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**Flying Operations**

**C-38 AIRCREW TRAINING**



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This volume implements AFD 11-2, *Aircraft Rules and Procedures*, and AFD 11-4, *Aviation Service*. It establishes aircrew training policy for USAF C-38 aircraft to permit aircrews to safely and successfully accomplish their worldwide mission. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This instruction applies to Air National Guard (ANG) units. For the purposes of this instruction, Headquarters (HQ) ANG is considered a major command (MAJCOM).

The Privacy Act of 1974 affects this instruction. Privacy Act System Number F011 AF XO A, Aviation Resource Management Systems (ARMS), covers required information. The authority for maintenance of the system is 37 U.S.C. Section 301a *Incentive Pay*, Public Laws 92-204, Section 715 *Appropriations Act for 1973*, 93-570 *Appropriations Act for 1974*, 93-294, *Aviation Career Incentive Act of 1974*, DOD Instruction 7730.57 *Aviation Career Incentive Act of 1974 and Required Annual Report*, and Executive Order 9397 *Numbering System for Federal Accounts Relating to Individual Persons*.

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**SUMMARY OF REVISIONS**

This Volume 1 is a new regulation for the C-38-A and incorporates new Mobility Pilot Development (MPD) guidance, training event requirements, and revised training event definitions.

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## Chapter 1

### GENERAL

**1.1. Training Objective.** This instruction prescribes basic policy and guidance for training United States Air Force C-38 aircrew members according to AFI 11-202, Volume 1, *Aircrew Training*. The overall objective of the C-38 aircrew training program is to develop and maintain a high state of mission readiness for immediate and effective employment in exercises, peacekeeping operations, contingencies, and war; and to provide safe, comfortable, and reliable air travel for national and world leaders.

### 1.2. Key Words Explained.

1.2.1. “Will” and “shall” indicate a mandatory requirement.

1.2.2. “Should” is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.2.3. “May” indicates an acceptable or suggested means of accomplishment.

1.2.4. “Note” indicates operating procedures, techniques, etc., which are considered essential to emphasize.

### 1.3. Administration.

1.3.1. **Recommendation for Change.** Submit suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through MAJCOM channels to OPR, HQ NGB/A3T according to AFI 11-215, *USAF Flight Manual Program (FMP)*. Send proposals for amending existing course prerequisites or recommendations to change or delete obsolete courseware through the appropriate MAJCOM training staff to the OPR. The OPR address is HQ NGB/A3T, 1411 Jefferson Davis Highway, Arlington, VA, 22202-3231.

1.3.2. **Supplements.** This AFI is a basic directive. MAJCOM supplements must be coordinated and approved by HQ NGB/A3T and HQ USAF/A3OT according to AFD 11-2, *Aircraft Rules and Procedures*, and AFI 11-202, Volume 1 prior to publication. Send one copy to HQ AMC/A37TA, 402 Scott Drive Unit 3A1, Scott AFB IL, 62225-5302, and one copy to HQ NGB/A3T after publication.

### 1.4. Responsibilities.

AFI 11-202, Volume 1 outlines responsibilities for aircrew training.

1.4.1. Lead Command. ANG is lead command for this publication. NGB/A3 is responsible for standardizing aircrew flying training requirements. NGB/A3E, in coordination with the 113th Wing (113 WG) training management office and the 201st Airlift Squadron (201 AS) training office, is responsible for management of aircrew training contracts. NGB/A3T approves courses and quota control in coordination with 201 AS as follows:

1.4.1.1. Courses. Director, Air Operations (NGB/A3) approves courses. Send proposals for amending existing course prerequisites or deleting obsolete courses to NGB/A3T for approval. NGB/A3T will process the approved changes in coordination with the Education and Training Course Announcements (ETCA) office of primary responsibility (OPR).

1.4.1.2. Command Curriculum Review Workshop (CCRW) Conference. HQ AMC/A3T hosts a biennial, or more often if required, CCRW. The CCRW reviews all training programs for cur-

rency, applicability, compliance and effectiveness. Attendees should include training representatives from HQ AMC/A37T/A37V/A39/SG, AMWC, ACC, AETC, AFRC, NGB, PACAF, USAFE, Air Force Special Operations Command (AFSOC), Air Force Flight Standards Agency (AFFSA), curriculum developers, formal schools, numbered Air Force (NAF) training and standardization offices, selected unit representatives, and Aircrew Training System (ATS) contractors.

1.4.1.3. Programmed Flying Training (PFT). NGB/A3T is responsible for the PFT as outlined in AFI 11-202, Volume 1, and determines the number of training quotas available and allocates quotas in coordination with the unit training office. NGB/A3T will inform the unit of training quota availability and allocation.

1.4.1.4. The unit training office will send projected PFT requirements to NGB/A3T through appropriate channels. Ensure this information arrives at NGB/A3T by 1 July of each year.

1.4.2. Other MAJCOMs. IAW AFI 11-401, *Aviation Management*, and ANGSUP 1 to AFI 11-401, all interfly sorties will be limited to first pilot, second or third flight attendant positions and governed by the operating regulations of aircraft assignment.

1.4.3. Training Review Panel (TRP). 201 AS/CC will convene a training review panel quarterly. As a minimum, the TRP should review staff and aircrew management actions necessary to complete the squadron's flight and ground training programs.

1.4.3.1. 201 AS will establish procedures with the servicing military personnel flight for individual counseling and personnel system updates for the ANG service commitment incurred (if applicable). Training conducted according to this instruction that is intended to result in initial qualification, re-qualification, or upgrade in a crew position may result in an ANG service commitment according to ANGI 36-2101, *Assignments within the Air National Guard*.

1.4.3.2. 113 WG/CC, in coordination with the 201 AS/CC, will determine the functions and responsibilities of the 113 WG training management office.

1.4.3.3. 201 AS/CC is ultimately responsible for squadron training programs.

1.4.4. Flying Squadron. As a general rule, training management is at the squadron level.

1.4.4.1. 201 AS Commander:

1.4.4.1.1. Will ensure aircrew members complete training in a timely manner. See para 1.5. Failure to reasonably progress mandates action for removal if appropriate.

1.4.4.1.2. Ensure adequate training continuity and supervision of assigned and attached aircrew members. 201 AS/CC may assign additional requirements based on individual aircrew member's experience and proficiency.

1.4.4.1.3. Review training and evaluation records of newly assigned aircrew members and those completing formal training, to determine the training required to certify them as basic aircraft qualified (BAQ), basic mission capable (BMC), or mission ready (MR).

1.4.4.1.4. Orient mission training scenarios to conditions anticipated in the unit mission. Apply Operation Resource Management when developing, planning and executing training missions.

1.4.4.1.5. Review qualifications and monitor training requirements for Flight Surgeons (FS) and determine appropriate flight restrictions according to AFI 11-202 Volumes 1 and 2 as required.

1.4.4.1.6. Determine and certify missions and events in which individual BMC aircrew members may participate.

1.4.4.1.7. Assign flying training levels (FTL), ground training levels (GTL), and levels of supervision (examiner, instructor, etc.) to accomplish the required training (unless specifically directed by this instruction) to assigned and attached aircrew members.

1.4.4.1.8. Will coordinate with 113 WG in developing joint training programs.

1.4.4.2. Operations Officer and Chief of Training will review open training folders.

1.4.4.3. Progress Review Board (PRB). If at any time a trainee's progress is considered unsatisfactory, the responsible unit will convene a PRB to review the trainee's record and determine whether to continue, modify, terminate training, or conduct a Flight Evaluation Board.

1.4.5. Formal School-ATS Contractor. The ATS contractor is responsible for all academic and training device instruction at the contractor's site. This responsibility includes developing, updating and publishing courseware. 201 AS/DOT develops the formal school syllabi in conjunction with the ATS contract and coordinated through NGB/A3T. The syllabi will be reviewed annually and updated as required.

## 1.5. Waiver Authority.

1.5.1. Direction. Unless otherwise specified in this instruction, NGB/A3 is the waiver authority for specific aircrew training requirements in this instruction that are not governed by AFI 11-202, Volume 1.

1.5.2. Formal Schools. NGB/A3T is waiver authority for student entry criteria to formal school courses specified in this instruction, secondary (in unit) training in lieu of contracted training programs, the Air Force ETCA (<https://etca.randolph.af.mil>) (formerly AFCAT 36-2223, *USAF Formal Schools*), and ATS courses. Exception: 201 AS/CC may waive flying hour requirements for entry into any of the formal schools.

1.5.3. Routing. The unit will send waiver requests to NGB/A3T. All waivers must be submitted and approved prior to aircrew members starting formal training. Place a copy of the ANG waiver approval in the individual's training folder and hand carry to formal school training.

1.5.4. Upgrade Training Waivers. 201 AS/CC may waive upgrade training prerequisites and/or specific training events for individuals assigned to the 201 AS on a case-by-case basis. Place a copy of the 201 AS/CC waiver approval in the individual's training folder.

1.5.5. Continuation (Flying and Ground) Training Waivers. 201 AS/CC may waive training requirements for individuals assigned to the 201 AS on a case-by-case basis. Place a copy of the 201 AS/CC waiver approval in the individual's flight training folder.

1.5.6. All Other Waivers. 201 AS/CC will submit all other waiver requests applicable to this volume through proper ANG channels. NGB/A3T will send information copies to AMC/A37TA. Place a copy of the MAJCOM approved waiver in the individual's training folder.

1.5.7. Waiver Format. Include information outlined in **Figure 1.1**. Sample Waiver Request, for all waiver requests. Provide the waiver request by memorandum or by message.

Note 1: Group waivers must be coordinated with NGB/A3T on a case-by-case basis.

Note 2: Items in **Figure 1.1** should be ordered as shown. Those not utilized should be marked “N/A” (not applicable). Asterisked (\*) items must be provided for all waivers; other items as appropriate. Recommend 12 point font for facsimile transmissions.

### Figure 1.1. Sample Waiver Request

<p>MEMORANDUM FOR (Waiver Authority/Routing)</p> <p>FROM: (<i>Requester</i>)</p> <p>SUBJECT: Waiver Request – (<i>Individual</i>), (<i>Type of Waiver</i>)</p> <ol style="list-style-type: none"> <li>1. *Name, grade, and Social Security number of person for whom waiver is requested.</li> <li>2. *Flying organization (assigned or attached).</li> <li>3. *Present crew qualification including special qualifications.</li> <li>4. *Total flying time and primary aircraft inventory (PAI) time (include instructor or evaluator time, if applicable).</li> <li>5. *Specific nature of waiver.</li> <li>6. *Reason and valid justification for waiver.</li> <li>7. Crew qualification to which person is qualifying or upgrading.</li> <li>8. Previous attendance at any formal instructor course (include course identifier and graduation date).</li> <li>9. Training start date.</li> <li>10. Mandatory upgrade or qualification date.</li> <li>11. Date event last accomplished and normal eligibility period.</li> <li>12. Remarks, to include formal school courseware required.</li> <li>13. *Requesting unit point of contact (include name, rank, telephone number, and functional address symbol).</li> </ol> <p>Signature (of Requester)</p> <p>Title</p>
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### 1.6. Use of Flying Hours.

1.6.1. Each training mission must be structured to achieve maximum training. Any by-product airlift opportunity resulting from training must not degrade the intended training in any way and must com-

ply with applicable Department of Defense (DoD) instructions. Any use of flying training hours to accomplish other than direct training requirements must be approved by NGB/A3. It is essential that personnel at all levels prevent the misuse of air mobility resources as well as the perception of their misuse. EXCEPTION: *The approval authority for off-station OCONUS training flights is 113 WG/CC. The approval authority for CONUS training flights is 201 AS/CC.*

1.6.2. Training on Operational Missions. Unless specifically prohibited or restricted, 201 AS/CC may allow initial qualification, upgrade or special qualification training on operational missions (except pilots, see below). Commanders will ensure the training will not impact mission effectiveness and the aircrew member receiving training is under the supervision of an instructor of like specialty. See passenger-carrying restrictions in AFI 11-401. NOTE: *Unqualified pilots will not receive in-seat training while passengers are on board.* Basic aircraft qualified pilots may receive MR training while passengers are on board. This includes operational missions when under the supervision of an instructor.

**1.7. In-Unit Training Time Limitations.** Comply with the time limitations in **Table 1.1.** Aircrew members entered in a training program leading to qualification (or requalification) should be dedicated to that program on a full-time basis.

1.7.1. Unit will notify (in writing) NGB/A3T before training time limits, **Table 1.1.**, are exceeded.

1.7.1.1. Ensure MFR or waiver request includes training difficulty, unit corrective action to resolve and prevent recurrence, and estimated completion date.

1.7.1.2. SQ/CC may extend upgrade training time up to 60 days. Extensions exceeding 60 days require NGB/A3T approval.

1.7.2. Training time starts with either (whichever occurs first):

1.7.2.1. The first significant training event directly contributing to qualification and upgrade (e.g., computer-based training (CBT) lesson, ground training, flight), or;

1.7.2.2. 90 days after being attached or assigned to the unit after completion of the formal school.

1.7.3. Training time ends with the successful completion of the last training requirement prior to evaluation/certification.

1.7.4. Training start delays beyond 90 days require NGB/A3T approval. Submit waivers IAW **para 1.5.** of this instruction.

**Table 1.1. Training Time Limitations.**

<b>Training</b>	<b>Time Limit-ARC</b>		<b>Notes</b>
<u>Initial/Msn Qual:</u> Pilot	<u>Init Qual:</u> 240 days	<u>Msn Qual:</u> 180 days	
<u>Difference:</u> Pilot	120 days		
Requalification	180 days		
Mission Certification	180 days		
<u>Instructor:</u> Pilot	120 days		
Local orientation/ theater indoctrination	90 days		1

**NOTE:**

1. May run concurrently with mission qualification training.

**1.8. Requalification Training.** AFI 11-202, Volume 1 specifies requalification training limits and requirements.

**1.9. Training Folder Documentation.** See [Chapter 7](#) and [Attachment 2](#).

**1.10. Evaluator Usage.** Use flight evaluators for any phase of training to capitalize on their expertise and experience. Units may use flight evaluators as instructors for qualification and upgrade training. If an evaluator is used as a primary instructor to train an individual or makes the recommendation for evaluation, the same evaluator should not administer the associated evaluation.

**1.11. Instructor Training and Supervision Requirements.**

- 1.11.1. All instructors should be MR (wing-level and below).
- 1.11.2. When performing aircrew duties, the following personnel must be under the direct supervision of an instructor:
  - 1.11.2.1. All non-current aircrew members (see [para 4.2.5.2](#) for exceptions).
  - 1.11.2.2. All aircrew members in initial, upgrade (to include special mission qualification training) or requalification flying training. Upgrade students may fly without an instructor when performing duties not related to the upgrade, unless otherwise restricted in this paragraph.
  - 1.11.2.3. Any other personnel designated by the wing, operations group, or squadron commanders.
- 1.11.3. For unqualified, non-current, and FTL E (see [para 4.3.1](#) for definition) aircrew members, an instructor will be at a set of controls (or primary duty station) during critical phases of flight.

**1.12. Distribution.** Units will establish hard copy distribution requirements of this AFI.

**1.13. Transfer of Aircrews.** Before an aircrew member transfers from one unit to another, the gaining unit will review, assess and assign the appropriate TL.

**1.14. Aircrew Training—DNIF and Alert.**

1.14.1. Aircrew members whose status is “duty not involving flying (DNIF)” may log ground training events, including simulator training, if the member’s physical condition allows it. Consult the flight surgeon initiating AF IMT 1042, *Medical Recommendation for Flying or Special Operational Duty*, and action if the DNIF status includes ground training limitations.

1.14.2. Aircrew members performing alert duty (of any duration) may accomplish ground training that does not degrade required response time or mission accomplishment. Specify requirements and/or restrictions in MAJCOM supplement.

**1.15. Information Management.** HQ AMC Aircrew Training Division (A37T) manages a host of aircrew information. The site address, <https://private.amc.af.mil/A3/A37T/dot/dot.cfm>, includes download information for command-level training courses (e.g., TCAS). HQ ANG Operations Training Division’s Mobility Air Forces Flying Training Branch (NGB/A3TM) hosts aircrew training information at its website, <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-OP-AN-G6>.

**1.16. Failure to Progress.** If a student fails to progress according to syllabus requirements, then conduct a Progress Review Board (PRB). The PRB can recommend: continuation in training; or AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, action; (e.g., a Flying Evaluation Board (FEB) convened by the member’s wing commander). The ATS contractor will identify students who fail to progress IAW the applicable ATS contract as outlined in **Chapter 6**.

**1.17. Failure to Complete Training.** If an aircrew member fails to complete a formal course, then the formal school will send a recommendation to the individual’s unit. The recommendation will state whether he or she should complete training in-unit, or return to the formal school to complete training, or be referred to the AF personnel system for reassignment.

**1.18. Mobility Pilot Designation (MPD) Codes.** AFI 11-401 defines pilot aviation codes. For standardization, use the following:

1.18.1. FP = “Qualified Pilot.” This designation (as a 2-digit code) will remain active during the MPD transition period for first pilots. (Note: FP will be phased out after the transition to MPD is complete).

1.18.2. During the projected 3-year transition to replace copilot and aircraft commander training courses with MPD training, copilots will continue to upgrade to aircraft commander. MPD pilots should have a shorter time to upgrade to aircraft commander; training will be conducted locally.

1.18.2.1. FPN – Qualified Pilot – Non-MR (MPD graduate in local MR training)

1.18.2.2. FPQ – Qualified “MR” MPD pilot

1.18.2.3. FPL – Qualified “MR” Direct left seat, cross-flow, OSA, or FAIP graduate

1.18.2.4. FPR – Ready for AC certification (training complete)

1.18.2.5. MP – Fully certified/qualified aircraft commander

1.18.2.6. MPN – Aircraft Commander – non-MR

1.18.3. Application.

1.18.3.1. MPD applies to pilots who have never been an aircraft commander only. Upon completion of MPD pilot initial qualification (PIQ) training, newly assigned C-38-A pilots will be designated as FP in ARMS. They will then progress through a series of standardized third character qualification codes (exact progression will depend upon prior experience and prerequisites).

1.18.3.2. FP = Qualified Pilot (third letter designator distinguishes the status of a MPD pilot who completed formal training with evaluation (graduate).

1.18.3.3. FPN = MPD pilot (graduate) currently in local MR training (NMR). See level of supervision mission capabilities.

1.18.3.4. FPQ = Qualified “MR” MPD pilot – can fly on any mission with an AC or IP.

1.18.3.5. FPL = Qualified, direct left seat cross-flow pilot, OSA, FAIP graduate, before completing MCT training.

1.18.3.6. MP = Certified aircraft commander.

1.18.3.7. MPN = Certified aircraft commander (non-MR)

**NOTE:** The third digit “N” (e.g., MPN) signifies the MP will be NMR for an extended period of time (greater than a month). Do not use the third digit “N” for short duration (one month or less) NMR status, such as those due to DNIF or currency deficiencies.

## Chapter 2

### INITIAL QUALIFICATION TRAINING

**2.1. Description.** AFI 11-202, Volume 1 defines initial qualification training. This chapter specifies minimum training requirements for initial qualification, requalification, conversion/difference qualification, and senior officer courses. Initial qualification is accomplished by completion of C-38 (G100) contractor-developed formal simulator training course at Flight Safety Services Corporation.

**2.2. Initial Qualification Training Prerequisites.** Complete initial qualification prerequisites IAW AFI 11-202, Volume 1 and this instruction.

2.2.1. Initial qualification. On completion of initial qualification training, aircrew members will be classified as basic aircraft qualified (BAQ). Aircrew members must then comply with mission qualification (**Chapter 3**) and continuation training (**Chapter 4**) requirements.

2.2.2. In-unit training in lieu of formal school. When attendance at a formal school is not practical or quotas are not available, units will request waivers to conduct in-unit qualification training using formal school courseware. In-unit training should begin no later than 90 days after reporting or being attached to the 201 AS. NGB/A3T is the waiver authority.

**2.3. Ground Training Requirements.** Complete ground training requirements for initial qualification IAW **Table 2.1.** and AFI 11-202, Volume 1.

**Table 2.1. Initial Qualification Ground Training Requirements.**

Code	Event	P/Nav	FS	Notes
SS20	Combat Survival Training (Initial)	X		
SS32	Water Survival Training (Initial)	X		
LL03	Egress Training, Non-ejection	X	X	1
LL06	Life Support Equipment	X	X	1
G002	Aircraft Marshalling Training and Examination	X		
G005	Flight Physical	X	X	1
G006	Physiological Training	X	X	1
G130	Instrument Refresher Course	X		
G231	Initial Crew Resource Management	X	X	

**NOTE:**

1. Must be current or accomplished prior to first flight.

**2.4. Flying Training Requirements.** Complete flying training requirements for initial qualification IAW AFI 11-202, Volume 1 and this instruction.

**2.5. Conversion/Difference Qualification Training Requirements.**

2.5.1. Difference qualification is normally conducted when training in a different series aircraft in the same MDS. However, when the differences between series are great enough, the training is considered conversion training which requires completion of the formal school initial qualification course. If the new aircraft has the same mission as the current aircraft, there is no requirement for additional mission qualification training.

2.5.1.1. Difference Training. Aircrew members will meet all initial qualification requirements in one aircraft prior to entering differences training in another model aircraft. Send recommendations through ANG channels to NGB/A3T when additional difference training requirements are identified. Difference training will be documented using over-printed AF Form 4024, *Training Accomplishment Report*, listing difference training requirements.

2.5.1.2. Conversion Training. Conversion applies to units converting to another MDS. When possible, qualified personnel from other sources will provide the initial cadre. Depending on the MDS, it could be necessary for the 201 AS to form an initial cadre from squadron aircrew members for whom certain training qualification requirements may be waived. Converting units may request initial cadre waiver of primary aircraft assigned (PAA) time requirement. Additionally, include the most recent aircraft flown and total time in that aircraft in the remarks' section of the waiver. The following conditions will apply to management of initial cadre aircrew qualification:

2.5.1.2.1. Form a nucleus of instructor and flight-examiner personnel to begin aircrew conversion using qualified personnel from other units if possible.

2.5.1.2.2. Initial cadre will not be designated in a crew position higher than currently held (e.g., C-40 MP to C-38 EP) unless previously qualified in the conversion aircraft.

2.5.1.2.3. After final approval, publish a unit letter to identify initial cadre of instructors and flight examiners by crew qualification.

2.5.2. Prior Qualification. Prior-qualified aircrew members may be accelerated through the normal training program.

**2.6. Multiple Qualifications.** MAJCOMs may authorize qualification in more than one MDS aircraft for aircrew members only when such action is directed by command mission requirements and is economically justifiable. 201 AS/CC will designate which aircrew members will maintain qualification in more than one aircraft only after approval by NGB/A3. When manning necessitates, 201 AS full-time pilots may be qualified in more than one aircraft only after approval by NGB/A3. These pilots must be mission qualified with at least 100 hours in command and have at least 1,250 hours of primary and secondary time in military fixed wing aircraft. Aircrew members must be approved and re-certified for multiple qualifications annually by NGB/A3. Aircrew members maintaining dual qualification in different model aircraft will, as a minimum, maintain FTL A currency requirements in each aircraft for pilots (N/A for senior officers; see para 2.7.).

**2.7. Senior Officer Qualification and Performance Requirements.** AFI 11-202, Volume 1 para 2.8. identifies senior officer qualification requirements. These officers will be assigned FTL E for continuation training purposes and will not fly unsupervised in a primary crew position (see para 4.3.1.5., and para 4.3.2.4.).

2.7.1. After qualification IAW AFI 11-202, Volume 1, and with OG/CC approval, senior officers (assigned or attached) may seek training which leads to a higher FTL and/or qualification. 201 AS/

DOT is responsible for determining training requirements based on the senior officer's flying experience and familiarity with the weapons system. NGB/A3T will approve the proposed training plan prior to execution.

**2.8. Flight Surgeons.** AFI 11-202, Volume 1 establishes flight surgeon initial qualification requirements. Flight surgeons will complete a standardized online open book examination. Flight surgeons will accomplish ground egress training for each aircraft on which they fly. They must also be current in physiological training and have a current flight physical. Flight surgeons will comply with **Table 2.1.** and **Table 3.1.** ("FS" column) in this instruction. Flight surgeons are authorized multiple qualifications.

**2.9. Reports.** The ATS has a post-training feedback system that elicits information and comments from students, supervisors, and examiners in order to continually improve, update, and refine the ATS. Commanders and supervisors will promote use of this feedback system to its fullest extent.

## Chapter 3

### MISSION QUALIFICATION AND CERTIFICATION TRAINING

**3.1. Description.** This chapter establishes minimum criteria and training requirements for mission qualification training. Except where specifically stated, squadrons may arrange mission sequence or sequence of items as necessary to use flying training hours effectively and accomplish the unit mission. Both pilots must be qualified when passengers are on board according to AFI 11-401. Mission qualification training may be accomplished with passengers on board the aircraft provided each aircrew member is current in all basic mission capable (BMC) events listed in [Table 4.1](#). In order to accomplish training on overseas missions, aircrew members must be current in all MR items listed in [Table 4.1](#).

**3.2. Mission Qualification Training Requirements.** Complete all mission qualification requirements IAW AFI 11-202, Volume 1, [Table 3.1](#). All ground training requirements and flying training requirements must be accomplished prior to unit mission certification.

3.2.1. MR (MR) requirements must be completed prior to being deemed MR. Local training or operational missions may be flown before completing all MR items, provided the qualified aircrew member has a current flight physical, and has completed physiological, initial ground egress, marshaling (pilots only), and life support training.

**3.3. Ground Training Requirements.** All aircrew members will accomplish all events in [Table 3.1](#). (Exception: senior officers or staff officers maintaining BAQ). Ensure ground training requirements in [Table 2.1](#) have also been accomplished.

**Table 3.1. Mission Qualification Ground Training Requirements.**

Code	Event	P/Nav	FS	Notes
G002	Aircraft Marshalling Training and Examination	X		2
G010	Chemical/Biological Warfare Training	X	X	1
G060	Tactics	X		1
G070	Aircrew Intelligence	X		1
G080	Communications Procedures	X		2
G090	Anti-hijack	X		3
G100	Laws of Armed Conflict (LOAC)	X	X	
G110	Level I Antiterrorism Awareness Training	X		3
G120	ISOPREP Review	X	X	1
G280	Combat Arms Training	X		1
LL01	Life Support Familiarization Training	X	X	

**NOTES:**

1. Not required to be accomplished prior to flight evaluation. Required before certification or deemed MR.

2. Complete if not accomplished during initial qualification.
3. G090 and G110 are requirements for flight surgeon initial qualification training.

### 3.4. Flying Training Requirements.

3.4.1. Basic aircraft qualified (BAQ) aircrew members pursuing MR status will accomplish Flight Training Level (FTL) D (see **para 4.3.**) continuation training requirements. Upon completion of mission qualification training, the aircrew member's training level (TL) will be immediately changed to FTL C and flying training requirements prorated from the date of mission qualification status.

3.4.2. MR Certification. Pilots must complete at least one operational mission with an instructor prior to being certified as MR.

3.4.3. Category II Aircrew Training. If not accomplished during initial qualification training and annotated on AF IMT 8, Cat II training and certification will be accomplished during Mission Qualification Training (MQT).

**3.5. Theater Indoctrination (TI).** Theater indoctrination (M060) will be conducted according to AFI 11-202, Volume 1 and this instruction. At a minimum, training should include a thorough review of theater unique instrument requirements and procedures, use of non-DoD instrument approach procedures, required instrumentation for specific approaches, theater weather conditions, local area procedures, and host nation agreements. Unit commanders are responsible for the accomplishment of this training for all assigned and attached aircrew members and will design a program to meet requirements unique to unit operations. Completion of TI training does not require attainment of MR status.

**3.6. Category II ILS Training.** This section outlines the training program for C-38 pilots who are command-certified for category II ILS operations.

3.6.1. Seat occupancy during category II ILS approach and landing training. A qualified category II ILS instructor or flight examiner pilot will occupy the appropriate seat, as applicable, during pilot category II ILS training.

3.6.2. Training weather and runway requirements.

3.6.2.1. Actual weather – no lower than a 200 foot ceiling and ½ mile visibility (runway visual range of 24) or 800 meters day and night.

3.6.2.2. Crosswind component – 15 knots maximum.

3.6.2.3. Runway length – at least computed landing distance (brakes and speed brakes) plus 2,000 feet.

3.6.3. Normally, the following ground and flight training requirements will be incorporated into the initial aircraft qualification course:

3.6.3.1. Ground Training. The training program must provide pilots training in the following subjects:

3.6.3.1.1. Operational characteristics, capabilities, and limitations of category II/III ILS and visual aids (e.g., approach lights, in-runway lights, transmissometers).

3.6.3.1.2. Using runway environment visual cues during category II weather conditions with respect to different glide slope angles, cockpit cutoff angles, and altitudes at which these visual cues are normally discernible.

3.6.3.1.3. Operational characteristics, capabilities, and limitations of category II ILS airborne systems (e.g., flight director system; automatic approach coupler; system used to identify the decision height for category II approaches, instrumentation, and other systems and devices peculiar to the aircraft).

3.6.3.1.4. Resolution of decision height or missed approach point or minimum descent altitude with component failures (ground or aircraft).

3.6.3.2. Flight Training. Flight or simulator training will cover the following subjects:

3.6.3.2.1. Resolution of decision height.

3.6.3.2.2. Missed approach procedures.

3.6.3.2.3. Runway visual range, uses, and limitations.

3.6.3.2.4. Transition from instrument to visual flight cues.

3.6.3.2.5. Effects of vertical and horizontal wind shear.

3.6.3.2.6. Review of category II specifications.

3.6.3.2.7. Practice at least one approach in each authorized equipment mode.

**3.7. Category II ILS Training Certification.** This applies to C-38 pilots in aircraft that are command-certified for category II ILS operations.

3.7.1. Eligibility. Pilots should be administered initial category II ILS training and evaluation during their initial qualification training. If not accomplished at that time, category II ILS training will be accomplished during MQT.

3.7.2. Scheduling. Two otherwise qualified pilots may receive category II ILS training and certification on the same flight while occupying seats together and supervised by an instructor or evaluator. When a single pilot is receiving training and certification, a qualified category II ILS pilot will occupy the opposite seat.

## Chapter 4

### CONTINUATION TRAINING

**4.1. Description.** This chapter establishes the minimum flying and related ground training requirements to maintain currency. The unit commander will ensure aircrew members receive sufficient continuation training to maintain individual proficiency.

**4.2. Aircrew Status.** Aircrew members are assigned to MR (MR), Basic Mission Capable (BMC), Basic Aircraft Qualification (BAQ), or Non-MR (NMR) status.

4.2.1. MR (MR). A MR aircrew member is defined as one who is current, qualified and, if required, certified in the squadron's mission; that is, the aircrew members has completed mission qualification training (MQT) for the applicable crew position. All aircrew members, except senior officers, will be MR. An aircrew member that has failed to maintain currency in all events required for MR status reverts to BMC status. The aircrew member may not fly OCONUS until regaining currency in those events.

4.2.2. Basic Mission Capable (BMC). A non-MR aircrew member assigned to MAJCOM headquarters, NAF, TACC, AMWC, tanker airlift control element (TALCE), AMOG, formal schoolhouse, or direct reporting unit who has satisfactorily completed mission qualification training and does not maintain MR status, but maintains familiarization in the command or unit operational mission. The aircrew member may maintain qualification in some aspects of the unit mission and is able to attain full qualification in the unit mission within 45 days. BMC aircrew members may log instructor or evaluator time for the portion of the mission for which they are current and qualified. An aircrew member that has failed to maintain currency in events required for BMC status reverts to BAQ status. The aircrew member is not allowed to fly operational missions until regaining currency in those events.

4.2.3. Basic Aircraft Qualification (BAQ). An aircrew member that has satisfactorily completed training and is qualified to perform aircrew duties in the unit aircraft. See AFI 11-202, Volume 1. An aircrew member that has failed to maintain currency in events required for BAQ status reverts to FLY status. The aircrew member must fly with an instructor on all sorties until regaining currency in those events. Pilots will fly without passengers onboard until regaining currency in those events.

4.2.4. Loss of FLY Status. An aircrew member that has failed to maintain currency in events required for FLY status will not fly until the overdue events are accomplished.

4.2.5. Non-MR (NMR). An individual who is non-current or unqualified in the aircraft, incomplete in required ground and/or flight continuation training, or not certified to perform the unit mission is a NMR crewmember. See **paras 4.7. and 4.8.**

4.2.5.1. If an aircrew member is NMR for failure to complete required continuation training, OG/CC has two options:

4.2.5.1.1. Waive the required training IAW **para 4.8.** The individual is then designated as an MR aircrew member. This should be accomplished at the earliest opportunity.

4.2.5.1.2. Place the aircrew member in supervised status IAW **para 4.2.5.2.**

4.2.5.2. If the aircrew member is NMR for failure to maintain currency per **para 4.8.**, place the aircrew member in supervised status for that event (and the aircrew member flies with an instructor of like specialty) until required training is accomplished.

**4.3. Training Levels (TL).** SQ/CC or designated representative determines the TL prior to each semiannual period. Assign new aircrew members a TL during in-processing. Base TL on experience and proficiency. Aircrew members may be assigned TL levels that are more restrictive, but never less restrictive, than the requirements specified in this paragraph. TL definitions follow:

4.3.1. Flying Training Levels (FTL).

4.3.1.1. FTL A – Highly Experienced Crewmembers. This may include wing, operations group, and unit commanders, operations officers, personnel assigned to OG evaluation positions, and any instructors assigned primarily to staff duties. Unit commanders may assign highly experienced MR line aircrew members to this level. Individuals may or may not maintain MR status.

4.3.1.2. FTL B – Experienced, MR aircrew members.

4.3.1.3. FTL C – MR aircrew members. Inexperienced aircrew members should be designated FTL C.

4.3.1.4. FTL D – BAQ aircrew members. Primarily designated for BAQ aircrew members who are pursuing MR status.

4.3.1.5. FTL E – BAQ, Non-Instructor Staff (may include senior officers, MAJCOM, NAF, and TACC individuals who are not maintaining MR or instructor status). FTL E requirements are sufficient for BAQ and BMC status but are insufficient for MR status. Aircrew members assigned to FTL E will fly with an instructor of like specialty at all times.

4.3.2. Ground Training Levels (GTL).

4.3.2.1. GTL 1 – Highly experienced aircrew members with 10 or more years of operational flying in their rated specialty.

4.3.2.2. GTL 2 – Experienced aircrew members with between 5 and 10 years of operational flying.

4.3.2.3. GTL 3 – Inexperienced aircrew members with less than 5 years of operational flying.

4.3.2.4. GTL 4 – NMR senior officers and staff officers.

**4.4. Training Requirements/Tables.** Standardized ARMS training requirement identifiers and descriptions are in **Chapter 7.** Unit-defined requirements are designated as “X” events (e.g., X020) and are listed in applicable MAJCOM supplements.

4.4.1. Crediting Event Accomplishment.

4.4.1.1. In addition to events accomplished on training and operational missions, those flight events accomplished on a satisfactory initial qualification, mission qualification, specialized mission qualification, or requalification evaluation may be credited towards the individual’s currency requirements to establish subsequent due dates and semiannual flying event requirements.

4.4.1.2. Aircrew members who are unqualified in the aircraft due to an unsatisfactory flight evaluation will not log continuation training requirements for those events graded unqualified (Q-3)

according to AFI 11-2SAM Volume 2, *Aircrew Evaluation Criteria* (will be AFI 11-2C-38 Volume 2, *Aircrew Evaluation Criteria*), until requalified.

4.4.1.3. Make-up training (ground or flying) is creditable towards the new training period.

4.4.1.4. Instructor Training Requirements and Responsibilities. Instructors and examiners may credit 50 percent of their total requirements while instructing or evaluating. **EXCEPTION:** Instructor and flight examiner pilots may not credit any takeoffs or landings flown by another pilot.

4.4.2. Simulator Credit for Training Events. Pilots may log continuation flying events accomplished in the simulator (FAA-certified Level C or better) unless otherwise specified by the respective event description in **Chapter 7**, MAJCOM supplement, or **Table 4.2**. Pilots may maintain or regain currency events accomplished in the simulator.

4.4.2.1. Simulator Refresher Course Requirements. All assigned and attached pilots will complete annual simulator training during the calendar year. Simulator training is provided by Flight Safety Services Corporation.

4.4.2.2. NGB/A3T is the only agency authorized to submit course requirement changes to the contractor.

4.4.2.3. The unit training office will be the central point of contact between all agencies and the contractor for scheduling simulator refresher training. 201 AS/DOT will forward simulator requirements for the next fiscal year (FY) to HQ NGB/A3T no later than 15 July annually. Requests must identify both the optimum (minimum) and maximum number of classes desired.

4.4.3. Use the appropriate ARMS forms specified in AFI 11-202, Volume 1 to record all accomplished training and to update the ARMS database. The HARM will provide event numbers to identify each training requirement and establish local procedures to ensure timely data input to ARMS.

4.4.4. Centralized aircrew training record. All training events will be recorded in the ARMS database.

4.4.4.1. Combined training events may have only one ARMS entry. Separate training events may be logged when the appropriate course material is intentionally covered in one training session. All one-time and PCS-in events will be entered into the ARMS database. These events need not be maintained on individual currency reports.

#### 4.5. Ground Continuation Training Requirements.

4.5.1. Aircrew members (including flight surgeons) will comply with the requirements of **Table 4.1**. See **Chapter 7** for event descriptions.

4.5.1.1. Failure to accomplish requirements in **Table 4.1** leads to NMR status. See **para 4.8** for regaining MR status.

4.5.1.2. Failure to complete mobility training requirements in **Table 4.1** does not lead to NMR status but may restrict aircrew member from certain missions.

4.5.1.3. MR requirements must be completed prior to participating in operational missions as a qualified aircrew member. Local training missions may be flown before completing all MR items, provided the member has a current flight physical, and has completed physiological, initial ground

gress, marshalling, and life support training. MR, BMC, and BAQ aircrew members will accomplish and/or maintain the requirements in AFI 11-202, Volume 1 (for their respective status) and the appropriate events in ground and semi-annual flying continuation tables.

4.5.2. Attached aircrew members may accomplish ground training events at locations other than their units of attachment. The event must meet training standards and receive NGB/A3T approval. Members are responsible for reporting accomplished training to the unit HARM.

4.5.3. Continuation Training. The following will be emphasized in continuation training courses:

4.5.3.1. Crew resource management (CRM).

4.5.3.2. Systems knowledge and operating procedures.

4.5.3.3. Normal, emergency, and instrument flight procedures.

4.5.3.4. Operational risk management (ORM).

4.5.3.5. Mission-Oriented Simulator Training (MOST).

4.5.4. Senior Officers who complete the Senior Officer Qualification Course (A004) and have a BAQ AF IMT 8 shall be assigned, at a minimum, FTL E continuation training requirements and GTL 4.

4.5.4.1. If possible, schedule senior officers for the annual simulator refresher course (G250). If not, ensure that senior officers are afforded all of the training in the aircraft that would have been accomplished in the simulator. Provide this training on local sorties not on operational missions. Include approaches, transition, and all applicable CRM, emergency, and mission orientation briefings. Instructors will log annual CRM refresher (G230) and simulator refresher course (G250) for senior officers upon completion of local training sorties.

Table 4.1. Ground Continuation Training Requirements (All GTLs).

Status	Event	Code	Freq	Notes
M	F Flight Physical	G005	BM	1, 2
	L Physiological Training	G006	60M	1, 2
	Y Emergency Egress Training	LL03	B	1, 2, 3
	B Instrument Refresher Course	G130	A	1, 4
	A CRM Refresher Academics	G230	A	1
	Q Simulator Refresher Course	G250	A	1
	B Communications Procedures	G080	365D	
	B Anti-Hijacking	G090	T	2
	M Combat Survival Training (CST)	SS02	36M	
	C Water Survival Training (WST)	SS05	36M	
	M Passport	E030	5Y	
	R Passport (Secondary Passport)	E035	4Y	
	M	Tactics	G060	A
Aircrew Intelligence		G070	A	
M Chemical/Biological Warfare Training		G010	B	2
O Law of Armed Conflict		G100	A	2
B Level I Antiterrorism Awareness Training		G110	A	2
ISOPREP Review		G120	180D	2
Combat Arms Training		G280	36M	
Conduct After Capture		SS03	36M	

**NOTES:**

**A-Annual; B-Biennial; BM-Due during 6-month phase period that expires on the last day of birth month; D-Due in number of days shown; M-Due in number of months shown; T-Triennial; Y-Due in number of years shown.**

1. Senior officers maintaining NMR, BMC, or BAQ will accomplish only these events.
2. Flight surgeons will accomplish these events. Flight surgeons without a mobility position are not required to complete items in the MOB section.
3. Flight surgeons and aircrew members with multiple aircraft qualifications must accomplish this requirement for each aircraft they fly.
4. Complete every fourth quarter after completion of the annual flight evaluation (e.g., accomplished 15 Jan 06, due 31 Mar 07).

**4.6. Flying Continuation Training Requirements.** Aircrew members will comply with the requirements of [Table 4.2](#).

4.6.1. Dual-Seat Qualification. All pilots will be dual seat qualified and may accomplish training events in either seat.

4.6.2. Senior officers and staff aircrew members maintaining BAQ will, at a minimum, complete FTL E requirements. These requirements also apply to additional aircraft in which aircrew members may be qualified. In addition to flying with an instructor of like specialty, FTL E senior officer pilots must be current in takeoffs, landings, and instrument approaches prior to carrying passengers.

4.6.3. Flight surgeon continuation training requirements are in AFI 11-202, Volume 1 and in ANG SUPP1 to AFI 11-202, Volume 1.

**Table 4.2. Semiannual Continuation Flying Requirements (P)**

Code	Event	FTL A	FTL B	FTL C	FTL D	FTL E	Currency
M010	Proficiency Sortie	2	2	2	2	0	
M030	Overseas Mission	0	0	0	0	0	
P020	Takeoff	8	10	12	16	6	M
P070	Instrument Approach	6	12	16	20	6	M
P090	Instrument Approach (Manual)	1	1	1	1	0	
P100	Precision Approach	2	6	8	10	2	
P110	Non-precision Approach	4	6	8	10	0	
P116	NDB Approach	2	2	2	2	0	
P117	RNAV Approach	2	2	2	1	0	
P120	Cat II ILS (Qualified Pilots)	2	2	2	1	0	
P130	Circling Approach	2	2	2	1	0	
P140	Visual Traffic Pattern	2	2	2	2	0	
P150	Missed Approach	2	3	3	1	0	
P170	Approach & GA, Simulated Engine Out	2	3	3	1	0	
P180	Approach & Land, Simulated Engine Out	2	2	2	1	0	
P190	Landing	8	10	12	16	6	M
P192	Landing (Night)	2	2	2	1	0	Q

**NOTE:** M-Monthly, Q-Quarterly

**4.7. Proration of Training.** AFI 11-202, Volume 1 outlines proration of training requirements for aircrew members not available for flying duties or those changing TLs. Perform the following formula steps to determine training requirements for a select training period:

Step 1 – Convert number of days available to number of months available (see **Table 4.9**).

Step 2 – Look up Event Volume required.

Step 3 – Determine Prorated Event Volume required using the following formula:

$\begin{aligned} &\text{Number of Months Available} \\ &\times \text{Event Volume} \\ &\div 6 \text{ (Number of Months in the Semiannual training period)} \\ &= \text{Prorated Event Volume Required (round down to nearest whole number but} \\ &\text{not less than 1)} \end{aligned}$
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4.7.1. When an aircrew member goes PCS to a unit flying the same aircraft model and has the same TL or lower, give credit for training accomplished at the previous assignment. Prorate training requirements based on the time available (time at former base, plus time at new base, minus number of days not available) during the training period. Time available starts 7 days after sign-in for CONUS and 14 days after sign-in for OCONUS. Subtract previous accomplishments from the prorated total to determine remaining requirements.

**Table 4.3. Individual Availability.**

Days Available	Months Available
0-15	0
16-45	1
46-75	2
76-105	3
106-135	4
136-165	5
>166	6

**4.8. Failure to Complete Continuation Training Requirements.** AFI 11-202, Volume 1 contains additional guidance. Declare individuals NMR if they fail to complete ground or semiannual flying continuation training requirements. See **Chapter 1** of this instruction for waivers.

4.8.1. Flight Training. At the end of the semiannual training period, squadron commanders will review ARMS products for those aircrew members who failed to accomplish all required semiannual flying training events. Squadron commanders will either direct training necessary for the individual to regain MR status or consider a waiver. If the ARMS review shows enough flying events were recently accomplished to ensure MR proficiency, the squadron commander may waive the requirements. The same flying training events will not be waived for two consecutive training periods. This waiver authority must be used judiciously. The intent is to ensure aircrew members receive the proper quantity of flying events to remain proficient and allow squadron commanders to determine MR status and additional training requirements when those training quotas are not met. **EXCEPTION:**

Events with a specific frequency (e.g., monthly, quarterly) in the currency column of training tables will only be waived under extreme circumstances and only by NGB/A3T.

4.8.1.1. Loss of Currency. Place individuals delinquent in one or more currency events in supervised training status for that event and declare them NMR in those unit missions requiring that event. Aircrew members are non-current the day after event currency expires (e.g., an aircrew member who accomplished an event with monthly currency on 1 September becomes non-current on 1 November). Regain currency IAW AFI 11-202, Volume 1.

4.8.2. Ground Training. Squadron commanders may waive ground continuation training. This waiver authority must be used judiciously. The decision to grant a waiver will be based on the individual crewmember's experience and proficiency level (i.e., waivers will not be based on a crewmember's availability). Squadron commanders will determine the allowable time period of the waiver. Training should be completed at the earliest opportunity. This waiver is allowed for unforeseen circumstances and only for events that will not degrade mission accomplishment.

**4.9. AFI 11-202, Volume 1 requirements.** Consult AFI 11-202, Volume 1 for the following:

- 4.9.1. PCS or TDY by Members on Active Flying Status.
- 4.9.2. Removal from Active Flying.
- 4.9.3. Inactive Flying Status.
- 4.9.4. Retraining (Before Separation/Retirement/Inactive Flying Status).
- 4.9.5. Aircrews Flying With Other Than US Air Force Units.
- 4.9.6. Flight Surgeon.

## Chapter 5

### UPGRADE TRAINING

**5.1. Description.** This chapter identifies general prerequisites and training requirements for upgrade.

**5.2. MR Upgrades.** Flying time prerequisites required for aircraft commander (MP) upgrade are based on an FP having gained knowledge and judgment required to effectively command unit missions. Upgrade to MP requires demonstrated proficiency in mission planning, pre-departure, in-flight, and post-flight procedures, special procedures and systems before certification. In-unit Upgrade is the primary method for MP qualification training.

**5.3. Instructor Upgrade Program.** Course is designed to teach selected aircrew members fundamentals and concepts of instructing. Instructor candidates will be selected based on experience, judgment, ability to instruct, flying skill, and technical knowledge.

5.3.1. Prerequisites. See **Table 5.1.** and this section for instructor upgrade prerequisites.

5.3.1.1. Instructor Preparatory Course (IPC). All instructor candidates must have attended an IPC at a formal Air Force school or at the unit level.

5.3.1.1.1. IPC Guidance. Unit level IPC will be conducted according to a plan submitted to and approved by the appropriate operations group and NGB/A3T. Primary instructors will maintain course content and update when necessary. A record of course attendees will be maintained for at least 2 calendar years. An AF Form 1256, **Certificate of Training**, will be issued to each graduate and signed by the primary instructor. Unit level IPC operating instructions are permitted and encouraged.

5.3.1.1.2. Unit level IPC. Each IPC program will have a primary instructor appointed by the applicable squadron commander to be responsible for course content, scheduling, records, and training of new IPC instructors. IPC staff may be of any size but should be limited to only enough to accomplish unit requirements.

5.3.2. Ground Training.

5.3.2.1. An instructor must be thoroughly familiar with aircraft systems and equipment, normal and emergency operating procedures, prohibited maneuvers, and aircraft performance under all conditions of flight. Instructor candidates will demonstrate knowledge by organizing and conducting ground briefings on a cross-section of subjects from applicable directives. Briefings may be conducted as part of the existing continuation training or flying safety program, but the briefing must be critiqued by a same crew position instructor for content, organization, and delivery.

5.3.2.2. The instructor candidate will receive ground training on training documentation requirements.

5.3.2.3. Instructor candidates will satisfactorily complete a written examination prior to qualification or requalification. The examination will be prepared, administered and controlled by DOV. Record examination results on an AF IMT 8.

5.3.3. Flying Training.

5.3.3.1. IP candidates may occupy either seat during training. Emphasis will be on right-seat proficiency, maneuver techniques, practice instruction, practical emergency situation set-up, and operating aircraft systems. A minimum of one touch and go landing should be accomplished in the left seat, emphasizing the differences in cockpit layout and aircrew duties that affect left seat instructing.

5.3.3.2. An initial instructor flight evaluation is required and validated by certification board. Instructor candidates will demonstrate to a flight examiner their ability to instruct and perform selected maneuvers and items according to applicable directives.

5.3.3.3. Instructor proficiency guidelines. In the first quarter, following upgrade, emphasis should be placed on flying the newly certified IP in the local pattern to reinforce upgrade training and to gain experience in the local flying environment.

**5.4. Flight Evaluator Certification.** Squadron commanders will identify instructors for flight examiner certification. An instructor identified for certification as a flight evaluator must possess satisfactory knowledge of AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*, AFI 11-2C-38 Volume 2, *C-38 Evaluation Criteria*, and applicable MAJCOM supplements. All flight examiners must be fully qualified instructors.

**Table 5.1. Upgrade Prerequisite Summary (Pilot).**

	<b>From</b>	<b>To</b>	<b>Prerequisites</b>	<b>Notes</b>
Initial Qual	Student	Pilot – 1 (BAQ)	- <b>Chapter 2</b> requirements - Initial Instrument/Qualification flight evaluation - Recommended by an instructor	1
Mission Qual	Pilot – 1 (BAQ)	Pilot – 2 (MR)	- <b>Chapter 3</b> requirements	
Upgrade	Pilot – 2 (MR)	Mission Pilot (Aircraft Commander)	- 6 months MR pilot - Previous AC with 2000 MFT and 50 PAA; or 1000 MFT and 100 PAA and 1 OCONUS mission; or 700 MFT, 400 PAA, and 2 OCONUS missions - <b>Chapter 5</b> requirements - Operational Mission flight evaluation - Certification board	1, 2, 3
Upgrade	Mission Pilot (Aircraft Commander)	Instructor Pilot	- <b>Chapter 5</b> requirements - Instructor flight evaluation - Certification board	3, 4
Upgrade	Instructor Pilot	Evaluator Pilot	- Unit CC recommendation - <b>Chapter 5</b> requirements - Certification board	3

**NOTES:**

1. Pilots remaining in BAQ status are required an initial instrument/qualification flight evaluation and unit commander certification board. Pilots progressing onto MR status do not require a certification board for initial instrument/qualification.
2. Recommended by an instructor with the concurrence of the operations officer.
3. Total/PAA time may be further restricted by OG/CC. See MAJCOM supplements.
4. All flying-hour requirements must be attained prior to entry into an IP upgrade program. Simulator time and upgrade training student time is creditable toward total time. Only primary and secondary time is creditable towards PAA time. Simulator time is not creditable towards PAA time.

## Chapter 6

### AIRCREW TRAINING SYSTEM (ATS)

**6.1. Description.** Normally, the ATS contractor provides academic and simulator training and the Air Force conducts all flight training and evaluations.

**6.2. Applicability.** As defined in AFI 11-202, Volume 1. The ATS is civilian contractor-provided aircrew training in concert with Air Force instruction. This chapter applies to all aircrew members attending formal schools using ATS courseware or attending ATS initial, upgrade, or refresher training. Simulator training contracts govern USAF-contractor relationships and obligations and may only be modified by the contracting officer. Units will not levy additional requirements on contractors. Contact the ANG training office with recommended changes to the aircrew training program.

**6.3. Dedicated Training Time.** As defined in AFI 11-202, Volume 1. It is imperative that students complete their training in a timely and uninterrupted manner. Students will enroll on a full-time basis and be relieved from duties not directly related to training. **EXCEPTION:** Supervisory personnel may continue their normal duties as time permits.

**6.4. Course Prerequisites.** Each ATS course is designed and based on student prerequisites being met. Prerequisites may include a minimum number of flying hours, squadron operations officer recommendation, and completion of applicable training guides. Consult the course summary document (CSD) to determine student entry level for each course.

#### **6.5. Lesson Objectives.**

6.5.1. Lesson Objective Development. All objectives must meet requirements of Instructional Systems Development (ISD) process as defined in AFH 36-2235, *Information for Designers of Instructional Systems-ISD Executive Summary for Commanders and Managers*.

6.5.2. Lesson Objective Description. These are subject to changes in the contract.

6.5.3. Lesson Objective Use. Instructors and examiners use lesson objectives as a reference document to establish training and evaluation standards. Submit recommended changes through MAJ-COM channels.

6.5.4. Course Material. All student guides, training guides, line development guides, etc., will be provided by the ATS contractor. Local procedures will be developed by unit training offices to ensure students bring the current version of the course material to the start of each class.

#### **6.6. Crew Resource Management (CRM) Training.**

6.6.1. CRM Development. CRM trains aircrew members to cope with potential problems in human behavior affecting crew performance. Documented studies of aircraft accidents and additional data suggests most human behavior problems observed among aircrews could be grouped into six categories: situational awareness, crew coordination/flight integrity, communication, risk management/decision making, task management, and mission planning/debriefing.

6.6.2. CRM Program. Introduction to CRM is presented during initial qualification training and is imbedded in continuation/upgrade training.

### **6.7. Unsatisfactory Student Progress.**

6.7.1. If a student's training progress is unsatisfactory, the contractor will notify the government representative (group training, operations officer, etc.). Following a joint ANG and ATS contractor review of the student's record, ANG will determine whether to continue or terminate training.

6.7.2. The contractor will provide written feedback to the unit commander or training office for students who display substandard performance.

6.7.3. Remediation Procedures. NGB/A3TM must receive prompt notification from the contractor of failed course completion. Remediation subsequent to a failed course may be the responsibility of the ATS contractor, ANG, or held jointly, depending on the nature of failure. In every case, close coordination is required to achieve maximum trainee progress. Direct contact with appropriate ATS instructor supervisor is encouraged.

### **6.8. Courseware Changes.**

6.8.1. Submit courseware changes through appropriate MAJCOM channels, with information copies to NGB/A3T.

6.8.2. Master Task List (MTL) and Evaluation Standards Document (ESD).

6.8.2.1. MTL/ESD Purpose. The MTL/ESD were developed (are required) to provide the basis for courseware development. The MTL/ESD will be approved by NGB/A3T and is the evaluation criteria for validating an aircrew member's performance. Flight examiners and instructors who evaluate or train crewmembers will use the MTL/ESD to determine the ability of an individual to meet the performance levels required to be mission-qualified.

6.8.2.2. MTL/ESD Use. Flight evaluators and instructors in the training and evaluation of crewmembers will use the MTL/ESD. Distribution of the MTL/ESD is sufficient to ensure that each squadron has reference copies for each crew position. Recommended changes will be submitted through Air Force channels using an approved quality assurance change proposal (QACP) process. Changes to the MTL/ESD frequently result in changes to associated courseware.

### **6.9. Aircraft Flights for Contract Training Instructors.**

6.9.1. The ATS contractor provides opportunity for ANG instructors to observe trainee progress in ATDs. Likewise, ATS instructors may observe the trainee's aircraft flights IAW the terms and conditions of the current government contract and only after NGB/A3 coordination and AF/A3O approval. If the contract does not specify a requirement for contract instructor flights to observe students, then flights are not authorized unless an exception to policy is approved by AF/CV. Exceptions to policy require NGB/A3 and AF/A3O coordination.

6.9.2. Contractor Personnel Flight Operations. The contractor shall identify, publish, and update (as appropriate) to NGB/A3T a list of designated aircrew training instructors to fly onboard C-38A aircraft. Each contracted flight operator will have a valid FAA class 2 physical to fly onboard ANG aircraft. Approval letter must be maintained by MAJCOM and unit training offices. See AFI 11-401 for more information.

## 6.10. Responsibilities.

### 6.10.1. ATS Contractor.

6.10.1.1. In the event that an aircrew member is not capable of achieving initial aircrew qualification, the contractor will coordinate with the unit training office to determine a course of action.

6.10.1.2. Provide the units with the following training documentation:

6.10.1.2.1. Course completion diploma.

6.10.1.2.2. Applicable ATD grade slips.

6.10.1.2.3. Objective completion statements of computer-based courseware (if applicable).

6.10.1.2.4. Document any training, to include reasons, that was not accomplished.

6.10.1.3. Ensure the simulator, CBT, along with other devices and training aids, enhance flight training programs. The instructor will conduct scheduled lessons and mission overviews prior to each ATD lesson. All necessary data to complete the ATD mission or assigned task will be provided during the pre-mission period.

6.10.1.4. Maintain an ANG-approved aircraft systems refresher (academics) program to supplement the simulator refresher training course. Ensure instructors:

6.10.1.4.1. Provide an environment for the simulator training that is as realistic as possible. Attention will be directed to crew coordination throughout all phases of flight. Aircrews will utilize equipment in the trainer the same as they would in the aircraft.

6.10.1.4.2. Conduct post-lesson feedback of ATD session to reinforce the desired learning outcomes.

6.10.1.4.3. Provide comments on refresher training documentation. The intent of comments is to provide meaningful feedback to the appropriate levels of supervision (ANG and contractor) on the student's refresher training. In cases where the student requires more training than the time available, exhibits less than required preparation, or displays an attitude problem, the instructor must provide immediate documentation or feedback to the student's unit through appropriate channels.

6.10.1.4.4. Provide all students with a refresher training critique, which will be completed and processed according to guidance in [Chapter 1](#) of this volume.

### 6.10.2. NGB/A3T.

6.10.2.1. Provide overall management authority for C-38A contract training.

6.10.2.2. Ensure that contractor-provided academic and ATD training complies with the policies, guidelines, and directives established by HQ USAF, HQ AMC, HQ ANG, and the current ATS contract.

6.10.2.3. Review all recommended initiatives directed toward the C-38A training contracts. This includes recommendations for changes submitted by the contractor or other ANG agencies.

6.10.2.4. Coordinate ANG training requirements with the contractor to ensure effective utilization of all contractor-provided academic and ATD training.

6.10.2.5. Monitor training device utilization, availability, and ensure equipment malfunctions are corrected through coordination with the training contractor when required.

6.10.2.6. Review all initial qualification and refresher training courses and mission scenarios. Changes should be made as necessary when aircraft systems, operating procedures, or mission and command training requirements are modified or changed.

6.10.2.7. Submit annual student training requirements to the contractor as required by the contract.

6.10.3. Squadron Training Office (DOT) will:

6.10.3.1. Evaluate contractor instruction through the review of aircrew member critiques, evaluator feedback, schoolhouse feedback, and their own evaluations. Inform NGB/A3T if standards are compromised with recommendations for action/resolution by NGB/A3T.

6.10.3.2. Review simulator refresher training courseware and provide recommendations to improve the program.

6.10.3.3. No later than 45 days prior to the class start date units must inform contractor of class number, name, and SSN of personnel attending refresher simulator training.

6.10.3.4. No later than 30 days prior to class start date all units must notify NGB/A3T and contractor of all allocations they do not plan to use.

6.10.3.5. Units desiring to use returned quotas will notify NGB/A3T. In the event that more than one unit desires to utilize the quota, final determination will be made by NGB/A3T.

6.10.3.6. Units desiring to trade quotas may do so without ANG approval; however, they must inform NGB/A3T before the trade occurs for accountability and billing purposes.

6.10.3.7. Requests for additional training quotas will be submitted directly to NGB/A3T. NGB/A3T will take required action and inform applicable command of any new authorized classes.

## Chapter 7

### ARMS IDENTIFIERS AND COURSE DESCRIPTIONS

**7.1. Description.** ARMS event identifiers are standardized for mobility aircrew members.

**Table 7.1. ARMS Identifiers**

Identifiers	Group	Paragraph
A	Academic Identifiers	<a href="#">7.2.</a>
G	Ground Training Identifiers	<a href="#">7.3.</a>
LL	Life Support Training Identifiers	<a href="#">7.4.</a>
M	Mission Specific Identifiers	<a href="#">7.5.</a>
P	Proficiency Training Identifiers	<a href="#">7.6.</a>
Q	Qualification and Certification Training Identifiers	<a href="#">7.7.</a>
SS	Survival Evasion Resistance Escape Training Identifiers	<a href="#">7.8.</a>
X	Unit Defined Identifiers	<a href="#">7.9.</a>

#### 7.2. Academic (A) Identifiers.

**A004 Senior Staff Qualification Course**

#### 7.3. Ground (G) Training Identifiers.

**G002 Aircraft Marshaling Training and Examination.**

**Purpose.** To ensure aircrew members understand proper marshaling procedures to prevent aircraft taxi incidents.

**Description.** Review of AFI 11-218, *Aircraft Operations and Movement on the Ground*, followed by a 20-question test.

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: Squadron

**G005 Flight Physical.**

**Description.** AFI 48-123, *Medical Examinations and Standards*. Examination expires on the last day of the birth month annually (e.g., if an individual's birth month is March, and a physical was accomplished 19 January 2002, the next physical is due not later than 31 March 2003.)

**G006 Physiological Training.**

**Description.** (AFI 11-403, *Aerospace Physiological Training Program*). Currency expires 5 years after the last day of the month in which training was accomplished (e.g., if training was accomplished 19 October 1998, then training is due NLT 31 October 2003). Aircrew members who have more than 20 years of aviation service and have completed two or more refresher aerospace physiology courses with altitude chamber flights receive refresher academics every 5 years. However, training in an altitude chamber is the aircrew member's option.

**G010 Chemical-Biological Warfare Defense (CWD) Training.**

**Purpose.** Training goal is to provide the required knowledge and skills to plan, respond to and recover from a Full Spectrum Threat Response (FSTR) event. Training helps increase the knowledge and level of proficiency required to respond to and conduct FSTR operations. It also provides base populace with the knowledge and skills needed to survive to operate (STO) across the full spectrum of disasters.

**Description.** Academic and hands-on training on ground crew protective equipment components according to AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*. Training includes Explosive Ordnance Reconnaissance (EOR) training. Units may combine this training with LS04 (Aircrew Chemical Defense Training), provided both aircrew and ground ensembles are covered. Aircrew Life Support personnel will cover Aircrew-specific procedures. Qualified CE readiness personnel will instruct ground crew protective equipment.

**OPR:** MAJCOM: HQ AMC/A7X.

Unit: Civil Engineering Readiness Flight.

Curriculum Development: HQ AFCESA/CEX, local CE readiness flight.

Instructor: Qualified Disaster Preparedness Instructor.

**G060 Tactics.**

**Purpose.** To provide the aircrew member with information necessary for the effective and successful completion of the unit's assigned employment mission.

**Description.** Course will include both specialized briefings and individual or aircrew study of all areas pertinent to completing the unit's assigned tasking. The lesson will be based on information in documents pertinent to completing the unit's assigned mission. Staff specialists will be available during periods of aircrew self-study to assist in strengthening weak areas and answering questions. Each unit's tactics training should be tailored to their mission. Include unit mission intelligence brief. Intelligence personnel will conduct this portion of the brief. As a minimum, G060 will cover items in [Table 7.2](#), as determined applicable to the unit mission by the squadron commander.

**OPR:** MAJCOM: AMC--AMWC, HQ AMC/A39/A37T.

Unit: Tactics branch, COMSEC responsible officer (CRO), wing, OG, and squadron training personnel.

**Instructors:** Tactics instructors and applicable wing staff agencies as required.

**Training Aids:** As required (e.g., video—SAFE PASSAGE Procedures for Aircrews).

**Additional Information.** Written criterion tests (as required) may be given individually or as a crew effort. "Laws of Armed Conflict" (LOAC) and "Protection from Terrorism" may be taught in conjunction

with G060. If not available on-line, coordinate with the staff judge advocate for LOAC training and security forces for Protection from Terrorism training. An Evasion Plan of Action (EPA) should be covered.

**Table 7.2. Tactics Course Requirements.**

<b>Unit Mission Brief:</b>	<b>Composite Force Structure:</b>
Conventional employment	Operations theory
Tasking under regional OPLANS	Threat warning and information dissemination
Peacekeeping operations	Close control versus broadcast (bulls eye) control
COMSEC user requirements	High value airborne asset (HVAA) protection
<b>Aircraft Systems</b>	Low level navigation and AR
Defensive Systems (DS)	Large formation operations
Have Quick (Note 1)	<b>Exercise and Conflict Lessons Learned</b>
KY-58, SECURE VOICE, SATCOM (Note 1)	Unit lessons learned
Unit specific equipment (NVG, etc.)	MAJCOM and theater lessons learned
<b>ATO and SPINS</b>	<b>Threat System Description and Capabilities</b>
ATO breakout and use	Surface-to-air and air-to-air systems including blue and gray threat)
SPINS usage	Threat employment doctrine
AFKAI-1, <i>USAF Voice Call Sign List</i> (Note 1)	<b>SAFE PASSAGE</b>
Use of code words, chatter marks	IFF procedures and equipment operation
<b>Aircraft Aerodynamics</b>	Friendly air defense systems
Energy Management	Authentication procedures
Fighter maneuvers against AMC aircraft	Airspace control and air defense measures
Tactical maneuvering against threat	Unit and theater specific SAFE PASSAGE procedures
Compare threat aircraft to AMC aircraft	Flight Information Handbook Review
<b>Defensive Maneuvering</b>	<b>Tactical Deception</b>
Long range and radar missile defense	Basic principle and concepts
Short range IR and guns	AMC aircraft participation and involvement

**NOTE:**

1. May be credited towards G080, Communications Procedures. Items covered under another event are optional in G060.

**G070 Aircrew Intelligence Training (AIT).**

**Purpose.** To enhance aircrew member understanding of the threat to unit assets and directly contribute to mission success and aircrew survival. Includes unit mission intelligence brief. Training will be conducted by intelligence personnel in coordination with tactics officers, staff judge advocate and security police, as appropriate, to meet aircrew training requirements. This annual training requirement may be separated into two sessions taught semiannually. Credit event only on completion of all required training. May be combined with G060, Tactical Procedures.

**Description.** See AFI 14-103, *Threat Recognition Training Materials Production Program* and MAJCOM guidance.

**OPR:** MAJCOM: HQ AMC/A27T.

Unit: Intelligence officer, JA, SF.

**Curriculum development:** Units.

**Instructor:** Qualified intelligence instructor.

**Additional Information.** Laws of armed conflict (LOAC) and Force Protection Requirements may be taught in conjunction with Aircrew Intelligence Training (requires scheduling additional time beyond 3 hours scheduled for AIT) or accomplished on-line. Coordinate with the staff judge advocate for LOAC training and the security police for PFT training, if needed. The unit intelligence officer may administer an aircrew intelligence related test to determine if additional training is required.

**G080 Communications Procedures.**

**Purpose.** To ensure aircrew members possess a thorough knowledge of all communication and COMSEC requirements.

**Description.** This course includes detailed discussion of equipment operation, procedures, and training requirements applicable to peacetime and wartime communications operations. Also included in this course are the proper use, protection, disposition, and accountability of COMSEC aids (see AFI 33-201, Volume 1, *Communications Security (COMSEC)*, and MAJCOM supplements). Cover the following subjects (as applicable): SIOP; COMSEC user requirements (see AF IMT 4168, **COMSEC Responsible Officer and User Training Checklist**, for more required training items).

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: COMSEC responsible officer (CRO), wing, OG, and squadron training personnel and ATS instructors (if included in ATS contract).

**G090 Anti-Hijacking.**

**Purpose.** To provide aircrews with training on US Air Force policy and guidance on preventing and resisting aircraft piracy (hijacking).

**Description.** This training will meet requirements in AFPD 16-8, *Arming of Aircrew, Mobility, And Oversea Personnel* and AFI 31-207, *Arming and Use of Force by Air Force Personnel* and is designed to supplement training requirements in AFI 36-2226, *Combat Arms Program*.

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: Squadron.

**Curriculum development:** As required.

**Instructor:** Unit designated.

**Training Aids:** CBT fulfills requirement. The unit may supplement CBT training with instructor led discussions based on the Use of Force Model (UFM) in AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking) FOUO* and criterion test (locally developed).

**G100 Law of Armed Conflict/Rules of Engagement (ROE)/Human Rights.**

**Purpose.** To ensure aircrew members understand LOAC.

**Description.** See requirements in AFPD 51-4, *Compliance with the Law of Armed Conflict (LOAC)* and AFI 51-401, *Training and Reporting to Ensure Compliance with the Law of Armed Conflict*. “Annually, all commanders will ensure that assigned personnel are trained in the principles and rules of LOAC. At a minimum, training will include subjects required by the 1949 Geneva Conventions for the Protection of War Victims and the Hague Convention IV respecting the Laws and Customs of War on Land of 1907” (reference AFI 51-401, para 3.1).

**OPR:** MAJCOM: HQ AMC/JAG

Unit: Commanders may supplement AF or MAJCOM LOAC training programs.

**Instructor:** JA, unit intelligence officer, or suitable training media.

**Training Aids:** LOAC training is available in several formats including web-based training at: <http://usaf.smartforce.com>, or MAJCOM/JA staff web sites. Completing any LOAC training course fulfills the requirement.

**Additional Information.** Due to different mission requirements, units have the option of putting increased emphasis on those areas in the course of particular interest to them. During wartime or contingency operations, the intelligence officer may brief LOAC with prior coordination between JA and intelligence. Intelligence is only responsible for presenting the JA’s scripted briefing.

**G110 Level I Antiterrorism Awareness Training.**

**Purpose.** To provide detailed guidance for reporting and preventing terrorist activity.

**Description.** Introduction to Terrorism, Terrorist Operations, Individual Protective Measures, Terrorist Surveillance Techniques, Improvised Explosive Device (IED) Attacks (**NOTE:** Ensure special emphasis is placed on secondary IED tactic), Kidnapping & Hostage Survival, Explanation of Terrorism, Threat Levels, and FPCON System. Include security reporting, safeguarding aircraft and COMSEC equipment, and individual responsibilities and protective measures. Course covers information on threat conditions, security reporting, safe guarding aircraft and COMSEC equipment, and individual responsibilities and protective measures. See AFI 10-245, *Air Force Antiterrorism (AT) Standards*.

**OPR:** MAJCOM: HQ AMC/SFO.

Unit: Security police squadron.

**Curriculum Development:** Units.

**Instructor:** Flightline Constable Resource Protection NCO.

**Training Aids:** Annual Level 1 AT awareness training may be accomplished by any level II certified personnel or per DoD sponsored computer-based training and/or distance learning.

**G120 Isolated Personnel Report (ISOPREP) Review.**

**Purpose.** To generate (if necessary), review, and ensure accuracy of aircrew member isolated personnel reports.

**Description.** Annual review of isolated personnel report (ISOPREP) card. See AFDD 2-1.6, *Personnel Recovery Operations*. Currency is 180-day requirement.

**OPR:** MAJCOM: HQ AMC/A27T.

Unit: Intelligence officer.

**G130 Instrument Refresher Program.**

**Purpose.** To ensure pilots possess sufficient knowledge of all applicable directives, procedures, and techniques to assure safe and professional instrument flying.

**Description.** Guidance for development of unit Instrument Refresher Programs, including topics and subject outlines, course length, instructor prerequisites, and methods of instruction is contained in AFMAN 11-210, *Instrument Refresher Program (IRP)*. Unit program developers and IRP instructors must be familiar with AFMAN 11-210. Complete IRP test requirement IAW AFI 11-202, Volume 2 within the aircrew member's qualification eligibility period.

**OPR:** MAJCOM: HQ AMC/A37T

Unit: OG/CC or ATS contractor.

**Curriculum Development:** Air Force Flight Standards Agency (AFFSA).

**Training Aids:** CBT, USAF IRP from HQ AFFSA at the following URL, [https://www-mil.andrews.af.mil/pages/affsa/xo/affsaxo\\_dir.htm](https://www-mil.andrews.af.mil/pages/affsa/xo/affsaxo_dir.htm), fulfills part of AFMAN 11-210 IRP requirements. Additional support is available from HQ AMC/A37T. Unit program development assistance can be obtained by contacting HQ AFFSA, as part of their IRP roadshow. Address the following topics (where applicable to unit mission):

1. Controlled flight into terrain (CFIT) (applicable to all).
2. VFR flight rules, maneuvers, and procedures.
3. Operations under the Global Air Traffic Management (GATM).
4. Minimum Navigation Performance Specifications (MNPS) airspace and procedures.
5. Reduced Vertical Separation Minimums (RVSM) airspace and procedures.
6. Required Navigation Performance (RNP) airspace and procedures.

**G182 Hazardous Cargo Training.**

**Purpose.** Familiarize aircrew members with procedures and restrictions when carrying hazardous materials as cargo.

**Description.** Complete MAJCOM wing or ATS contractor-provided instruction designed to review aircrew hazardous procedures and AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*. Complete a 25-question open-book examination if not incorporated into computer based training according to AFMAN 24-204 (I), *Preparing Hazardous Materials for Military Air Shipments*. The curriculum will include:

1. Hazardous classification.
2. Aircraft loading and passenger movement.
3. Packaging.
4. Tactical and contingency airlift.
5. Marking and labeling.
6. Aircrew responsibility.
7. Certification.

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: MDS or ATS contractor instructor led curriculum or computer-based training module may be used.

**G230 Crew Resource Management (CRM) Refresher.**

**Purpose.** Mission-specific CRM continuation training conducted according to AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and MAJCOM supplement. May be accomplished in conjunction with CRM simulator.

**Description.** Reinforces initial CRM training through an academic review of the common core subjects (according to AFI 11-290) with specific emphasis on an annual refresher topic.

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: ATS contractor.

**G231 Initial Crew Resource Management (CRM) Training.**

**Purpose.** Aircraft and crew-specific CRM training conducted according to AFI 11-290 and MAJCOM supplement.

**Description.** Introduces common core subjects according to AFI 11-290. If initial CRM is not accomplished at the formal school, it must be accomplished within 1 year of reporting to home station. Dual log with G230 for ARMS tracking purposes.

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: ATS contractor.

**Additional Information.** Completion of any CRM pre-work, if applicable, is required before attending CRM training. Pre-work will be distributed to organizations in sufficient time and supply to allow completion. Dual log accomplishment of G231 with G230 for ARMS tracking purposes.

**G250 Refresher Simulator.**

**Purpose.** Simulator training emphasizing aircraft systems, normal and emergency procedures, and mission specific training requirements. May be termed "phase training."

**G251 Initial Egress Simulator.**

**Purpose.** Initial simulator training ensuring aircrew members can perform egress from the aircraft during emergency situations.

**Description.** Establishes baseline date for refresher simulator training. Normal and emergency procedures, emergency equipment, inflight illness training, and aircraft systems training in the classroom. Simulator drills for unplanned ground evacuation procedures, planned and unplanned crash landing and ditching procedures, sea survival, and fire fighting procedures.

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: EATC/ATS contractor.

**G252 Refresher Egress Simulator.**

**Purpose.** Annual training composed primarily of simulator drills to egress from the aircraft.

**Description.** Review of normal and emergency procedures, and emergency equipment location and use. Simulator drills for unplanned ground evacuation procedures, planned and unplanned crash landing and ditching procedures, and fire fighting procedures.

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: EATC/ATS contractor.

**G280 Small Arms Training/Cabin Combat Arms Training.**

**Purpose.** To train aircrew members in successful engagement of enemy targets within the range and capabilities of their assigned weapon.

**Description.** Academics and firing range exercise; includes use of force, live-fire or simulator training. Do not use small arms simulator training for initial qualification. See AFI 36-2226, *Combat Arms Program* and AFI 31-207, *Arming and Use of Force by Air Force Personnel*).

**OPR:** MAJCOM: HQ AMC/SFX.

Unit: Security Forces Squadron (SFS).

**Instructor:** Qualified SFS combat arms instructor.

**Additional Information.** Course will meet requirements of AFI 36-2226 and include use of force training from AFI 31-207. This event is not required before a aircrew member is MR. Complete training within 180-days of the aircrew member becoming MR.

**G940 CPR/AED Training.**

**Purpose.** To train aircrew members in the performance of CPR and use of Automated External Defibrillator (AED) for critical life saving skills.

**Description.** Academics and hands on training IAW American Heart Association Heartsaver AED protocol.

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: American Heart Association Military Training Network.

**Instructor:** Personnel certified in Healthcare Provider course, must meet all requirements set by American Heart Association Guidelines 2000.

#### 7.4. Life Support (LL) Training Identifiers.

MAJCOMs may combine and/or supplement courses to tailor training to their needs. Refer to AFI 11-301 Volume 1, *Aircrew Life Support (ALS) Program*, for general instructions.

##### LL01 Life Support Familiarization Training.

**Purpose.** One time event per base assignment, conducted at home station during mission qualification training to familiarize aircrew members with local Aircrew Life Support (ALS) equipment availability, issue, use, pre-flight and post flight procedures. Provide LSFT for subsequent re-assignment's to same base.

**Description.** Unit specific equipment, Aircrew Laser Eye Protection (ALEP), and procedures peculiar to home station or local training area (local bail-out area, fuel dumping area, and local fire department procedures). There is no mission qualification or continuation training requirement for ALEP. See AFI 11-301, Vol 1 and the appropriate MAJCOM supplement.

**NOTE:** ALEP spectacles protect Air Force aircrews from laser devices employed by both friendly and hostile forces. Aircrews may require ALEP for day and night operations for laser protection, mission compatibility, and flight safety to sufficient to prevent permanent eye damage or the temporary effects of laser weapons/devices. Training materials are available on AMC/A37T's secure site, <http://www.amc.scott.af.smil.mil/customers/dok/index.html>. AF-level information is at [http://www.brooks.af.mil/AFRL/HED/HEDO/lep\\_proj.htm](http://www.brooks.af.mil/AFRL/HED/HEDO/lep_proj.htm).

**OPR:** MAJCOM: HQ AMC/A37T

Unit: Wing Life Support

**Additional Information:** Each unit is responsible for tailoring training to meet unit needs.

**LL03 Egress Training, Non-Ejection.**

**Purpose.** To ensure all aircrew members can explain ground and in-flight egress procedures, are able to identify and document equipment discrepancies, can perform required egress procedures, and are able to identify, locate and utilize appropriate emergency equipment. Also, to ensure all aircrew members understand the operation of fire extinguishers located in the aircraft and fire bottles positioned outside the aircraft. The course should also address egress difficulties associated with the Aircrew Eye/Respiratory Protection System (AERPS) equipment and emergency contamination control to satisfy LL05 requirements.

**Description.** See AFPD 11-3, *Life Support*, AFI 11-301, Vol 1 and applicable MAJCOM guidance. Evaluate the crewmember's ability to demonstrate use of aircrew and passenger LSE and ground egress procedures. Practice egress scenario to enforce the importance of aircrew coordination actions required for emergency situations. Ensure aircrew members are aware of their responsibilities for conducting safety briefings according to AFI 11-202 Volume 3, *General Flight Rules*, and LSE documentation procedures.

**OPR:** MAJCOM: HQ AMC/A37TL.

Unit: Squadron and Aircrew Life Support.

**Curriculum Development:** Unit.

**Instructor:** Life support technical expert may assist Squadron instructor.

**Training aids:** Aircraft, fire extinguisher and fire bottle.

**Additional Information.** CBT may be used to accomplish continuation training (with the exception of the fire extinguisher and fire bottle training) Actual performance of ground emergency egress procedures at the aircraft is desired. Unit scheduling will coordinate with maintenance to ensure aircraft availability for training. An appropriate maintenance stand and safety equipment must be immediately below windows, hatches, and escape slides being used. A safety observer or instructor must be positioned on the maintenance stand to assist as necessary.

**LL05 Egress Training with ACDE.**

**Purpose.** Provide aircrews with the training required to safely egress assigned aircraft while wearing ACDE.

**Description.** Each aircrew member must demonstrate the ability to safely egress while wearing ACDE. Training must be accomplished at least once in each assigned MDS aircraft. Accomplishing this training also satisfies the requirements in LL03. See AFI 11-301 for course description.

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: Aircrew Life Support.

**LL06 Aircrew Life Support Equipment (ALSE).**

**Purpose.** Aircrew members demonstrate their ability to locate, preflight, and use all aircrew and passenger ALSE carried aboard unit aircraft or issued to aircrew members. This training includes the limitations and safety issues related to ALSE. Additionally, include aircrew clothing items and information on hazards associated with improper wear and failure to use only authorized clothing and equipment items.

**Description.** The class is conducted as part of the training for initial qualification students. LSE for continuation training will be taught as part of WST, CST and Egress. See AFI 11-301 and the MAJCOM supplement for course description.

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: Aircrew Life Support.

**7.5. Mission Specific (M) Identifiers.**

**M010 Proficiency Sortie.** The following requirements are listed by crew position:

**Pilots.** Must be accomplished with an IP (formal school instructors are exempt from the IP requirement). IP should accomplish M010 requirements with another IP on board the aircraft. Once the exercise commences, it should not be disrupted for any other type of training. As a minimum, a pilot proficiency sortie will consist of the following:

Review of Boldface/Recall emergency procedures.

Three instrument approaches.

Missed approach.

VFR traffic pattern (weather permitting).

In addition, the following should be accomplished when available and applicable.

Holding pattern or procedure turn (to include entry).

Circling approach.

Simulated engine-out landing (applicable to FP and above).

Simulated engine-out go-around or missed approach (applicable to FP and above).

Partial flap landing.

If circumstances prevent completion on one sortie, credit may be taken after a second IP-supervised sortie, provided the combined activity fulfills the intent of this paragraph. Instructors should tailor each M010 to the individual pilot's needs. Particular emphasis should be placed on simulated systems malfunctions, simulated-engine out operations and instrument procedures. IPs may complete a proficiency sortie over a series of flights, if accomplished in the training period required.

**M030 Overseas Sortie.** Requirement determined by units.

**M060 Theater Indoctrination.**

**Purpose.** To provide aircrews with the information necessary to safely operate throughout the unit's routine area of operations. This training is a one time event at the home station but is also required upon arrival at a deployed location outside the assigned theater.

**Description.** See AFI 11-202, Volume 1. Units will design a program to meet requirements unique to their operations.

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: Wing/Group/Squadron Training personnel.

**Additional Information.** Each unit is responsible for tailoring training to meet unit needs and the minimum requirements of AFI 11-202, Volume 1.

**7.6. Proficiency (P) Identifiers.****P020 Takeoff.**

**Description.** Initial takeoff or takeoff following a touch-and-go landing.

**Training Media:** Aircraft or Level C or better weapon system trainer.

**P070 Instrument Approach.**

**Purpose.** Training for pilots to fly Instrument Approach Procedures.

**Description.** Any precision (P100) or non-precision (P110) approach may be flown and credited if the crew could safely land out of the IAP. While the entire IAP need not be flown, the portion from the final approach fix through the decision height or missed approach and either a landing or an ATC coordinated missed approach procedure or instructions will be accomplished.

**OPR:** AMC/A37T

**Training Media:** Aircraft or Level C or better weapon system trainer.

**Additional Information:** See the flight manual, AFI 11-202 Volume 3, and AFMAN 11-217, Volumes 1 and 2, *Instrument Flight Procedures*, for additional information.

**P090 Instrument Approach (Manual).**

**P100 Precision Approach.**

**Purpose.** Training for pilots to fly using Instrument Approach Procedures with the aid of glide slope and course guidance information.

**Description.** Any PAR, ILS, or MLS approach may be credited if the crew could safely land out of the IAP. While the entire IAP need not be flown, the portion from the final approach fix through the decision height and either a landing or an ATC coordinated missed approach procedure or instructions will be accomplished.

**OPR:** AMC/A37T

**Training Media:** Aircraft or Level C or better weapon system trainer.

**Additional Information:** See the flight manual, AFI 11-202 Volume 3, and AFI 11-217, Volumes 1 and 2 for additional information.

**P110 Non-precision Approach.**

**Description.** Any VOR, TACAN, localizer, ARA, or ASR may be credited if the crew could safely land out of the approach. While the entire IAP need not be flown, the portion from the final approach fix through the missed approach and either a landing or an ATC coordinated missed approach procedure or instructions, will be accomplished.

**OPR:** HQ AMC/A37T

**Training Media:** Aircraft or Level C or better weapon system trainer.

**Additional Information:** See the flight manual, AFI 11-202 Volume 3, and AFI 11-217, Volumes 1 and 2 for additional information.

**P116 NDB Approach.**

**Description.** Any NDB may be credited if the crew could safely land out of the approach. While the entire IAP need not be flown, the portion from the final approach fix through the missed approach point and either a landing or an ATC coordinated missed approach procedure or instructions, will be accomplished.

**OPR:** HQ AMC/A37T

**Training Media:** Aircraft or Level C or better weapon system trainer.

**Additional Information:** Non-directional beacons are a type of non-precision navigation aids used during IFR operations to guide the aircraft to a safe landing. Since NDBs are not usually co-located with distance measuring equipment, positional awareness can only usually be gained through a combination of crew coordination, NDB station passage, cross-tuning, timing, radar, and other navigation aids. Because of these factors and others, a higher than normal degree of crew coordination is required for many NDB approaches. See the flight manual, AFI 11-202 Volume 3, and AFI 11-217, Volumes 1 and 2 for additional information. Will be dual logged with P110.

**P117 RNAV Approach.**

**Description.** RNAV is a method of navigation permitting aircraft operations on any desired course within the coverage and capabilities of the aircraft onboard navigation equipment. Any of the various types and (or) combinations of onboard equipment required to file and fly RNAV. These include INS, TACAN/VOR/DME-based FMS, Integrated/Embedded GPS, or Loran-C.

**OPR:** HQ AMC/A37T

**Training Media:** Aircraft or Level C or better weapon system trainer.

**P120 Cat II ILS****P130 Circling.**

**Purpose.** Training for pilots to fly a non-precision IAP to one runway and then safely land on another runway (at the same airport) or opposite direction. **Description:** Any circling approach may be credited if the crew could safely land out of the circling approach. While the entire non-precision IAP need not be flown, the portion from the final approach fix through the missed approach point through the circle to either a landing or an ATC coordinated missed approach procedure or instructions will be accomplished.

**OPR.** HQ AMC/A37T

**Training Media.** Aircraft or Level C or better weapon system trainer.

**Additional Information.** References: flight manual; AFI 11-2SAM-CSM, Volume 3 (will become AFI 11-2SAM-CSM-DVG, Volume 3); AFI 11-202, Volume 3; and AFMAN 11-217, Volumes 1 and 2, for additional information.

**P140 Visual Traffic Pattern.****P150 Missed approach.****P170 Approach and Go-Around (Simulated Engine-Out).****P180 Approach and Landing (Simulated Engine-Out, Partial Flap).****P190 Landing.**

**Description.** Any landing actually accomplished (full stop, touch and go)

**OPR:** HQ AMC/A37T

**Training Media:** Aircraft or Level C or better weapon system trainer.

**P192 Night Landing.**

**Description.** Any landing actually accomplished (full stop, touch and go, stop and go) between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac.

**OPR:** AMC/A37T

**Training Media:** Aircraft or Level C or better weapon system trainer.

**Additional Information:** May dual log with P190.

**P270 Secure Radio Operation (for equipped units).**

**Description.** Training consists of properly loading Secure Voice code and making at least one transmission and reception using Secure Voice with like-equipped aircraft.

**P271 Authentication Procedures.**

**Description.** Training consists of demonstrating proper challenge and reply authentication procedures using the TRIAD authenticator. Units will determine how best to accomplish the training (i.e., authenticate a transmission with command post, between aircraft in formation, etc.)

**7.7. Qualification and Certification (Q) Identifiers.****Q001 Open-Book Qualification Examination.**

**Description.** Use examinations to measure crewmember's knowledge of normal/emergency procedures, threats, and other information essential for safe and effective aircraft operation IAW AFI 11-2SAM, Volume 2, *Special Air Missions (SAM) Aircrew Evaluation Criteria* (will become AFI 11-2SAM-CSM-DVG, Volume 2, *Special Air Mission-Command Support Missions-Distinguished Visitor Guard (SAM-CSM-DVG) Aircrew Evaluation Criteria*).

**OPR:** HQ AMC/A37V

**Q002 Closed-Book Qualification Examination.**

**Description.** Use examinations to measure crewmember's knowledge of normal/emergency procedures, threats, and other information essential for safe and effective aircraft operation IAW AFI 11-2SAM, Volume 2 (will become AFI 11-2SAM-CSM-DVG, Volume 2).

**OPR:** HQ AMC/A37V

**Q007 Senior Staff Basic Qualification Evaluation.****Q008 Instructor Evaluation.****Q015 Special Missions and Operations Qualification.****Q090 Flight Publications Check.**

**Purpose.** Validate the currency and completeness of aircrew members' flight publications. See AFI 11-215, *USAF Flight Manuals Program (FMP)*.

**Q100 Operational Mission Evaluation (OME).****Q160 Instrument Refresher Course Examination.**

**Purpose.** Validates aircrew member training received during G130.

**Description.** Pilots and navigators will take an IRP examination. Reference AFI 11-2SAM, Volume 2 (will become AFI 11-2SAM-CSM-DVG, Volume 2).

**Q170 Flight Evaluation Folder (FEF) Review.**

**Purpose.** Ensure aircrew member FEFs are accurate.

**Description.** Reference AFI 11-2SAM, Volume 2 (will become AFI 11-2SAM-CSM-DVG, Volume 2).

**7.8. Survival Evasion Resistance Escape (SS) Identifiers.** Reference AFPD 16-13, *Survival Evasion Resistance and Escape (SERE)*.

**SS02            Combat Survival Training (CST) Refresher.** Academic and field training designed for aircrew members whose duties may include overflight of or deployment to hostile territory. CST provides aircrew members an opportunity to demonstrate their ability to operate life support equipment (LSE), employ survival/evasion techniques, and practice rescue procedures under simulated combat conditions.

**Purpose.** To provide aircrews with the information necessary to survive in any peacetime or wartime environment.

**Description.** Reference AFPD 16-13. This course includes in-depth instruction in physiological and psychological factors, personal protection, land navigation, combat recovery and signaling, survival medical training, Code of Conduct, and SAR communications.

**OPR:** MAJCOM: HQ AMC/A37T

Unit: SERE

**Additional Information.** Each unit is responsible for tailoring training to meet unit needs, according to AFI 36-2209, *Survival and Code of Conduct Training*. Course length will not exceed one training day. Units may schedule aircrew members to complete both CST and WST events in a single training day.

**SS03            Conduct after Capture (CAC).**

**Purpose.** Provide refresher training for wartime, governmental, and hostage detention situations.

**Description.** Reference AFPD 16-13 for complete course description. Training program to reinforce resistance training.

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: SERE

**SS05            Water Survival Training (WST) Refresher.**

**Purpose.** To provide aircrews with the information necessary for a water survival situation.

**Description.** Reference AFPD 16-13. The objective of this training is to emphasize survivor needs using water-related equipment, accessories, and procedures. It also includes emphasis on the use of passenger support equipment and proper care of passengers during a survival situation.

**OPR:** MAJCOM: HQ AMC/A37T.

Unit: SERE.

**Additional Information.** Each unit is responsible for tailoring training to meet unit needs. The “hands on” training requirement may be met by classroom, pool or commercial contract (ATS) at Group commander discretion. If ATS provides training, local Life Support will include military specific equipment in LL03 Egress Training, Non-Ejection before credit is given for the course. Units may schedule aircrew members to complete both water survival training and CST in a single training day.

**SS20            Combat Survival Training (CST), Wartime Level C (S-V80-A).**

**SS32            Water Survival Training, Non-Parachuting (S-V90-A).**

**7.9. Unit Defined (X) Identifiers.** Reserved for use by local units. Define events in the local supplement to this AFI. OG/CCs will review all “X” events for relevancy to the unit’s mission during the TRP. This review will be documented in the TRP minutes.

**7.10. Forms.**

7.10.1. Forms Prescribed.

AF Form 4022, **Aircrew Training Folder**

AF IMT 63, **Active Duty Service Commitment (ADSC) Acknowledgment Statement**

AF IMT 4023, **Aircrew Training Progress Report**

AF IMT 4024, **Aircrew Training Accomplishment Report**

AF IMT 4025, **Aircrew Summary/Closeout Report**

7.10.2. Forms Adopted.

AF Form 1256, **Certificate of Training**

AF IMT 847, **Recommendation for Change of Publication**

AF IMT 8, **Certificate of Aircrew Qualification**

AF IMT 1042, **Medical Recommendation for Flying or Special Operational Duty**

AF IMT 4168, **COMSEC Responsible Officer and User Training Checklist**

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DCS, Air, Space & Information  
Operations, Plans & Requirements

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

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

Public Law 92-204, Section 715, *Appropriations Act for 1973*

Public Law 93-294, *Aviation Career Incentive Act of 1974*

Public Law 93-570, *Appropriations Act for 1974*

37 U.S.C. 301a, *Incentive Pay*

DOD 4515.3R, *Air Transportation Eligibility*

DODI 7730.57, *Aviation Career Incentive Act of 1974 and Required Annual Report*

AFCAT 36-2223, *USAF Formal Schools*

AFDD 2-1.6, *Personnel Recovery Operations*

AFH 36-2235 Volume 1, *Information for Designers of Instructional Systems – ISD Executive Summary for Commanders and Managers*

AFI 10-245, *Air Force Antiterrorism (AT) Standards*

AFI 10-248, *Fitness Program*

AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*

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

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*

AFI 11-202, Volume 3, *General Flight Rules*

AFI 11-215, *USAF Flight Manuals Program (FMP)*

AFI 11-218, *Aircraft Operations and Movement Training Program*

AFI 11-290, *Cockpit/Crew Resource Management Training Program*

AFI 11-2SAM, Volume 2, *Special Air Missions (SAM) Aircrew Evaluation Criteria*

AFI 11-2SAM-CSM, Volume 3, *Special Air Missions (SAM) Command Support Missions (CSM) Operations Procedures*

AFI 11-301, Volume 1, *Aircrew Life Support (ALS) Program*

AFI 11-401, *Aviation Management*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 11-403, *Aerospace Physiological Training Program*

AFI 11-421, *Aviation Resource Management*

AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking) FOUO*

AFI 14-103, *Threat Recognition Training Materials Production Program*  
AFI 31-207, *Arming and Use of Force by Air Force Personnel*  
AFI 33-201, Volume 1, *Communications Security (COMSEC)*  
AFI 33-204, *Information Assurance (IA) Awareness Program*  
AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*  
AFI 36-2107, *Active Duty Service Commitments (ADSC)*  
AFI 36-2201, Volume 1, *Training Development, Delivery and Evaluation*  
AFI 36-2209, *Survival and Code of Conduct Training*  
AFI 36-2226, *Combat Arms Program*  
AFI 48-123, *Medical Examinations and Standards*  
AFI 51-401, *Training and Reporting to Ensure Compliance with the Law of Armed Conflict*  
AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*  
AFMAN 11-210, *Instrument Refresher Program (IRP)*  
AFMAN 11-217, Volumes 1 and 2, *Instrument Flight Procedures*  
AFMAN 24-204 (I), *Preparing Hazardous Materials for Military Air Shipments*  
AFMAN 36-2108, *Enlisted Classification*  
AFMAN 37-123 (will become AFMAN 33-363), *Management of Records*  
AFPD 10-9, *Lead Operating Command Weapon Systems Management*  
AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*  
AFPD 11-2, *Aircraft Rules and Procedures*  
AFPD 11-3, *Life Support*  
AFPD 11-4, *Aviation Service*  
AFPD 16-8, *Arming of Aircrew, Mobility, and Overseas Personnel*  
AFPD 16-13, *Survival Evasion Resistance and Escape (SERE)*  
AFPD 51-4, *Compliance with the Law of Armed Conflict*  
AFTTP 3-1, *Air Force Tactics, Techniques and Procedures*  
AFTTP 3-3 series, *Combat Aircraft Fundamentals*  
ANGI 36-2101, *Assignments within the Air National Guard*

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

**A**—annual

**AC**—aircraft commander

**ACDT**—aircrew chemical defense training

**ACDTQT**—aircrew chemical defense task qualification training  
**ACM**—additional crew member  
**ADSC**—active duty service commitment  
**AED/CPR**—automated external defibrillator/cardiopulmonary resuscitation  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFSC**—Air Force service code  
**AIT**—aircrew intelligence training  
**ALSE**—aircrew life support equipment  
**AMC**—Air Mobility Command  
**AMWC**—Air Mobility Warfare Center  
**ARMS**—Aviation Resource Management System  
**AQP**—airport qualification program  
**AR**—air refueling  
**ARC**—Air Reserve Component (includes ANG and AF Reserve Command)  
**ASEV**—aircrew standardization and evaluation visit  
**ASRR**—airfield suitability and restrictions report  
**AT**—academic training  
**ATD**—aircrew training device  
**ATS**—aircrew training system  
**BAI**—backup aircraft inventory  
**BAQ**—basic aircraft qualification  
**BMC**—basic mission capable  
**C**—cyclical (17-month qualification evaluation cycle)  
**CAC**—conduct after capture  
**CBT**—computer based training  
**CEA**—career enlisted aviators  
**COMSEC**—communications security  
**CONUS**—continental United States  
**CPT**—cockpit procedures trainer  
**CRM**—crew resource management  
**CSI**—contingency SERE indoctrination

**CSO**—communication systems operator  
**CST**—combat survival training  
**CUR**—currency  
**CWD**—chemical-biological warfare defense training  
**DNIF**—duty not involving flying  
**DOD**—Department of Defense  
**DOT**—director of training  
**DQT**—difference qualification training  
**DV**—distinguished visitor  
**EOR**—explosive ordnance reconnaissance  
**EP**—examiner pilot  
**ERD**—evaluation reference date  
**ESD**—evaluation standards document  
**ETCA**—Education and Training Course Announcement  
**FA**—flight attendant  
**FCF**—functional check flight  
**FE**—flight engineer  
**FEF**—flight evaluation folder  
**FMC**—flight management computer  
**FS**—flight surgeon  
**FTL**—flying training level  
**FY**—fiscal year  
**GT**—ground training  
**GTL**—ground training level  
**HARM**—Host Aviation Resource Management  
**HQ**—headquarters  
**IAP**—instrument approach procedure  
**IBT**—instructor based training  
**ICAO**—International Civil Aviation Organization  
**IFF/SIF**—identification, friend or foe, selected identification features  
**IP**—instructor pilot  
**IPC**—instructor preparatory course

**IQT**—initial qualification training  
**IRP**—instrument refresher program  
**ISD**—instructional systems development  
**ISOPREP**—isolated personnel report  
**LAS**—local area survival  
**LOAC**—law of armed conflict  
**LS**—life support  
**LSE**—life support equipment  
**MDS**—mission-design-series (e.g., C-38)  
**MOST**—mission oriented simulator training  
**MP**—mission pilot  
**MPD**—mobility pilot designation  
**MPF**—Military Personnel Flight  
**MQT**—mission qualification training  
**MR**—MR  
**MTL**—master task listing  
**MWS**—major weapons system  
**NAF**—numbered Air Force  
**NCST**—non-combat survival training  
**NMR**—non-MR  
**NVG**—night-vision goggles  
**OCONUS**—outside the continental United States  
**OG**—operations group  
**OME**—operational mission evaluation  
**OPORD**—operation order  
**OPR**—office of primary responsibility  
**OSA**—operational support airlift  
**OSS**—operations support squadron  
**P**—proficient  
**PAA**—primary aircraft assigned  
**PAG**—Presidential Airlift Group  
**PAI**—primary aircraft inventory

**PCS**—permanent change of station  
**PFT**—programmed flying training  
**PIQ**—pilot initial qualification  
**PR**—progress review  
**PRB**—progress review board  
**PS**—proficiency sortie  
**PTT**—part task trainer  
**RDS**—records disposition schedule  
**RS**—tactical and departure identifiers  
**RTRB**—realistic training review board  
**SARM**—squadron aviation resource management  
**SATCOM**—satellite communications  
**SERE**—survival evasion resistance and escape  
**SORTS**—status of resources and training system  
**STO**—survive to operate  
**TACC**—Tanker/Airlift Control Center (USAF)  
**TDY**—temporary duty  
**TERPS**—terminal instrument procedures  
**TG**—training guide  
**TI**—theater indoctrination  
**TL**—training level  
**TMS**—training management system  
**TRP**—training review panel  
**UMD**—unit manning document  
**VTRAT**—visual threat recognition and avoidance training  
**WST**—water survival training/weapon system trainer

### *Terms*

**Academic training**—A course of instruction that includes, but is not limited to, classroom instruction related to aircraft systems and operation, flight characteristics and techniques, performance, normal procedures, abnormal procedures, and emergency procedures. To adequately prepare students, academic courses should be completed prior to simulator or flight training.

**Aircraft commander (AC)**—The aircrew member designated by competent authority as being in command of an aircraft and responsible for its safe operation and accomplishment of the assigned

mission.

**Aircrew Training System (ATS)**—Integrated qualification, upgrade, and continuation training program for crew members. Civilian contractors conduct most academic and ATD training: Air Force conducts all flight training.

**Annual**—Training required once every calendar year.

**Basic aircraft qualified (BAQ)**—Aircrew member who has successfully completed an inflight evaluation but is not mission qualified in his or her assigned aircraft.

**Biennial**—Training required once every two calendar years.

**Communications security (COMSEC) aid**—COMSEC material, other than equipment or devices, that assists in securing communications and which is required in the production, operation, or maintenance of COMSEC systems and their components. Examples are keys, codes, and authentication information in physical or electronic form, call signs, frequencies, and supporting documents.

**Computer-Based training (CBT)**—Ground training system that uses computer-generated graphics or text in conjunction with interactive programs as the primary medium of instruction.

**Continuation training**—Ground and flight training events necessary to maintain MR or basic qualification status.

**Crew Resource Management (CRM) training**—Training to improve the teamwork, dynamics, and effectiveness of aircrews.

**Critical phases of flight**—Takeoff, air refueling, approach to landing, landing, or any flight maneuver stipulated in 11-2MDS series instructions specifically requiring direct (access to controls) instructor supervision for qualified or unqualified crew members.

**Currency event**—Flying continuation training events with prescribed maximum interval-between-accomplishment shown in the “CUR” column.

**Cycle**—17-month cycle based on in-flight evaluation completion date. Instrument test, open and closed-book testing, and in-flight evaluations are required 17 months after previous in-flight evaluation. Testing and evaluation will be accomplished during the 6-month period that includes the qualification expiration month and the five preceding months. See AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*.

**Difference qualification training**—Training necessary to qualify an individual in a different tactic or system within the same aircraft or an aircraft that is a different series other than the one in which currently qualified.

**Direct instructor supervision**—Instructor of like specialty with immediate access to controls (for pilots, instructor will occupy either aircraft commander or copilot seat).

**Familiarization Item**—An item completed by demonstration, observation or in-seat experience. Proficiency is not required.

**Flight examiner**—An aircrew member designated to administer evaluations according to AFI 11-2SAM, Volume 2 (will be AFI 11-2C-38, Volume 2).

**Flight surgeon (FS)**—Medical doctor qualified to perform flight surgeon duties and has current aeronautical orders in that AFSC.

**Flying Training Level (FTL)**—A standard assigned to aircrew members, by the squadron commander, directing flying continuation training requirements.

**Ground Training Level (GTL)**—A standard assigned to aircrew members, based upon experience and squadron commander recommendation, directing ground continuation training requirements.

**Instructor**—Aircrew member trained, qualified, and certified by the squadron commander as an instructor IAW AFI 11-2SAM, Volume 2 (will be AFI 11-2C-38, Volume 2).

**Instructor-candidate**—An aircrew member undergoing upgrade training to instructor.

**Instructor supervision**—A qualified instructor of like specialty supervising a maneuver or training event. For critical phases of flight, the instructor must occupy one of the seats or stations, with immediate access to the controls.

**Instrument simulator sortie**—Simulator training focusing primarily on instrument procedures.

**Mission-Oriented Simulator Training (MOST)**—Part of a training program (e.g., crew resource management) that includes a practical application, full-mission scenario in the simulator or weapons system trainer.

**Mission Ready (MR)**—Aircrew member who is current, qualified, and certified in the unit's designated mission(s).

**Mission Review Panel**—Locally established panel to review previous day's flight and ground training accomplishment.

**Monthly**—Training required once every calendar month.

**Night**—Portion of time between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac.

**Non-Mission Ready (NMR)**—Individual who is non-current or unqualified in the aircraft, incomplete in required continuation training, or not certified to perform the unit missions.

**Off Station Training Flight**—Any training mission that remains over night (RON) or onloads/offloads cargo or passengers at a base other than home station.

**Overseas Sortie (OCONUS Sortie)**—A sortie that includes a take-off or landing outside the 48 conterminous states of the United States.

**Part Task Trainer (PTT)**—A device used to practice a specific task such as cargo door operation, cargo loading training, or receiver AR.

**Quarterly**—3-month periods defined as 1 January to 31 March, 1 April to 30 June, and 1 July to 30 September, or 1 October to 31 December.

**Quinquennial**—Occurring once every five years.

**Refresher simulator**—Simulator training emphasizing aircraft systems, normal and emergency procedures, and mission-specific training requirements.

**Requalification training**—Training required to qualify aircrew members in an aircraft in which they have been previously qualified. See [Chapter 2](#) for requalification training requirements.

**Semiannual**—6-month training periods from 1 January to 30 June and 1 July to 31 December.

**Special mission**—Any mission requiring special qualification (FCF, etc).

**Supervised training status**—Aircrew member will fly under instructor supervision as designated by the squadron commander or examiner. This status is a result of loss of currency or qualification, or due to less-than-qualified evaluation.

**Training devices**—All trainers, computer assisted instruction, sound-on-slide programs, videos, and mockups designed to prepare students for flight training or augment prescribed continuation training.

**Training Level (TL)**—A standard assigned to aircrew members, by the squadron commander, directing continuation training requirements.

**Triennial**—Training required once every three calendar years.

**Upgrade Training**—Training to qualify an aircrew member in a higher crew position.

## Attachment 2

### AIRCREW TRAINING DOCUMENTATION

**A2.1. General Information.** This attachment provides guidelines on proper training documentation. Instructions are provided for AF Form 4022, **Aircrew Training Folder**, AF IMT 4023, **Aircrew Training Progress Report**, AF IMT 4024, **Aircrew Training Accomplishment Report**, and AF IMT 4025, **Aircrew Summary/Close-Out Report**, and aircrew training guides (TG).

A2.1.1. Initiate a training folder, AF Form 4022, for the ETCA formal training (either at formal school or in-unit), mission qualification, special qualification or certification training, in-unit upgrade program to the next higher crew qualification, requalification training (either at formal school or in-unit), or for any corrective action or additional training.

A2.1.1.1. The unit operations officer may waive the training folder requirement if corrective action or additional training is limited. If initiated, the instructor or flight examiner who evaluated the aircrew member's performance will enter comments pertinent to the training deficiency on AF IMT 4023 or the training guide. Use the existing training folder for end-of-course evaluations that result in additional training.

A2.1.1.2. At the unit commander's discretion, training folders for an individual undergoing more than one training program in a short period of time may be combined into one AF Form 4022. For example, a previous instructor in the MDS upgrading to AC may have his or her mission upgrade combined with instructor upgrade in the same folder.

A2.1.2. Formal schools will send AF Form 4022 with all training records to the trainee's gaining unit. Squadron commanders will review formal school training records and may enter appropriate comments on the training guide progress record or AF IMT 4023.

A2.1.3. Squadrons will maintain the training folders for their personnel in a location readily accessible to instructors and supervisory personnel. The trainee may review his or her folder at any time.

A2.1.4. The instructor or trainer will review the training folder, to include AF IMTs 4023 and 4024 or the training guide, prior to all training periods. Those areas not previously accomplished or those, in which aircrew members require additional training, will be noted for possible inclusion during the current training period. Operations officers will review active training folders quarterly, and flight commanders or squadron training representatives will conduct a monthly review. Monthly and quarterly reviews will be annotated on AF IMT 4023 or in the training guide.

A2.1.5. Upon completion of training, place the summary/closeout report (AF IMT 4025) in the individual's flight evaluation folder (FEF) or in a permanent training folder, as specified in MAJCOM supplement. Squadrons will retain all AF Forms 4022 contents for 1 year, then return them to the aircrew member. Do not insert AF Form 4022, AF IMT 4023, or 4024 or training guides into FEFs.

A2.1.6. If training guides are not used, AF IMTs 4023, 4024, and 4025 may be used for ATS and formal school courses.

A2.1.7. Units may overprint versions of AF Form 4022, AF IMTs 4023, 4024, and/or 4025 IAW AFI 33-360, Volume 2, *Content Management Program-Information Management Tool*. Unit overprints must be approved by appropriate MAJCOM (for AMC and AMC-gained AFRC and ANG units, HQ AMC/A37T is the approval authority).

A2.1.8. For purposes of training documentation, classroom only training conducted at the unit should be identified as Academic Training (AT). Ground Training (GT) will be considered all training conducted outside the classroom not associated with a flight or artificial training device.

**A2.2. Instructions for AF Form 4022 , Aircrew Training Folder.** The folder is constructed of card-stock and the inside covers are designed for documenting training. AF IMTs 4023, 4024, and 4025 and additional information (waivers, memorandums, etc.) will be centered and attached to folder fasteners. Training guides will be placed inside the folder. AF Form 4022, AF IMTs 4023, 4024, and 4025 are available through the Air Force Distribution System. **NOTE:** *Formal school instructors using ATS courseware are not required to complete the following sections of the AF Form 4022: ground training summary, written evaluations, and flying training summary if this information is tracked by other means and sent to the gaining unit with AF Form 4022.*

A2.2.1. Trainee Information (cover). Provides trainee and course information.

A2.2.1.1. Name and grade. Self-explanatory.

A2.2.1.2. Crew position. Self-explanatory (For aircrew members in an upgrade program, enter the crew position to which they are upgrading).

A2.2.1.3. Unit of assignment. Self-explanatory.

A2.2.1.4. Type of training. Enter formal course title or, for special mission qualification, enter type (e.g., FCF). For other types of training, enter a descriptive identifier.

A2.2.1.5. Class number. Enter formal school class number; otherwise, leave blank.

A2.2.1.6. Course number: Enter only the ETCA formal course number (otherwise, leave blank).

A2.2.2. Ground Training Summary (inside left). This section provides a chronological record of ground training events. Record non-flying training events. Entries are required for CTD, SIM, OFT, PTT, CPT, WST and GT. Entries are required for in-unit academic instruction conducted according to formal school courseware. Classroom academic training will be identified as AT. Units will not record academic training on the AF Form 4022 summary (even though it appears on the Form 4022 as a training period designator).

A2.2.2.1. Date. Self-explanatory.

A2.2.2.2. Training period. Enter sequentially numbered training period designators (e.g., "CPT-1," "WST-2," "GT-3") or specific course identifier.

A2.2.2.3. Status. Enter incomplete (INC) and the reason (e.g., "INC-MX" (maintenance) or "INC-PRO" (trainee proficiency)) when an additional training period, over those remaining, will be required to accomplish the lost training events originally scheduled for that training period; otherwise, leave blank.

A2.2.2.4. Instructor or trainer (qualification). Enter the name of the instructor or trainer and aircrew qualification (e.g., aircraft commander (AC), instructor pilot (IP)).

A2.2.2.5. Training time. Self-explanatory. Do not include time normally associated with pre-briefing and debriefing.

A2.2.3. Training Period Designators. Codes to describe training periods. Formal training schools may use more descriptive designators if required.

A2.2.4. Written Evaluations. If applicable and desired, record data for the inflight evaluation required to complete the training program.

A2.2.4.1. Date. Enter the date the written evaluation was satisfactorily completed.

A2.2.4.2. Type. Enter the AFI 11-2SAM, Volume 2 (will be AFI 11-2C-38, Volume 2) description or other appropriate identifier.

A2.2.4.3. Grade. Enter according to AFI 11-2SAM, Volume 2 (will be AFI 11-2C-38, Volume 2).

A2.2.5. Performance Evaluation Summary. Record data on required evaluations including re-evaluations (if applicable).

A2.2.5.1. Date recommended. Enter the date recommended for a performance evaluation (CPT, WST, or flight).

A2.2.5.2. Type evaluation. Enter AFI 11-2SAM, Volume 2 (will be AFI 11-2C-38, Volume 2) evaluation description or other appropriate identifier.

A2.2.5.3. Instructor (qualification). Enter the name and aircrew qualification of the instructor recommending the student for an evaluation.

A2.2.5.4. Operations review. With the initials of the reviewer, indicate a records review has been accomplished following recommendation for an evaluation. **NOTE:** *Flight commanders or supervisors will accomplish reviews during formal training courses. Squadron commanders or operations officers are required to accomplish reviews prior to flight evaluations.*

A2.2.5.5. Date evaluated. Enter the date the evaluation was completed.

A2.2.5.6. Examiner. Self-explanatory.

A2.2.5.7. Grade. Enter according to AFI 11-2SAM, Volume 2 (will be AFI 11-2C-38, Volume 2).

A2.2.6. Flying Training Summary. This section provides a chronological record of flying training sorties. Log all sorties scheduled even if canceled by external factors such as weather (WX) or maintenance (MX).

A2.2.6.1. Date. Self-explanatory. On operational missions, enter inclusive dates (e.g., 28 Jul - 7 Aug 03).

A2.2.6.2. Training period. Enter sequentially numbered training period designators (e.g., "S-1," "S-7," "O-2")

A2.2.6.3. Status. Enter "INC" and reasons, "WX," "MX," or "PRO" when an additional training flight, over those remaining, will be required to accomplish lost training events originally scheduled for that period (INC-WX); otherwise, leave blank.

A2.2.6.4. Instructor (qualification). Enter the name and aircrew qualification of the instructor.

A2.2.6.5. Mission time. Enter the total flight-time of the training or operational mission in the top half of the block. If documentation of seat-time is required, enter the flight-time the trainee was actually in the seat in the lower half of the block.

A2.2.6.6. Cumulative time. Use this block to enter the individual's total cumulative flight-time in the specific training course. Enter total cumulative flight-time in the top half of the block and, if required, the total cumulative seat-time in the lower half of the block.

A2.2.7. Performance and Knowledge Standards. For use with AF IMT 4024, see **para A2.4.11.**

A2.2.8. Grading Codes. For use with AF IMT 4024, see **para A2.4.8.**

**A2.3. Instructions for the AF IMT 4023, Aircrew Training Progress Report.** This form provides a narrative description of training missions and is also used for documenting operations review of training progress. File AF IMTs 4023 in order with the most recent flight on top. **NOTE:** *AF IMT 4023 or a training guide may be used to record training. ATS and formal school courses may use AF IMT 4023 at their discretion.*

A2.3.1. Training Period and Date (Item 1). Training period is ground, simulator, or flight (e.g., AT-1, GT-1, SIM-3, S-4). Also, annotate the date the training occurred.

A2.3.2. AT, GT, FLY, and ATD (Items 2, 4, and 6). Annotate time allocated for training and keep a running total (Items 3, 5 and 7) by adding previous totals to current training period time. Classroom academic training periods will be annotated as AT and tabulated under the ground training block.

A2.3.3. Total Training Time (Item 8). Keep a running total of training time (add Items 3, 5, and 7).

A2.3.4. Remarks and Recommendations (Item 9). Describe the mission scenario. Local overprints are authorized. Comments will elaborate on trainee strengths and weaknesses, identify problem areas, record unusual circumstances, and indicate student progress. Recommendations will be specific and include tasks requiring further training and the type of training required. If more space is required for annotating remarks, draw vertical arrows through sortie information heading section (Items 1 through 8) of the following block of form and continue remarks.

A2.3.4.1. Operations Review. In addition to reviewing all AF IMT 4023 entries, the flight commander or squadron training representative will conduct a monthly review of active status AF Forms 4022. The squadron commander or operations officer will review active status AF Forms 4022 at least once each quarter. Document reviews on an AF IMT 4023. The reviewer will annotate "monthly review" or "quarterly review," as applicable, in the training period block. Write comments concerning the trainee's progress, status, or recommendations in the mission profile, comments, and recommendations block.

A2.3.4.2. Monthly reviews are not required for formal school courses except in documented cases of unsatisfactory progress. ATS personnel will review the student's records and ensure all required training is completed prior to entering flight training. If problems are encountered during the flying phase, the squadron will conduct reviews necessary to document unsatisfactory progress.

A2.3.5. Instructor Block (Item 10). Instructors will print and sign their name and annotate their rank and crew qualification.

A2.3.6. Students Block (Item 11). Students will print and sign their name.

A2.3.7. Reviewer Block (Item 12). For monthly and quarterly reviews, squadron commanders, operations officers, flight commanders, or training personnel will print and sign their name and indicate their position. Flight commanders may use their initials in the review block after reviewing individual AF IMT 4023 entries.

A2.3.8. AF IMT 4023 will be completed and reviewed by the student prior to his or her next training period.

**A2.4. Instructions for the AF IMT 4024, Aircrew Training Accomplishment Report.** This form tracks, for each sortie, individual event and task accomplishment and grades. Units will overprint event and task listings, total number of repetitions required, and the required proficiency level (RPL) for each event and task. Use separate AF IMTs 4024 for simulator and flight training. Maintain AF IMTs 4024 on the right side of AF Form 4022. **NOTE:** *AF IMT 4024 or a training guide may be used to record training. ATS and formal school courses may use AF IMT 4024 at their discretion.*

A2.4.1. Name. Self-explanatory.

A2.4.2. Crew Position. Self-explanatory.

A2.4.3. Course or Phase of Training. Enter the AFCAT 36-2223 formal course identifier (e.g., C5P). For special mission qualification, enter the type and identify the method of training (e.g., WST training, flying training).

A2.4.4. Sortie. Enter sortie number (e.g., S-1, S-2, CPT-1).

A2.4.5. Date.

A2.4.6. Training Event and Task Listing. Reflects the tasks and subtasks in the training program that require specific student performance or knowledge proficiency standards.

A2.4.7. Number Accomplished. Reflects the number of times an event was accomplished on that sortie.

A2.4.8. Grade. Enter a "B", "F," "P," "S," or "U" as appropriate.

A2.4.8.1. "I" – Item must be accomplished once by the aircrew member, but does not require proficiency.

A2.4.8.2. "B" – Briefing item only.

A2.4.8.3. "F" – Familiarization item; proficiency is not required. The operations group commander or equivalent operations function will determine whether "F" items are completed by briefing, demonstration, observation, or actual accomplishment.

A2.4.8.4. "P" – Proficient; aircrew member has achieved the required proficiency level.

A2.4.8.5. "S" – Satisfactory; aircrew member has not achieved the required proficiency level but progress is satisfactory.

A2.4.8.6. "U" – Unsatisfactory; aircrew member was previously proficient, but has regressed or progress is unsatisfactory. **NOTE:** *Once a crew member has received "P" for an event, the only subsequent grade allowed is either "P" or "U." Any event graded "U" must have an associated remark on AF IMT 4023.*

A2.4.9. Total Number Required. Indicates the total repetitions of an event or task required by the course syllabus.

A2.4.10. Total Number Accomplished. Total number of repetitions actually accomplished.

**Table A2.1. Event and Task Standards.**

<b>Event and Task Performance Standard</b>		
<b>Code</b>	<b>Performance is:</b>	<b>Definition:</b>
1	Extremely Limited	Individual can do most activities only after being told or shown how.
2	Partially Proficient	Individual can do most of the behaviors, but not necessarily to the desired levels of speed, accuracy, and safety.
3	Proficient	Individual can do and show others how to do the behavior in an activity at the minimum acceptable levels of speed, accuracy, and safety without the assistance of an instructor. For copilots, proficiency may involve actual aircraft control or copilot duties only. For instructors, proficiency includes the ability to demonstrate, instruct, and supervise ground and flight activity.
4	Highly Proficient	Individual can do behaviors in an activity at the highest level of speed, accuracy and safety.
<b>Event and Task Knowledge Standard</b>		
<b>Code</b>	<b>Knowledge of:</b>	<b>Definition:</b>
A	Facts and Nomenclature	Individual can identify basic facts and terms about the subject and when used with a performance code, can state nomenclature, simple facts, or procedures involved in an activity.
B	Principles and Procedures	Individual can explain relationship of basic facts and state general principles about the subject and when used with a performance code, can determine step-by-step procedures for sets of activities.
C	Analysis, and Operating Principles	Individual can analyze facts and principles and draw conclusions about the subject and when used with a performance code, can describe why and when each activity must be done and tell others how to accomplish activities.
D	Evaluation and Complete Theory	Individual can evaluate conditions and create new rules or concepts about the subject and when used with a performance code, can inspect, weigh, and design solutions related to the theory involved with activities.

A2.4.11. Required Proficiency Level (RPL). RPL for the specific event and task. Each event and task will have a performance standard designated for the required proficiency level the crew member must achieve. In addition, each event and task may have (optional) a knowledge standard designated and used in the same manner as a performance standard. The standards for specific events are either listed in the applicable master task list (MTL) and evaluation standards document (ESD) for each weapon system or identified in this instruction. For those weapons systems that do not have any RPL listing, all events will have an RPL of “3” for performance and “C” for knowledge (if knowledge standards are used in addition to performance standards). **EXCEPTION:** *One-time events required for familiarization and not listed in the MTL and ESD or this instruction will not have performance and knowledge standard assigned.* Performance and knowledge standards are in [Table A2.1](#).

**A2.5. Instructions for the AF IMT 4025, Aircrew Summary/Close-Out Report.**

A2.5.1. For each formal training program, a summary and close-out report will be completed detailing the individual's strengths, weaknesses, overall performance, and other pertinent information.

A2.5.2. Squadron commanders, operations officers and flight commanders will ensure the comments on this form do not reflect personnel opinions or biases. All comments must be supported by information contained in the AF IMT 4023s, 4024s, or training guides as applicable. At formal schools, the instructor will accomplish the AF IMT 4025 and the squadron commander's signature is optional.

A2.5.3. Total flying time shown on AF IMT 4025 does not include flight evaluation.

**A2.6. Aircrew Training Guides.** If available, use aircrew training guides (TG) for training programs.

A2.6.1. Units may produce TGs when the ATS contractor is unable to provide them. TGs will be developed IAW AFI 36-2201 Volume 1, *Training Development, Development, Delivery and Evaluation*. Coordinate TG development through NGB/A3T.

A2.6.2. Initiating TGs. Training and resource management personnel in each unit will initiate a TG on crew-members prior to their entering any phase of qualification training. These TGs will be inserted in AF Form 4022.

A2.6.3. Use of TGs. Specific instructions for annotating training are included in each TG. TGs will be placed in an AF Form 4022 and maintained IAW **para A2.1.5**.

A2.6.3.1. Active status TGs will be carried by the student during all training and operational missions and made available to the instructor for review and annotation. The student will review the TG and initial the training progress record after each training period.

A2.6.3.2. Complete the training progress record portion of the TG in sufficient detail to specify areas of training accomplished, areas needing improvement, recommended specific study areas for the trainee, and recommended training for the next training period. When the trainee attains sufficient knowledge, experience, and prerequisites for upgrade, the instructor will recommend an evaluation and state: "Recommend evaluation for (crew position)" on the training progress record. Trainees will not be recommended for an evaluation if a TG required event is incomplete or requires corrective action.

A2.6.3.3. On missions without an instructor or examiner, the senior qualified counterpart (AC for copilots) will accomplish required training for those areas not requiring an instructor. Annotate applicable training information in the TG.

A2.6.3.4. When an initial qualification flight evaluation is not successfully completed and additional training is required, the flight commander will annotate deficient areas on reproduced pages of the appropriate TG and training progress record. This TG insert will be placed in the AF Form 4022 and used to document completion of additional training.

A2.6.3.5. At the conclusion of training, when all requirements of the TG are met, fill out an AF IMT 4025 IAW **para A2.5**. Maintain completed TG and associated AF IMT 4025 in a training folder according to **para A2.1.5**.

A2.6.3.6. Do not maintain the training guide in the flight evaluation folder.

A2.6.4. Review Procedures.

A2.6.4.1. Instructors and students will review the TG after each training period and discuss training accomplished, problem areas, and immediate goals.

A2.6.4.2. The flight commander or squadron training representative will conduct a monthly review of TGs. This review will be indicated by entering initials and date in the review block of the TG.

A2.6.4.3. The commander or operations officer will review active TGs at least once each calendar quarter and prior to an evaluation. This review will be a separate entry on the TG and will include comments on weak areas and upgrade potential. Indicate review by signing the instructor-trainer block of the training progress record, and enter “quarterly review” in the training period identifier block.

A2.6.4.4. Records of crew members not receiving training (but in an active status) will be reviewed monthly and quarterly as indicated above. If applicable, the statement, “no training accomplished during this period,” the reason why, and the projected date when training will resume will be entered on the student’s training progress record.

A2.6.5. Disposition of TGs.

A2.6.5.1. Place completed TGs in AF Form 4022 and maintain according to **para A2.1.5.**

A2.6.5.2. Formal schools will maintain copies of the aircrew training records on incomplete trainees for 6 months.