

Administrative Changes to AFI 13-1BCC Vol. 1, *Battle Control Center (BCC) Training*

OPR: AF/A3OY

References throughout to AF Form 1042 are hereby changed to “DD Form 2992”. 12 May 2015.

Reference in paragraph 1.4.4.2., line 1 to 1C5s is hereby changed to “1C5Ds”. 12 May 2015.

Reference in paragraph 6.4.3., line 2, to 13B/1C5 is hereby changed to “13B/1C5D”. 12 May 2015.

Table 3.1., in the AWO/WD/WDT category add "Note 5. Control events accomplished as a WD will also count towards SDT/WDT control event requirements (T-3)." 6 January 2016.

6 January 2016

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

**AIR FORCE INSTRUCTION 13-1BCC  
VOLUME 1**



**19 AUGUST 2014**

**Space, Missile, Command and Control  
BATTLE CONTROL CENTER (BCC)  
TRAINING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements policy found in Air Force Policy Directive (AFPD) 10-9, *Lead Command Designation and Responsibilities for Weapon Systems* and AFPD 13-1, *Command and Control Enterprise (C2 Enterprise)*. This instruction provides guidance for the fixed tactical command and control (C2) units, including Air National Guard units, within the Continental United States (CONUS) and Pacific Air Forces (PACAF) (Alaska and Hawaii) that employ the Battle Control Center (BCC) as well as the PACAF fixed C2 units in Korea and Japan, though they do not currently employ the BCC. This instruction does not apply to Air Force Reserve Command (AFRC), Civil Air Patrol or Air Education Training Command (AETC) units. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval IAW **Paragraph 1.2** of this publication. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Reference to forms within this instruction also equates to electronic products when authorized. The reporting requirement in this publication is exempt from licensing in accordance with AFI 33-324, *The Air Force Information Collections and Reports Management Program*; Controlling Internal, Public, and Interagency Air Force Information Collections. Department of Defense (DoD) and Air Force licensing procedures exempt the types of internal information requirements described in AFI 33-324, paragraphs 2.11.1 through 2.11.12. 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 IAW AFI 33-360, *Publications and Forms Management*, Paragraph 1.10.2.

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**SUMMARY OF CHANGES**

This instruction has been completely revised and rewritten and must be completely reviewed due to numerous operational changes. This revision standardized the layout of chapter 1 to match other similar Mission Design Series (MDS), removed the currency requirement, formalized the accomplishment of Initial Qualification Training (IQT) and Mission Qualification Training (MQT) concurrently to reflect BCC unique operating environment. Updated terminology to match other MDS and AFI 13-1 STAN EVAL Vol. 2, *Ground Command and Control Systems Standardization/Evaluation Program—Organization and Administration.* Expanded the instructor training program, clarified Duty Not Including Controlling (DNIC)/ Duty Not Including Flying (DNIF) status to include duties that are allowed to be accomplished; updated the Unit Training Assembly (UTA) definition and usage for Drill Status Guardsmen, removed the Emergency Action Coordinator training requirements and authorized unit developed Emergency Action Coordinator (EAC) Certification training programs, updated training report periods, changed training requirement environment to Live, Virtual/Constructive to match combat air forces (CAF) terminology. Waiver authorities have been changed to reflect guidance in AFI 33-360.

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## Chapter 1

### POLICY AND CONCEPTS

**1.1. This instruction provides guidance for the fixed tactical C2 units within the Continental United States (CONUS) and Pacific Air Forces (PACAF) to include the 169th Air Defense Squadron (ADS) (Hawaii Region Air Operation Center (HIRAOC)) and 176th Air Defense Squadron (ADS) (Alaska Region Air Operations Center (AKRAOC)).** This instruction applies to Air National Guard (ANG) units employing the BCC. It also applies to the PACAF units that operate out of locations in Japan and Korea (610th Air Control Flight (ACF), 623 ACF and 621 ACS). This instruction does not apply to AFRC, the Civil Air Patrol, or AETC. Throughout this instruction, Air Force Specialty Code (AFSC) 13B refers to Air Battle Managers (ABM), AFSC 1C5X1D refers to Weapons Directors (WD), and AFSC 1C5X1 refers to Command and Control Battle Management Operators (all include Canadian equivalents). Reference to forms within this instruction also equates to electronic products when authorized.

1.1.1. Purpose. This instruction establishes the minimum training requirements to ensure operations personnel are adequately trained during Initial Qualification Training (IQT), Mission Qualification Training (MQT) and Continuation Training (CT). The Chief of Training (COT) ensures the course of training is followed. The COT is responsible to keep the Director of Operations (DO) informed when resources are not available. Assigned personnel have varying backgrounds and different levels of experience and proficiency. The unit COT ensures individual training records/accomplishments are reviewed prior to entry into training and establishes an appropriate course of training based on the individual's background and experience. In this manner, the COT ensures the unit-training program is tailored to fit each trainee's needs. IQT, MQT, and CT academic and positional training requirements for all duty positions are contained in the respective chapter applicable to each unit. The lack of a dedicated Formal Training Unit (FTU) for the BCCs, or a separate training suite of equipment at the unit, necessitates that IQT be conducted on the operational mission system. As such, the training activities are integrated into the operations floor. To make the most effective use of positional training, IQT and MQT are fully integrated (T-2).

**NOTE:** The term COT is generic for the training officer and the actual term may vary from unit to unit, e.g., Operations Training Officer (OTO). The COT for air defense C2 units shall be an instructor ABM or "Canadian Equivalent" (T-2). Additionally for units within Air Combat Command (ACC), the Air Defense Sector (ADS) DO is responsible for those functions assigned to the squadron or unit commander (CC) except as noted within this instruction. See also **Paragraph 5.3** for unit guidance.

1.1.1.1. Combat Mission Ready (CMR) Requirements. Trainees: (T-2)

1.1.1.1.1. Complete an AETC approved formal training course (AFSC Award).

1.1.1.1.2. Complete IQT/MQT.

1.1.1.1.3. Successfully complete Initial Qualification (INIT QUAL)/Mission Qualification (MSN) evaluation in accordance with (IAW) AFI 13-1 STAN/EVAL Vol. 2, *Ground Command and Control Systems Standardization/Evaluation Program Organization and Administration*.

1.1.1.1.4. Meet the prerequisites in [Table 2.1](#)

## 1.1.2. Processing Changes

1.1.2.1. Recommendations for changes are encouraged and focus on specific areas and standards of performance. Forward recommend changes IAW AFI 33-360 through channels (ACC/A3C, PACAF/A8X), using AF Form 847. AF/A3/5 is the approval authority for changes to this AFI.

1.1.2.2. MAJCOMs will forward recommendations of any MAJCOM supplement to this volume to HQ ACC/A3C for coordination prior to sending to AF/A3O-CS for AF/A3/5 approval.

1.1.2.3. ACC/A3:

1.1.2.3.1. Coordinates all changes to the basic volume with applicable MAJCOM/A3s.

1.1.2.3.2. Forwards change recommendations to AF/A3O-CS.

1.1.2.3.3. Coordinates Air Force Guidance Memorandums (AFGM) and Interim Changes (IC) with National Guard Bureau (NGB) and PACAF OPRs prior to approval.

## 1.2. Responsibilities.

1.2.1. As Lead Command for BCC units, ACC/A3C:

1.2.1.1. Processes requests for changes to this volume. Changes to this volume will be coordinated with user Commands and forwarded to AF/A3O-CS for AF/A3/5 approval. Specific procedures will be IAW **Paragraph 1.1.2**.

1.2.1.2. Provides overarching Lead Command guidance and monitors the overall training program.

1.2.1.3. Provides command assistance in the resolution of major training problems and coordinates with agencies both internal and external to the command for training equipment, to include contracted training.

1.2.1.4. Ensures allocation of training materials to meet training requirements.

1.2.1.5. Uses [Chapter 5](#) of this volume to document other MAJCOM supplements and/or unique requirements and restrictions for specific units.

1.2.1.6. Establishes standards, tasks, and formal training requirements. Act as the OPR for crew positional syllabi and provides training materials.

1.2.1.7. Provides assistance, guidance, and resources for the implementation, direction, and monitoring of the training program.

1.2.1.8. Monitors/facilitates training programs to ensure all crew members are prepared to perform roles and missions.

1.2.1.9. Conducts Staff Assistance Visits (SAV) to subordinate units when requested by unit commander (CC) to monitor and assist with implementation of unit training programs.

### 1.2.2. PACAF/A8X:

1.2.2.1. Uses **Chapter 5** of this volume and MAJCOM specific supplements for unique mission considerations/requirements and establishes individual unit tasking as required.

1.2.2.2. As the theater OPR for MAJCOM level training matters, provides assistance, guidance, and resources to subordinate units for the implementation, direction, and monitoring of the training program.

1.2.2.3. Monitors/facilitates training programs to ensure all units are prepared to perform roles and missions.

1.2.2.4. Monitors/coordinates actions to correct training deficiencies.

1.2.2.5. Conducts SAVs to subordinate units when requested by unit CC to monitor and assist with implementation of unit training programs.

1.2.2.6. Is info copied on all approved waivers affecting PACAF units.

1.2.2.7. Reviews and approves subordinate unit directives (as required) to ensure compliance with published directives.

### 1.2.3. National Guard Bureau (NGB)/A3Y:

1.2.3.1. Uses **Chapter 5** of this volume and supplements for unique ANG considerations/requirements.

1.2.3.2. Is info copied on all approved waivers affecting ANG units.

### 1.2.4. Numbered Air Force (NAF):

1.2.4.1. Provides assistance, guidance, and resources to subordinate units for the implementation, direction, and monitoring of the training program to include use of the courseware and the Learning Management System (LMS).

1.2.4.2. Monitors/coordinates actions to correct training deficiencies.

1.2.4.3. Conducts SAVs to subordinate units when requested by the unit CC to monitor and assist with implementation of unit training programs.

### 1.2.5. Commanders:

1.2.5.1. Ensure personnel/crews are trained to a level of mission/combat readiness that meets the unit Designed Operational Capability (DOC) statement and mission training requirements IAW this instruction.

1.2.5.2. Request waivers IAW guidance provided in this volume.

1.2.5.3. Ensure adequate continuity and supervision of crew/individual training needs, experience, as well as the proficiencies of assigned and attached crew members.

1.2.5.4. Appoint a 13B or Canadian equivalent who is instructor qualified in any Battle Control Center (BCC) (or system equivalent) system as the Chief of Training (COT), in writing, to implement and manage the operations training program (T-3).

1.2.5.5. Ensure training scenarios are oriented to developing and practicing crew duties based on unit DOC statement and/or local missions to include crew integration and current tactics, techniques, and procedures (TTP).

- 1.2.5.5.1. Submit TDRs IAW **Paragraph 6.7** TDRs are used to identify problems beyond the unit's ability to resolve and may prevent the unit, or individual(s) from satisfying academic or positional training requirements (TR). TDRs identify known or potential training problems to Higher Headquarters (HHQ) for information and management purposes. TDR identified issues should be resolved at the lowest level of command. TDRs may be submitted at any time during the training period.
- 1.2.5.6. Determine utilization of Basic Mission Capable (BMC) crew members.
- 1.2.5.7. Ensure the COT manages trainee temporary duty (TDY) and leaves of personnel in IQT/MQT status to reduce interruptions in training.
- 1.2.5.8. Take administrative action IAW **Attachment 4**, AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, AFI 11-401, *Aviation Management*, and AFI 11-402, *Aviation and Parachutist Service Aeronautical Ratings and Aviation Badges* on individuals who cannot perform or meet the unit DOC/training/physical mission requirements or are unable to comply with AFSC requirements outlined in the AF Officer Classification Directory/AF Enlisted Classification Directory (AFOCD/AFECD).
- 1.2.6. COTs: (T-3)
- 1.2.6.1. Use MAJCOM-approved syllabi, courseware/training materials, and locally developed materials (if necessary) to implement an effective training program.
- 1.2.6.1.1. Use the LMS to access online training materials and recording of training accomplishments.
- 1.2.6.2. Ensure an individual's training records/accomplishments are reviewed prior to entry into training and identify and recommend an appropriate duty position to the DO based on the individual's background and experience.
- 1.2.6.2.1. After a records review establish a tailored requalification program for individuals returning to the BCC, or those individuals with experience in other tactical C2 platforms, and if appropriate, requalify in the same duty position.
- 1.2.6.2.2. Maintain a roster of unit CMR/BMC crew members.
- 1.2.6.3. Ensure training supplies and current training materials are available to trainees.
- 1.2.6.4. Verify successful completion of training.
- 1.2.6.5. Provide assistance in academic and positional subject areas and keep the DO advised on personnel who are having difficulty with their training.
- 1.2.6.6. Forward through their chain of command proposed changes, corrections, or recommended improvements to training programs and materials to NAF/MAJCOM.
- 1.2.6.6.1. Use the Training Change Request Format (TCRF) located on the ACC TRSS Det 9 Community of Practice (CoP) to submit recommended changes to training products. The TCRF is used by 1 AF/A3T to nominate new courseware for development or revise existing courseware material. Units will forward, through channels, the TCRF to 1 AF/A3T (T-2). The recommendation shall include the rationale with references and placement into the following distinct categories (T-2):
- 1.2.6.6.1.1. **CRITICAL.** Critical comments highlight incorrect content that if not

resolved could result in personal injury, damage to equipment, or compromise safety of flight.

1.2.6.6.1.2. MAJOR. Major comments are significant concerns within the training materials that may result in non-effective training. This category may be used with a general statement of concern with a subject area, intent of the document, etc., followed by detailed comments on specific entries in documents that, taken together, constitute the concern.

1.2.6.6.1.3. SUBSTANTIVE. Substantive comments are provided because sections in the training materials appear to be or are potentially incorrect, incomplete, misleading, or confusing.

1.2.6.6.1.4. ADMINISTRATIVE. Administrative comments correct inconsistencies between different sections, typographical errors, or grammatical errors.

#### 1.2.7. Flight Commanders and Supervisors: (T-3)

1.2.7.1. Ensure crew members are CMR/BMC in the duty position they are performing, or supervised by an instructor.

1.2.7.2. Ensure event objectives are briefed, debriefed, and assessed to determine successful accomplishments.

#### 1.2.8. Crew members:

1.2.8.1. Know and complete CT requirements IAW **Chapter 3 (Chapter 7 or 8 for Korea/Japan units)** (T-3).

**1.3. Training.** BCC training is designed to progress crew members from IQT (Basic Course or Requalification Training)/ MQT to CT. Upon successful completion of training (IQT/MQT), individuals are released to Stan Eval for evaluation. A qualification is awarded IAW AFI 13-1 STAN/EVAL Vol. 2. The qualification statuses are CMR and BMC.

1.3.1. Crew members will have received formal training in their crew position and the basic missions of their specific assigned/attached unit upon completion of IQT/MQT (T-3). Upon successful completion of the INIT QUAL/MSN evaluation, crew members will then be designated CMR or BMC (T-3).

1.3.1.1. CMR. CMR crew members maintain proficiency in all core missions of the unit to which they are assigned. CMR entails accomplishing the minimum required training requirements for crew members to be qualified and proficient in all of the primary missions tasked for their duty position.

1.3.1.2. BMC. BMC is a status that may be conferred on MAJCOM, NAF, and attached personnel whose primary duties do not allow them to maintain CMR status (i.e. lookback and CT requirements). BMC crew members can be used to provide additional mission generation/combat capability. BMC crew members must be able to attain CMR status in 30 days or less. Designating personnel as BMC requires the unit commander's (ADS/DO) approval in writing. (T-3)

1.3.1.2.1. Commander approval is required for unsupervised mission participation by BMC crew members (T-3).

1.3.1.2.2. BMC crew members are exempt from academic training and/or special training programs except where specifically directed by the host unit.

1.3.2. Attached Personnel. HQ ACC/A3CG (HQ PACAF/A8X for PACAF units) determines/approves attached personnel requirements for personnel assigned above NAF level. Attached crew members will have a valid AF Form 8, *Certificate of Aircrew Qualification* IAW AFI 13-1 STAN/EVAL Vol. 2 (T-2).

1.3.3. Unqualified (UQ). UQ crew members fall under one or more of the following categories:

1.3.3.1. Downgraded for being non-CMR/non-BMC (NCOMR/NBMC) longer than 6-months.

1.3.3.2. Downgraded for a demonstrated lack of ability.

1.3.3.3. Downgraded for failure to meet standards during a periodic evaluation, failure to complete an evaluation by the expiration date, or at the Commander's discretion following a Commander-directed downgrade IAW AFI 13-1 STAN/EVAL Vol. 2.

1.3.4. Crew member Experience Level. Crew member experience levels are designed to indicate to unit commanders how much training crew members need to maintain CT requirements and therefore proficiency. All crew members are designated, by the DO as "Inexperienced" or "Experienced" after meeting the criteria below. The COT documents experience levels IAW [Chapter 6](#).

1.3.4.1. An experienced Air Weapons Officer, Weapons Director, Weapons Director Technician (AWO/WD/WDT):

1.3.4.1.1. Has been formally awarded a 13BXX/1C5X1/D AFSC (T-2).

1.3.4.1.2. Has one year in the AFSC after award (T-3).

1.3.4.1.3. Performed as a CMR/BMC AWO/WD/WDT for a minimum of 6 months (3 months for 621 ACS) on the unit's assigned system of record (T-3).

1.3.4.1.4. Has at least 50 career controlled events (live/virtual/constructive (L/V/C)) in a CMR/BMC status, of which a minimum of 25 must be on the unit's assigned system of record (T-3). For 13Bs, SD/AWO CMR sorties from previous units can count toward controlled events. Due to shortened assignment timelines, the 621 ACS/CC may waive system of record minimums for Korea personnel.

1.3.4.2. An experienced Senior Director, Senior Director Technician, Air Surveillance Officer, Air Surveillance Technician, Tracking Technician, Mission Crew Commander, Mission Crew Commander Technician, Interface Control Officer, Interface Control Technician, Identification Technician (SD, SDT, ASO, AST, TT, MCC, MCCT, ICO, ICT, IDT), (PACAF – Data Systems Technician (DST)):

1.3.4.2.1. Has been formally awarded a 13BXX/1C5X1 AFSC (T-2).

1.3.4.2.2. Has one year in the AFSC after award (T-3).

1.3.4.2.3. Performed as a CMR/BMC, SD/SDT/ASO/AST/TT/MCC/MCCT/ICO/ICT/IDT/(PACAF-Data Systems

Technician (DST)) for a minimum of 6 months (3 months for 621 ACS) on the unit's assigned system of record (T-3).

1.3.4.2.4. Has at least 50 career event operations (live/virtual/constructive (L/V/C)) performing duties in a CMR/BMC status in the corresponding qualification, of which a minimum of 25 must be on the unit's assigned system of record (T-3). Due to shortened assignment timelines; the 621 ACS/CC may waive system of record minimums for Korea personnel.

1.3.5. Upgrade/Specialized Training. Upgrade/Specialized training is training in any special skills necessary to carry out the unit's assigned mission that is not required of every crew member. Upgrade/Specialized training is normally accomplished after a crew member is assigned CMR/BMC status and is in addition to CMR/BMC requirements. Unless otherwise specified, CMR/BMC crew members may hold special certifications/qualifications as long as all additional training requirements are accomplished (see [Chapter 4](#)).

1.3.5.1. Instructor Training. Instructor crew members will maintain CMR status in their duty position (T-3). Instructors may perform instructor duties as long as they are CMR in the duty position they are instructing. Instructors who become Non-CMR (NCRM) may be allowed to continue academic and/or crew training device (CTD) instructor duties with unit Commander, (ADS/DO) approval.

1.3.5.1.1. Instructors monitor their trainee's progress to provide guidance and additional instruction as required. Instructors are available to discuss problems the trainees may encounter and assist the trainee to ensure satisfactory progress (T-3).

1.3.5.1.2. Throughout training, instructors provide feedback to the trainee to resolve problems the trainee encounters. Instructors and supervisors monitor trainee progress to detect marginal performance and unsafe practices, initiate corrective actions, and document training progress (T-3).

1.3.5.1.3. Instructors can augment lesson plans with additional handouts to enhance training if necessary as long as they are consistent with and support existing courseware and syllabus requirements.

## **1.4. Training Concepts and Policies**

1.4.1. Training programs are designed to achieve the highest degree of combat readiness consistent with flight safety and resource availability. Training balances the need for realism against the expected threat, crew capabilities, and safety. This volume provides training guidelines and policies to be used with operational procedures specified in other applicable flying/operations publications.

1.4.2. Training missions are designed to provide unit personnel with the skills to achieve/accomplish unit mission, roles/capability, maintain proficiency, as well as to enhance safety. Training missions emphasize combat/contingency skills through missions/scenarios that reflect procedures and operations based on employment plans, location, current intelligence, and opposition capabilities. Units train using procedures and actions applicable to combat/contingency scenarios (e.g. appropriate use of code words, authentication procedures, combat tactics, safe recovery procedures, tactical deception, in-flight reports, threat reactions, intelligence briefings and debriefings).

1.4.3. Crew member Supervision. The following personnel must be under the direct supervision of an instructor/evaluator when performing mission positional duties/tasks. (T-3)

1.4.3.1. Unqualified crew members.

1.4.3.2. Crew members performing events in which they are not certified.

1.4.3.3. Crew members performing IQT/MQT.

1.4.3.4. Crew members regressed to NCMR/NBMC.

#### 1.4.4. Medical Clearance

1.4.4.1. All 13B ABMs must maintain a medical clearance documented on an AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty* IAW AFI 11-401. (T-2)

1.4.4.2. All 1C5s must maintain a medical clearance documented on an AF Form 1042 IAW AFI 48-123, *Medical Examinations and Standards*. (T-2)

1.4.4.3. Individuals without a valid medical clearance will not conduct live operations/exercises (T-2). Virtual/constructive duties can be accomplished.

1.4.4.3.1. Virtual/constructive training accomplishments while on Duty Not Involving Controlling/Flying (DNIC/DNIF) status count towards CT requirements.

1.4.5. The COT may adjust training time or remove personnel from IQT/MQT training due to medical disqualification or DNIC/DNIF status, emergency leave, operational exercises/inspections, convalescent leave, work-related TDYs, or administrative action. An entry indicating the adjustment by the COT will be documented IAW **Chapter 6 (T-3)**.

1.4.5.1. Individuals not performing duties in the operations section because of disciplinary, serious administrative issues, or lack of fitness for duty reasons, will not be entered into/continued in training (T-3). Individuals not performing duties in the operations section for reasons of Uniform Code of Military Justice (UCMJ) prosecution/conviction, drug abuse, conscientious objector status, or loss of security clearance, will not be entered into/continued in training (T-2).

1.4.6. Personnel TDY for 30 consecutive days (2 Unit Training Assemblies (UTA)) (UTA applies to Drill Status Guardsmen) or more to locations where IQT/MQT/CT is available will accomplish training (T-3).

1.4.7. IQT/MQT/CT personnel who remain in-garrison while the unit deploys for 30 consecutive days (2 UTAs) or more will also accomplish training, when possible (T-3).

### 1.5. Training Requirements.

1.5.1. This instruction establishes the minimum training requirements used by the COT to ensure operations personnel are trained during IQT/MQT and CT IAW a MAJCOM approved training syllabus. Personnel assigned to units covered under this instruction have varying backgrounds and different levels of experience and proficiency. The COT ensures individuals' training accomplishments are reviewed and an appropriate course of training is established based on individual background and experience. The COT records the review on the AF Form 4141, *Individual's Record of Duties and Experience Ground Environment Personnel*.

1.5.2. Crew members/individuals will accomplish the required directed CT events outlined in **Chapter 3 (Chapter 8 for Japan) (T-3)**.

1.5.3. The total number of training missions/events accomplished is the primary factor for maintaining an individual's qualification status. A review of the training missions/events accomplished also considers specific event types.

1.5.4. Progression from BMC to CMR requires: (T-2)

1.5.4.1. Lookback at CMR mission/event rate.

1.5.4.2. Qualification in all missions and any specialized mission training required for CMR.

1.5.4.3. Meeting 3-month lookback requirements as described in **Table 3.2 (Tables 7.1 and 8.1 for Korea and Japan units respectively)**.

## **1.6. Training Program Development**

1.6.1. BMC/CMR control event and event operations requirements apply to all crew members as well as those carrying special mission certifications. The standard mission requirements listed in this volume establish the minimum number of control events/event operations per training cycle for BMC and CMR personnel.

**1.7. Training Records and Reports.** Units will maintain individual crew member training records IAW AFMAN 33-363, AFI 33-360, AFI 11-401, AFI 13-1 BCC Vol. 2, *Battle Control Center Evaluation Criteria*, guidance found in **Chapter 6** of this volume, and appropriate MAJCOM directives (T-3).

## **1.8. Crew Utilization Policy**

1.8.1. Commanders will ensure crew members are trained to fill authorized/required crew positions (T-3).

1.8.2. Supervisors may assign crew members to valid, short-term tasks (escort officer, safety board member, etc.), but continually weigh the factors involved, such as level of crew member tasking, proficiency, and experience.

1.8.3. For inexperienced crew members, supervisors make every attempt to limit non-mission duties to those related to combat/unit mission training activities.

1.8.4. Crew members will not perform long-term duties that detract from their primary duties of training or performing the unit combat /specified mission (T-3).

## **1.9. Training Event Allocation Guidance**

1.9.1. Consideration is taken for priorities for event allocation for IQT/MQT and then CMR. In general, inexperienced crew members receive event allocation priority over experienced crew members.

## **1.10. Supplements/Waivers**

1.10.1. Supplements

1.10.1.1. MAJCOMs will coordinate their supplement to this instruction with ACC/A3C before publication and forward one copy to AF/A3O-CS after publication. MAJCOM/A3s will approve MAJCOM supplements. Supplements will not contain

procedures that are contrary to this instruction. Copies of MAJCOM-level supplements, after approved and published, will be provided by the issuing MAJCOM to AF/A3O-CS, ACC/A3C, the user MAJCOM, and NGB/A3Y OPRs.

1.10.1.2. Units will coordinate their supplement with the next higher Group, as applicable, prior to MAJCOM approval (T-3). MAJCOM OPRs will approve unit supplements. ANG units will coordinate their supplement with NGB/A3Y who in-turn will forward to MAJCOM OPRs for approval coordination (T-2).

1.10.1.2.1. Supplementary guidance will not be less restrictive than the basic publication, but can be more restrictive (T-2).

1.10.1.2.2. Supplemental guidance will not contradict the basic publication (T-2).

#### 1.10.2. Waivers

1.10.2.1. Waiver authority for requirements of this volume will be IAW AFI-33-360, Publications and Forms Management. Waiver requests must come from commanders (or civilian directors) of the affected unit seeking relief from compliance through the command chain up to the appropriate tier approval authority (i.e., Tier 0, 1, 2, 3) (or publications approval authority if non-tiered). See AFI 33-360 for definition of Tier Ratings. Tier 3 waiver authorities for this AFI are as follows: (1) AFNORTH/A3 for Eastern Air Defense Sector and Western Air Defense Sector; (2) 611 AOC/CC for 176 ADS; (3) 154 OG/CC for 169 ADS; (4) 607 AOC/CC for 621 ACS; (5) 35 FW/CC for 610 ACF; and (6) 18 WG/CC for 623 ACF.

1.10.2.2. Waiver requests may be sent via email or memorandum, and include the following: (T-2)

1.10.2.2.1. Reference and text of the specific requirement for which the commander/director is requesting a waiver.

1.10.2.2.2. Rationale for the waiver: Explain which of the following three reasons IAW AFI 33-360, apply and describe why:

1.10.2.2.2.1. The cost of compliance creates unacceptable risk to a higher priority task;

1.10.2.2.2.2. The expected cost of compliance outweighs the benefit;

1.10.2.2.2.3. Personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower).

1.10.2.2.3. Time period or circumstance for which the waiver is required.

1.10.2.2.4. Risk mitigation measures the requesting commander implements during the waiver period.

1.10.2.2.5. Impact if waiver is disapproved.

1.10.2.2.6. Approved waivers will be uploaded into the unit's Management Internal Control Toolset (MICT) for inspection activity review and publication OPR's situational awareness/filing (T-2).

1.10.2.3. PACAF/A8X and NGB/A3Y will forward a copy of all approved waivers for their units to ACC/A3C. ACC/A3C will, in turn, forward a copy of all approved waivers for their units to PACAF/A8X, NGB/A3Y, and AF/A3O-CS. Units will forward all approved waivers and report all deviations or exceptions without waiver, through their chain of command, to MAJCOM OPR (T-2).

1.10.2.4. Duration of waivers may be approved for a period not to exceed the requested waiver period or 30 calendar days after the approving commander's tour length, whichever is shorter (T-3).

1.10.2.5. Unless directed by the waiver authority, trainees continue to train while waiver requests are being staffed (T-3).

1.10.2.6. File a copy of approved written waivers with this volume IAW AFI 33-360 (T-3).

## Chapter 2

### INITIAL/MISSION QUALIFICATION TRAINING

**2.1. General.** This chapter outlines the conduct of IQT/MQT at the operational unit level.

2.1.1. Any individual who has been unqualified in the BCC for longer than 60 months must accomplish IQT/MQT. All individual crew members are required to meet IQT/MQT syllabus standards. (T-2)

2.1.2. If a crew member is UQ for more than one year, the COT will determine if the crew member will be entered into requalification training or IQT/MQT (T-3).

#### 2.2. Authority

2.2.1. MAJCOM approved syllabi lay out complete requirements of IQT/MQT for each duty position. Course syllabi do not take precedence over the guidance in this AFI; however, units will conform/adhere to the grading criteria, academic/performance training standards, and general/specific instructions unless it specifically conflicts with this AFI (T-2).

2.2.1.1. ACC/A3C has designated 1AF/A3T as the lead to develop BCC IQT/MQT syllabi and course training materials with oversight by ACC/A3CG.

2.2.1.1.1. 1AF/A3T is responsible for developing, maintaining, and updating the training task lists, syllabi, gradesheets, interactive courseware, and related tests outlined in the BCC IQT/MQT syllabi. 1AF/A3T ensures syllabi are reviewed every 24 months or sooner to account for weapon system changes, course critiques, or other data that necessitate earlier review. 1AF/A3T documents the results of the syllabus review and forwards a copy of the documentation to ACC/A3CG, and ACC TRSS.

2.2.1.1.2. Course training materials include everything required to conduct the IQT/MQT program. The training package includes lesson plans, student guides, academic lessons, and ACC Form 206 *Individual Mission Gradesheet* (or equivalent) to document training results when conducting tasks, simulations, or live fly exercises.

2.2.2. IQT/MQT is conducted by units using MAJCOM approved syllabi.

2.2.3. Elimination Procedures. Units will follow IQT/MQT elimination procedures outlined in specific course syllabi and the guidance outlined in this AFI, Training Evaluation Board at [Attachment 4](#) and AFI 11-401 for rated aircrew members (T-2).

**2.3. Prerequisites.** Prior to entering IQT/MQT, trainees must meet Air Force Education and Training Course Announcements (ETCA) selection prerequisites at site: <https://etca.randolph.af.mil/> (T-2). Trainees will also meet positional prerequisites in Table 2.1. (T-3)

**Table 2.1. Positional Prerequisites (As Applicable).**

POSITION FOR WHICH ENTERING TRAINING	MUST HAVE PREVIOUS CMR QUALIFICATION IN	NOTES
MCC	SD, ASO, ICO, Electronic Countermeasures Officer (ECO)	1

MCCT	Any Position	1
SD	AWO	1
SDT	WD or WDT	1
AWO/WD	Not Required	
WDT	Not Required	
ASO	AWO	1
AST	TT/DST	1
TT	Not Required	
IDT	Any Position	1
ICO	AWO	
ICT	Any Position	1
<p>Note</p> <p>1. Qualification in other Theater Air Control System (TACS) units (i.e. Control and Reporting Center (CRC)/Airborne Warning and Control System (AWACS) may satisfy this requirement.</p>		

**2.4. Time Period to Qualify.** Personnel start and complete training IAW the appropriate syllabus/training guides (T-3).

2.4.1. Personnel required to attend First Term Airman Center (FTAC) or other mandatory Professional Military Education courses enter IQT/MQT the first duty day after program or course completion (T-3).

2.4.2. The DO ensures the COT enters operations personnel into IQT/MQT not later than (NLT) 30 calendar days after the member reports to the unit (10 days for Korea units). Canadian Forces personnel will be entered into IQT/MQT NLT 20 calendar days after reporting to operations (T-2).

2.4.3. Commanders will report through appropriate channels to the applicable waiver authority individuals who are not entered into IQT/MQT within the above timeline and the reason for the delay (T-3).

2.4.4. Personnel awaiting technical training course may enter IQT/MQT without a time limitation.

2.4.5. Time Limitations. All trainees must complete IQT/MQT requirements within 150 calendar days (24 UTAs (60 days for Korea units) (T-3). Failure of the trainee to complete IQT/MQT requirements within the above time constraints results in the COT pursuing actions outlined in the following decision matrix, also documented in more detail in the flowchart at [Attachment 2](#). Trainees continue to train while the training extension request is being staffed.

2.4.5.1. Upon reaching the 150th calendar IQT/MQT day (24 UTAs) (60 days for Korea units), the trainee who does not complete IQT/MQT requirements is referred to the Commander, (ADS/DO) who can authorize a 30 calendar day (2 UTAs) (20 days for Korea units) extended training period for primary qualifications. The COT may authorize training extensions for secondary qualifications (T-3).

2.4.5.1.1. The trainee's unit commander may take actions IAW AFI 36-2101, and/or AFI 11-401 in lieu of extending the training period by 30 calendar days (2 UTAs) (20 days for Korea units) (T-3).

2.4.5.2. NLT the 180th calendar day (26 UTAs) (80th day for Korea units) of the training period, one of the following occurs: (T-3)

2.4.5.2.1. The trainee completes IQT/MQT requirements and is released to Stan Eval, or

2.4.5.2.2. The trainee does not complete IQT/MQT requirements and is referred to the Commander, (ADS/DO). The Commander, (ADS/DO) may request a 30 calendar day (2 UTAs) (10 day for Korea units) extended IQT/MQT period from 1AF/A3T or PACAF/A8X who may approve or disapprove the request. The COT may authorize training extensions for secondary qualifications.

2.4.5.2.2.1. The trainee's unit commander may take action IAW AFI 36-2101 and/or AFI 11-401 in lieu of requesting an extended training period from the 1AF/A3T or PACAF/A8X .

2.4.5.2.2.2. 1AF/A3T or PACAF/A8X approves a 30 calendar day (2 UTAs) training period extension. PACAF/A8X may delegate this authority. Disapproval of the extended training period request results in unit commander taking actions IAW AFI 36-2101 and/or AFI 11-401.

2.4.5.3. NLT the 210th calendar day (28 UTAs) (90th day for Korea units) of the training period, one of the following occurs: (T-3)

2.4.5.3.1. The trainee completes the IQT/MQT requirements, and is released to Stan Eval.

2.4.5.3.2. The trainee does not complete IQT/MQT requirements and is referred to the unit commander (ADS/DO) who may request a 30 calendar day (2 UTAs) additional extended training period, through the chain of command from the MAJCOM OPR (ACC/A3C, PACAF/A8X as applicable). The COT may authorize training extensions for secondary qualifications.

2.4.5.3.2.1. The trainee's unit commander may take actions IAW [Attachment 4](#), AFI 36-2101, and/or AFI 11-401, in lieu of requesting an extended training period from the MAJCOM.

2.4.5.3.2.2. The intermediate headquarters may deny the request and choose not to forward to the MAJCOM, resulting in the unit commander taking actions IAW AFI 36-2101 and/or AFI 11-401.

2.4.5.3.2.3. MAJCOM approves the 30-day (2 UTAs) training period extension.

2.4.5.3.2.3.1. MAJCOM disapproval of the extended training period request results in the unit commander taking actions IAW AFI 36-2101 and/or AFI 11-401.

2.4.5.4. NLT the 240th calendar day (30 UTAs) (120th day for Korea units) of the training period, one of the following occurs: (T-3)

2.4.5.4.1. The trainee completes IQT/MQT requirements and is released to Stan Eval.

2.4.5.4.2. The trainee does not complete IQT/MQT requirements and is referred to the unit commander who takes action IAW AFI 36-2101 and/or AFI 11-401. Korea units may seek HHQ guidance instead of, or in addition to, administrative actions.

2.4.5.5. **(Korea units)** If a trainee successfully completes IQT/MQT requirements, but fails INIT QUAL/MSN, the trainee enters a 30-training day additional training period. NLT 60 calendar days (30-days additional training plus 30-calendar day evaluation period) from the time of QUAL failure, one of the following occurs: (T-3)

2.4.5.5.1. **(Korea units)** Trainee completes training requirements and passes the requalification evaluation or

2.4.5.5.2. **(Korea units)** Trainee does not complete the training requirements or fails the re-evaluation and is referred to the 621 ACS/CC who may request a 30-calendar day extended remedial training period from PACAF/A8X through the 607 AOC/CC or take appropriate administrative action IAW AFI 36-2101.

2.4.6. Additional Training. Additional training identified during any evaluation must be completed within 30 days (2 UTAs) from the date of the discrepancy. Trainees who fail to complete additional training will be referred to CC (ADS/DO) for administrative action. (T-3)

**2.5. Training Documentation, Reports and Forms.** Training documentation will be completed IAW **Chapter 6 (T-3)**.

2.5.1. Following completion of IQT/MQT the COT records entry into CT-CMR or CT-BMC on AF Form 4141. The DO identifies the primary duty position of multi-qualified personnel on AF Form 4141.

## **2.6. Waivers**

2.6.1. Waiver authority for individual IQT/MQT entry prerequisites is the Wing-level equivalent in the unit's chain of command (T-3).

2.6.2. ACC/A3 is the waiver authority for IQT/MQT and upgrade course syllabi for all ACC and CONUS ANG BCC units. PACAF/A8X is delegated waiver authority for IQT/MQT and upgrade course syllabi for all PACAF units (to include ANG units). Units will forward waiver requests through channels to the appropriate MAJCOM OPR (ANG units will forward information copies to NGB/A3Y) (T-2). MAJCOMs will forward a copy of all approved waivers to AF/A3O-CS.

2.6.3. The COT will be the approval authority for IQT/MQT proficiency advancement when the student demonstrates performance above syllabus standards (T-3). Proficiency advancement will not be used as a management tool for the purpose of graduating students or completing IQT/MQT by a specific date (T-3).

2.6.4. The COT may authorize training deviations to the order of training to flex to special weather and/or peculiar local conditions for all student and instructor training. Deviations will be consistent with good training management, student progress, and student experience level. However all prerequisite academic training must be accomplished before associated positional training. Document all deviations and substitutions IAW **Chapter 6 (T-3)**

## 2.7. Positional Training Requirements

2.7.1. The COT will review the records and evaluation folders of newly assigned personnel to ensure an appropriate course of training. Experience and previous qualifications in the MDS are considered in determining the specific training track to be followed, either the IQT/MQT syllabus driven training or a tailored requalification training track. (T-3)

2.7.1.1. At the DO's approval, individuals with specific prior experience or positional qualifications can be entered into the tailored training program developed by the COT.

2.7.2. The DO will ensure the COT provides the appropriate amount of training in each academic and positional area. The COT uses the MAJCOM approved syllabi to conduct IQT/MQT. (T-3)

2.7.2.1. The MAJCOM-approved syllabus outlines the minimum training requirements for IQT/MQT completion.

2.7.2.2. The minimum standard for block progress checks is IAW course syllabus.

2.7.2.3. Trainees must pass all blocks and complete applicable progress checks IAW course syllabus, before being released from IQT/MQT (T-3).

## Chapter 3

### CONUS BCC, HIRAOC, AND AKRAOC CONTINUATION TRAINING

**3.1. General.** This chapter outlines CT requirements to maintain BCC qualification, and to requalify previously qualified crew members at the BCC. CT provides crew members with the volume, frequency, and mix of training necessary to maintain proficiency at the assigned qualification level. This chapter only applies to BCC air defense units/sectors. CT requirements for Korea and Japan units are contained in **Chapters 7 and 8**, respectively.

**3.2. Training Period.** CT requirements are designed/planned to be completed during a specified training cycle with specific requirements additionally defined by crew position that must be accomplished during a 3-month sliding window lookback period (T-3). The training cycle is a 12-month cycle beginning 1 October.

3.2.1. Every attempt should be made to balance training across the entire training cycle.

3.2.2. Training requirements will be based upon crew member experience level at the end of the training cycle or lookback period (T-3).

**3.3. Prerequisites.** Crew members will have CMR/BMC qualification IAW **Table 2.1 (T-3)**.

#### 3.4. Waivers

3.4.1. Requests for waivers are submitted through the chain of command to the appropriate Tier waiver approval authority.

3.4.2. Waiver requests will be acted on by the waiver authority within 30 days of receipt (T-3).

3.4.3. CT Waiver Process. CCs forward to the waiver authority a list of crew members requiring CT waivers and crew members downgraded for failure to meet CT requirements. The waiver requests must arrive no later than 15 days after the end of their CT training cycle (T-3).

3.4.3.1. After final review and determination of waiver requests, the waiver authority notifies subordinate units of the approval/disapproval of the waiver request. Non-MAJCOM level waiver authorities will forward an info copy to MAJCOM (T-2).

**3.5. CONUS Training.** All crews will complete applicable training and crew certification prior to assuming operational duties (T-3). The crew certification will be documented IAW **Chapter 6 (T-3)**.

#### 3.6. Logging of CT Requirements by Instructors/Evaluators

3.6.1. At the end of the training cycle, up to 50 percent of required positional CT training cycle events (rounded down to the next whole number, but not below 1) may be credited from instructor/evaluator monitored events. The instructor/evaluator must have monitored mission planning and any briefings, missions, and debriefings (T-3).

3.6.2. Instructor/Evaluator SD/SDTs will not log control events for solely supervising AWOs or WDs as applicable, engaged in aircraft control (T-3). In order to log controlled events, SD/SDTs must meet the provisions of **Paragraph 3.9.8.2.** (T-3)

### 3.7. Proration of End-of-Cycle Requirements

3.7.1. At the end of the training cycle, the COT may prorate all positional training requirements when:

3.7.1.1. An individual is TDY, medically disqualified/DNIF/DNIC, on convalescent leave or emergency leave for 30 cumulative days (2 UTAs) or more. Normal annual leave will not be considered as non-availability (T-3).

3.7.1.2. An individual is upgraded after the start of the training cycle.

3.7.1.3. Training accomplished during IQT/MQT will not be counted toward CT requirements (T-2).

3.7.2. Contingency Operations. Contingency operations can have a positive or negative impact on a unit's overall CT program, as emphasis is on supporting contingency operations. DOs will take this into consideration during unit planning, at the end of the training cycle and prior to submitting training cycle waivers. Additionally, the following proration procedures are intended to provide DO's flexibility in accomplishing their unit's CT program.

3.7.3. Crew members that become CMR/BMC after the beginning of the training cycle accomplish a prorated share of existing training cycle academic training requirements for the remainder of the period beginning with the first day of the following month.

3.7.4. All training requirement events are rounded down to the next whole number when prorating, however, no requirement may be prorated below one (1).

3.7.5. Prorating of requirements will be documented IAW **Chapter 6** (T-3).

**3.8. CMR/BMC Regression.** NCMR/NBMC crew members are not authorized to perform crew duties unless under instructor/evaluator supervision, except as noted in **Paragraph 1.4.3**.

3.8.1. Crew members are regressed to NCMR/NBMC status for one or more of the following reasons: (T-3)

3.8.1.1. Failure to meet lookback IAW **Table 3.1**

3.8.1.1.1. To regain CMR/BMC status crew members will follow guidance in **Paragraph 3.8.2.8** (T-3).

3.8.1.2. Failure to complete training cycle CT requirements.

3.8.1.2.1. To regain CMR/BMC status crew members will follow guidance in **Paragraph 3.9.3.2** (T-3).

3.8.1.3. At DO direction.

3.8.1.3.1. To regain CMR/BMC status crew members are to complete a DO-approved training plan.

3.8.2. **Lookback.** Lookback is a management tool used to determine and monitor CMR crew member proficiency during the training cycle. A crew member's lookback requirements are based on the crew member's experience status at the end of the lookback period. Lookback requirements are outlined in **Table 3.1**

3.8.2.1. Lookback does not apply to BMC crew members.

3.8.2.2. DNIC/DNIF crew members' training accomplishments in virtual/constructive environments will count towards lookback requirements (T-3).

3.8.2.3. Lookback periods will be calculated on the first duty day of each month (T-3).

3.8.2.4. The COT will submit the 3-month lookback report not later than the 5th day of the month (T-3).

3.8.2.4.1. **Example:** SrA Jones (an inexperienced WDT) participated in two control events in June and one control event in July. If SrA Jones had a 3-month lookback requirement of eight control events, he/she would need to participate in five control events during the month of August in order to stay CMR.

3.8.2.5. Lookback computations for newly qualified crew members begin following completion of INIT QUAL/MSN evaluation, as applicable, and 3 full months of CMR status. Computation for crew members being restored to CMR status will start the month following return to CMR status (T-3).

3.8.2.6. If a CMR crew member fails to meet the 3-month lookback requirement, the CC (ADS/DO) may:

3.8.2.6.1. Regress the individual to NCMR status or,

3.8.2.6.2. Remove the individual from a CMR manning position; or,

3.8.2.6.3. Place the crew member in probation status for 30 days (2 UTAs). If the CC, (ADS/DO) chooses probation, the crew member is required to reestablish a 3-month lookback by the end of the probation period to remain CMR.

3.8.2.6.3.1. **Example:** SrA Jones (an inexperienced WDT) participated in one control event in June, two control events in July, and three control events in August. In this example, SrA Jones did not meet the requirement of 8 control events for an inexperienced WDT. With a commander approved probationary period, SrA Jones must complete three control events in September in order to remain CMR after his/her probation period expires. The completion of these control events would reestablish SrA Jones's lookback and prevent him/her from going NCMR.

3.8.2.7. Document all actions IAW [Chapter 6](#). (T-3)

3.8.2.8. Crew members that regress to NCMR status for less than 6 months (7 UTAs) will complete training consisting (as a minimum) of the following before returning to CMR status (T-3).

3.8.2.8.1. Must be monitored by an instructor for a minimum of one effective control event, link event, and/or event operation, as applicable to the duty position (T-3). The event may be live, virtual, or constructive.

3.8.2.8.2. Upon completion of the training and instructor recommendation, (documented on an ACC Form 206 or similar form) the CC (ADS/DO) returns the individual to CMR status (T-3).

3.8.2.8.3. Events accomplished during the training may be credited toward a crew member's CT requirements.

3.8.2.9. If a crew member is NCMR for more than 6 months, (7 UTAs) downgrade the individual to UQ status and enter into requalification training with subsequent requalification evaluation (T-3).

**Table 3.1. BCC Equipped Unit 3-Month Lookback (Inexperienced/Experienced)**

	<b>Control Events I/E</b>	<b>Event Operations I/E</b>	<b>Link Events I/E</b>	<b>Environment</b>	<b>Notes</b>
MCC/MCCT/ASO/AST/TT/IDT		3/2		L/V/C	3,4
SD/SDT	4/3	3/2		L/V/C	1,2,3
AWO/WD/WDT	8/6			L/V/C	1,2,3
ICO/ICT			4/3		
<b>Notes</b>					
1. Any combination of controlled events may be used to attain the minimum requirements.					
2. Virtual and Constructive may count as live.					
3. Virtual and Constructive accomplishments by DNIC/DNIF crew members will count towards lookback (T-3).					
4. ASTs need both AST and TT event operations.					

**3.9. Continuation Training (CT) Requirements.** The CT training cycle consists of academic and positional training requirements. A crew member's CT requirements are based on their current experience status at the end of the training cycle.

3.9.1. The DO is responsible for oversight of training crew personnel on the general procedures and preparation for executing the unit's DOC-tasked mission and any applicable operations plans (T-3).

3.9.2. **Academic Training Requirements.** The intent of the academic portion of CMR/BMC continuation training is to keep day-to-day training relevant and current with the unit's DOC-tasked missions as well as dynamic real-world environment and ever-changing tactics, techniques and procedures.

3.9.2.1. The unit COT, in conjunction with Weapons and Tactics, administers and records the academic training that supports CT, based on the review, update, and expansion of existing IQT/MQT materials, as well as the introduction of any unit unique current operations interest/focus areas (T-3).

3.9.2.2. The COT, with the approval of the DO, is authorized to adjust the training plan, throughout the training cycle, to meet a dynamic operational training environment or to address any negative trends.

3.9.2.3. The COT ensures documentation of CT IAW [Chapter 6](#) (T-2).

3.9.3. **Positional Training Requirements.** The intent of the positional portion of CT is to keep crew members proficient in the skill sets outlined in AFI 13-1 BCC Vol. 3, *Battle Control Center Operations*.

3.9.3.1. The COT will ensure CMR/BMC individuals meet positional training cycle requirements as described in [Tables 3.2 – 3.8](#) (T-3).

3.9.3.1.1. The COT ensures documentation of positional CT IAW [Chapter 6](#) (T-3).

3.9.3.2. Failure to meet positional training requirements.

3.9.3.2.1. Crew members who fail to accomplish positional training requirements are regressed to NCMR/NBMC status (T-3).

3.9.3.2.2. The crew member will remain NCMR/NBMC until all overdue positional training requirements are accomplished or the crew member accomplishes appropriate/specific training as directed by the Commander ADS/DO (T-3).

3.9.3.2.3. All training requirements for the previous training cycle must be completed before events are credited toward the next training cycle (T-3).

3.9.4. The DO must submit a TDR to inform applicable MAJCOM through their chain of command when potential training shortfalls may result in individuals not meeting their training cycle requirements (T-2).

3.9.5. DOs ensure virtual/constructive missions are accomplished in the most effective manner possible and where live missions are deficient/insufficient (T-3). Virtual/constructive missions/scenarios should also stress increasingly more difficult operations as individual crew members, and crews in general, become more proficient. Finally, virtual/constructive missions should stress skills or situations that are not normally controlled under live conditions (e.g., aircraft emergencies, multiple intercepts).

3.9.5.1. In order to receive credit toward WD/WDT/AWO/SD/SDT for lookback and live training cycle control events, the control events must be accomplished IAW **Tables 3.1, 3.3, and 3.4**. Additionally, these control events must be briefed/debriefed IAW AFI 11-214, *Air Operations Rules and Procedures*. (T-3)

3.9.5.1.1. Although units need to take advantage of all training opportunities available, events conducted without using live/virtual entities will be logged/counted toward WD/WDT/AWO/SD/SDT constructive events (T-3).

3.9.5.1.2. Exercises may be counted towards event operation/link event CT requirements

3.9.6. CT-CMR Positional TRs are expressed in terms of Event Operations, Control Events, Link Events, and Exercises.

3.9.6.1. Weapons personnel TRs are expressed in terms of control events.

3.9.6.2. Surveillance personnel TRs are expressed in terms of event operations.

3.9.6.3. Tactical data link personnel TRs are expressed in terms of link events.

3.9.7. MCC/T

3.9.7.1. Event Operations. The MCC/T will receive credit for one operational event each time they perform MCC/T duties (mission planning, supervising the mission crew, and debriefing the mission) as a CMR/BMC crew member for a minimum of 2 hours (T-3).

3.9.7.2. Exercise. The MCC/T will receive credit for one exercise event each time they perform MCC/T duties for a minimum of 50 percent of the exercise, or a minimum of 2 hours if the exercise is longer than the entire duty shift (T-3).

**Table 3.2. MCC/T Training Cycle Requirements (Inexperienced/Experienced)**

	<b>CMR I/E</b>	<b>BMC I/E</b>	<b>Environment</b>
Event Operations	12/9	5	L/V/C
Exercises	2	2	L/V/C

## 3.9.8. SD/T

3.9.8.1. Event Operation. The SD/T will receive credit for one operational event each time they perform SD/T duties (mission planning, supervising the WDs/AWOs engaged in aircraft control, and operations execution) as a CMR/BMC crew member, for a minimum of 2 hours (T-3).

3.9.8.2. Controlled Event. A controlled event will be IAW **Paragraph 3.9.5.1** and **3.9.9.1 (T-3)**.

3.9.8.3. Exercise. The SD/T will receive credit for one exercise event each time they perform SD/T duties for a minimum of 50 percent of the exercise, or a minimum of two hours if the exercise is longer than the entire duty shift (T-3). Exercises may be counted towards event operation/link event CT requirements.

**Table 3.3. SD/T Training Cycle Requirements (Inexperienced/Experienced)**

	<b>CMR I/E</b>	<b>BMC I/E</b>	<b>Environment</b>	<b>Note</b>
Event Operations	12/9	5	L/V/C	
Control Events	20/14	8	L/V/C	1
Exercises	2	N/A	L/V/C	
<b>Note:</b>				
1. Control events accomplished as a WD will also count towards SDT/WDT control event requirements (T-3).				

## 3.9.9. AWO/WD/WDT

3.9.9.1. Controlled Event. A controlled event will include control of any of the following mission types: air-to-air employment, personnel recovery (PR), air refueling (A/R) (T-3).

3.9.9.1.1. A controlled event may be credited when the following criteria are met (T-3):

3.9.9.1.1.1. Briefed the mission

3.9.9.1.1.2. Took radar/radio control of the aircraft performing the mission

3.9.9.1.1.3. Accomplished at least one of the following:

3.9.9.1.1.3.1. Air-to-Air. The AWO/WD provides control to at least one flight of aircraft conducting air-to-air tactics against a dedicated adversary. The AWO/WD will control the flight from hand-off to hand-off (T-3).

3.9.9.1.1.3.2. Air Refueling. The AWO/WD provides control to an aircraft/flight conducting A/R IAW AFI 11-214. The AWO/WD provides the

appropriate level of control to an aircraft, or flight of aircraft (where flight integrity is maintained) that rendezvous with a tanker/cell (or fighter simulating a tanker). During A/Rs, the AWO/WD may credit one controlled event per set of receivers or single receiver.

3.9.9.1.1.3.3. Personnel Recovery. SDs/AWOs/WDs mission plan, brief and debrief the conduct of the counterland scenario including coordination with external agencies.

3.9.9.1.1.3.3.1. Manages/positions PR participants while executing preplanned or real-time PR plan to include control or coordination of PR air support.

3.9.9.1.1.3.3.2. Manages PR airspace in the PR area, if tasked. Assigns altitude blocks and establishes deconfliction plan between aircraft to include manned/unmanned assets.

3.9.9.1.1.3.3.3. Establishes/executes the PR communications plan.

3.9.9.1.1.4. Debriefed the controlled event.

3.9.9.2. Swapping controllers. During air-to-air employment or A/R missions, controllers may hand over the mission to another controller so that more than one individual may log a control event during the conduct of the mission. To log a control event, each AWO/WD must control fighters from fights-on/vulnerable time through terminate/knock-it-off using close or tactical control (T-3). For A/R mission each controller must meet the minimum A/R mission requirements (T-3).

**Table 3.4. WD/WDT/AWO Training Cycle Requirements (Inexperienced/Experienced)**

	<b>CMR I/E</b>	<b>BMC I/E</b>	<b>Environment</b>	<b>Notes</b>
Control Events	32/24	32/24	L/V/C	1,2
Exercise	2	2	L/V/C	
<b>Notes</b>				
1. Control events accomplished as a WD will also count towards SDT/WDT control event requirements (T-3).				
2. Constructive missions may count toward 50% of control event requirements and may be used to bring an operator back to CMR from NCMR.				

3.9.10. ASO/T

3.9.10.1. Event Operation. The ASO/T will receive credit for one operational event each time they perform ASO/T duties (supervising the surveillance section, and performing air picture management) as a CMR/BMC crew member for a minimum of two hours (T-3). Units are given the discretion of employing available surveillance opportunities to meet practical training requirements. The AST will receive credit for one operational tracking event each time he/she performs tracking of surveillance objects as a CMR/BMC qualified AST for a minimum of 2 hours (T-3).

3.9.10.2. Exercise. The ASO/T will receive credit for one exercise event each time they perform ASO/T duties for a minimum of 50 percent of the exercise, or a minimum of two hours if the exercise is longer than the entire duty shift (T-3).

**Table 3.5. ASO/T Training Cycle Requirements (Inexperienced/Experienced)**

	<b>CMR I/E</b>	<b>BMC I/E</b>	<b>Environment</b>
Event Operations	12/9	5	L/V/C
Exercises	2	2	L/V/C

### 3.9.11. ICO/T

3.9.11.1. Link Event. The ICO/T will receive credit for one operational link event each time he/she performs link operations for a minimum of 2 hours as a CMR/BMC qualified crew member (T-3). The ICO/ICT must be actively involved in duty related tasks (briefing the link, preparing to link, entering/exiting/maintaining the link, ensuring accuracy in the air picture, designing/implementing/monitoring filters, coordinating changes to frequencies/ crypto modes/ keys and the areas of responsibility and debriefing the link). (T-3)

3.9.11.2. Exercise. The ICO/ICT will receive credit for one exercise link event each time he/she performs ICO/ICT duties for a minimum of 50 percent of an exercise, or a minimum of two hours if the exercise is longer than the entire duty shift (T-3). The exercise must include multiple active links with external units IAW Operational Tasking Data Link (OPTASK LINK). (T-3)

**Table 3.6. ICO/T Event**

	<b>CMR I/E</b>	<b>BMC I/E</b>	<b>Environment</b>
Link Events	12/6	5	L/V/C
Exercises	1	1	L/V/C

### 3.9.12. TT

3.9.12.1. Event Operation: The TT will receive credit for one operational tracking event each time he/she performs tracking of surveillance objects as a CMR/BMC qualified TT for a minimum of 2 hours (T-3).

3.9.12.2. Exercise. The TT will receive credit for one exercise event each time they perform as a TT for a minimum of 50 percent of the exercise, or a minimum of two hours if the exercise is longer than the entire duty shift (T-3).

**Table 3.7. TT Training Cycle Requirements (Inexperienced/Experienced)**

	<b>CMR I/E</b>	<b>BMC I/E</b>	<b>Environment</b>
Event Operations	12/9	5	L/V/C
Exercises	2	2	L/V/C

### 3.9.13. IDT

3.9.13.1. Event Operation. The IDT will receive credit for one operational identification event each time they perform identification of surveillance objects as a CMR/BMC crew member for a minimum of 2 hours (T-3).

3.9.13.2. Exercise. The IDT will receive credit for one exercise event each time they perform as an IDT for a minimum of 50 percent of the exercise, or a minimum of two hours if the exercise is longer than the entire duty shift (T-3).

**Table 3.8. IDT Training Cycle Requirements (Inexperienced/Experienced)**

	<b>CMR I/E</b>	<b>BMC I/E</b>	<b>Environment</b>
Event Operations	12/9	5	L/V/C
Exercises	2	2	L/V/C

**3.10. Unqualified (UQ)**

3.10.1. The CC (ADS/DO) will direct the downgrade of a CMR/BMC qualified individual to UQ status when the individual fails any positional evaluation, fails to complete a QUAL/MSN by the expiration date, fails to regain CMR status within 6 months, or the CC (ADS/DO) determines an individual to be non-proficient (T-3). When an individual is downgraded to UQ, one of the following will occur: (T-3)

3.10.1.1. The CC (ADS/DO) will direct trainee entry into requalification training for 30 calendar days (2 UTAs) as required or

3.10.1.2. Unit CC takes appropriate administrative action IAW AFI 36-2101 and/or AFI 11-401.

3.10.2. Upon successful completion of the requalification training, the COT releases the individual to Stan Eval to complete the requalification evaluation (RQ) within 30 days (2 UTAs) (T-3).

3.10.3. NLT the 30th calendar day (2 UTAs), of the requalification training period one of the following occurs: (T-3)

3.10.3.1. The trainee completes the requalification training, and is released to Stan Eval by the COT or

3.10.3.2. The trainee does not complete the requalification training. The trainee is referred to the unit DO to do one of the following:

3.10.3.2.1. The trainee is referred to the unit CC to take administrative action IAW AFI 36-2101 and/or AFI 11-401 or

3.10.3.2.2. Request an additional 30 calendar days (2 UTAs) of extended requalification training through the appropriate NAF to ACC/A3C (PACAF/A8X for PACAF units). The trainee will immediately enter the 30 calendar day (2 UTAs) extension while the request is being staffed (T-3). These days will count towards the 30 days (2 UTAs) of extended requalification training (T-3).

3.10.3.2.3. If the NAF or ACC/A3C (PACAF/A8X for PACAF units ) denies the request then the unit CC takes action IAW AFI 36-2101 and/or AFI 11-401. The

MAJCOM is the final approval for the additional 30 calendar days (2 UTAs) of requalification training.

**3.11. Unit Certification Program.** Unit-unique positions (non-CMR/BMC) will be given a certified status (T-3). When applicable, each unit will develop and implement a training program for all unit certified positions IAW MAJCOM/NAF/Group/unit directives and document the certification IAW [Chapter 6 \(T-3\)](#).

**3.12. Multi-Qualified Personnel.** DOs may multi-qualify personnel who demonstrate the knowledge and proficiency skills required to maintain multiple BCC duty position qualifications. The purpose of multiple qualifications is to provide unit DOs with the flexibility to address a dynamic training environment and to increase combat capability.

3.12.1. Personnel who are selected to train in another position must complete IQT/MQT requirements IAW [Chapter 2 \(T-3\)](#).

3.12.2. Multi-qualified CMR/BMC personnel must achieve the performance standards and academic TRs for each position, however, when the academic requirements are identical, they need only be accomplished once (T-3).

3.12.3. Upon completing an INIT QUAL MSN for a secondary qualification, complete documentation IAW [Chapter 6](#). Additionally, ensure the documentation reflects both a primary duty position and all other qualifications as secondary duty positions. (T-3)

3.12.3.1. A separate AF Form 4142, *Individual Annual Training Record* must be maintained for each duty position an individual is qualified in (T-2).

**3.13. Multiple Systems Qualified Personnel.** Multiple system-qualified personnel are only required to meet CT TRs as if qualified on a single system with the additional guidance below.

3.13.1. Events accumulated during a TDY status, to include contingency operations, may be logged as CT events and may count toward training cycle events with the following exceptions:

3.13.1.1. A crew member's primary system training cycle events will never be less than 50 percent of total requirements (T-3).

3.13.1.2. Contingency events will not count for more than 50 percent of total CT requirements (see [Paragraph 3.7.2](#)) (T-3).

## Chapter 4

### UPGRADE/SPECIALIZED TRAINING

#### 4.1. General

4.1.1. Upgrade training, for the purposes of this AFI, is defined as specific academic and positional training required to qualify/certify in a supervisory/higher crew position that has, as a prerequisite, a current or previous qualification in another crew position (or experience level) within the same weapon system.

4.1.2. This chapter outlines/establishes the minimum eligibility criteria and the training requirements for upgrade and specialized training.

**4.2. Requirements.** Upgrade training requirements provide crew members with the academic, crew training device, and/or control activity needed to attain a supervisory/higher level of crew qualification.

**4.3. Waivers/Extensions.** Wing-level equivalent or their designated representatives are the waiver authority for upgrade requirements/prerequisites. In cases where current conflicts exist between IQT/MQT and upgrade training guidance, IQT/MQT guidance will take precedence (T-2).

**4.4. Instructor Upgrade.** Instructor upgrade training prepares crew members for qualification as an instructor.

4.4.1. The academic training materials for instructor qualification is accomplished IAW MAJCOM approved syllabus and is available through the ACC TRSS Det 9 CoP (<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=AC-OP-01-29>).

4.4.2. Prior to nomination for instructor upgrade, crew members will be CMR and experienced in the duty position, IAW **Paragraph 1.3.4** in which they are selected to instruct (T-3). Enlisted crew members must also hold a 5-skill level (T-3).

4.4.3. Prerequisites. The CC (ADS/DO) may waive the experience requirement based on an individual's previous instructor experience. The following additional exceptions may be used by the CC (ADS/DO) as a guide to nominate crew members for instructor upgrade.

4.4.3.1. USAFWS and Advanced Weapons Director Course (AWDC) graduates may be immediately assigned as instructors upon completion of the INIT QUAL/MSN or QUAL/MSN. An Instructor evaluation is required prior to assuming instructor duties. (T-3)

4.4.3.2. Academic Instructor Course (AIC), Flight Instructor Course (FIC), and Battle Management Instructor Training (BMIT) graduates may be recommended for Instructor upgrade after 4 months as a CMR crew member and exhibiting necessary BCC equipment knowledge. Graduates of these courses are not required to complete the academic portion of the Instructor Training program (instructor course positional training requirements may also be waived IAW **Paragraph 4.3**), but must still complete an Instructor evaluation prior to assuming instructor duties (T-2).

4.4.4. Those individuals who were instructor qualified on other weapons systems may be nominated for instructor upgrade after a minimum of 4 months of being CMR in the similar crew position at the discretion of the SQ/CC.

4.4.4.1. Instructors who were certified prior to the publication of this instruction will maintain their certifications for up to 17 months (T-3). These instructors will then complete an instructor evaluation IAW AFI 13-1STAN/EVAL Vol. 2 (T-3).

4.4.5. Crew Position Specific Instruction.

4.4.5.1. Instructor SDs may instruct AWOs and WDs. Instructor SDTs may instruct WDTs. Additionally, instructor AWOs and instructor WDs may instruct the weapons portion of SD training. Instructor WDTs may instruct the weapons portion of SDT training. Instructor ASTs may instruct TTs.

4.4.5.2. All instructors are authorized to instruct the core blocks of any mission crew position.

**4.5. AWOs require a minimum of 12 months CMR/BMC status as an AWO prior to entering SD, ASO or ICO upgrade training (T-3).** The DO may waive the experience prerequisite based on demonstrated performance.

**4.6. Specialized Training.** Within the BCC, there are specific responsibilities, duties, or tasks that fall outside the formal training area and only require certification to document competency in specific or particular duties/tasks.

4.6.1. **Emergency Action Coordinator (EAC) Certification.** The EAC is responsible to the Battle Commander when the Battle Staff is formed. The duties and responsibilities of the EAC are outlined in AFI 13-1 BCC Vol. 3. Units will develop EAC certification training programs (T-3). Unit EAC certification training programs will be approved by the appropriate NAF or Group within the unit's chain of command (T-3).

**4.7. Qualification Transfers/Difference Training.** Unit crew members changing assignments or TDY to a unit/location with the same mission equipment (e.g., Western Air Defense Sector (WADS) to Eastern Air Defense Sector (EADS)) may be continued in their previous training phase/qualification/certification, following local orientation and if appropriate, difference training.

4.7.1. Training requirements will be prescribed by the gaining unit COT based on current mission equipment and the crew member's system knowledge/experience (T-3).

4.7.2. Any positional task listing standards assigned for the duty position must be achieved (T-3).

4.7.3. All personnel require difference training on any added or modified equipment configurations (T-3).

4.7.4. The difference training completion date and any test scores of written local area procedures examinations are entered into the individual training record, IAW **Chapter 6** (T-3).

## Chapter 5

### MAJCOM SPECIFIC GUIDANCE

**5.1. General.** MAJCOMs may use separate chapter supplementation or publish a combined basic publication which includes supplemental guidance. If the combined method is used, MAJCOM-specific guidance will follow the applicable paragraph in the basic volume with the appropriate MAJCOM acronym inserted after the paragraph number (T-2).

**5.2. Supplements.** Units will process their supplements to this publication IAW [Paragraph 1.10.1 \(T-2\)](#).

#### **5.3. Unit Guidance**

5.3.1. Within ACC, 1AF units are not currently organized as squadrons. As a result, the following guidance concerning use of “squadron commander” or “unit commander” applies.

5.3.1.1. Where this document refers to the squadron or unit commander, the EADS and WADS DO functions as the authority, except for personnel action governed by AFI 36-2101 and/or AFI 11-401. In those cases, the ADS/CC remains the approval authority.

5.3.1.2. Where the document refers to the DO, the EADS/DOC functions as the responsible authority.

## Chapter 6

### OPERATIONS TRAINING DOCUMENTATION

**6.1. Introduction.** Documentation of academic and positional training accomplishments provide a current record of an individual's training during the past three months, the past year, and throughout his/her career. This information is vital for an accurate assessment of the individual's three-month lookback, training cycle TRs, as well as overall experience level. Units with access to the LMS will use it to document academic and positional training accomplishments (T-2).

**6.2. Operations Training Records Maintenance.** Unit DOT will maintain operations training records for all assigned/attached 13B/1C5 personnel (T-2).

**6.3. Forms.** This instruction prescribes and directs the use of AF Form 4141, *Individual Annual Training Record* and AF Form 4142 and refers to the AF Form 8 which is prescribed by AFI 13-1 STAN/EVAL Vol. 2. Instructions for completing these forms are contained within the electronic form, this chapter, and [Attachment 5](#).

#### 6.3.1. AF Form 4141.

6.3.1.1. The DOT maintains an AF Form 4141 on all personnel entered into qualification training.

6.3.1.2. Completed forms are maintained IAW [Paragraphs 6.4.1 to 6.4.5](#) (T-2).

#### 6.3.2. AF Form 4142.

6.3.2.1. The DOT maintains an AF Form 4142 for the following personnel:

6.3.2.1.1. Assigned/attached personnel possessing a 13BXX/1C5X1/1C5X1D AFSC or Canadian equivalent who are required to maintain CMR/BMC qualification.

6.3.2.1.2. A separate AF Form 4142 must be maintained for each duty position/qualification (T-2).

6.3.2.2. Completed AF Form 4142 is maintained IAW [Paragraph 6.4.1](#) (T-2).

6.3.3. AF Form 8. This form is used by Stan Eval to record evaluations; however, the COT uses it to certify completion of any additional training requirements that result from evaluations. The instructor completing the additional training (or last training event if more than one) will notify the COT, or designated representative if COT is not available, that additional training is complete (along with providing supporting mission gradesheet documentation) (T-3). The COT, or designated representative, will sign and date the "Date Additional Training Completed" block in Section II of the AF Form 8 (T-3).

6.3.3.1. The COT annotates completion of the evaluation on the AF Form 4141 (T-3).

**6.4. Permanent Training Record.** The COT maintains a permanent training record for all assigned and attached personnel. The COT uses individual 6-part folders and identifies each folder by typing the individual's last name, first name, and middle initial in capital letters on a standard size folder label. This label is affixed to the folder's tab. The training officer may pencil in additional information on the label (e.g., rank, crew, director designator). Tests or test answer sheets are not filed in this folder. Current AF Form 4141/4142 may be kept in a separate

binder for ease of record keeping, but forms will be returned to the permanent training records prior to the individual's permanent change of station (T-3). Permanent training records may also be maintained electronically in lieu of hard copies. If maintained electronically, the format will be identical to the six-part folder and a backup system for recovering the "digital" records due to system failure must be in-place (T-3). The unit must ensure continuous accessibility of the digital records. (T-3)

**NOTE:** The COT will ensure all items are recorded within the LMS (T-3). AF Form 1042 will be placed in a separate folder, either electronically or hard copy IAW **Paragraph 6.4.3 (T-3)**. The permanent training record, to include electronic is organized as follows:

6.4.1. Section I, Qualification Data. This section contains the current copy of AF Form 4141 and AF Form 4142. If hard copies are maintained for AF Form 4141 entries, place the AF Form 4141 on the left side and AF Form 4142 on the right side of Section I. Units with the LMS may maintain the AF Form 4141 and the current AF Form 4142 electronically in the LMS however the information in both areas must match (T-3).

6.4.2. Section II, Personal History. This section contains any other current records/documents pertaining to qualification or proficiency, to include waivers (T-2).

6.4.3. Section III, Medical Qualification/Medical Waivers. This section includes a current copy of the original annual AF Form 1042 for all 13B/1C5 personnel or Canadian equivalents. An AF Form 1042 placing an individual on DNIC status is also kept during the DNIC period. When applicable, the AF Form 702, *Individual Physiological Training Record*, is placed behind the current AF Form 1042. In addition, medical profiles that affect operational status will be filed in this section (T-3). Sensitive medical history or other records of a personal medical nature will not be maintained in this file (T-0). If medical documentation is sensitive, a memo for record, signed by the DO, is placed in this section. This memo states the individual is removed from training and includes dates, if available. After an individual is placed on DNIC/DNIF status, the COT will ensure the AF Form 1042, is maintained during the DNIC/DNIF period (7 days or more), file it in the transitory files and annotate the AF Form 4141 (T-3).

6.4.4. Section IV, Training History. This section includes certificates from AETC courses, MAJCOM formal courses, and any formal ground environment training. This material is filed chronologically with the latest date on top and kept as a permanent part of this folder. Locally generated training records may be maintained in this section while the individual is in IQT/MQT training. Also contained is the DO's justification for late entry into IQT/MQT. System specific task/task qualification, or the computer-generated product, is maintained in this section or in a database. However, upon PCS, all computerized products must be translated into hardcopy or electronic means and placed in the appropriate section (T-3).

6.4.5. Section V, Miscellaneous Experience. This section contains completed AF Form 4141/4142 and control experience forms from other commands. File these forms chronologically with the latest date on top as a permanent part of the training folder (T-3).

**6.5. Transfer of Records.** Upon reassignment (PCS/Permanent Change of Assignment (PCA) only), a student will hand carry the permanent records to the gaining unit (T-3). If the gaining unit has access to the LMS then the losing unit will notify the LMS Analysis and Resource

Center (ARC) Help Desk to coordinate transferring the individual to the gaining unit's domain (T-3).

6.5.1. Where available, the information required by AF Form 4141/4142 will be maintained within the LMS (instead of hardcopy) (T-3). If the LMS version is used, upon PCS/TDY, the losing unit will contact the LMS ARC Help Desk and request the individual's record be placed in a hold status (T-3). COT may print a hard copy or provide electronic "pdf" of the AF Form 4141 and all AF Form 4142s to be hand carried with the individual. Upon in-processing operations training, the gaining unit's COT will contact the LMS ARC Help Desk to have the individual's record transferred into their unit's domain (T-3).

**6.6. Documentation.** Training is documented on two forms: AF Form 4141 and AF Form 4142. The LMS will be used as the primary system of documentation for those units that access the LMS (T-2).

6.6.1. AF Form 4141. This form is used to record significant occurrences during an individual's training. As a minimum the following events must be recorded (T-3):

6.6.1.1. The COT will review all newly arriving individuals' training records and ensure the review is recorded in the LMS (T-3). The COT will use these instructions in conjunction with the ACC/A3CG provided training documentation table for completing the AF Form 4141 within the LMS (T-2).

6.6.1.2. When an individual has completed a transfer of training status from another unit, the COT will enter completion date and test scores (T-3).

6.6.1.3. The COT will annotate any removal from unit training for purposes of formal school attendance (T-3).

6.6.1.4. The COT will certify that a trainee has completed IQT/MQT (T-3).

6.6.1.5. The COT will record entry into CT-CMR or CT-BMC (T-3).

6.6.1.6. The DO will identify the primary duty position of multi-qualified personnel (T-3).

6.6.1.7. The COT will document the appointment of an individual as an instructor by duty position (T-3).

6.6.1.8. The COT will document regression to NCMR/NBMC status and return to CMR/BMC status (T-3).

6.6.1.9. When the CC (ADS/DO) grants a probationary period for an individual to meet 3-month lookback requirements (T-3).

6.6.1.10. Proration of requirements will be recorded and certified by the DO (T-3).

6.6.1.11. The COT will document specialized training/task certification (e.g. Emergency Action Coordinator) (T-3).

6.6.2. AF Form 4142. This form is used to document training accomplishments. The COT records accomplishment of academic and positional TRs and instructor or Stan Eval-monitored accomplishments on AF Form 4142. (T-2)

**6.7. Training Deficiency Reports (TDR).** Training Deficiency Reports are used to identify problems beyond the unit's ability to resolve and that may prevent the unit, or individual(s) from satisfying academic or positional TRs. TDRs identify known or potential training problems to Higher Headquarters for information and management purposes. TDR identified issues need to be resolved at the lowest level of command.

6.7.1. As a minimum, the unit submits the following information: (T-2)

6.7.1.1. Broken equipment that has an impact on training (to include simulation equipment)

6.7.1.2. Lack of live and virtual events for training or evaluations

6.7.1.3. Instructor/evaluator shortfalls

6.7.1.4. Airspace limitations

6.7.1.5. Inability to conduct effective exercises

6.7.1.6. Mode 4 training shortfalls

6.7.1.7. Computer operations to include hardware and software problems

6.7.2. Units submit TDRs through their chain of command (info copy only to appropriate NAF) via electronic means in electronic memorandum format noted in AFMAN 33-326. Units will use the following format and provide sufficient detail that will lead to specific action to resolve the issue: (T-2)

6.7.2.1. Title: Training Deficiency Report

6.7.2.2. Unit: Unit submitting the training deficiencies

6.7.2.3. Description of problem

6.7.2.4. Date problem began/expected to begin

6.7.2.5. Corrective action taken/anticipated

6.7.2.6. Estimated date of problem correction

6.7.2.7. Recommended solution to resolve the training deficiency

6.7.2.8. Remarks

6.7.3. MAJCOMs will respond to these reports within 10 work days of receipt, and if appropriate, respond with specific guidance or a plan to resolve the identified issues with estimated completion dates.

## Chapter 7

### KOREAN TACTICAL AIR CONTROL SYSTEM

**7.1. General.** This chapter outlines CT requirements for personnel assigned to the 621 ACS. CT provides crew members with the volume, frequency, and mix of training necessary to maintain proficiency at the assigned qualification level. All 13B and 1C5 personnel are required to attain CMR status in an authorized duty position, unless otherwise stated (T-2).

**7.2. Waivers.** Requests for waivers are submitted through the chain of command to the appropriate Tier waiver approval authority (T-2).

**7.3. Logging of CT Requirements by Instructors/Evaluators.** At the end of the lookback period, up to 50 percent of required positional CT events (rounded down to the next whole number, but not below 1) may be credited from instructor/evaluator monitored events. The instructor/evaluator must have monitored mission planning and any briefings, missions, and debriefings (T-3).

#### **7.4. Proration of End-of-Cycle Requirements**

7.4.1. At the end of the lookback period, the COT may prorate all positional training requirements when:

7.4.1.1. An individual is TDY, medically disqualified/DNIF/DNIC, convalescent leave or on emergency leave for 30 cumulative days or more. Normal annual leave will not be considered as non-availability (T-3).

7.4.1.2. An individual is upgraded after the start of the lookback period. Training accomplished during IQT/MQT will not be counted toward CT requirements (T-3).

**7.5. Continuation Training (CT) Requirements.** The COT documents on the AF Form 4141 that the trainee has completed training requirements and is CMR (T-3). CT requirements consist of both academic and positional minimums identified below.

**7.5.1. Academic Training Requirements.** The intent of the academic portion of CMR/BMC continuation training is to keep day-to-day training relevant and current with the unit's DOC-tasked missions as well as dynamic real-world environment and ever-changing tactics, techniques and procedures.

7.5.1.1. The unit COT, in conjunction with Weapons and Tactics, administers and records the academic training that supports CT based on the review, update, and expansion of existing IQT/MQT materials, as well as the introduction of any unit unique current operations interest/focus areas (T-2).

7.5.1.2. As a minimum, academic CT requirements consist of 15 hours of training semiannually (T-3).

7.5.1.3. Academic CT requirements may be prorated based upon the month in which the individual was upgraded to CMR (beginning the first full month following upgrade to CMR) (T-2).

7.5.1.4. The COT ensures documentation of CT IAW [Chapter 6](#) (T-2).

7.5.2. **Positional Requirements.** Personnel will complete the required number of events contained in **Table 7.1** (T-3). Due to annual rotation cycle associated with remote assignments, lookback requirements will be used in lieu of annual requirements (T-3).

**Table 7.1. Korea Quarterly Live Weapons Positional/3-month Lookback Requirements.**

MISSION TYPE	CMR AWO/WD (I/E)	CMR SD (I/E)	CMR MCC/MCCT/DST (I/E)	NOTES
Air-to-Air	12/6	2/2	N/A	2, 3, 4
Refueling	2/1	1/1	N/A	1, 4
Air-to-Surface	6/3	1/1	N/A	3, 4
Positional Hours	N/A	48/24	48/24	4, 5
Check In Hours	32/16	8/8	N/A	4
<b>Notes:</b>				
1. Constructive A/R can be substituted for 100% of live requirements.				
2. Air-to-air missions must be a minimum of 2vX events or greater (T-3).				
3. When live air-to-air and air-to-surface missions are not available to meet TRs, the DO may authorize an individual to substitute 50% of live requirements with constructive.				
4. Instructor/evaluators can credit up to 50% of total training requirements from monitored missions on a one-to-one basis.				
5. Event operations equate to positional hours.				

7.5.2.1. Events accumulated during a TDY status, to include contingency operations, may be logged as CT events and may count toward lookback events with the following exception:

7.5.2.1.1. A crew member's primary system lookback events will never be less than 50 percent of total requirements (T-3).

7.5.2.2. DNIC/DNIF crew member's training accomplishments on virtual/constructive environments will count towards lookback requirements (T-3).

7.5.2.3. Training requirements will be based upon crew member experience level at the end of the 3-month lookback period (T-3).

7.5.2.4. Lookback periods will be calculated on the first duty day of each month (T-3).

7.5.2.5. The COT will submit the 3-month lookback report no later than the 5<sup>th</sup> day of the month (T-3).

7.5.2.6. Lookback computations for newly qualified crew members begins following completion of INIT QUAL/MSN Eval, as applicable, and 3 full months of CMR status. Computation for crew members being restored to CMR status will start the month following return to CMR status (T-3).

**Example:** Capt Garza completed his/her INIT QUAL/MSN on 17 October. His/her lookback computations will not begin until 1 November. Even though Capt Garza's lookback does not start until 1 November, any CT accomplishments accumulated from 17 - 31 October are counted toward lookback requirements.

7.5.3. Failure to Meet 3-Month Lookback. If a CMR crew member fails to meet the 3-month lookback requirement, the DO may:

7.5.3.1. Regress the individual to NCMR status or,

7.5.3.2. Remove the individual from a CMR manning position; or,

7.5.3.3. Place the crew member in probation status for 1 month. If the DO chooses probation, the crew member is required to reestablish a 3-month lookback by the end of the probation period to remain CMR.

7.5.3.4. Document all actions IAW **Chapter 6 (T-2)**.

7.5.4. Crew members that regress to NCMR status for less than 6 months will complete DO-approved training consisting (as a minimum) of the following before returning to CMR status (T-3):

7.5.4.1. Must be monitored by an instructor for a minimum of one effective control event and/or event operation, as applicable to the duty position (T-3). The event will be completed on live mission events (T-3).

7.5.4.2. Upon completion of training, the instructor recommends return to CMR, (documented on an ACC Form 206 or similar form) and the COT returns the individual to CMR status (T-3).

7.5.4.3. The missions and events accomplished during the training may be credited toward a crew member's 3-month lookback.

7.5.5. If a crew member is NCMR for more than 6 months, the COT will downgrade the crew member to UQ status and they will enter into requalification training with subsequent requalification evaluation (T-3).

7.5.6. If a crew member is UQ for more than one year, the COT will determine if the crew member will be entered into requalification training or IQT/MQT (T-3).

## **7.6. Unqualified (UQ)**

7.6.1. The DO will direct the downgrade of a CMR/BMC qualified individual to UQ status when the individual fails any positional evaluation, fails to complete a QUAL MSN by the expiration date, fails to regain CMR status within 6 months, or the DO determines an individual to be non-proficient (T-3). When an individual is downgraded to UQ, one of the following will occur (T-3):

7.6.1.1. The DO directs trainee entry into requalification training for 30 calendar days as required or

7.6.1.2. Unit CC takes appropriate administrative action IAW AFI 36-2101 and/or AFI 11-401.

7.6.1.3. Upon successful completion of the requalification training, the COT releases the individual to Stan Eval to complete the requalification evaluation (RQ) within 30 days.

7.6.2. NLT the 30th calendar day, of the requalification training period one of the following occurs: (T-3)

7.6.2.1. The trainee completes the requalification training, and is released to Stan Eval by the COT or

7.6.2.2. The trainee does not complete the requalification training. The trainee is referred to the unit DO to do one of the following:

7.6.2.2.1. The trainee is referred to the unit CC to take administrative action IAW AFI 36-2101 and/or AFI 11-401 or

7.6.2.2.2. Request an additional 30 calendar days of extended requalification training through the appropriate NAF to PACAF/A8X. The trainee will immediately enter the 30 calendar day extension while the request is being staffed (T-3). These days will count towards the 30 days of extended requalification training (T-3).

7.6.2.2.3. If the NAF or PACAF/A8X denies the request then the unit CC takes action IAW AFI 36-2101 and/or AFI 11-401. The MAJCOM is the final approval for the additional 30 calendar days of requalification training.

**7.7. Unit Certification Program.** Unit-unique positions (non-CMR required positions) will be given a certified status (T-3). When applicable, each unit will develop and implement a training program for all unit certified positions IAW MAJCOM/NAF/Group/unit directives and document the certification IAW **Chapter 6 (T-3)**.

**7.8. Multi-Qualified Personnel.** DOs may multi-qualify personnel who demonstrate the knowledge and proficiency skills required to maintain multiple BCC duty position qualifications. The purpose of multiple qualifications is to provide unit DOs with flexibility to address a dynamic training environment and to increase combat capability.

7.8.1. Personnel who are selected to train in another position must complete IQT/MQT requirements IAW **Chapter 2 (T-3)**.

7.8.2. Multi-qualified CMR/BMC personnel must achieve the performance standards and academic TRs for each position, however, when the academic requirements are identical, they need only be accomplished once (T-3).

7.8.3. Upon completing an INIT QUAL MSN for a secondary qualification, complete documentation IAW **Chapter 6**. Additionally, ensure the documentation reflects both a primary duty position and all other qualifications as secondary duty positions. (T-2)

7.8.3.1. A separate AF Form 4142 must be maintained for each duty position an individual is qualified in (T-2).

**7.9. Augmenting Personnel.** The 621 ACS is required to develop/implement a training program for augmenting personnel (AWO/WD or Joint service equivalent) IAW unit directives. The DO will ensure augmenting personnel are CMR (or service equivalent) in their home station primary weapon system. Based on the unit approved training program, augmenting personnel will be monitored by an instructor until certified. Upon completion of certification, augmenting personnel will be allowed to perform crew specific duties. (T-3)

## **7.10. Event Operations/Positional Hours**

7.10.1. MCC/T/DST

7.10.1.1. Event Operations/Positional Hours. The MCC/T/DST will receive credit for one operational event each time they perform MCC/T/DST duties (mission planning, supervising the mission crew, and debriefing the mission) as a CMR/BMC crew member for an entire crew shift (T-3).

#### 7.10.2. SD

7.10.2.1. Event Operations/Positional Hours. The SD will receive credit for one operational event each time they perform SD duties (mission planning, supervising the WDs/AWOs engaged in aircraft control, and operations execution) as a CMR/BMC crew member, for an entire crew shift (T-3).

7.10.2.2. Controlled Event. A controlled event will be IAW **Paragraph 7.10.3.1 (T-3)**.

#### 7.10.3. AWO/WD

7.10.3.1. Controlled Event. A controlled event will include control of any of the following mission types: air-to-air, PR, A/R and air-to-ground (A/G) (T-3).

7.10.3.2. A controlled event may be credited when the following criteria are met: (T-3)

7.10.3.2.1. Briefed the mission.

7.10.3.2.2. Took radar/radio control of the aircraft performing the mission.

7.10.3.2.3. Accomplished at least one of the following:

7.10.3.2.3.1. Air-to-Air. The AWO/WD provides control to at least one flight of aircraft conducting air-to-air tactics against a dedicated adversary. The AWO/WD will control the flight from hand-off to hand-off (T-3).

7.10.3.2.3.2. Air Refueling. The AWO/WD provides control to an aircraft/flight conducting A/R IAW AFI 11-214. The AWO/WD provides close or tactical control to an aircraft, or flight of aircraft (where flight integrity is maintained) that rendezvous with a tanker/cell. During A/Rs, the AWO/WD may credit one A/R mission per set of receivers or single receiver. Weapons personnel may also credit more than one type mission during combined missions, in cases where the flight conducts another mission in addition to the refueling. For example, if the AWO/WD conducts a rendezvous onto a tanker then takes the fighters off tanker and conducts intercepts, the weapons individual credits both an A/R and an air-to-air mission. The A/R missions must be conducted in a live, virtual, constructive environment (T-3).

7.10.3.2.3.3. Debriefed the controlled event

7.10.3.3. Swapping controllers: During air-to-air employment or A/R missions, controllers may hand over the mission to another controller so that more than one individual may log a control event during the conduct of the mission. To log a control event, each AWO/WD must control fighters from fights-on/vulnerable time through terminate/knock-it-off using close or tactical control. For A/R mission each controller must meet the minimum A/R mission requirements. (T-3)

## Chapter 8

### JAPAN AIR SELF DEFENSE FORCE (JASDF) JAPAN AIR DEFENSE GROUND ENVIRONMENT (JADGE) SYSTEM

**8.1. Purpose.** This chapter outlines CT requirements for personnel conducting command and control operations from Japan Air Self Defense Force (JASDF) JADGE facilities. This includes the 623 ACF and 610 ACF. All 13B and 1C5 personnel are required to attain CMR status in a duty position unless otherwise stated. Personnel assigned to the 18 OG/18 OSS performing oversight for the 623 ACF programs will attain CMR status in an operational duty position at the 623 ACF. Personnel assigned to the 35 OG/35 OSS will attain CMR status in an operational duty position at the 610 ACF. (T-3)

**8.2. Waivers.** Requests for waivers are submitted through the chain of command to the appropriate Tier waiver approval authority (T-2).

**8.3. Logging of CT Requirements by Instructors/Evaluators.** IAW [Paragraph 3.6](#) (T-3).

**8.4. Proration of End-of-Cycle Requirements.** IAW [Paragraph 3.7](#)

**8.5. CMR/BMC Regression.** IAW [Paragraph 3.8](#) with the following exceptions. (T-3)

8.5.1. Japan lookback requirements are outlined in [Table 8.1](#)

8.5.2. Up to 50% of requirements may be conducted using simulated constructive missions.

**Table 8.1. Japan 3-Month Lookback Requirements**

	Control Events (I/E)	Event Operations (I/E)
MCC/MCCT/SD/SDT		4/2
SD/SDT	3/2	
AWO/WD/WDT	8/6	

**8.6. Continuation Training (CT) Requirements.** IAW [Paragraph 3.9](#) with the following exceptions.

8.6.1. Japan positional training requirements are outlined in [Table 8.2](#)

8.6.2. Missions performed on other automated control systems equipment may be counted toward the completion of annual/lookback training requirements.

8.6.3. Up to 50% of requirements may be conducted using simulated constructive missions.

8.6.4. Participation in a bilateral exercise is required. With ACF/CC approval, a Wing-level Large Force Employment may be substituted if a bilateral exercise is not available. (T-3)

**Table 8.2. Japan Training Cycle Requirements**

	Control Events (I/E)	Event Operations (I/E)	Link Events (I/E)	Large Scale Exercises	Notes
MCC/MCCT		16/9		2	1,2,3,4,5

SD/SDT	12/8	16/9		2	1,2,3,4,5
AWO/WD/WDT	32/24				1,2,3
ICO/ICT			12/6		

**NOTES**

1. Instructor/Evaluators can credit up to 50% of total training requirements from monitored missions on a one-for-one basis.
2. Missions performed on other automated control systems equipment may be counted toward the completion of annual training requirements.
3. Personnel can receive up to 50% of annual requirements on simulated missions.
4. Accomplish positional training while performing duties supervising their appropriate section IAW AFI 13-1BCC Vol. 3 Battle Control Center Operations.
5. Participation in a bilateral exercise (e.g. COPE NORTH, KEEN EDGE, KEEN SWORD) is required. One wing-level large force employment may be substituted if a bilateral exercise is not available.

**8.7. Event Operations/Positional Hours.** IAW Paragraphs **3.9.7 - 3.9.9.2** In addition, air-to-surface events may be counted as controlled missions. During large force employment and exercises involving multiple sets of aircraft, check-in may qualify for currency requirements at the discretion of the DO.

**8.8. Unqualified (UQ).** IAW Paragraph **3.10**

**8.9. Unit Certification Programs.** IAW Paragraph **3.11**

**8.10. Multi-Qualified Personnel.** IAW Paragraph **3.12**

**8.11. Augmenting Personnel.** ACFs are required to develop/implement a training program for augmenting personnel (AWO/WD or Joint service equivalent). The DO will ensure augmenting personnel are CMR (or service equivalent) in their home station primary weapons system. Based on the unit approved training program, augmenting personnel will be monitored by an instructor until certified. Upon completion of certification, augmenting personnel will be allowed to perform crew specific duties. (T-3)

BURTON M. FIELD, Lt Gen, USAF  
DCS, Operations, Plans and Requirements

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

AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*  
 AFPD 13-1 *Command and Control Enterprise (C2 Enterprise)*  
 AFI 11-214, *Air Operations Rules and Procedures*  
 AFI 11-401, *Aviation Management*  
 AFI 11-402, *Aviation and Parachutist Service Aeronautical Ratings and Aviation Badges*  
 AFI 13-1 BCC Vol. 2, *Battle Control Center Evaluation Criteria*  
 AFI 13-1 BCC Vol. 3, *Battle Control Center Operations*  
 AFI 13-1STAN/EVAL Vol. 2 *Command and Control Systems Standardization Program-Organization and Administration*  
 AFI 33-360 *Publications and Forms Management*  
 AFI 36-2101 *Classifying Military Personnel*  
 AFI 36-2251, *Management of Air Force Training Systems*  
 AFI 36-2626, *Airman Retraining Program*  
 AFI 48-123 *Medical Examinations and Standards*  
 AFMAN 33-326, *Preparing Official Communications*  
 AFMAN 33-363, *Management of Records*

***Prescribed Forms***

None

***Adopted Forms***

ACC Form 206, *Individual Mission Gradesheet*  
 AF Form 8, *Certificate of Aircrew Qualification*  
 AF Form 702, *Individual Physiological Training Record*  
 AF Form 847, *Recommendation for Change of Publication*  
 AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*  
 AF Form 4141, *Individual's Record of Duties and Experience Ground Environment Personnel*  
 AF Form 4142, *Individual Annual Training Record*

***Abbreviations and Acronyms***

**ABM**—Air Battle Manager

**ACC**—Air Combat Command

**ACF**—Air Control Flight  
**ACS**—Air Control Squadron  
**ACWS**—Aircraft Control and Warning Squadron  
**ADS**—Air Defense System, Air Defense Sector  
**AETC**—Air Education and Training Command  
**AFECD**—Air Force Enlisted Classification Directory  
**AFOCD**—Air Force Officer Classification Directory  
**AFI**—Air Force Instruction  
**AFPD**—Air Force Policy Directive  
**AFRC**—Air Force Reserve Command  
**AFGM**—Air Force Guidance Memorandum  
**AFSC**—Air Force Specialty Code  
**AKRAOC**—Alaska Region Air Operations Center  
**ANG**—Air National Guard  
**A/R**—Air Refueling  
**ARMS**—Aviation Resource Management System  
**ASO**—Air Surveillance Officer  
**AST**—Air Surveillance Technician  
**AWACS**—Airborne Warning and Control System  
**AWO**—Air Weapons Officer  
**BCC**—Battle Control Center  
**BMC**—Basic Mission Capable  
**C2**—Command and Control  
**CAF**—Combat Air Force  
**CC**—Commander  
**CMR**—Combat Mission Ready  
**CONUS**—Continental United States  
**COP**—Community of Practice  
**COT**—Chief of Training  
**CRC**—Control and Reporting Center  
**CT**—Continuation Training  
**CTD**—Crew Training Device

**DMO**—Distributed Mission Operations  
**DNIC**—Duty Not Including Controlling  
**DNIF**—Duty Not Including Flying  
**DO**—Director of Operations  
**DOC**—Designed Operational Capability  
**DMO**—Distributed Mission Operations  
**DST**—Data Systems Technician  
**DTOC**—Distributed Training Operations Center  
**EAC**—Emergency Action Coordinator  
**EADS**—Eastern Air Defense Sector  
**ECO**—Electronic Countermeasures Officer  
**ETCA**—Education and Training Course Announcements  
**FEB**—Flying Evaluation Board  
**FTAC**—First Term Airman Center  
**FTU**—Field Training Unit  
**HIRAOC**—Hawaii Region Air Operations Center  
**HHQ**—Higher Headquarters  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**IC**—Interim Change  
**ICO**—Interface Control Officer  
**ICT**—Interface Control Technician  
**ID**—Identification  
**IDT**—Identification Technician  
**INIT**—Initial  
**IQT**—Initial Qualification Training  
**JADGE**—Japan Air Defense Ground Environment  
**JASDF**—Japan Air Self Defense Forces  
**LMS**—Learning Management System  
**MAJCOM**—Major Command  
**MCC**—Mission Crew Commander  
**MCCT**—Mission Crew Commander Technician

**MDS**—Mission Design Series  
**MQT**—Mission Qualification Training  
**MSN**—Mission Qualification  
**NAF**—Numbered Air Force  
**NBMC**—Non-Basic Mission Capable  
**NCMR**—Non-Combat Mission Ready  
**NGB**—National Guard Bureau  
**NLT**—No Later Than  
**OPR**—Office of Primary Responsibility  
**OPTASK LINK**—Operational Tasking Data Link  
**OTO**—Operations Training Officer  
**PACAF**—Pacific Air Forces  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**PR**—Personnel Recovery  
**QUAL**—Qualification  
**RAOC**—Region Air Operations Center  
**RDS**—Records Disposition Schedule  
**RQ**—Requalification  
**SAV**—Staff Assistance Visit  
**SD**—Senior Director  
**SDT**—Senior Director Technician  
**TCRF**—Training Change Request Format  
**TDR**—Training Deficiency Report  
**TDY**—Temporary Duty  
**TEB**—Training Evaluation Board  
**TR**—Training Requirements  
**TRSS**—Training Support Squadron  
**TT**—Tracking Technician  
**TTP**—Tactics, Techniques, and Procedures  
**UCMJ**—Uniform Code of Military Justice  
**UQ**—Unqualified

**UTA**—Unit Training Assembly

**UTO**—Unit Training Officer

**WADS**—Western Air Defense Sector

**WD**—Weapons Director

**WDT**—Weapons Director Technician

### *Terms*

**Academic Training**—Training that results from self-study, group study, or classroom instruction.

**Additional Extended Training Period**—Training period for individuals who fail to progress after the syllabus defined training period or a previously approved extended training period.

**Additional Training**—Any training or action recommended by an examiner to remedy deficiencies identified during an evaluation

**Attached Personnel**—Personnel not assigned to a unit's manning document but assigned to the unit and maintaining a positional qualification in order to support the attached unit's mission. MAJCOM, NAF, and Group personnel are examples of attached personnel.

**Basic Mission Capable (BMC)**—The status of an individual, who successfully completes IQT/MQT, passes INIT QUAL/MSN Evaluation, and complies with some CT requirements. The individual requires proficiency training prior to obtaining CMR status.

**Certification**—1) Procedure used to document competency in a particular task. Not interchangeable with qualification, which requires AF Form 8 documentation. 2) A formal indication of an individual's ability to perform a task to required standards. 3) The formal action of completing/signing documentation taken by a certification official, i. e., the unit commander certified the AF Form 8.

**Certification Official**—A commander or his designate, authorized to determine an individual's ability to perform a task to required standards.

**Combat Mission Ready (CMR)**—The status of an individual, who successfully completes IQT/MQT, passes INIT QUAL/MSN Evaluation, and complies with CT requirements.

**Controlled Events**—A controlled event includes control of any of the following mission types: air-to-air employment, air-to-surface, personnel recovery (PR), and air refueling (A/R). The SD and MCC considers the quality of training when determining whether a mission qualifies as a controlled event.

**Constructive**—Constructive entities simulate real world or virtual systems automatically, or manually driven by an operator or a white force - personnel supporting distributed training that operate as training aids for warfighters accomplishing readiness training (IAW AFI 36-2251, *Management of Air Force Training Systems*). Models and simulations that involve simulated people operating simulated systems. Real people stimulate (make inputs) to such simulations. Constructive simulations can also be used to model natural processes without human involvement (e.g. weather)

**Continuation Training (CT)**—Academic and positional training required to maintain CMR/BMC qualification.

**Crew Training Device (CTD)**—A training platform suitable to conduct training and evaluations.

**Deviation**—Departure from accepted norms.

**Distributed Mission Operations**— A networked training entity in the constructive environment offering simulation at a much higher level of realism than a typical unit-administered organic simulation. These include, but are not limited to: Distributed Training Operations Center (DTOC), Distributed Mission Operations Center (DMOC), and other Air Reserve Component Network (ARCNET) entities.

**Distributed Training Operations Center**—Provides daily training. Full Spectrum DMO support from small-scale to large force scenarios. Most events are individually focused, but capable to support multi-player events with mission planning and white force support (IAW CAF Live, Virtual, Constructive (LVC) Vision). Current and qualified pilots use simulation tools and communications to replicate participating aircraft.

**Eligibility Period**—The 6-month period prior to expiration date of the evaluation during which an individual must complete all written and positional requirements for the periodic evaluation.

**Evaluation**—The positional and written examinations used to determine proficiency as prescribed by governing directives.

**Event Operation**—A term used to describe/capture training tasks by crew position that once accomplished may be logged/credited toward the crew member's continuation training requirements.

**Exercise**—A training or evaluation event, either live or simulated, that tests detection and prosecution of air defense threats, and exercises general employment capabilities of the air defense unit. An exercise counts as an event.

**Experienced**—A category of crew members associated to crew position, and defined by one or more of the following criterion: type of qualification, amount of time the individual has been qualified, and the number of events.

**Extended Training Period**—Training period designed for individuals who fail to progress into the next phase of training.

**Inexperienced**—A category of crew members that do not meet the criterion required to establish experienced status.

**Initial Qualification/Mission (INIT QUAL/MSN)**—The first evaluation given to determine an individual's qualification status. It consists of a positional evaluation and a written examination.

**Instructor**—Experienced CMR/BMC qualified individual in operations positional duties qualified/certified to instruct other individuals. (For Instructor Qualification/Certification, see [Chapter 5](#).)

**Initial Qualification Training (IQT)**—Training necessary to initially qualify individuals in a basic crew position to perform duties without regard to the unit's mission.

**Learning Management System**—An Air Combat Command approved training management system used to provide online courseware and tracking of training accomplishments for the ground command and control units. It provides a myriad of training management reports on individual training accomplishments and is accessible via the internet to all users.

**Mission**—Department of Defense definition: The task, together with the purpose, that clearly indicates the action to be taken and the reason therefore. In common usage, especially when applied to lower military units, a duty assigned to an individual or unit, a task. For the purpose of this AFI, a more detailed explanation of this term applies: A mission includes briefing, controlling and debriefing. Briefings include training objectives. Controlling consists of taking radio and radar control of aircraft and accomplishing one or more types of mission, such as air-to-air, air refueling, air-to-surface, and active air defense scrambles. Debriefing with the pilots (and instructor where applicable). The brief/debrief may be accomplished via telephone/radio; however, face-to-face briefs provide optimum training.

**Mission Qualification Training (MQT)**—Specific training designed to prepare crew members to perform duties/tasks in support of a unit mission or tasking.

**Non-Combat Mission Ready (NCMR)**—The status of a crew member who: 1) failed to meet look back, 2) failed to complete training cycle CT requirements, or 3) was downgraded at the direction of their commander.

**Positional Training**—Hands-on training resulting from performance of duties in assigned positions.

**Proficiency**—A measure of how well a task is completed. A crew member is considered proficient when they can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

**Prorating**—A process used to determine a crew member's training requirement proportionately based on approved consideration to include TDY (including contingency operations), medical disqualified/DNIC, or emergency leave status for more than 30 cumulative days.

**Qualification**—A status assigned to a crew member after completion of specific positional training and the accomplishment of an evaluation resulting in the generation of AF Form 8 documentation.

**Requalification Training**—Training for crew members who are designated UQ who 1) fail any positional evaluation, 2) fail to complete a QUAL MSN by the scheduled date, 3) fail to regain currency within 180 days, or 4) are determined by the unit commander to be non-proficient.

**Training Day**—A specific period of time that a unit designates as available for training.

**Training Period**—A specific amount of time to accomplish a prescribed phase of training.

**Training Cycle**—A specifically defined period associated with defining, tracking, reporting, and documenting continuation training requirements. The training cycle for units addressed in this AFI is 1 October through 30 September.

**Unit Training Assembly (UTA)**—For the purpose of this instruction, a UTA is the 2 day period per month ANG personnel spend on duty, the UTA is 1 full ANG drill weekend.

**Unqualified**—The status of an individual who: 1) Downgraded for being non-CMR/non-BMC (NCMR/NBMC) greater than 6-months or 2) Downgraded for a demonstrated lack of ability or

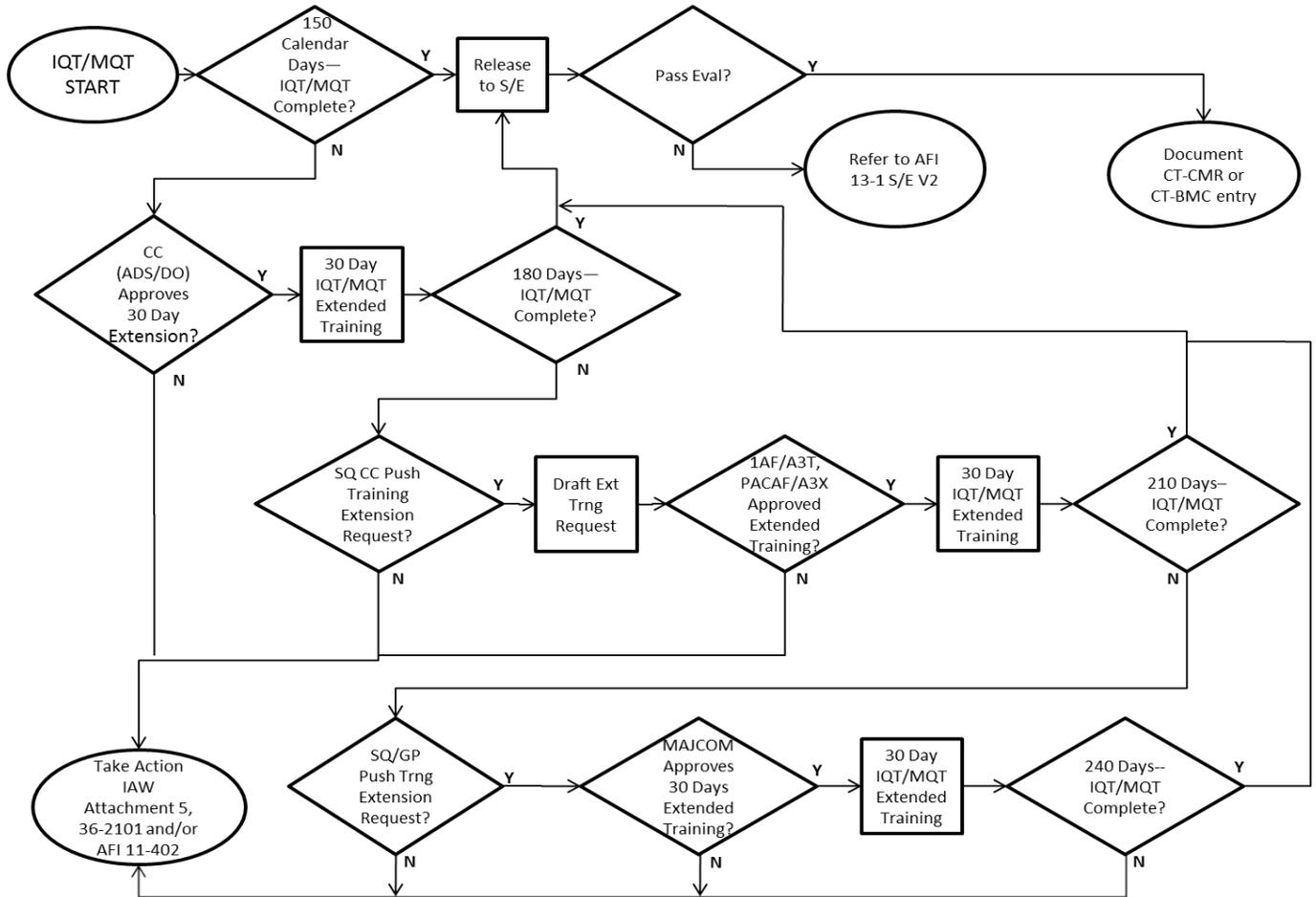
3) Downgraded for failure to meet standards during a periodic evaluation or at Commander discretion following a Commander-directed downgrade.

**Virtual**—Involves warfighters operating simulated systems (IAW AFI 36-2251). Virtual simulations inject human-in-the-loop in a central role by exercising motor control skills (e.g., flying an airplane), decision skills (e.g., committing fire control resources to action), or communication skills (e.g., as members of a C4I team) (IAW The Air Force in Live Virtual Constructive Operational Training Flight Plan 2012-2032).

**Virtual Warfighting System (ViWS)**—The pilot position in a Mission Training Center that dynamically simulates flight characteristics. Used for normal, emergency, and instrument procedures, to include safety of flight, warfighting tasks, and skill integration training (see, AFI 36-2251, *Management of Air Force Training Systems*).

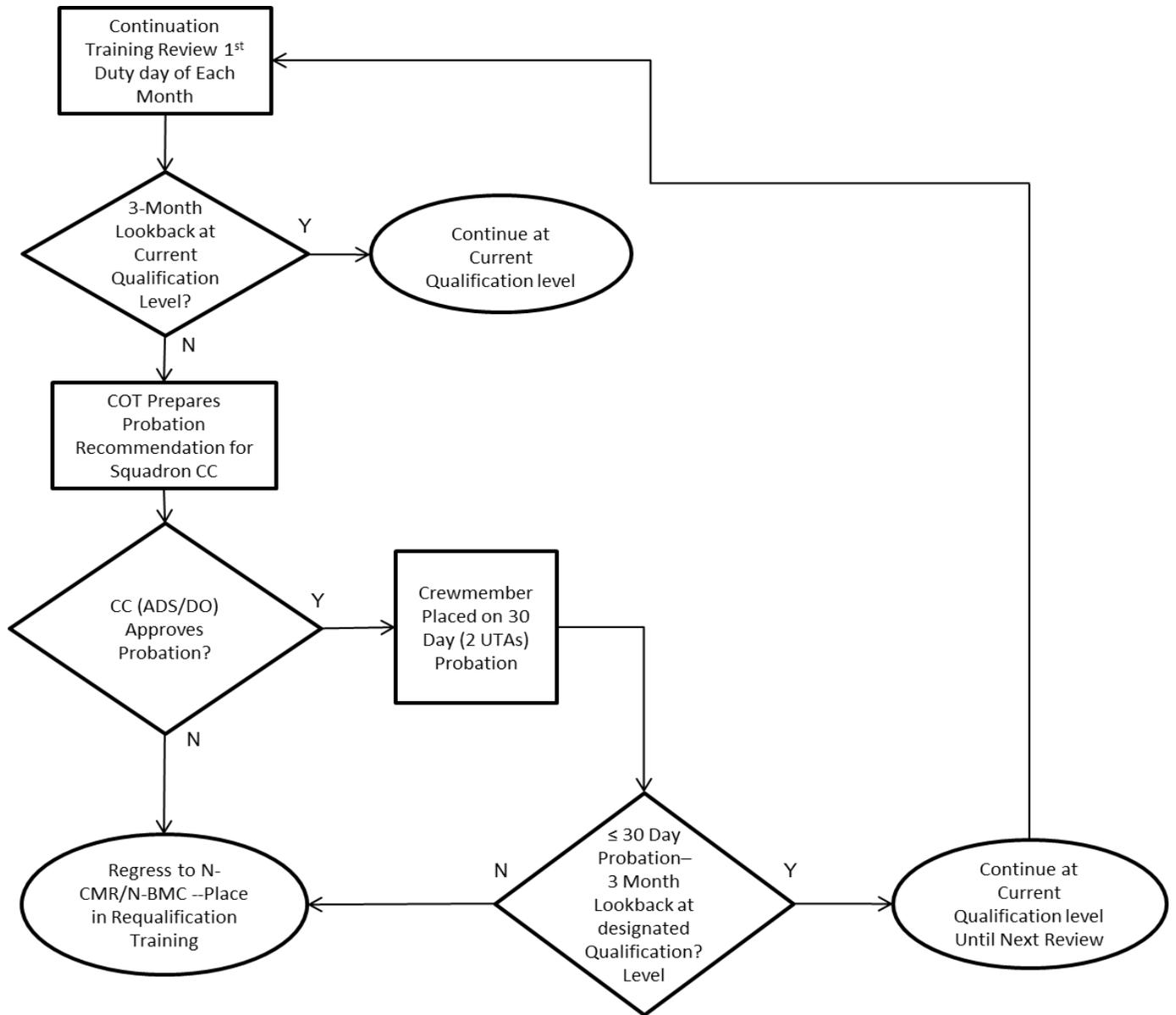
Attachment 2

INITIAL/MISSION QUALIFICATION TRAINING FLOWCHART



Attachment 3

CONTINUATION TRAINING LOOK BACK FLOWCHART



## Attachment 4

### REMOVAL OF CREW MEMBERS FROM TRAINING

#### TRAINING EVALUATION BOARD (TEB) PROCESS/PROCEDURES

**A4.1. General.** The purpose of this attachment is to establish/outline specific procedures to be taken when non-rated personnel fail to make satisfactory progress in initial qualification, mission qualification, or continuation training. Procedures to remove a rated officer from training and/or flying related duties/operations are outlined in AFI 11-402, Chapter 4, Flying Evaluation Boards. This attachment only applies to non-rated personnel (officer and enlisted) assigned to an ADS. The rights of non-rated personnel are contained in this attachment. A TEB is not required for individuals in training for secondary or beyond qualifications.

**A4.2. Policy.** Per AFI 36-2626, *Airman Retraining Program*, Air Force policy is to retain and retrain only those Airmen who have demonstrated the ability to successfully complete training and whose past record clearly justifies further training. IAW training syllabi elimination procedures, utilization of the administrative actions outlined in this attachment are based upon failure of an individual to attain a duty qualification, failure to re-qualify, or to maintain proficiency levels outlined in this instruction. These procedures are not meant to replace or be used in place of punitive disciplinary action and are not a substitute for action under the UCMJ, state military law, or other administrative directives.

#### **A4.3. Explanation of terms.**

A4.3.1. Training Evaluation Board. An administrative, fact-finding proceeding designed to ensure the quality control of the ADS non-rated officer and enlisted force. Board members examine an individual's professional qualification for BCC-related duties and evaluate/determine potential for use in future operations.

A4.3.2. Flying Evaluation Board (FEB). An administrative, fact-finding proceeding designed to ensure the quality control of the rated force. Board members examine an aircrew member's professional qualification for aviation related service, evaluate potential for use in future aviation duties, and make recommendations to higher authorities. A FEB may be established for a rated officer due to lack of proficiency, lack of judgment in the performance of duties, failure to attain/maintain qualification or meet training requirements, or when a rated officer exhibits questionable professional qualities or committed an intentional violation of aviation instructions or procedures. Do not confuse this rated force tool with the TEB outlined in this attachment.

A4.3.3. Rated Aircrew Member. A rated aircrew member is a commissioned officer who holds a USAF aeronautical rating. The USAF considers rated officers to be in career aviation status and awards ratings only to pilots, navigators, ABMs, and flight surgeons.

**A4.4. TEB Convening Authority.** The organization at the 1 AF/A3T (PACAF/A8X) level or above, with the authority to direct a unit commander to establish a TEB. The commander/organization having a command relationship with the unit conducting the respondent's training has convening authority/jurisdiction for establishment of the TEB. The convening authority for ACC units is the 1 AF/A3T. The convening authority for PACAF units is PACAF/A8X. The commander initiates the TEB process by forwarding a TEB request to the convening authority for review/action. Notify NGB/A3Y for ANG personnel.

A4.4.1. Appeal Authority. The appeal authority for the TEB process outlined in this attachment is the convening authority. In cases in which the unit commander is the convening authority, the appeal authority is the commander/organization having a command relationship with the unit conducting the member's training.

A4.4.2. Cause. Failure of a crew member to attain or maintain qualification in a crew position and/or failure to meet required standards when enrolled in an upgrade course.

A4.4.3. Respondent. A crew member whose performance does not meet established standards and for whom the TEB action has been requested or is being considered.

A4.4.4. Evidence. The information/facts presented to the TEB. This information may include anything related to the individual's training, performance, or past evaluations. The material gathered by the respondent's organization as evidence will contain a total profile of the individual (T-2). Material may be collected from any source including past assignments. The student/crew member facing possible commander action will be given the opportunity to address the board to provide personal insight into their training deficiencies (T-2).

A4.4.5. Board Administrator. A designated unit member who ensures the TEB is established, conducted, and documented IAW this attachment. The Board Chair determines additional administrator responsibilities and cessation of TEB related duties.

A4.4.6. Board Recorder. An officer or NCO who is charged with the administrative details of the board to include publishing of minutes. Board recorder duties include: acquiring any necessary materials (tape recorder, steno pads, pencils, etc.), preparing the TEB location, and most importantly capturing minutes of the board proceedings within two duty days of the TEB (TEB board chair has authority for reasonable delay).

A4.4.7. Board Composition. The TEB will normally be comprised of the unit commander, DO, and Chief of Training but may include other members as determined by the board chairperson (T-3). The unit operations superintendent will be a board member for enlisted personnel TEBs (T-3). A board administrator and recorder will be appointed by the unit DO (T-3).

**A4.5. TEB Procedures.** The Chief of Training will ensure the TEB is established, conducted, and documented IAW this attachment. Upon approval from the convening authority, apply the following guidelines: (T-2)

A4.5.1. The squadron commander initiates the TEB process by forwarding a TEB request to the convening authority for review/action.

A4.5.2. Upon approval from the convening authority, the commander establishing the TEB will (T-2):

A4.5.2.1. Notify the respondent in writing of his/her suspension from training and specify the cause of the TEB.

A4.5.2.2. Appoint the Chief of Training as the board administrator and direct him/her to:

A4.5.2.2.1. Schedule a time and location of the TEB ensuring availability of all board members, the Respondent, and any witnesses. Witnesses may provide evidence to the board remotely, e.g., by telephone, written statement, or other means.

A4.5.2.2.2. Compile the following documents for the TEB's review:

A4.5.2.2.2.1. Complete training record to include academic and positional training documentation. (ACC Form 206, etc.).

A4.5.2.2.2.2. Training summary in chronological order.

A4.5.2.2.2.3. Any other pertinent documentation (Letters of Counseling, TDYs, leave taken, etc.). Material may be collected from any source, including past assignments, to present a total profile of the individual.

A4.5.3. The commander will appoint a board recorder (T-3). This officer or NCO is charged with the following duties:

A4.5.3.1. Preparing the TEB location (pads, pencils, etc.).

A4.5.3.2. Capturing inputs, statements, and evidence presented before the board.

A4.5.3.3. Publishing minutes of the board proceedings within 2 duty days of the TEB.

A4.5.4. Board Action. NLT 15 calendar days (1 UTA) from convening authority approval, the board commander will hold the TEB and will (T-2):

A4.5.4.1. Brief board members on their responsibility and TEB procedures.

A4.5.4.2. Brief the Respondent on board proceedings, decisions that may be made, and his/her rights pertaining to the board.

A4.5.4.3. Brief the board recorder on duties during and after board proceedings.

A4.5.4.4. Capture inputs, statements, and evidence for the board to consider and evaluate. Documentation includes statements from evaluators, instructors and supervisor, as applicable.

A4.5.4.5. Review and discuss, in a fair and impartial manner, all information relevant to a member's training and professional qualifications.

A4.5.4.6. In closed session, review the evidence concerning the Respondent's training and performance, and evaluate the facts to arrive at findings and ultimately make one of the following decisions:

A4.5.4.6.1. IQT Personnel (First Assignment):

A4.5.4.6.1.1. No action, return to training. Insufficient reason for removal from crew duty (may not be an option depending on situation).

A4.5.4.6.1.2. Additional/continuation of training for a specific period of time. Board determines a specified time period after taking into consideration all facts and the requirement to request a Group (or equivalent) or MAJCOM waiver to extend the training time IAW this instruction (if not already exhausted). Options include regressing the student to earlier section of training.

A4.5.4.6.1.3. Removal from training for failure to attain qualification in a crew position and the initiation of AFI 36-2101 actions.

A4.5.4.6.2. MQT Crew members:

A4.5.4.6.2.1. No action, return to training. Insufficient rationale/reason for removal from crew duty.

A4.5.4.6.2.2. Additional/continuation of training for a specific period of time. Board determines a specified time period after taking into consideration all facts and the requirement to request a Group (or equivalent) or MAJCOM waiver to extend the training time IAW this instruction (if not already exhausted). Options include regressing student to earlier section of training.

A4.5.4.6.2.3. Removal from training for failure to attain/maintain proficiency in their crew position and the initiation of AFI 36-2101 actions.

A4.5.4.6.3. CMR crew members in Upgrade, Requalification, or Continuation Training:

A4.5.4.6.3.1. No action, continue training/duty status. Insufficient reason/rationale for removal from crew training or qualification withdrawal.

A4.5.4.6.3.2. Additional/continuation of training for a specific period of time. Board determines a specified time period after taking into consideration all facts and the requirement to request a Group (or equivalent) or MAJCOM waiver to extend the training time IAW this instruction (if not already exhausted).

A4.5.4.6.3.3. Withdrawal from training and return to operations in original/previously qualified crew position.

A4.5.4.6.3.4. Removal from training for failure to attain/maintain proficiency in their crew position and the initiation of AFI 36-2101 actions.

A4.5.4.7. In closed session, the commander will notify the respondent of the board's decision and follow up on same day with notification in writing (T-2). The Respondent will acknowledge receipt (not acceptance) of the decision by signing the In-Turn notification memo (T-2).

A4.5.5. Upon adjournment of the TEB, the commander/TEB chair will immediately notify the convening authority of the board's decision (T-2). The convening authority reviews the TEB report before the member's commander takes final action.

**A4.6.** No later than 2 duty days upon receipt of the TEB decision, the respondent must do one of the following (T-3):

A4.6.1. Accept the board's decision, in which case the Respondent would sign and date a letter indicating intent not to appeal the decision.

A4.6.2. Decide to appeal the board's decision to the convening authority, in which case the Respondent would sign and date a memo indicating intent to appeal the decision.

**A4.7.** If the respondent decides to appeal the decision of the board, within 3 duty days, the Respondent will deliver a memo containing the rationale of the appeal to the commander (T-3).

**A4.8.** The commander will forward the Respondent's appeal memo and the results of TEB (the In-Turn Memo and supporting documentation to include the minutes of the TEB) to the convening authority (T-2).

**A4.9.** The convening authority, who is the final appeal authority, will notify the Respondent, through the Respondents chain-of-command, specific appeal decision (T-2). The commander will initiate appropriate action based on the convening authority's decision (T-2).

**A4.10.** NGB/A3Y will be notified of any adverse actions taken against NGB personnel (T-2).

**A4.11. Board Member Responsibilities.** Board members will review this instruction and all evidence made available during the TEB. If statements are made by the member or witnesses, listen and ask questions to make sure evidence is fully developed and all facts are identified. Review the facts to arrive at findings and recommendations (T-2).

**A4.12. Member's Rights.** The member for whom the TEB has been requested has the following rights:

A4.12.1. Be informed in writing of the specific reason(s) for convening the board.

A4.12.2. Review all evidence and documents to be submitted to the board before the board convenes.

A4.12.3. Be provided the opportunity to address the board (verbally or in a written statement) to provide personal insight into their training deficiencies.

A4.12.4. Appeal the unit commander's decision.

## Attachment 5

**A5.1 INSTRUCTIONS FOR COMPLETING AF FORM 4141, *INDIVIDUAL'S RECORD OF DUTIES AND EXPERIENCE GROUND ENVIRONMENT PERSONNEL.*****Table A5.1. Individual's Record of Duties and Experience Ground Environment Personnel**

		NAME (Last, First, Middle Initial)	UNIT OF ASSIGNMENT				GRADE
DATE <b>A</b>	MANDATORY ACTIONS TO BE REPORTED (One Type of Action Per Line) <b>B</b>	GRADES If Non-applicable, leave blank				RECORD OF AUTHENTICATION OF REMARKS <b>G</b>	
		Written <b>C</b>	Date <b>D</b>	Positional <b>E</b>	Date <b>F</b>		
	Signed into Unit					COT	
	Individual Records Review					DO	
	Entered IQT/MQT					COT	
	Completed IQT/MQT - Released to Stan Eval					COT	
	Continued in IQT/MQT					CC	
	Entered Extended IQT/MQT					DO	
	Entered Additional Extended IQT/MQT					CC	
	Entered MAJCOM Approved Extended IQT/MQT					CC	
	Entered IQT/MQT Awaiting Technical Training Course					COT	
	Removed from IQT					CC	
	INIT QUAL/MSN					Examiner	
	MAJCOM Waiver Request Approved					COT	
	Entered CT CMR/BMC					COT	
	Entered Instructor Training Program					COT	
	Completed Instructor Training Program					COT	
	Removed from Instructor Training Program					COT	
	Instructor Qualified					CC	
	Appointed Instructor					CC	
	Instructor Appointment					CC	

	Withdrawn					
	Primary Duty Position					DO
	Secondary Duty Position					DO
	CMR/BMC - Inexperienced					COT
	CMR/BMC - Experienced					COT
	Periodic Evaluation					Examiner (Notes 1,3,5,7)
	Completed Objectivity Evaluation					Examiner
	SPOT Evaluation					Examiner
	Downgraded to UQ					CC
	Qualification Withdrawn					CC
	Entered Requalification Training					COT
	Completed Requalification Training – Released to Stan Eval					COT
	Removed From Requalification Training					DO
	Requalification Evaluation					Examiner
	Appointed as Examiner					CC
	Withdrawn as Examiner					CC
	Regress to NCMR/NBMC					CC
	Restore to CMR/BMC					CC
	Started Additional Training					COT
	Completed Additional Training					COT
	Removed from Additional Training					DO
	Entered Certification Training					COT
	Completed Certification Training					COT
	Removed from Certification Training					DO
	Withdraw Certification					DO
	Entered Recertification Program					COT
	Completed Recertification Program					DO
	Entered Difference Training					COT

	Completed Difference Training					COT
	Removed Difference Training					COT
	Prorate Training Requirements					DO
	Entered Probation Status					CC
	Completed Probation					COT
	Training Period Adjustment					COT
	Formal Operations Related Training Course					COT
	TDY, Location and Reason					COT (Note 6)
	DNIC "Duty Not Involving Controlling"					COT
	Medically Cleared to Return to Duty					COT
	Memorandum for Record					COT
	Cross Training					COT
	Exercise (NAME)					COT
	Instructor Monitored "Missions/Events/Hours" Completed					COT
	Signed Out of Unit					COT (Note 4)

A (Note 1) DATE

B (Note 2) Entries in this column will include Training Documentation in Table A5.1 (T-3)

C (Note 3) Results of all Written Examinations

D (Note 3) Date the Examination was administered

E (Note 3) Enter Positional Evaluation Results (EQ, Q-1, Q-2, and Q-33)

F (Note 3) Date the Evaluation was administered

G (Note 4) Required Entries

1. Last name and grade of examiner for all evaluations
2. Signature of CC, DO, COT as appropriate
3. Signature of COT certifying entry/completion of IQT/MQT training requirements
4. Signature of COT when closing out the record for PCS or when a record is re-accomplished
5. Signature of CC or designated representative, for appointments of evaluators/instructors and withdrawing evaluator/instructor appointments
6. Any other Operations amplifying information

**NOTES:**

1. Entries are in chronological order. Dates/duration indicate when the events occurred, not the date of posting. Backlogs are to be kept to a minimum.
2. Entries must match the sample (T-3). Additional operational training entries can be posted to record significant events for which there is no sample. Do not enter events that are not operationally related (e.g. weapons/vehicle qualification, ancillary training).
3. Columns C, D, E and F reflect when the written and positional evaluations were performed.
4. The individual currently holding the cited position when the event occurred is the only one who is authorized to sign for the event. A signature block is required for hard copy records. For those units using the LMS, annotate the authorizing official in the comments field. If the form must be re-accomplished and the authorizing officials have departed the unit, enter the signature block and type or print "Signature Not Available" above the signature block (T-3).
5. No signature is required however, the appropriate name of the individual must be typed in (T-3).
6. Only required for TDYs in excess of 7 calendar days.
7. Spot evaluations that do not affect the training status of the individual are not required.
8. 621 ACS will use "CRC" in place of "BCC" for all AF Form 4141/4142 LMS entries (T-2).