officials for AD personnel).

11.4.2. Forecast sorties for associate IPs based on the availability provided by the associate flight commander.

11.4.3. Manage the CT and mission qualification training (MQT) according to guidance in AFI 11-2 MDS-Specific, Volume 1.

12. Associate IP Applicant Qualifications and Gaining Unit Restrictions. The Air Force Personnel Center routinely screens the assignment history of prospective AD IPs to JSUPT, ENJJPT, and IFF units. In addition to applicant prerequisites identified in each formal course syllabus, this screening allows the IP force to maintain a mixture of MDS experience at each unit for mentoring purposes. AFRC IP applicants will meet all ETCA prerequisites () for their MDS. To maintain desired MDS experience levels, the AFRC IP applicant qualifications and gaining associate unit restrictions apply. This includes:

12.1. **T-37 and T-6.** Applicants must have MWS or previous AETC experience as a T-37 or T-6 IP.

12.2. **T-1.** Applicants must have tanker, airlift, bomber, or previous AETC experience as a T-1 IP.

12.3. **T-38 and T-38C.** At least 80 percent of AFRC IPs supporting any one host wing will have been mission-qualified fighter pilots. Other IPs (20 percent maximum) must have either bomber aircraft commander experience, aircraft commander MWS and 500 hours AETC T/AT-38 IP experience, or 1000 hours AETC T/AT-38 IP experience.

12.4. **AT-38.** No additional requirements beyond ETCA.

13. Processing Waivers:

13.1. **Waiver Packages.** Waivers to the requirements posed by this AFI, applicable training syllabi, or other regulatory guidance must include:

13.1.1. Military aviation history, including MDS, hours flown, and date last flown.

13.1.2. Civilian aviation history, including aircraft type, hours flown, and date last flown.

13.1.3. AFRC position (AGR or TR) and current military status of applicant.

13.1.4. Number and type of previously approved waivers on AFRC personnel at host unit.

13.1.5. Current and projected unit staffing levels.

13.2. **Waiver Package Routing.** Route pilot qualification waivers (hours, aircraft commander, MWS background) waivers through:

13.2.1. Reserve SQ/CC.

13.2.2. Host AD OG/CC.

13.2.3. Host AD WG/CC.

13.2.4. The 340 FTG/CC.

13.2.5. The 10 AF/DO.

13.2.6. The AFRC Director of Operations (HQ AFRC/DO).

13.2.7. The AETC Directorate of Operations (HQ AETC/DO). Within AETC route through:

13.2.7.1. The 19 AF/DO.

13.2.7.2. HQ AETC/DOF.

13.2.7.3. The 19 AF/CC.

13.2.7.4. HQ AETC/DO.

13.3. **AFRC Interorganizational Moves.** The 340 FTG monitors all AFRC interorganizational moves to ensure integrity of individual FTW requirements.

14. **Aircrew Training:**

14.1. AGR and TR pilots selected for the AETC and AFRC JSUPT, ENJJPT, and IFF Integrated Associate IP Program will attend the appropriate formal instructor training before flying at the base of assignment.

14.2. The 340 FTG submits requests to HQ AFRC/DOT and AFRC's Training and Professional Development Division (HQ AFRC/DPT) for PIT and upgrading instructor pilots (UIP) quotas, as required. HQ AFRC/DOT and HQ AFRC/DPT will, in turn, coordinate with AETC Requirements and Resources (HQ AETC/DOR) to obtain PIT and UIP quotas. ENJJPT actions and requirements are coordinated through the 80 FTW.

14.3. A consolidated unit training program will be used to the maximum extent to reduce duplication and provide for the most effective use of existing programs, facilities, and equipment. The AD host unit provides, at the base level, required briefings and ground and ancillary training for all AFRC personnel that are also required for Air Force personnel, such as safety, social actions, etc.

14.4. Annually, the OG/CCs will notify AFRC SQ/CCs of AFRC IPs who do not meet applicable AFI 11-202, Volume 1, *Aircrew Training*, or AFI 11-2 MDS-specific, Volume 1, training requirements. AD SQ/CCs will inform AFRC SQ/CCs quarterly of any AFRC IPs not meeting training requirements.

15. **Aircrew Stan/Eval:**

15.1. The AD OG/CC administers the stan/eval program for the associate IP program. Associate IPs may serve as check flight pilots or flight examiners (FE) as assigned by the AD SQ/CC and FEs assigned to the operations group stan/eval (OG/OGV) structure as assigned by the OG/CC. Associate IP evaluations are accomplished according to AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, and its AETC supplement, as well as the appropriate AFI 11-2 MDS-specific, Volume 2.

15.2. The 19 AF/DO may designate, in writing, one FE from the 340 FTG for each applicable MDS. These individuals are under the operational control of the 19 AF and may be included on ORI and aircrew stan/eval visits (ASEV) teams inspecting 19 AF units supported by 340 FTG IPs.

15.3. The 19 AF/DO coordinates with HQ AFRC/DOT to obtain the necessary personnel to support NAF staff assistance visits or command ORIs and ASEVs.

15.4. AETC will coordinate with AFRC Flight Standards Division (HQ AFRC/DOV) on flight crew information files (FCIF). AFRC will coordinate with HQ AETC/DOFV on AFRC FCIFs and assigns AETC FCIF numbers and applicability for AFRC IPs.

15.5. AETC coordinates with AFRC when publishing command supplements to aircrew publications including 11-202 series and 11-2 MDS series AFIs and changes according to AFI 33-360, Volume 1, *Air Force Content Management Program--Publications*, and AFI 10-301.

Section D—Financial Management and Comptroller Functional Responsibilities

16. Objectives. This section explains comptroller responsibilities of the active force and of the reserve force as they relate to the reserve associate program. The financial management and comptroller position for this program is based on requirements established by Public Law and the directives of the Office of the Secretary of Defense (OSD) and the Air Force for compliance with the law. Objectives in the financial management and comptroller area to delineate funding responsibilities and identify required financial management and comptroller support.

16.1. **Delineation of Funding Responsibility.** The reserve associate unit is under the command of AFRC and is hosted by an AETC base. The parent organization funds those expenses directly related to AFRC. Host O&M funds are used to support AFRC tenant units consistent with the funding policy contained in AFI 65-601, Volume 1, *Budget Guidance and Procedures*, Chapter 15. Therefore, AETC finances all expenses that result from support provided by the reserve associate unit.

16.2. **Identification of Required Financial Management and Comptroller Support.** For guidance on identifying this support, see paragraphs [17](#), [18](#), and [19](#).

17. Training. AETC wing financial management and comptrollers will ensure training is provided as required by AFI 10-301.

18. Budget. AETC financial management and comptrollers will ensure that funds are executed for reserve associate unit requirements, as programmed for by HQ AETC/DO. Fund source for expenses arising from the reserve associate unit concept include:

18.1. Pay of Personnel:

18.1.1. RPA provides funds for pay, allowances, uniforms, subsistence, etc., of reserve associate members. Pay and allowances are charged to this appropriation for all inactive duty training periods and annual tours, special tours of AD for training using RPA man-days, and tours to attend formal training courses. Detailed guidance is provided in AFMAN 36-8001; DFAS DEM 7073-3, *Defense Joint Military Pay System-Reserve Component Pay Manual*; and DoD 7000.14-R, Volume 7A, *Military Pay Policy and Procedures-Active Duty and Reserve Pay*. Reserve associate members cannot qualify for pay for more than two periods of inactive duty training during a single calendar day.

18.1.2. The Air Force military personnel appropriation (MPA) funds the pay and allowances of associate members ordered to special tours (tours other than for training, even 1 day) of AD using MPA man-days. Headquarters, United States Air Force, controls the use of this appropriation through the allocation of AD man-days and the “Reserve Personnel Report of Special Tours of Active Duty Chargeable to Military Personnel Appropriation,” both of which are the responsibility of AETC Directorate of Manpower and Personnel (HQ AETC/DP). Charges to this appropriation include flying pay, subsistence, etc., applicable to the period of AD.

18.1.3. AGR members are paid through the Defense Joint Military Pay System-Active Component (DJMS-AC). RPA reimburses the AD MPA based on a monthly report generated at DFAS-DE. AGR pay and allowances are centrally managed at AFRC Financial Analysis Division, Reserve Personnel Branch (HQ AFRC/FMAR).

18.2. **Travel:**

18.2.1. According to Joint Federal Travel Regulations (JTFR), Volume 1, *Uniformed Service Members*, paragraph U7150C.2, associate personnel performing inactive duty training are not entitled to funded travel or transportation allowances for such travel, between home and assigned duty station.

18.2.2. JFTR, Volume 1, paragraph U7150A, addresses travel pay entitlement between home and assigned duty station for reserve associate personnel on ADT or on annual training duty. When authorized, expenses are chargeable to RPA.

18.2.3. Reserve associate personnel ordered to AD who receive pay from MPA as outlined in paragraph 18.1.2. will be funded by AETC for travel pay, when authorized, for travel from home to duty station and return.

18.2.4. Reserve associate personnel who perform reserve training at a location other than the home station of their reserve associate unit are entitled to travel pay regardless of whether they are on inactive duty training status (when directed), ADT (including annual training duty), or on a short tour of AD. RPA is used for temporary duty (TDY) expenses of unit personnel attending formal training courses and for personnel directed to attend courses under the Air Force Training Program. AFRC funds the TDY expenses for unit personnel to perform staff visits and to attend conferences in connection with Air Force Reserve matters. AETC funds TDY for associate personnel who perform AETC missions as basic or augmented crewmembers. This includes funding for the additional cost to return reserve associate crewmembers to their unit of assignment when unexpected delays cause their normal return to extend beyond the tour termination date.

18.3. **Vehicles.** AFRC funds AETC-authorized General Services Administration (GSA) lease vehicles for the reserve associate units.

18.4. **Host Support.** AETC will provide support on a nonreimbursable basis that includes:

18.4.1. Common base support.

18.4.2. Data automation support required by the reserve associate unit.

19. **Financial Services Office:**

19.1. The AETC base-level financial services office will provide support for reserve associate personnel as outlined in the applicable support agreement.

19.2. Financial Management (340 FTG/FM) will program and request all MPA allocations through the Reserve Advisor to the AETC Commander (HQ AETC/CCR). HQ AETC/FMA provides TDY funding for reserve associate personnel on MPA man-days. The 340 FTG/ FM will identify and request these funds in the base budget submission through channels for HQ AETC/DOR validation. ENJJPT will provide TDY funding for reserve associate personnel on MPA man-days in support of ENJJPT activities. These funds will be included in the normal ENJJPT budget process. The 340 FTG/ FM will program and request all RPA school tour allocations through AFRC/FM.

Section E—Personnel, Inspector General, Judge Advocate, and Medical Functional Responsibilities

20. Personnel. The commander of the reserve associate unit is responsible for peacetime management and control of assigned reservists, both FTS AGRs and TRs, and for selecting, assigning, promoting, and reassigning all reservists. The reserve military personnel flight (MPF) assigned to the reserve associate unit will provide all personnel administration, with the exception of on-the-job training (OJT) for assigned reservists. The host base MPF has no direct responsibility in the peacetime management of reservists or in the operation of the reserve MPF assigned to the reserve associate unit. However, proper working relationships will be established (as stated in the unit support agreement) whereby mutual assistance may be exchanged between functional areas of both MPFs.

20.1. **Administration.** Military justice and administrative actions jurisdiction rests with the reserve chain of command and supervision, as established in AFI 25-201, Chapter 6.

20.2. **Selection of Associate Unit Commanders.** AFRC Commander (AFRC/CC) or AFRC Vice Commander (AFRC/CV) will inform the AETC Commander (AETC/CC) or Vice Commander (AETC/CV) of officers identified to fill positions as reserve associate wing and group commanders before the assignment action is completed.

20.3. **Contingency Tasking.** Although not specifically excluded, any duties that require extended time off station (such as contingency tasking) or extended periods of nonflying will only be accomplished on a voluntary basis (with 10 AF/CC concurrence) by AFRC members (applies to both AGRs and TRs).

21. Inspector General (IG). The IG has overall gaining command surveillance responsibility for inspections of reserve associate units mobilized and assigned to AETC. Associate units will participate in these inspections to the maximum extent possible as requested by HQ AETC/IG. A combined (active and associate reserve) ORI grade will be given. HQ AFRC/IG conducts UCIs of all reserve associate wings affiliated with the active wings. Must forward inspection dates to the respective associate units in ample time to ensure reserve annual tours are scheduled accordingly.

22. Judge Advocate (JA). JA support services must be provided to the commanders of each reserve associate unit. Reserve associate unit judge advocates will be fully trained in accordance with AAFP 51-8, *Assignment, Training, and Management of the Judge Advocate General's Department Reserve (TJAGDR)*, and AFI 51-801, *Training of Air Reserve Component Judge Advocates and Paralegals*. This section outlines the responsibilities for providing the support required.

22.1. **AETC.** Staff Judge Advocate (HQ AETC/JA):

22.1.1. Establishes, in coordination with the HQ AFRC Staff Judge Advocate (HQ AFRC/JA) and the staff judge advocate in the applicable AFRC NAF, training standards and objectives unique to AETC for inclusion in the training program.

22.1.2. Confers periodically with HQ AFRC/JA and the staff judge advocate in the applicable AFRC NAF on compliance with the training program.

22.1.3. Make training opportunities at AETC AD bases or higher headquarters legal offices available to reserve associate unit judge advocates and paralegals.

22.2. **AFRC.** HQ AFRC/JA, in coordination with the responsible NAF staff judge advocate, will:

- 22.2.1. Assist in recruiting judge advocate and paralegal personnel.
- 22.2.2. Establish and administer the training program as set forth in AFI 51-801.
- 22.2.3. Ensure that AETC-unique training is established according to paragraph **22.1.1**.

22.3. **Host Wing.** The host wing will provide legal support services as specified in the host-tenant support agreements.

23. Medical:

23.1. **AETC Responsibilities.** HQ AETC provides medical support as specified in paragraph **6.2.9**, and host-tenant support agreements.

23.2. **Responsibilities of Medical Squadrons.** The host base medical squadrons provide medical support to their respective associate units, to include:

- 23.2.1. Giving immunizations.
- 23.2.2. Providing medical and dental examinations.
- 23.2.3. Maintaining health records.
- 23.2.4. Providing medical care for TRs.
 - 23.2.4.1. TR personnel on AD orders are entitled to the same medical and dental support given to AD personnel.
 - 23.2.4.2. TR personnel performing duty in an inactive duty status (UTAs, additional flying training periods, etc.) are entitled to certain medical and dental services as outlined in AFH 41-114. AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System*, sets provisions for the care and treatment of TR personnel in Air Force medical facilities.
 - 23.2.4.3. Host base medical squadrons will maintain and follow appropriate AFRC medical guidance for the management of TR personnel with medical conditions listed in AFI 48-123, *Medical Examination and Standards, Attachment 2*. AFRC Physical Exams and Standards Division (HQ AFRC/SGP) will provide current reserve medical guidance upon request.
 - 23.2.5. Initiating line of duty (LOD) process as appropriate and ensure all LOD paperwork is entered into reserve channels for appropriate processing according to AFI 36-2910/AFRC Sup 1, *Line of Duty (Misconduct) Determination*.
 - 23.2.6. Processing TR personnel found not medically qualified for military duty according to appropriate AFRC medical policy.

24. Forms Adopted. AF Form 847.

RONALD E. KEYS, Lt General, USAF
Director of Air and Space Operations

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

Title 10, United States Code, *Armed Forces*

DoD 7000.14-R, Volume 7A, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*

DFAS DEM 7073-3, *Defense Joint Military Pay System - Reserve Component Pay Manual*

Joint Federal Travel Regulations, Volume 1 (JFTR)

AFDD1, *Air Force Basic Doctrine*

AFMD11, *Air Force Reserve (AFRES)*

AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*

AFI 11-202, Volume 1, *Aircrew Training*

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, and its AETC supplement

AFI 25-201, *Support Agreements Procedures*

AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 33-360, Volume 1, *Air Force Content Management Program--Publications*

AFPD 36-22, *Air Force Military Training*

AFI 36-2910, *Line of Duty (Misconduct) Determination*, and its AFRC supplement

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*

AFMAN 37-123, *Management of Records*

AFH 41-114, *Military Health Services System (MHSS) Matrix*

AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)*

AFI 48-123, *Medical Examination and Standards*

AFPD 51-8, *Assignment, Training, and Management of Members of the Judge Advocate General's Department Reserve (TJAGDR)*

AFI 51-801, *Training of Air Reserve Component Judge Advocates and Paralegals*

AFI 65-601, Volume 1, *Budget Guidance and Procedures*

Abbreviations and Acronyms

A/C—aircraft

AD—active duty

ADCON—administrative control

ADT—active duty for training
AETC—Air Education and Training Command
AFRC—Air Force Reserve Command
AGR—active Guard and Reserve
ARMS—Air Force resource management system
ASEV—aircrew standardization/evaluation visit
CT—continuation training
DJMS-AC—Defense Joint Military Pay System - Active Component
DOD—Department of Defense
DNIF—duty not involving flying
ENJJPT—Euro-NATO joint jet pilot training
ETCA—education and training course announcement
FCIF—flight crew information file
FE—flight examiner
FTG—flying training group
FTS—flying training squadron
GSA—General Services Administration
IDT—inactive duty for training
IFF—introduction to fighter fundamentals
IG—Inspector General
IOC—initial operational capability
IP—instructor pilot
JA—judge advocate
JSUPT—joint specialized undergraduate pilot training
LAN—local area network
LOD—line of duty
MAJCOM—major command
MDS—mission design series
MPA—military personnel appropriation
MPF—military personnel flight
MQT—mission qualification training
MTF—medical training facility

MWS—major weapons system

NAF—numbered Air Force

NCO—noncommissioned officer

O&M—operations and maintenance

OJT—on-the-job training

OPCON—operational control

OPR—office of primary responsibility; officer performance report

ORI—operational readiness inspection

OSD—Office of the Secretary of Defense

PIT—pilot instructor training

RCS—report control symbol

RDS—Records Disposition Schedule

RPA—reserve personnel appropriation

RSU—runway supervisory unit

SOF—supervisor of flying

stan/eval—standardization/evaluation

TDY—temporary duty

TR—traditional reservist

UCI—unit compliance inspection

UCMJ—Uniform Code of Military Justice

UIP—upgrading instructor pilot

UTA—unit training assembly

Terms

Active Guard and Reserve—(DoD) National guard and reserve members who are on voluntary active duty providing full-time support to national guard, reserve, and active component organizations for the purpose of organizing, administering, recruiting, instructing, or training the reserve components; also called AGR.

Host Wing—Active duty wing with which the reserve associate unit is collocated.

Reserve Integrated Associate Units—AFRC units collocated with an active duty wing. Unit personnel are assigned to a reserve squadron, but are integrated into active duty squadrons to perform their primary duties.

Traditional Reservist (TR)—A unit-assigned member of the Selected Reserve.