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SECRETARY OF THE AIR FORCE**

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This instruction implements AFPD 10-2, *Readiness*, AFPD 11-2, *Aircraft Rules and Procedures*, and AFPD 11-4, *Aviation Service*. It establishes the USAF aircrew training program that supports Air Force objectives and is applicable to all units assigned to or gained by major commands (MAJCOM) and HQ USAF direct reporting units (DRU) and applies to commanders, operations supervisors, and aircrews assigned or attached to all flying activities of these MAJCOMs and DRUs. This publication applies to the Air Force Reserve (AFRC) and the Air National Guard (ANG). MAJCOMs, DRUs and field operating agencies (FOA) may supplement this instruction. MAJCOMs, DRUs and FOAs will coordinate their supplement to this instruction with HQ USAF/A3O-AT before publication and forward one copy to HQ USAF/A3O-AT after

publication. AFI 11-2 Mission Design Series (MDS)-Specific, Volume 1 instructions will contain specific training requirements unique to individual aircraft and crew positions. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through training channels, to HQ USAF/A3O-AT, 1480 Air Force Pentagon, Washington, DC 20330-1480.

The Privacy Act of 1974 affects this instruction. The Privacy Act System of Records Notice F011 AF XO A, Aviation Resource Management System (ARMS), covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-294 (Aviation Career Incentive Act of 1974), 93-570 (Appropriations Act for 1974), and Executive Order 9397. The authorities to collect and or maintain the records prescribed in this publication are 37 U.S.C. 301a, *Incentive pay*; Pub.L. 92-204, *Appropriations Act for 1973*, Section 715; Pub.L. 93-570, *Appropriations Act for 1974*; Pub.L. 93-294, *Aviation Career Incentive Act of 1974*; DoD Instruction 7730.57, *Aviation Career Incentive Act and Required Annual Report*; Air Force Instruction 11-401, *Aviation Management*; Air Force Instruction 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*; Air Force Instruction 11-421, *Aviation Resource Management*; and E.O. 9397 (SSN).

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(AFSOC) This supplement applies to all Air Force Special Operations Command (AFSOC) units, Air Force Reserve Command (AFRC) units operating under AFSOC oversight, and the Air National Guard (ANG). Where conflicts exist with this supplement, AFSOC formal training units' operating instructions will take precedence. Refer recommended changes and questions about this publication to AFSOC/A3T using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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.

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SUMMARY OF CHANGES

Provides guidance for updating supplements when the AFI is changed or revised (paragraph 1), clarifies waiver authority (paragraph 1.2), updates responsibilities (paragraph 1.3) and revises office symbols and terminology as necessary, revises requalification training guidance (paragraph 2.2), updates conversion and difference training guidance (paragraphs 2.3 and 2.4) and adds transition training guidance (paragraph 2.5), establishes documentation procedures for individuals who fail to meet continuation training requirements (paragraph 3.6.1), adds requirements for X-prefix fliers (paragraph 3.12), revises ancillary training guidance (paragraph 6), prescribes AF Form 1381, *USAF Certification of Air Crew Training* (paragraph 9.1), and updates HCM/SCM Report guidance (**Attachment 3**).

(AFSOC) This document has been substantially revised and must be completely reviewed. This revision consolidated guidance on responsibilities (1.3.) and aircrew training records (Chapter 10), included in most AFI 11-2MDS, Vol 1s, into a single location to standardize training across AFSOC. It provides guidance for logging flying events accomplished during qualification training on the qualification flight examination (2.1.5.). Additionally, this revision includes guidance for secondary method training (2.9.), initial cadre (2.10.), universal qualifications (2.11.), and upgrade nominations (4.1.). It expands AFI 11202, Vol 1, guidance on prorotation of training (3.5.), flight surgeon requirements (3.11.), and X-prefixed flyers (Table 2).

(AFSOC) This document has been revised to reflect appropriate tier waiver authority in accordance with AFI 33-360, *Publications and Forms Management*, Table 1.1. (Tier Waiver Authorities) and requires a cursory review. A margin bar (|) indicates newly revised material.

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1. General. This instruction prescribes basic policy and guidance for training United States Air Force aircrews according to AFPD 11-2, *Aircraft Rules and Procedures* (AFPD 11-2 establishes the publications architecture). Undergraduate and Graduate aircrew production is tasked in the Programmed Flying Training (PFT) document. Undergraduate and Introduction to Fighter Fundamentals (IFF) training is conducted according to HQ AETC syllabi. Unique, customized, and/or specialized training programs are defined in AFI 11-2MDS Vol 1 instructions. IAW AFI 33-360, *Publications and Forms Management*, when this publication is revised (either by an interim change (IC) or a rewrite), implementing instructions (such as supplements) must be rewritten, updated using an IC, or, if applicable, certified as current, within 180 days.

1.1. Program Goals. The USAF Aircrew Training Program (ATP) ensures all aircrew members obtain and maintain the certification/qualification and proficiency needed to effectively perform their unit's mission. The objective of the ATP is to develop and maintain a high state of mission readiness for immediate and effective employment across the range of

military operations. Justify dedicated flying hours on the basis of accomplishing peacetime missions while maintaining wartime readiness. Structure each training mission to achieve optimum training experience.

1.2. Waiver Authority.

1.2.1. Unless otherwise specified, HQ USAF/A3O-A is the waiver authority for the provisions of this instruction. **EXCEPTION:** MAJCOM/A3 is the waiver authority for individual aircrew requirements, but may not approve blanket or group (two or more aircrew) waivers.

1.2.2. Request waivers through applicable channels to MAJCOM/A3,(or equivalent). As applicable, MAJCOM/A3s will forward requests to HQ USAF/A3O-A, with an info copy to HQ USAF/A3O-AT.

1.2.3. Waiver authority for supplemental guidance will be as specified in the supplement and approved through higher level coordination authority.

1.2.4. **(Added-AFSOC)** AFSOC/A3T is the waiver authority for this supplement. Unless specified otherwise in AFI 112MDS, Vol 1, all waivers will be maintained in individuals' training folders and/or career training folders (as applicable).

1.3. Responsibilities:

1.3.1. HQ USAF/A3O-A:

1.3.1.1. Sets policy and guides the conduct and execution of the aircrew training program.

1.3.1.2. Delegates office of primary responsibility (OPR) for this instruction to HQ USAF/A3O-AT.

1.3.1.3. Monitors and reviews MAJCOM programs to ensure MAJCOM policies, guidance and instruction supplements are adequate.

1.3.1.4. Through HQ USAF/A3O-AT, hosts biennial, or as required, training conferences to assist in maintaining appropriate commonality in lead command training programs.

1.3.1.5. Through HQ USAF/A3O-AT, formulates Flying Training Concept of Operations (CONOPS) IAW AFI 11-412, *Aircrew Management*. Annually releases Undergraduate and Graduate Program Guidance Letters (PGLs) capturing approved training requirements across the Future Years Defense Program (FYDP).

1.3.1.6. Through HQ USAF/A3O-AT, hosts annual PFT conferences in coordination with lead training commands. Identifies Formal Training Unit (FTU) shortfalls to HQ USAF/A3/5 and AF corporate structure.

1.3.2. **Lead MAJCOM.** See AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*; see also AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*. Lead MAJCOMs will accomplish the following:

1.3.2.1. Develop and manage, in coordination with user commands, the appropriate AFI 11-2MDS Vol 1, to establish aircrew ground and flying training requirements,

regardless of mission designation and command of assignment. See AFPD 11-2 and AFI 33-360.

1.3.2.2. Host an MDS-specific training conference biennially or more frequently, if required.

1.3.2.2.1. The training conference will review all training programs for currency, applicability, compliance, and effectiveness, and address issues in AFI 11-2 MDS Vol 1 as appropriate.

1.3.2.2.2. Attendees should include training representatives from user commands, formal schools, Numbered Air Force (NAF) training and stan/eval offices (if applicable), selected unit representatives, and Aircrew Training System (ATS) contractors.

1.3.2.3. Determine total force training requirements across the FYDP. Forward requirements annually to HQ USAF/A3O-AT, via the PRD, for validation and inclusion in the Undergraduate and Graduate PGLs.

1.3.2.4. Develop MDS-specific Night Vision Goggle (NVG) training programs that emphasize sound night operations using NVGs.

1.3.2.4.1. Address common NVG hazards, weapons-specific NVG capabilities, and the limitations involved in NVG-aided operations.

1.3.2.4.2. The Night Operations Center of Excellence will develop and update initial and refresher courseware and provide courseware to MAJCOM operational training divisions for distribution to units.

1.3.2.4.3. All initial NVG ground training will be conducted by AFRL/AETC/AATTC/MAJCOM FTU certified instructors or WIC graduates. In addition, AF-approved courseware will be the standard for initial aircrew ground training academics.

1.3.2.4.3.1. Initial ground training academics will include, but are not limited to: eye physiology, illumination, night vision device components, NVG adjustment and assessment procedures, misperceptions and illusions, environmental factors and night operations mission planning.

1.3.2.4.3.2. Initial flight training events will include, but are not limited to: confidence and defensive maneuvers, basic/tactical formation positions, aircraft preparation, goggle/de-goggle procedures, aircraft lighting demo, active instrument crosscheck, illumination levels, departure/arrival procedures, malfunction procedures, controlled flight into terrain (CFIT) avoidance, relevant crew/interflight communications, terminology, and roles/responsibilities.

1.3.2.4.4. Once NVG certified, all aviators will receive NVG academic refresher training (as prescribed by MAJCOM but not to exceed one AEF cycle, or not to exceed 24 months when an AEF cycle does not apply) from an NVG-certified instructor. Instructors are encouraged to use all subject matter experts at their disposal, to include flight surgeons, aerospace physiologists, and Aircrew Flight

Equipment (AFE) technicians. Topics will include NVG mishaps, MDS-specific tactical issues, and any other relevant NVG discussion items.

1.3.2.4.5. Recurring NVG training will be taught separately from the Instrument Refresher Course (IRC) and will not be credited toward any part of IRC training. If the MAJCOM elects to use the IRC forum for NVG training, additional time must be allocated to fulfill NVG requirements.

1.3.3. Training Command. The training command is the command tasked with providing formal training and will accomplish the following:

1.3.3.1. **PFT Conferences.** In coordination with HQ USAF/A3O-AT, training commands will conduct annual PFT conferences.

1.3.3.1.1. The purpose of the PFT conference is to capture inputs from Air Staff, AFPC, lead and user MAJCOMs, and other users in the allocation of training quotas.

1.3.3.1.2. The conference goal is to publish a consolidated PFT pamphlet that fulfills maximum total force training requirements within programmed capacity.

1.3.3.2. Maintain quota allocation and management responsibilities.

1.3.3.3. Approve formal school courses and syllabi in coordination with lead commands and program managers.

1.3.3.3.1. Courses and syllabi will be developed to support Mission Essential Tasks (METs).

1.3.3.3.2. Receive from other commands proposals for amending existing course prerequisites and syllabi or deleting obsolete courses. The training command will process the approved changes in coordination with the Air Force Education and Training Course Announcement (ETCA) OPR. Access the ETCA web site at <https://etca.randolph.af.mil>.

1.3.3.4. Develop, update, and maintain courseware and training syllabi. Perform task and media analysis associated with aircrew qualification training per AFI 36-2201, Volume 1, *Training Development, Delivery, and Evaluation*; AFI 36-2251, *Management of Air Force Training Systems*; and AFMAN 36-2234, *Instructional System Development*; and function as the approving authority for these courses (coordinate with the lead command if different than the training command).

1.3.3.5. Host Formal Course Reviews (FCRs) biennially or more frequently, as required.

1.3.3.5.1. The FCR will review formal training programs and syllabi for currency, applicability, compliance and effectiveness.

1.3.3.5.2. Attendees should include program managers from lead commands, training representatives from user commands, curriculum developers, formal schools, NAF training and standardization offices (if applicable), selected unit representatives, and ATS contractors.

1.3.3.6. Progress Review (PR). Outline procedures for a PR to be accomplished when a student fails to progress according to syllabus requirements.

1.3.3.6.1. The PR may recommend continuation in training or action IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, e.g., a Flying Evaluation Board (FEB).

1.3.3.6.2. If the recommendation is to continue training, then the PR will determine the extent of additional training.

1.3.4. **All MAJCOMs.** All MAJCOMs will accomplish the following:

1.3.4.1. Establish an aircrew training office responsible for the overall management of the command's aircrew training program. (Air National Guard (ANG) is considered a MAJCOM for purposes of this instruction.)

1.3.4.2. Justify dedicated flying hours on the basis of accomplishing peacetime missions and/or maintaining wartime readiness, and structure each training mission to achieve optimum training.

1.3.4.3. Develop theater indoctrination training and ensure aircrews are trained for specific theater flight operations. As a minimum, this training will include:

1.3.4.3.1. A thorough review of theater unique instrument requirements and procedures.

1.3.4.3.2. The use of non-DoD instrument approach procedures.

1.3.4.3.3. Required instrumentation for specific approaches.

1.3.4.3.4. Theater weather conditions and annual weather trends.

1.3.4.3.5. Local area procedures and host nation agreements.

1.3.4.4. Notify training command headquarters and training units prior to recalling a student from a formal school course.

1.3.4.4.1. Students will not be recalled to prevent initiation of any actions associated with unsatisfactory performance.

1.3.4.4.2. Recalling a student may be done only for reasons other than performance, i.e., emergencies, unforeseen delays in training, etc.

1.3.4.4.2.1. ANG units will request approval from NGB/A3O if there is a need to recall a student. NGB/A3O will notify training command headquarters and the unit prior to recall.

1.3.4.4.2.1.1. Disposition of an ANG student (return at a later date, secondary method, etc.) will be determined as soon as reasonable and preferably prior to student departing formal course training.

1.3.4.4.2.1.2. Determination will be made among home unit, flying training unit and NGB/A3O. All recalls for ANG undergraduate flying training (UFT) students will be IAW AETCI 36-2205 and will not be initiated due to performance deficiencies.

1.3.4.5. Ensure formal school post-graduate evaluations are accomplished. If the aircrew member completed training through an AETC formal undergraduate or graduate flying training program, the primary instructor or gaining supervisor, as appropriate, will complete the aircrew graduate evaluation survey found in the Aircrew Graduate Evaluation Program (AGEP) on the AF portal. The instructor or supervisor will complete the survey at the specified point in the training syllabus or when notified the survey is required.

1.3.4.6. Send proposals for amending existing formal school course prerequisites and syllabi or deleting obsolete courses to the training command for approval.

1.3.5. (Added) (AFSOC) AFSOC/A3 responsibilities.

1.3.5.1. **(Added-AFSOC)** Focal point for all formal aircrew training management and is responsible for formal school training matters such as curriculum, standardization of training programs, and flying hour management.

1.3.5.2. **(AFSOC)** DELETED.

1.3.5.3. **(Added-AFSOC)** AFSOC/A3 will provide required inputs via the Program Objective Memorandum (POM) process and execution year data calls to AFSOC/A1/A4/A5/A8/FM to ensure adequate resources supporting aircrew training programs are available.

1.3.6. (Added) (AFSOC) AFSOC/A3T Responsibilities.

1.3.6.1. **(Added-AFSOC)** Oversee flying training and related ground training events.

1.3.6.2. **(Added-AFSOC)** Monitor quality of flying training for all AFSOC students/AFSOC gained students.

1.3.6.3. **(Added-AFSOC)** Coordinate prerequisite waiver requests for all AFSOC aircrew training courses.

1.3.6.4. **(Added-AFSOC)** Determine student training quotas required to maintain adequate MDS crew force levels.

1.3.6.5. **(Added-AFSOC)** Allocate and monitor student quotas for aircrew training courses supporting AFSOC units.

1.3.6.6. **(Added-AFSOC)** Ensure Standardization/Evaluation (Stan/Eval) trend analysis data, as documented in the Standardization and Evaluation Board minutes, is incorporated into formal aircrew training course reviews and RAP Tasking Memorandum (RTM) development.

1.3.6.6.1. **(Added-AFSOC)** Review and approve syllabi, training plans, and Course Lesson Map (CLM) for all MDS formal aircrew training courses.

1.3.6.6.2. **(Added-AFSOC)** Review trend data for RTM development.

1.3.6.7. **(Added-AFSOC)** Reviews, coordinates, and make changes, as required, to Education Training Course Announcements (ETCA) for all formal aircrew training courses. <https://etca.randolph.af.mil/>

1.3.6.8. **(Added-AFSOC)** Attend annual Program Flying Training (PFT) conferences, coordinate PFT issues, and monitor publication of PFT documents and subsequent revisions.

1.3.6.9. **(Added-AFSOC)** Validate Flying Hours Program (FHP) required for all aircrew training.

1.3.6.10. **(Added-AFSOC)** Monitor resources required to meet all aircrew training requirements and identify deficiencies in manpower, personnel, facilities, or training equipment.

1.3.6.11. **(AFSOC)** Complete post-graduate evaluation IAW AFI 11-202, Vol 1, *Aircrew Training*, paragraph 1.3.4.5. and AFSOC guidance on Formal Flying Training Management.

1.3.6.12. **(Added-AFSOC)** Manage the contractor support for AFSOC (owned) aircrew training devices and courseware.

1.3.6.13. **(AFSOC)** Manage simulator certification on MDSs, IAW AFI 36-2251, *Management of Air Force Training Systems*, for which AFSOC is lead command.

1.3.6.14. **(Added-AFSOC)** Ensure AFSOC groups establish an aircrew training office responsible for the overall management of their group's aircrew training program. All training related questions and waiver requests will be coordinated through the group training office and chain of command to AFSOC/A3TA (does not apply to AFRC and ANG units).

1.3.6.15. **(Added-AFSOC)** Issue updated mission continuation training guidance via Ready Aircrew Program (RAP) Tasking Memorandum as necessary to OG/CCs for implementation.

1.3.7. **(Added) (AFSOC) AFSOC/A1 Responsibilities.**

1.3.7.1. **(Added-AFSOC)** Determine and validate manpower required to support aircrew training programs.

1.3.7.2. **(Added-AFSOC)** Complete force level forecasts for the next Presidential Budget submission plus the next POM cycle. AFSOC, in coordination with Air Force Personnel Center (AFPC), will provide the projected number of assigned aircrew members for each time period, with corresponding authorizations and force turnover rates.

1.3.7.3. **(Added-AFSOC)** Determine and forward to HAF required force structure data for computation of advanced student authorizations needed to support formal aircrew training schools.

1.3.8. **(Added) (AFSOC) AFSOC/A5 Responsibilities.**

1.3.8.1. **(Added-AFSOC)** Manage the acquisition and modification of aircrew training systems and courseware.

1.3.8.2. **(Added-AFSOC)** Plan, program, and execute approved funding to address identified deficiencies in aircrew training and maintain concurrency between aircraft and aircrew training systems.

1.3.9. (Added) (AFSOC) Wing/Group/OSS Responsibilities.

1.3.9.1. **(AFSOC)** By letter of appointment, will assign a minimum of one officer and one enlisted aircrew member to work the operations support squadron training office. Both the chief of the training and the enlisted superintendent of the training will be instructor qualified. Assign additional crewmembers as required. **(T-2)**

1.3.9.1.1. **(AFSOC)** Attach each Aircrew Position Identifier (API)-6 and API-B flyers to a flying squadron. **(T-2)**

1.3.9.2. **(AFSOC)** Determine annual formal aircrew training quota requirements, submit quota request to HQ AFSOC/A3T, and manage quotas allocated. **(T-2)**

1.3.9.3. **(AFSOC)** Identify training shortfalls that adversely impact combat capability through appropriate channels, to HQ AFSOC/A3TR. Programmatic training shortfalls, for future years, should be directed to Rated Management. Execution year training shortfalls should be directed to Aircrew Training Management, via AFSOC Form 42, *Program Flying Training Request*, or AETC Form 6, *Waiver Request*. **(T-2)**

1.3.9.4. **(AFSOC)** Ensure squadron stan/eval trend data and instructor feedback are reviewed at a group-wide level on a semi-annual basis. Pertinent information from review will be disseminated to the individual squadrons for incorporation into squadron training plan. Example: Applicable MC-130 Night Vision Device (NVD) takeoff and landing trends relayed to U-28A. **(T-2)**

1.3.9.5. **(AFSOC)** Develop programs to meet training objectives. Provide necessary staff support and assist subordinate units in management of training programs that meet unit needs. **(T-2)**

1.3.9.5.1. **(Added-AFSOC)** Ensure subordinate unit training offices are trained in regulations, procedures, and other facets of job performance.

1.3.9.5.2. **(Added-AFSOC)** Ensure units conduct quarterly squadron training review boards.

1.3.9.5.3. **(Added-AFSOC)** Assist squadrons in establishing annual training plans and unit training programs.

1.3.9.6. **(AFSOC)** Ensure AFI 11-2MDS, Volume 1, or equivalent, and RTM guidance implementation to include Aviation Resource Management System (ARMS) training profile updates and squadron dissemination. **(T-2)**

1.3.9.7. **(Added-AFSOC)** Maintain an accurate record of all waivers approved at the Group/CC level and notify AFSOC/A3T when such waivers or extensions are issued.

1.3.10. (Added) (AFSOC) Flying Squadron Responsibilities. NOTE: AFRC and ANG units may combine OSS and flying squadron training offices.

1.3.10.1. **(AFSOC)** Establish annual squadron training plan. As a minimum include the following in the squadron training plan: **(T-2)**

1.3.10.1.1. **(Added-AFSOC)** Squadron projected formal school flight training.

Requirements will be submitted annually, through appropriate channels, to AFSOC/A3T via Graduate Program Requirements Document (GPRD) data call.

1.3.10.1.2. **(AFSOC)** FHP/Contract Logistical Support (CLS) hours. Flying squadrons must plan and execute FHP/CLS IAW AFI 11-101, *Management Reports on the Flying Hour Program*, AFI 11-102, *Flying Hour Program Management* and AFSOCI 11-102, *Flying Hour Program*.

1.3.10.2. **(AFSOC)** Ensure the formal school post-graduate evaluations/surveys are completed IAW AFI 11-202V1, paragraph 1.3.4.5. **(T-2)**

1.3.10.3. **(AFSOC)** Conduct Squadron Training Review Board (STRB). SQ/CCs should utilize the STRB to focus training objectives, ensure standards are being met, select upgrade candidates, and ensure completion of required continuation training. Convene a Squadron Training Review Board (STRB) to be chaired by the SQ/CC or SQ/DO. Panel members should include representatives from squadron training, squadron stan/eval, ADOs, and the chief from each crew position. **(T-2)**

1.3.10.3.1. **(Added-AFSOC)** STRB Requirements. Squadrons will convene a STRB quarterly, or more frequently if required. Maintain minutes for a period of two years. STRB minutes will be approved by the Sq/CC or Sq/DO and may be produced/distributed/stored electronically by the Sq/DOT.

1.3.10.3.2. **(Added-AFSOC)** STRB Format:

1.3.10.3.2.1. **(Added-AFSOC)** Review staff and crewmember management actions necessary to complete squadron flight and ground training programs.

1.3.10.3.2.2. **(Added-AFSOC)** Review the current status of aircrew training to ensure that current training objectives are being met.

1.3.10.3.2.3. **(Added-AFSOC)** Review Mission Essential Task List (METL), unit Mission Essential Task (MET), and formal school training to ensure training is combat orientated and designed to enhance and maintain combat readiness. Identify significant trends affecting unit or individual training status. **(T-2)**

1.3.10.3.2.4. **(Added-AFSOC)** Ensure stan/eval trend analysis data and instructor feedback are collected, analyzed and incorporated into squadron training.

1.3.10.3.2.5. **(Added-AFSOC)** Select the best candidates for upgrade training after reviewing the individuals' experience, proficiency level, and retainability.

1.3.10.3.2.6. **(Added-AFSOC)** Additional suggested topics:

1.3.10.3.2.6.1. **(Added-AFSOC)** Crew position gains/losses

1.3.10.3.2.6.2. **(Added-AFSOC)** Crewmembers currently in upgrade or requalification training

1.3.10.3.2.6.3. **(Added-AFSOC)** Recently completed training including performance during training and current certification status

1.3.10.3.2.6.4. **(Added-AFSOC)** Future training; individuals already approved via STRB

1.3.10.3.2.6.5. **(Added-AFSOC)** Current and projected waivers

1.3.10.3.2.6.6. **(Added-AFSOC)** Continuation training status.

1.3.10.4. **(AFSOC)** By letter of appointment, assign a minimum of one officer and one enlisted crewmember to work the unit training office. The chief of the training section and Noncommissioned Officer In Charge (NCOIC) of the training section should be instructor qualified. Additional crewmembers will be assigned as required. **(T-2)**

1.3.10.4.1. **(Added-AFSOC)** Assign adequate levels of supervision required to accomplish training for assigned and attached crewmembers. Assign additional requirements based on individual crewmembers experience and proficiency as necessary.

1.3.10.4.2. **(AFSOC)** Develop a method to maintain squadron training management continuity. **(T-2)**

1.3.10.5. **(AFSOC)** Review qualifications and monitor currencies and training requirements for unit assigned and attached crewmembers to include flight surgeons. **(T-2)**

1.3.10.6. **(AFSOC)** Review training and evaluation records of newly assigned or attached crewmembers and those completing formal training to determine the necessary training required to assign the individual to a Basic Aircraft Qualification (BAQ), Basic Mission Capable (BMC), or Mission Ready (MR) status. **(T-2)**

1.3.10.7. **(Added-AFSOC)** Assign levels of qualification (e.g., instructor) or certification (e.g., evaluator) to assigned and attached crewmembers.

1.3.10.8. **(AFSOC)** Before each semi-annual training period, assign flying training levels (FTLs). Assign training levels based on experience and aircraft proficiency (see AFI 11-2MDS, Volume 1, or RTM, as applicable, for description of training levels). **(T-2)**

1.3.10.9. **(AFSOC)** Submit unit-developed training programs which results in a certification or qualification, through appropriate channels, to HQ AFSOC/A3T for review and approval (except unit indoctrination). Unit-developed training programs will contain at a minimum: **(T-2)**

1.3.10.9.1. **(Added-AFSOC)** Course Description.

1.3.10.9.2. **(Added-AFSOC)** Tasks, Conditions, and Standards.

1.3.10.9.3. **(Added-AFSOC)** AF 4111.

1.3.10.10. **(AFSOC)** Ensure crewmembers complete in-unit ground, mission, and continuation training programs. **(T-2)**

1.3.10.10.1. **(AFSOC)** Ensure crewmembers only participate in missions, sorties, and events in which they are qualified, current, and prepared or properly supervised. **(T-2)**

1.3.10.10.2. **(Added-AFSOC)** Schedule and conduct required or directed training to ensure crewmembers receive applicable ground training during eligibility periods.

1.3.10.10.3. **(AFSOC)** Track continuation training and notify individuals when currency is lost. Notify unit operations officers and commanders on issues affecting readiness. **(T-2)**

1.3.10.10.4. **(AFSOC)** Provide a method to ensure all crewmembers have the ability to monitor and manage their own continuation ground and flight training. **(T-2)**

1.3.10.10.5. **(AFSOC)** Maintain training material and equipment for recurring ground training events. Periodically review ground training materials, tests, and computer based instruction for currency (not required when maintained by wing/group/operational support squadron (OSS)). **(T-2)**

1.3.10.11. **(AFSOC)** Establish a process for reviewing all flight documentation upon completion of each flight ensuring effective scheduling, flying training, and accurate flight documentation. **(T-2)**

1.3.10.12. **(AFSOC)** Fill allocated Programmed Flying Training quotas through appropriate channels. Submit nominees or return quotas to HQ AFSOC/A3TR no later than (NLT) 30 calendar days prior to class start date. **(T-2)**

1.3.10.13. **(AFSOC)** Submit waivers IAW AFI 11-2MDS, Volume 1, and maintain a waiver tracking log. Waiver tracking log will include date submitted, approval date, expiration date and the current location of the waiver as it progresses through the approval process and after the waiver is signed. Ensure signed waivers are maintained in individuals' training folders and/or career training folders (as applicable). **(T-2)**

1.3.10.14. **(AFSOC)** Maintain and update unit training office self-inspection checklist. Conduct self-inspection IAW wing/group self-inspection program. Retain a copy of the last two self-inspections and the open discrepancy tracking sheets. **(T-2)**

1.3.10.15. **(Added-AFSOC)** Initiate, track, review, and close out aircrew training folders, forms, and career training folders IAW Chapter 10.

1.3.10.16. **(Added-AFSOC)** Submit the Letter of X's (defined in paragraph 10.9.2.), 30, 60, 90 Reports, End of Cycle Training Reports, Individual Training Summaries, and End of Half Non-Currency Letters to AFSOC/A3TR through their designated Wing/Group/OSS training representative. These documents will be submitted IAW required SARM documentation listed below to the AFSOC/A3T SharePoint.

Documentation	Submit
Letter of X's	Monthly
30-60-90	Quarterly
End of Cycle Training Report	End of Semi-annual
Individual Training Summaries (ITS)	End of Semi-annual cycle
End of Half Non-Currency Letter	End of Semi-annual cycle

1.3.10.17. **(AFSOC)** Ensure AFI 11-2MDS, Volume 1, or equivalent, and RTM guidance implementation to include ARMS training profile updates. **(T-2)**

1.3.10.17.1. **(AFSOC)** Audit ARMS training profiles against published aircrew training directives (e.g., AFI 11-2MDS, Vol 1, RTM) on an annual basis. Units will document the audit in writing and notify the appropriate Office of Primary Responsibility (OPR) (e.g., wing training office) with discrepancies. As a minimum, squadron aviation resource management (SARM) offices will coordinate with their unit training office for the audit.

1.3.10.18. **(AFSOC)** Coordinate with servicing Force Support Squadron (FSS) to ensure the individual acknowledges any active duty service commitment (ADSC) required for in-unit upgrade training and the ADSC is properly processed IAW AFI 36-2107, *Active Duty Service Commitments (ADSC)*, once training is complete (see paragraph 1.5.). **(T-2)**

1.3.11. **(Added) (AFSOC) Instructor Responsibilities.**

1.3.11.1. **(Added-AFSOC)** Responsible for the safe execution of the duties of their respective crew position. At any time during the flight, if the judgment or proficiency of the student should raise a question in the instructor's mind as to the student's ability to safely execute the duties of the aircrew position, the instructor will immediately take over these duties. The instructor should then explain and demonstrate the proper method of executing these duties. Instructors must be highly knowledgeable in their MDS's tactics, techniques, and procedures (TTP), governing AFIs, governing AFSOCIs, and aircraft operating manuals (AOM)/pilot operating handbooks (POH)/airplane flight manuals (AFM) to provide immediate instruction to any crew position concerning weapon system employment and regulatory and non-regulatory guidance.

1.3.11.2. **(Added-AFSOC)** Review the student's training records prior to performing each flight or training session.

1.3.11.3. **(Added-AFSOC)** Conduct thorough preflight briefing and post-flight critique.

1.3.11.4. **(Added-AFSOC)** Ensure required upgrade training items are completed and signed off only after the student demonstrates the required level of knowledge

and proficiency. Complete and sign off required training items prior to recommending the student for an evaluation or certifying the student in a maneuver or procedure.

1.3.11.5. **(Added-AFSOC)** Instructors will place special emphasis on the procedures for positive identification of emergency conditions before initiating corrective action. In addition, instructor pilots will place a high emphasis on the procedures for positive exchange of control; these procedures will be thoroughly briefed.

1.3.11.6. **(Added-AFSOC)** Instructors who demonstrate deficiencies in their teaching abilities may be used in their primary crew position (provided a deficiency does not involve primary crew duties). Commanders will take the necessary action to either retrain or remove those individuals from instructor status.

1.3.11.7. **(Added-AFSOC)** Instructors are authorized to teach any event in which they are qualified and current unless specifically restricted.

1.3.12. (Added) (AFSOC) Individual Aircrew Member Responsibilities.

1.3.12.1. **(Added-AFSOC)** Complete training requirements and currencies within the guidelines of this instruction to obtain and maintain combat mission ready (CMR) status unless directed otherwise.

1.3.12.2. **(Added-AFSOC)** Participate only in ground and flying activities for which they are qualified, current, and adequately prepared.

1.3.12.3. **(Added-AFSOC)** When attending a formal school course, hand carry a copy of ARMS Individual Data Summary, Flying History Report, Individual Training Summary, aeronautical orders, aviation service worksheet, and any additional requirements set forth in the ETCA to the FTU SARM office.

1.3.12.4. **(Added-AFSOC)** As part of a permanent change of station (PCS), hand carry career training folder (or electronic copy) and other training records to assist the gaining unit's assessment of member's qualifications and additional training requirements.

1.4. (AFSOC)(Added) Aircrew Training Policy.

1.4.1. **(Added-AFSOC)** Training Forms. Aircrew training records and forms will be established and maintained per Chapter 10.

1.4.1.1. **(AFSOC)** AF Form 4348, *USAF Aircrew Certifications*. AFSOC Units will use AF Form 4348 to document ground/flying training associated with mission qualification, and to document instructor certified and one-time/initial flying training events. The AF Form 4348 is maintained in the individual's Flight Evaluation Folder (FEF) per AFI 11-202, Vol 2, *Aircrew Standardization/Evaluation Program*. Any new certifications achieved after the release of AFI 11-202, Vol 2, *Aircrew Standardization/Evaluation Program*, AFSOC Supplement, dated 4 July 2007, will be documented on AF Form 4348.

1.4.1.2. **(Added-AFSOC)** IAW the Career Field Education and Training Plan (CFETP), personnel in AFSC 1AXXX and 1UXXX are exempt from maintaining AF Form 623, *Individual Training Record Folder*.

1.4.1.3. **(Added-AFSOC)** For Weapons Instructor Course (WIC), prepare training records IAW United States Air Force Weapons School (USAFWS) guidance.

1.4.2. **(AFSOC)** Aircrew Training While DNIF. Crewmembers whose status is “duty not involving flying” (DNIF) may log ground training events, including simulator training, if their physical condition allows. Consult the flight surgeon initiating AF Form 1042, *Medical Recommendation For Flying or Special Operational Duty*, action if the DNIF status includes ground training limitations. Refer to AFI 11-401, *Aviation Management*, AFSOC Supplement for additional guidance on DNIF aircrew members performing aircrew training duties in the simulator.

1.4.3. **(Added-AFSOC)** In-flight Supervision. Unless specifically directed, the unit commander determines the level of supervision necessary to accomplish required training. If the mission objectives include introduction to tasks or instruction to correct previous discrepancies, then an instructor may be required. The following personnel must be supervised by an instructor from a like crew position when performing aircrew duties:

1.4.3.1. **(Added-AFSOC)** Non-current crewmembers.

1.4.3.2. **(Added-AFSOC)** Crewmembers in initial, difference, upgrade or requalification flying training.

1.4.3.3. **(AFSOC)** Senior officers who have not completed initial qualification as outlined in AFI 11-2MDS, Vol 1, AFI 11-202, Vol 1, and AFSOC Supplement.

1.4.4. **(AFSOC)** Cross Crew Position Training (CCPT). With unit commander, operations officer, or mission commander approval, instructors from one crew position may train crewmembers from a different crew position on specific skills/events in which both are qualified (as long as the instructor is not performing duties as a primary crewmember at the time) unless otherwise restricted in AFI 11-2MDS, Vol 1. Flight evaluations must comply with requirements of AFI 11-2MDS, Vol 2, *Aircrew Evaluation Criteria*.

1.5. **(AFSOC) Service Commitments.** Formal training, either primary or Secondary Method Training, conducted per applicable AFI 11-2MDS, Vol 1, may incur a service commitment IAW AFI 36-2107. Reference the appropriate AFI for program specifics. Individuals will acknowledge the incurred service commitment by signing the appropriate Service Commitment Acknowledgement Statement, prior to entering training, PCS, or departure from home station. The unit training officer will notify AFPC/DPSFO via the servicing FSS once training is complete.

2. Qualification Training. This section specifies minimum training requirements for initial qualification training, requalification, conversion/difference qualification, multiple qualification, senior officer qualification, and mission qualification training.

2.1. **Initial Qualification Training (IQT).** Training needed to qualify for basic aircrew duties in an assigned crew position for a specific aircraft, without regard for the unit’s operational mission.

2.1.1. **General Requirements.** All personnel maintaining flying status will meet the requirements listed in the sub-paragraphs below. Unless specified in applicable AFI 11-2 MDS Vol 1, the primary method of IQT is to attend and complete the appropriate formal

training course listed in the ETCA. Completing the appropriate formal course satisfies all IQT requirements. When attendance is not practical or quotas are not available, units will request waivers as specified in the applicable AFI 11-2MDS Vol 1, to conduct in-unit IQT, using formal school courseware (see also paragraph 2.1.4). **Note:** Before performing flying duties in USAF fixed-wing aircraft, helicopter-only qualified pilots must meet the eligibility criteria for and complete USAF Undergraduate Pilot Training (UPT) or Fixed-Wing Qualification (FWQ) training. Waiver authority is HQ AETC/A3. See also AFI 11-402.

2.1.1.1. Aircrew members entered into in-unit IQT leading to qualification or requalification will be dedicated to that program; i.e., give training requirements priority over non-training related duties. **EXCEPTION:** Supervisory personnel may continue their normal duties as time permits.

2.1.1.2. Training time limitations for IQT completion are contained in applicable AFI 11-2MDS Vol 1. In-unit IQT will begin no later than 45 days (90 days for the Air Reserve Components [ARC]) after reporting to a new duty station or unit, unless waived by the MAJCOM aircrew training function.

2.1.1.3. **Physical Examinations.** Complete flight physical examinations IAW AFI 48-123, *Medical Examinations and Standards*, and AFI 44-170, *Preventive Health Assessment*. Aircrew members who fail to successfully complete a flight physical may not perform inflight duties until they successfully complete the examination. For further action to be taken on personnel who fail to complete a required flight physical examination when due, see AFI 11-402.

2.1.1.4. **Physiological Training.** Complete physiological training IAW AFI 11-403, *Aerospace Physiological Training Program*.

2.1.1.4.1. Requirements are waived for personnel assigned to inactive flying status codes (FSC) J, K and L (except individuals selected for indoctrination flying, FSC T), and for personnel performing remotely piloted aircraft (RPA) ground control station aircrew duties (FSC V and Z). Requalification is completed IAW AFI 11-403.

2.1.1.4.2. Personnel who perform flying duty in other than their rated specialty (for example, airborne command post duty) must maintain currency in physiological training.

2.1.1.4.3. Personnel who are delinquent in physiological training will not be scheduled for flight duty.

2.1.1.5. **Survival, Evasion, Resistance, and Escape (SERE) Training.** Complete training IAW AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*. For action to be taken on personnel who fail to meet training standards while enrolled in a USAF survival school, see AFI 11-402. **Note:** SERE training is not required for cadet aircrew.

2.1.2. **IQT Prerequisites.** Before entering qualification training, each aircrew member must comply with the appropriate formal course training prerequisites prescribed in the applicable syllabus. Due to quota allocations, scheduling limitations and fiscal

constraints, SERE training (Ex. S-V-80/90) for ANG students is desired but not required for entry into IQT. Water survival training requirement is prescribed in the MDS-specific formal course syllabus. All ANG members will comply with training requirements in AFI 16-1301 and receive training prior to their first operational assignment.

2.1.3. Ground Training Requirements. (For in-unit IQT, commanders will obtain and use the current formal school courseware, if available.)

2.1.3.1. Accomplish academic training requirements as directed in the applicable syllabus.

2.1.3.2. For written examinations, comply with AFI 11-202 Vol 2, *Aircrew Standardization/Evaluation Program*, and the applicable AFI 11-2MDS Vol 2.

2.1.3.3. Accomplish emergency parachute training, local area survival, AFE, egress, and ejection seat training (as applicable) before the first flight IAW AFI 11-2MDS Vol 1, AFI 11-301 Vol 1, *Aircrew Flight Equipment Program*, and AFI 16-1301. (N/A for RPA aircrew.)

2.1.3.4. Aircrew chemical defense ensemble (ACDE) training (to include ACDE egress training and emergency parachute training with ACDE) must be completed prior to the first ACDE flight.

2.1.3.5. Accomplish combat survival training (CST), conduct after capture training, and water survival training IAW AFI 16-1301. See also AFI 11-2MDS Vol 1, AFI 11-2MDS Vol 1 Ready Aircrew Program (RAP) tasking memorandum, and/or MAJCOM Supplements, as applicable.

2.1.3.6. Applicable ground training (i.e., simulators, aircraft systems, etc.) accomplished at the formal school establishes due dates for subsequent continuation training. If completion dates are unknown, use the evaluation completion date on the formal school generated AF Form 8, *Certificate of Aircrew Qualification*, or AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*.

2.1.3.7. **(Added-AFSOC)** After completion of formal training, ensure all ground training requirements listed in AFI 11-202, Vol 1, paragraphs 2.1.3.3 – 2.1.3.5 are entered and tracked in ARMS using the date the member accomplished the training. If the training date is unknown, use the evaluation completion date.

2.1.4. In-Unit IQT Requirements. Approved in-unit training must be accomplished IAW applicable formal school courseware and the following guidance:

2.1.4.1. Flying training lessons should be completed in order; however, if mission scheduling or student progress dictates otherwise, the unit commander or designated training supervisor may change the order.

2.1.4.2. Training syllabi will establish a maximum time lapse between training missions. Failure to accomplish training as scheduled will require documentation and corrective action.

2.1.4.3. With operations group commander (OG/CC) (or equivalent) approval, IQT requirements may be completed during operational missions under the supervision of

an instructor of like specialty. Comply with restrictions in appropriate AFI 11-2 MDS Vol 1, MAJCOM directives, and applicable operation order (OPORD).

2.1.5. **(Added-AFSOC) Flying Training Requirements.** After completion of formal training, ensure all flight training is entered and tracked in ARMS.

2.1.5.1. **(Added-AFSOC)** The Formal Training Unit (FTU) SARM office will update training events accomplished on an evaluation or an instructor certification flight toward the individual's continuation training (CT) volume and currency requirements in ARMS.

2.1.5.2. **(Added-AFSOC)** Flying training events accomplished during formal training, but not on the evaluation flight, will use the date of the successful evaluation to establish accomplishment dates. The SARM office will ensure "0" is marked on the Mission Accomplishment Report (MAR) or Training Accomplishment Report (TAR) for any events completed during the course, but not completed the day of the evaluation to update ARMS.

2.2. **Requalification Training.** An aircrew member is unqualified upon expiration of his or her qualification evaluation, loss of currency exceeding 6 months (for currency items specified in applicable AFI 11-2MDS Vol 1, IAW paragraph 3.4.3.2), or completion of a qualification evaluation in a different MDS (unless multiple qualification has been approved prior to the evaluation), whichever occurs first. The duration of unqualified time is from the date the aircrew member became unqualified until the specific retraining start date. For aircrew members who are not authorized multiple qualification and who complete a qualification evaluation in a different MDS, members must complete requalification training as specified below to regain qualification in the original MDS. For all aircrew members except flight surgeons, requalification requirements are as follows: (MAJCOMS may provide more restrictive guidance and may adjust requirements as necessary to allow for aircrew member experience level and similarity of aircraft types. Provide specific guidance in command supplements or AFI 11-2 MDS Vol 1.) (Terms TX-1, TX-2 and TX-3 identify formal courses required, from longest to shortest course.) (As noted below, completing the ETCA formal school flying training course is the desired standard. When attendance is not practical or quotas are not available, units will request waivers as specified in the applicable AFI 11-2MDS Vol 1, to conduct in-unit IQT, using formal school courseware.)

2.2.1. **Unqualified up to 39 months at the end of a non-flying assignment, or up to 51 months at the end of any active flying assignment.** Complete training in all delinquent items (as applicable), additional training as directed by the squadron commander, and a requalification evaluation IAW AFI 11-202 Vol 2 and AFI 11-2MDS Vol 2. An ETCA formal school flying training course (TX-3) satisfies this requalification requirement, if specified in the applicable AFI 11-2MDS Vol 1.

2.2.1. **(AFSOC)** TX-3 requalification course are not available, therefore, unit commanders are authorized to direct in-unit requalification training. See paragraph 2.9.3.1. for guidance on obtaining courseware the formal school, to complete applicable training.

2.2.2. **Unqualified 39 or more months at the end of a non-flying assignment, or 51 or more months at the end of any active flying assignment, up to 8 Years.** Complete

the appropriate ETCA formal school flying training course (TX-2) and a flight evaluation IAW AFI 11-202 Vol 2 and AFI 11-2MDS Vol 2.

2.2.3. Unqualified in MDS Over 8 Years. Complete the appropriate ETCA formal school flying training (TX-1) and a flight evaluation IAW AFI 11-202 Vol 2 and AFI 11-2MDS Vol 2.

2.2.4. Instructor Requalification. IAW AFI 11-202 Vol 2, and AFI 11-2 MDS Vols 1 and 2.

2.3. Conversion Qualification Training.

2.3.1. Conversion training is normally associated with a unit conversion to another MDS. Conversion training requires completion of a formal school qualification course. For unit conversions, when formal school courses are not available, MAJCOMs will develop and coordinate with the training command, in-unit training plans that maximize use of highly experienced personnel as the initial cadre. See also AFI 11-202 Vol 2 for instructor qualification and flight examiner certification guidance.

2.3.2. Submit requests for conversion qualification training IAW the applicable AFI 11-2MDS Vol 1.

2.4. Difference Training.

2.4.1. Difference training is required for qualification in a different series aircraft in the same MDS. When MAJCOMs determine the differences between series are great enough, the training required is a formal TX course.

2.4.2. Difference qualification training requirements will be established in AFI 11-2 MDS Vol 1.

2.4.3. (AFSOC) AFSOC-approved differences training may be conducted in unit without a waiver (see AFI 11-2MDS, Vol 1).

2.5. Transition Training. MAJCOMs may prescribe shortened versions of qualification training for aircrew members cross-flowing from another military aircraft to allow credit for acquired aviation proficiency. Requirements will be established in AFI 11-2 MDS Vol 1.

2.6. Multiple Qualification. MAJCOMs may authorize qualification in more than one MDS aircraft for crewmembers only when such action is directed by command mission requirements and is economically justifiable. This authority cannot be delegated below the MAJCOM level, except HQ AFMC, which may further delegate, but not lower than wing commander.

2.6.1. Unless required for unit mission accomplishment, commanders must not permit aircrew members qualified in primary mission aircraft to maintain qualification in support aircraft.

2.6.2. General officers will only maintain qualification in a single MDS. Difference qualification in variants of the same MDS is authorized, but is not permitted when qualification involves formal conversion training, IAW AFI MDS Vol 2.

2.6.2.1. Approval authority for general officer multiple qualification is AF/CC.

2.6.3. Multiple qualification does not apply to aircrew members selected for reassignment to another MDS who attend training prior to PCS. Flying squadron commanders will review reassignment training and validate requirement for additional qualification prior to aircrew member flights in original aircraft. Additional qualification authorization under this exception terminates when the aircrew member signs out from the losing organization.

2.6.4. **(Added-AFSOC)** Aircrew members in formal training to obtain qualification in a second aircraft are not required to be current and qualified, in their primary aircraft, to perform training flights, up to and including the qualification check, in their secondary aircraft.

2.6.5. **(AFSOC)** For Combat Aviation Advisor aircrew, refer to AFSOC I 11-219, Vol 1, *Additional Aircraft Training*, regarding training and qualification on multiple aircraft.

2.7. Senior Officer Qualification and Performance Requirements. Senior officers (colonel selects and above) whose position requires operational flying will complete the appropriate formal training course unless already qualified. Aircraft qualification will include instrument qualification and an AF Form 8/8a flight evaluation. A senior officer course that does not result in an AF Form 8/8a flight evaluation will not permit unsupervised flying. In addition, senior officers will comply with paragraph 3.1.4 of this instruction. *Note:* All senior officers must complete a formal training course qualification program that results in an AF Form 8/8a flight evaluation prior to flying an aircraft with passengers on board. Exceptions to this policy must be approved by HQ USAF/A3/5 (colonels and colonel selects); exceptions for general officers must be approved by AF/CC.

2.7.1. General officers in commander billets approved for operational flying may fly without an instructor in their primary assigned aircraft if they are current and qualified and maintain Mission Ready (MR)/Combat Mission Ready (CMR), or Basic Mission Capable (BMC) status IAW the applicable AFI 11-2MDS Vol 1.

2.7.2. All other general officers and general officer commanders maintaining Basic Aircraft Qualification (BAQ) status or less, must fly with an instructor.

2.7.3. When approved for operational flying, general officers authorized to fly single-place aircraft are limited to HQ USAF/CC, commanders, and MAJCOM/A3s. See AFI 11-401, *Aviation Management*, for specific general officer flying authorizations. If approved by AF/CC for operational flying, numbered Air Force general officer vice commanders may also fly single-place aircraft. General officers maintaining BAQ in single-place aircraft require an instructor pilot in the flight.

2.7.4. Except for HQ USAF/CC, HQ USAF/CV, MAJCOM commanders (or equivalents), and Combatant Command commanders (when filled by a USAF general officer), and when those officers are in operational flying status, general officers who are in operational flying status and who do not directly oversee Operational Support Airlift (OSA) aircraft and/or Very Important Person/Special Airlift Mission (VIP/SAM) operations should not fly OSA/VIP/SAM aircraft. MAJCOM commanders may develop further OSA/VIP/SAM guidelines as necessary.

2.7.5. As a minimum, HQ USAF/CC and HQ USAF/CV will maintain BAQ in their assigned aircraft when they maintain operational flying status. Minimum and maximum sortie rates do not apply.

2.7.6. Unless further restricted by AFI 11-2MDS Vol 1, colonels and colonel selects who comply with paragraph 2.7 may fly without an instructor in their primary assigned aircraft.

2.7.7. MAJCOMs may establish additional guidelines and flight requirements as necessary.

2.7.8. Test pilots of any rank assigned to AFMC, AFMC civilian employees who have previously graduated from a military test pilot school (or equivalent), contract personnel who work under a government contract administered by AFMC or DCMA who have previously graduated from a military test pilot school (or equivalent), and Aggressor and Thunderbird selectees (with MAJCOM concurrence), may attend senior officer qualification training courses.

2.7.9. **(Added-AFSOC)** Senior officers (colonel-selects and above) will successfully complete periodic qualification written examinations and flight evaluations in each MDS aircraft in which mission qualification is maintained. If maintaining only basic qualification in similar aircraft, complete written examinations in each MDS, but only one flight evaluation is required. The results of written examinations, ground requirements, and flight evaluations will be documented on an AF Form 8, *Certificate of Aircrew Qualification* or AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*, and maintained in a flight evaluation folder.

2.8. Mission Qualification Training (MQT). The purpose of MQT is to qualify aircrew members in assigned aircrew positions to perform the command or unit mission. AFI 11-2 MDS Vol 1 prescribes minimum training requirements to qualify individuals in unit missions. All crew members will complete MQT before entering special mission (e.g., Special Operations Low Level (SOLL) II, etc.) certification/qualification, unless the special mission training is specifically directed as pre-MQT in AFI 11-2MDS Vol 1, e.g., LANTIRN training.

2.8.1. For aircraft with multiple mission certifications/qualifications, document the various courses and governing instructions in each applicable AFI 11-2MDS Vol 1. Provide a brief description of training required to transition between mission sets.

2.8.2. **Upgrade/Special Mission Training.** With OG/CC (or equivalent) approval, upgrade and special certification/qualification training requirements may be completed during operational missions under the supervision of an instructor of like specialty. Comply with restrictions in appropriate AFI 11-2MDS Vol 1, MAJCOM directives, and any applicable OPORDs.

2.9. (AFSOC) Secondary Method Training (SMT). SMT waiver authority is the HQ AFSOC/A3T. **Exception:** The SMT waiver authority for ANG and AFRC reside within their respective commands. **(T-2)**

2.9.1. **(Added-AFSOC)** For SMT Waivers, units will use the SMT Waiver Request Letter posted on the AFSOC/A3T SharePoint. The waiver request will be signed by the

squadron CC/DO and group CC/CD prior to submission to AFSOC/A3T. Units will specify what portions of formal training require deviation and include ARMS Flying Summary with the waiver package.

2.9.2. **(AFSOC)** Aircrew members (primary or supervisory) must complete SMT within 180 calendar days from the date of their first ground training session or first flight, whichever occurs first. Individuals will start training within 45 calendar days of waiver approval. Individuals unable to complete training within these limits may continue training; however, their units will notify HQ AFSOC/A3T with a description of the difficulty and expected completion date (not to exceed an additional 120 calendar days). If SMT is not completed by this date, any further extension requires AFSOC/A3 approval. Commanders will ensure aircrew personnel engaged in qualification or requalification training complete their training in a timely and uninterrupted manner. Duties not directly related to qualification or requalification training should be minimized. **(T-2)**

2.9.3. **(Added-AFSOC)** Formal School courseware requests. For SMT, the waiver authority (per AFI 11-2MDS Vol 1) will include the appropriate formal school as an addressee on all correspondence and will request that the formal school forward applicable courseware to the aircrew member's unit of assignment. Courseware includes but is not limited to; the course syllabus, briefings, Computer Based Training (CBT) modules, student and instructor guides, and training guides and grade sheets for the student's training folder. The unit training office will verify the current version is used.

2.9.3.1. **(Added-AFSOC)** Units conducting training where a waiver is not required (i.e., complete training for restricted AF Form 8/8a, or AFSOC approved differences training) will send a request for any applicable courseware through channels to AFSOC/A3T, with an information copy to the appropriate formal school. Include unit point of contact (name, rank, office symbol, and telephone number) and the name and rank of the individual who will receive the training.

2.9.4. **(Added-AFSOC)** Complete all academic, ground, and flight training outlined in the courseware. With AFSOC/A3T approval, courseware can be adapted for local use. Modify it only if the training is incompatible with local training conditions (e.g. simulator not available).

2.9.5. **(Added-AFSOC)** Proficiency Advance (PA). Students may proficiency advance provided all Required Proficiency Levels (RPLs) are met or exceeded for the advanced (skipped) sortie(s)/lesson(s). The unit's Operations Officer is the approval authority for PA. The recommendation and approval must be documented in the individual's training record prior to the next flight/event. Student will initial below the approving official's remarks on the AF Form 4110, *Comments SOF/CSAR Training Record*, to indicate acknowledgment of the proficiency advancement.

2.9.6. **(Added-AFSOC)** Student Management Procedures, not addressed in this supplement, will be conducted IAW AFSOC guidance on Formal Flying Training Management. The unit will use the equivalent level of management: Air Force Special Operations Air Warfare Center (AFSOAWC) is Special Operations Group (SOG); AFSOAWC/CC is SOG/CC; FTU/CC is Sq/CC; Operations officer is Sq/DO; Flight/CC is operations officer or Sq/ADO.

2.9.7. (AFSOC) SMT Completion. Units will email AFSOC/A3TA once SMT is complete, to close out the waiver.

2.10. (AFSOC) **Initial Cadre Policy.** In some instances, it will be necessary for units standing up a new mission design series or converting from one design series aircraft, equipment, and capability to another to form an initial cadre of personnel for whom certain training qualification requirements may be waived. Refer to AFI 11-202, Volume 2, AFSOC Supplement, for initial cadre approval procedures.

2.10.1. (Added-AFSOC) Initial cadre aircrew training.

2.10.1.1. (Added-AFSOC) If a Department of Defense (DoD) qualification course is available, make every effort to send initial cadre members to the DoD course. Training will be accomplished in accordance with the agency's training syllabi. An AF Form 8/8a evaluation will be required. Secondary method waivers can be requested through appropriate training channels to AFSOC/A3T, AFRC, and NGB as required.

2.10.1.2. (Added-AFSOC) If a DoD course is not available or not practical, aircrew will gain qualification in accordance with unit developed training programs of appropriate secondary method course materials. Unit developed training products will be approved by AFSOC/A3T and as a minimum will include an AF Form 4111, *SOF/CSAR Training Record*. A portion of the ground training and flight training may be facilitated by civilian agencies, including foreign sources, contracted with AFSOC/A3T as POC/Program Manager.

2.10.2. (Added-AFSOC) Initial cadre's responsibilities.

2.10.2.1. (Added-AFSOC) Develop training materials for aircraft qualification and tactical qualification for all applicable crew positions. As a minimum, these training materials will consist of ground and flying training (AF Form 4111).

2.10.2.2. (Added-AFSOC) Develop aircraft flight manuals. Vendor supplied manuals are sufficient provided they are printed in English and determined by the initial cadre to be accurate.

2.10.2.3. (AFSOC) Develop aircraft operating checklists, Concept of Operations (CONOPs), and Addendums. Develop abbreviated aircrew procedures for the spectrum of anticipated employment of the aircraft. Also, develop aircraft-specific CONOPs/addendums/TTPs to establish expanded operational procedures for aircraft employment. Checklist, CONOPs, and Addendums will be staffed and approved prior to training non-initial cadre crewmembers.

2.10.2.4. (Added-AFSOC) Develop aircraft specific standardization and evaluation test (Master Question File/Standard Question Bank). Cover both qualification and mission specific emphasis areas. Test will be approved by AFSOC/A3V prior to use.

2.10.2.5. (AFSOC) Develop Syllabus of instruction (SOI). SOIs will be certified by AFSOC/A3T prior to training non-initial cadre crewmembers.

2.11. (Added) (AFSOC) **Universal Qualification.** Universal qualification guidance applies to specialized aircrew who maintain qualification in two or more MDS where qualification is attained/maintained via a minimum of a ground phase examination. A flight

phase evaluation, when required, may be accomplished on any of the aircraft in which the aircrew member is either gaining or maintaining qualification.

2.11.1. **(AFSOC)** Specialized aircrew may gain/maintain aircraft qualifications IAW Universal Qualification guidance in AFI 11-202, Vol 2. The following are authorized universal qualifications:

2.11.1.1. **(Added-AFSOC)** Direct Support Operator (DSO).

2.11.1.2. **(AFSOC)** Tactical System Operator (TSO).

2.11.1.3. **(Added-AFSOC)** Flight Surgeons (FS).

2.11.1.4. **(Added-AFSOC)** Combat Rescue Officers (CRO).

2.11.1.5. **(Added-AFSOC)** Pararescue Jumper (PJ).

2.11.1.6. **(Added-AFSOC)** Test Engineers (18 FLTS).

2.11.2. **(Added-AFSOC)** For pararescue and combat rescue officers, see AFI 10-3502, Volume 1, *Pararescue and Combat Rescue Officer Training*.

2.11.3. **(Added-AFSOC)** For rated flight surgeons to maintain their universal qualification will pass the USAF-approved flight surgeon exam, found on Advanced Distributed Learning Service (ADLS).

2.11.4. **(Added-AFSOC)** Non-rated aircrew members maintaining universal qualifications who take a written examination in lieu of an in-flight qualification, the test will include a question(s) from each aircraft the member performs duties on prior to authorizing basic qualification, mission capable, or mission readiness status (aircrew certification code) in that aircraft.

3. Continuation Training (CT). The CT program provides crew members with the volume, frequency, and mix of training necessary to maintain proficiency in the assigned certification/qualification level.

3.1. **Aircrew Status.** An aircrew member may be assigned Mission Ready/Combat Mission Ready, Basic Mission Capable, or Basic Aircraft Qualification status.

3.1.1. **Mission Ready (MR).** An aircrew member who has satisfactorily completed IQT and MQT, and maintains qualification and proficiency in the command or unit operational mission.

3.1.2. **Combat Mission Ready (CMR).** An aircrew member who has satisfactorily completed IQT and MQT, and maintains qualification and proficiency in the command or unit combat mission.

3.1.3. **Basic Mission Capable (BMC).** An aircrew member who has satisfactorily completed IQT and MQT, is qualified in some aspect of the unit mission, but does not maintain MR/CMR status. The aircrew member must be able to attain full qualification to meet operational taskings within 30 days, or IAW the applicable AFI 11-2MDS Vol 1.

3.1.4. **Basic Aircraft Qualification (BAQ).** An aircrew member who has satisfactorily completed IQT and is qualified to perform aircrew duties in the unit aircraft. The member

must perform at the minimum frequency necessary to meet the most recent sortie and flight standards set for that weapon system in the applicable AFI 11-2MDS Vol 1.

3.1.5. Minimum Requirements. In addition to the above, MR/CMR, BMC, and BAQ aircrew members must have accomplished and/or maintain the following minimum requirements (*Note*: an asterisk [*] indicates requirement is a grounding item):

3.1.5.1. *Flight physical IAW AFI 44-170 and AFI 48-123.

3.1.5.2. *Physiological training IAW AFI 11-403 (N/A for RPA).

3.1.5.3. *Emergency egress training, ejection seat; or emergency egress training non-ejection seat; and emergency parachute training (as applicable) (N/A for RPA). See AFI 11-301 Vol 1, and AFI 11-2MDS Vol 1.

3.1.5.4. Aircrew qualification (AF Form 8/8a). See AFI 11-202 Vol 2 and AFI 11-2MDS Vol 2.

3.1.5.5. Cockpit/Crew Resource Management (CRM) training, IAW AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and AFI 11-2MDS Vol 1 (Flight surgeons: CRM is a one-time requirement in the primary assigned aircraft unless required to perform Aeromedical Evacuation (AE) duties. Flight surgeons required to perform AE duties will accomplish CRM refresher training IAW AFI 11-2AE Vol 1, *Aeromedical Evacuation Aircrew Training*.)

3.1.5.6. AFE equipment training, ACDE training (to include emergency egress training and parachute training with ACDE), CST, conduct after capture, and water survival training, IAW AFI 11-301, Vol 1, and AFI 16-1301.

3.1.5.7. Flight currency events, except special mission certifications/qualifications that do not affect the wartime mission.

3.1.5.8. Instrument refresher training IAW AFMAN 11-210, *Instrument Refresher Program (IRP)*. *Note*: Rated officer and CEA commanders and key supervisors who are qualified in one aircraft and who also fly in other aircraft assigned to their units IAW provisions of AFI 11-401, are not required to maintain aircrew qualification and flight currency in the additional aircraft, unless they are also authorized qualification in those aircraft (multiple qualification).

3.1.5.9. (**Added-AFSOC**) Initial medical clearance upon arrival to the base, before first flight or first jump IAW AFI 11401, *Aviation Management*.

3.2. Responsibilities:

3.2.1. **MAJCOM.** MAJCOMs will determine unit of attachment for higher headquarters staff personnel assigned to flying positions.

3.2.1. (**AFSOC**) Follow procedures in AFI 11401, AFSOC Supplement.

3.2.1.1. (**Added-AFSOC**) If assigned to a flying API/Flying Activity Code (FAC), AFSOC attached flyers (except A3V) will maintain mission capable status unless AFSOC/A3 approves mission ready status.

3.2.2. **Squadron Commander.** The squadron commander or designated representative will ensure individuals receive training to successfully attain/maintain required

certifications/qualifications, complete unit missions and maintain individual proficiency. The squadron commander will also determine the training level (MR/CMR, BMC, BAQ) of each assigned crew member, when not prescribed by MAJCOM.

3.2.2. (AFSOC) Additionally, commanders will determine aircrew qualification according to the associated programming plan (P-PLAN) for unit transfers. For individual transfers, commanders will accept previous qualifications and currency in the same MDS aircraft. If this results in exceeding authorized unit ratios for instructors and flight examiners, use normal attrition to achieve authorized ratios (not applicable to ANG).

3.2.3. **Aircrew Members.** Each aircrew member is responsible for monitoring and completing all training requirements.

3.3. **Training Events/Profiles.** Aircrew members' CT and additional (ground) training events/profiles are maintained in ARMS. Commanders have the option of monitoring AF-wide awareness training (e.g. Resource Protection) for aircrew members in ARMS.

3.3. (AFSOC) **Training Events/Profiles.** All aircrew members assigned or attached to an active flying API, a non-rated aircrew position or a FAC 6/E temporary status will be assigned appropriate training profiles for their aircrew status. Training profiles will be managed by their unit of attachment SARM office. Fully qualified individuals will be assigned training profiles effective the date arrived station. Individuals in qualification training will be assigned profiles effective the completion date on the AF Form 8/8a.

3.3.1. Use the following forms when documenting aircrew training in ARMS (If additional forms are needed, see AFI 33-360 for guidance): **Note:** Reports and updates to ARMS generated from AF-approved automated systems (e.g. ARMS, PEX, TIMS) may be used as source documentation for CT provided these reports contain the minimum required elements. Updates generated from an automated system must be validated by a mission review process.

3.3.1.1. Additional Training. Use AF Form 1522, *ARMS Additional Training Accomplishment Report*, to document aircrew ground training for processing into ARMS. Training events required to be taught by a certified instructor (e.g. CBRNE, small arms), as well as grounding events (e.g. ground egress training), must be documented on the AF Form 1522 and signed by an instructor.

3.3.1.1.1. AF Form 1522 may also be used to document training accomplished by a single individual when no instructor is involved (e.g. computer based training). In this case, the form may be emailed directly from the individual's official e-mail account to a unit aviation resource manager's official e-mail account.

3.3.1.1.2. Training and other non-grounding events accomplished by other agencies (e.g. fire extinguisher training) but without documentation must be documented on the AF Form 1522.

3.3.1.1.3. Events that do not require a formal course of instruction (e.g. SOF duties) may be documented on a locally developed form for processing into ARMS. Locally developed forms must contain the minimum elements found on the AF Form 1522, with the exception of instructor certification. Refer to AFI 33-

360 for additional guidance.

3.3.1.1.4. Training events accomplished by other agencies and documented on another form and/or certificate may be photocopied and annotated in the lower right corner with the ARMS training event ID, date of input, signature of instructor conducting the training (for instructor led events – i.e. CATMS, aircrew flight equipment training, etc.), initials of the individual processing the ARMS transaction, date of audit, and the initials of the individual who audited the ARMS transaction.

3.3.1.1.4. (AFSOC) This guidance also applies to training accomplished via ADLS.

3.3.1.1.5. For training events maintained in ARMS that are accomplished by a single individual when no instructor is involved (e.g. computer based training), provide a copy of the certificate to the unit SARM office. The SARM office will maintain a copy of the certificate as a source document.

3.3.1.1.6. Reports and updates to ARMS generated from AF-approved automated systems may be used as source documentation for continuation training provided these reports contain the minimum required elements listed in paragraph **3.3.1.1.4**. Updates generated from an automated system must be validated by a review process.

3.3.1.2. Continuation Training. CT events will be logged in Zulu date to match the AFTO Forms 781 and the Flight Authorizations. MAJCOMs will establish specific criteria and forms for documenting CT. With MAJCOM approval, units may develop local mission accomplishment reports and/or training accomplishment reports to document CT for processing into ARMS. MAJCOMs will establish minimum elements required for locally developed forms.

3.3.1.2. (AFSOC) Unit developed MARs and TARs will include an aircraft commander signature block. SARM office personnel will ensure completed documents are certified by the aircraft commander before processing into ARMS.

3.3.1.2.1. (Added-AFSOC) Units must submit MARs and TARs to AFSOC/A3TR for approval through the designated wing/group training representative. Submit documents to: AFSOC.A3TR.ARMS@hurlburt.af.mil.

3.3.1.3. (Added-AFSOC) Unit training and standardization/evaluation offices will submit changes to the SARM office for update and proper coding of their individual aircraft certification code status changes. Use AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*, to document status changes to Basic Qualification, Mission Capable, Mission Ready, upgrade, training levels, and formal training course completion. The AFSOC Form 40, *Mission Summary Report* (or PEX equivalent), and End of Half Flying Training Level (FTL) upgrade letters may be used to update ARMS until the SARM office receives the completed AF Form 4324. EXCEPTION: AFSOC Form 40 and End of Half FTL cannot be used to update individual aircraft certification code status in which a certification board is required (e.g., Instructor Navigator). After the SARM office receives the AF Form 4324, it must validate the form against the information previously entered in ARMS.

3.4. **Currency.** Currency requirements for aircrew members will be listed in AFI 11-2MDS Vol 1.

3.4. **(AFSOC) Currency.** Currency requirements for AFSOC aircrew members may be listed in an RTM posted on the AFSOC/A3T SharePoint.

3.4.1. MAJCOMs determine similar equipment or systems for aircrew members who fly more than one mission or design aircraft.

3.4.2. MAJCOM/A3s may waive currency requirements for aircraft that are unique to an organization when accomplishment is not practical. In such cases, commanders will ensure that aircrew members are current and certified/qualified in all normal and emergency procedures before unsupervised flight.

3.4.3. **Recurrency Training.**

3.4.3.1. **Loss of Currency up to 6 Months.** An aircrew member must demonstrate proficiency with an instructor (or designated supervisor, when specified in the applicable AFI 11-2MDS Vol 1) in all delinquent items.

3.4.3.2. **Loss of Currency Exceeding 6 Months.** AFI 11-2 MDS Vol 1 will establish which currency items result in unqualified status requiring requalification according to paragraph 2.2, and which currency items do not result in unqualified status allowing recurrency to be regained according to paragraph 3.4.3.1.

3.5. **Proration of Training.** When determining training requirements, prorate an aircrew member not available for flying duties (for example, PCS, nonflying TDY, duty not including flying [DNIF] status, or emergency leave).

3.5. **(AFSOC) Proration of Training.** The unit training officer will notify the SARM office, in writing, when an assigned or attached aircrew member's continuation training must be prorated because the individual was not available (e.g., PCS, non-flying TDY, DNIF, emergency leave). Some flying TDYs may be prorated; refer to AFI 11-2MDS, Volume 1, for guidance (if applicable). The only type of leave authorized for proration is emergency leave. Proration training will be given in accordance with the schedule listed below. **(T-2)**

3.5.1. Proration does not apply to individuals who are available for 15 days or less, who will not incur training requirements.

3.5.1. **(AFSOC)** For the purposes of proration, when an aircrew member is declared mission ready (MR) during the last 15 calendar days of the training half, assign MR training profiles effective the first day of the following training half. Example: Capt Smith completes Mission Qualification Training (MQT) and is declared MR on 20 March 2012; assign MR training profiles, in ARMS, effective 1 April 2012.

3.5.2. For individuals available for flying duties for 16 days or more, requirements prorated are in direct proportion to the number of days of nonavailability. Do not prorate for nonavailability of 15 days or less.

3.5.3. For every 30 days of nonavailability beyond 15 days, prorate training requirements one month, but not to less than one event. Additional proration guidance may be established in AFI 11-2MDS Vol 1.

3.6. Failure to Complete Continuation Training Requirements.

3.6.1. Declare individuals in Status of Resources and Training System (SORTS) non-mission ready (N-MR), non-combat mission ready (N-CMR), non-basic mission capable (N-BMC), or non-basic aircraft qualified (N-BAQ) if they fail to complete periodic ground or flying continuation training requirements defined in paragraph 3.1.5 and in AFI 11-2MDS Vol 1.

3.6.2. Individuals who fail to accomplish minimum CT requirements and subsequently lose currency must fly in supervised status when currency in the item is required for the particular flight (unless otherwise directed in the applicable AFI 11-2 MDS Vol 1). If failure to accomplish the minimum requirement results in grounding, individuals will not fly as aircrew members and will not perform aircrew duties until the requirement is accomplished.

3.6.3. Suspend aircrew members assigned to active flying positions who fail to attain and maintain aircrew qualification, when such action is within the member's control, IAW AFI 11-402.

3.6.4. Document decisions to suspend, retain or regress aircrew member status following failure of the individual to meet required standards IAW AFI 11-202 Vol 2 and/or AFI 11-2MDS Vol 1 and/or Vol 2.

3.6.5. (AFSOC) Documentation. SARM office will establish procedures to monitor non-current individuals (Go/No-Go requirement). Training offices will ensure the SARM office has a list of non-current personnel at the end of each quarter (if applicable), semi-annual, and annual periods. As a minimum, the log will include grade, name, crew position, and non-current event(s). SARM offices will track non-current event(s) completion by including the date of completion and instructor on the log; then file the completed log with the end of cycle documents. (T-2)

3.7. **Requirements Before PCS or TDY by Members on Active Flying Status.** The following paragraphs apply to flying personnel departing PCS from their old station or departing for a non-flying TDY from their permanent station.

3.7.1. Aircrew members should complete a proportionate share of flying requirements by the end of the month preceding the date of departure.

3.7.2. Complete flight physical and physiological training requirements before departing, if the due date occurs within three months after departure date (CONUS assignments), or if the due date occurs prior to DEROS (overseas assignments). Air University graduating students may delay physiological refresher training until they arrive at their new duty location or formal flying training base, if the assigned base is a location with a physiological training facility.

3.8. **Requirements Before Removal from Active Flying.** The following paragraphs apply to flying personnel being retired, separated, placed in inactive status, or reassigned to nonflying positions. Paragraph 3.1.5 applies.

3.8.1. Training requirements apply until the last day of the fourth month prior to an individual's removal from active flying. For example, a person who retires or starts terminal leave on 1 July must complete requirements through 31 March; or, if a person is

reassigned to a nonflying position on 15 November, he must complete requirements through 31 July. MAJCOMs may extend specific training requirement applicability, based on unit mission requirements, on a case-by-case basis.

3.8.2. Refresher physiological training and academic refresher courses are not required if individuals on active flying status are current, and if removal from active flying status occurs during the 4-month period after the due date.

3.9. Requirements While in Inactive Flying Status.

3.9.1. Personnel placed in inactive status will not complete flying and ground training requirements of this instruction and AFI 11-2MDS Vol 1.

3.9.2. Physical qualification must be maintained according to AFI 48-123 and AFI 44-170, except for flying personnel in aviation service codes (ASCs) 6J, 7J, 8J, and 9J, GJ and HJ. When inactive members in the preceding ASCs have been selected and confirmed for assignment to aircrew duties, these individuals must be in compliance with paragraph 3.1.5 before performing inflight duties. Individuals will regain their physical qualification prior to PCS/PCA to an active flying assignment.

3.10. **Aircrews Flying in Non-US Air Force Aircraft and with Non-US Air Force Units.** Air Force aircrews performing appropriate duties in non-US Air Force aircraft IAW AFI 11-401, or on duty with or attached to non-US Air Force units for flying, are only required to maintain a current flight physical and review their flight records IAW AFI 11-401. Aircrew members affected by this paragraph are not required to maintain currency in USAF physiological training, but must regain physiological qualification (when required) prior to performing aircrew duty in USAF aircraft. See also AFI 11-202 Vol 2.

3.11. **Flight Surgeon Requirements.** Flight surgeon flying requirements are according to the appropriate AFI 11-2 MDS Vol 1, but in no case are they less than those in **Table 1**. Provide assigned and attached flight surgeons every opportunity to fly in the unit's primary mission aircraft. Flight surgeons must fly at least 50 percent of their annual minimum requirements in primary unit aircraft unless assigned or attached to operational units equipped only with single place aircraft or deployed away from their primary unit for more than 90 days. Waiver authority for this paragraph is AFMSA/SG3P (send info copy to HQ USAF/A3O-AT and appropriate MAJCOM/SG office).

3.11. **(AFSOC) Flight Surgeon Requirements.** AFSOC policy is for flight surgeons to get flight time on the full variety of AFSOC aircraft available to them in order to understand the physical and physiological challenges facing AFSOC aircrew. AFSOC flight surgeons assigned to API-5 positions will be attached to an AFSOC flying unit. If TDY and unable to fly on their primary aircraft, prorate primary training requirements according to AFI 11-202, Vol 1, AFSOC Supplement, AFI 11-2MDS, Vol 1, or RTM as appropriate.

3.11.1. **(AFSOC)** Any AFSOC flight surgeon may be designated on the flight authorization if they have current aeronautical orders and complete the requirements of AFI 11-202, Vol 1, paragraph 3.1.5.

3.11.2. **(Added-AFSOC)** Flight Surgeon ground training requirements will be established via RTM and posted on the AFSOC/A3T SharePoint site.

3.11.3. (**Added-AFSOC**) Flight surgeons who exceed 60 calendar days between flights or go non-current for end of training period sortie volume requirements must complete the Air Force Flight Surgeon Exam and demonstrate satisfactory egress procedures and aircraft emergency/safety equipment knowledge to the aircraft commander, or designated aircrew member. If the flight surgeon is non-current for egress training, then egress training must be accomplished by an instructor/evaluator and logged on an AF Form 1522, *ARMS Additional Training Accomplishment Report*, in addition to the above requirement.

Table 1. Flight Surgeon Sortie Requirements (See Notes).

Sortie	Semi-Annual Period	Annual Sorties
Total	Minimum: 6	Minimum: 12
Night	Minimum: 1	Minimum: 2

NOTES:

1. Flight surgeons may log more than one sortie per day; however, no more than one sortie per single calendar day will be credited towards semi-annual and annual sortie requirements in **Table 1.** (Credit hours flown IAW AFI 11-401.) **EXCEPTION:** Credit ARC flight surgeons with a maximum of two sorties for separate flights performed in a single calendar day, provided the interval between flights does not exceed 60 days and a minimum of six missions are flown each six months.
2. A night sortie is one on which either takeoff or landing and at least 50 percent of flight duration or one hour, whichever is less, occurs during night time, as defined in AFI 11-401.
3. Flight surgeons are conditional fliers and must meet DODFMR (*DOD Financial Management Regulation*) flying requirements for entitlement to ACIP. See also AFI 11-421, *Aviation Resource Management*.
4. To maintain currency, time between flights must not be more than 60 days. Notify the MAJCOM/SG when time between flights exceeds 60 days. MAJCOMs establish procedures for flight surgeons to regain flying currency.
5. Squadron aviation resource managers will set up flight surgeon training profiles on an annual cycle. Reference **Attachment 2 Table A2.1** for ARMS training event identifiers.
6. Notify the MAJCOM/SG when flight surgeons fail to meet semi-annual or annual sortie requirements. MAJCOMs establish procedures to assess continued active flying authorization. Place a copy of the MAJCOM/SG notification in the member's flight training folder.

3.12. **Requirements for X-Prefix Fliers.** Requirements for X-prefix fliers are according to the appropriate AFI 11-2 MDS Vol 1, but in no case are they less than those in **Table 2**

3.13. **(Added) (AFSOC) Direct Support Operator and Tactical System Operator Requirements.** Requirements for DSOs and TSOs are according to the appropriate RTM.

Table 2. Requirements for X-Prefix Fliers (See Note).

Component	Semi-Annual Sorties	Annual Sorties
Active Duty	Minimum: 18	Minimum: 36
ARC	Minimum: 9	Minimum: 18

Note: To maintain currency, time between flights must not be more than 30 days. MAJCOMs establish procedures for X-prefix fliers to regain flying currency.

Table 2. (AFSOC) Requirements for X-Prefix Fliers (See Note).

Component	Semi-Annual Sorties	Annual Sorties
Active Duty	Minimum: 18	Minimum: 36
ARC	Minimum: 9	Minimum: 18

**Note:* To maintain currency, time between flights must not be more than 30 days. MAJCOMs establish procedures for X-prefix fliers to regain flying currency. AFSOC Universal Qualified X-Prefix fliers must complete appropriate ground training, established in their career field and approved by AFSOC/A3T, in conjunction with a flight to regain currency if lost. At a minimum the ground training will consist of emergency egress and aircraft familiarity for the applicable aircraft. For Universal Qualified fliers, an instructor is required for the ground training and a qualified aircrew member is required for the flight portion to regain currency.

4. Upgrade Training. See applicable AFI 11-2 MDS Vol 1 for specific instructions for additional requirements.

4.1. **(Added-AFSOC) Upgrade Nomination.** Units nominating individuals for upgrades will use the Upgrade Nomination Letter, posted on the HQ AFSOC/A3T SharePoint, to inform group leadership. Unit Training managers will then post the signed nomination letters on the HQ AFSOC/A3T SharePoint. Question on posting nomination letters should be directed to HQ AFSOC/A3TR. **(T-2)**

5. Aircrew Training System (ATS). ATS is a system wherein a civilian contractor provides academic, simulator, and other designated aircrew training. ATS courses are listed in the applicable AFI 11-2 MDS Vol 1.

5.1. **Applicability.** Guidance applies to all aircrew members attending either formal schools using ATS courseware or ATS refresher/phase training, or units conducting secondary method training utilizing formal courseware.

5.2. **Students.** ATS students will enroll on a full-time basis to ensure their training is completed in a timely and uninterrupted manner. Students will be relieved of duties not

directly related to training. **EXCEPTION:** Supervisory personnel may continue their normal duties as time permits when this training is conducted at home station.

5.3. **Course Prerequisites.** Commanders will ensure ATS students complete ATS course prerequisites as outlined in the applicable syllabus or AFI 11-2MDS Vol 1.

5.4. **Objectives.** Lesson objective descriptions, remediation procedures, specific training evaluation criteria, administration procedures and scheduling guidelines/procedures are found in the applicable course syllabus or AFI 11-2MDS Vol 1.

5.5. **Unsatisfactory Student Progress:**

5.5.1. If a student's training progress is unsatisfactory, the contractor will notify the appropriate government representative (wing training, operations officer, etc.). Following review of the student's record, the government representative will determine whether to continue or terminate training.

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

5.6. **Courseware Changes.** Submit formal school courseware changes through appropriate MAJCOM channels to the training command. The training command will coordinate with the command responsible for overseeing the ATS contract, if different than the training command. Submit all other courseware changes to the MAJCOM responsible for overseeing the ATS contract.

5.7. **Source Document.** Changes to aircrew qualifications (including training profiles) that are tracked in ARMS will be documented on the AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*. Forms will be certified by the appropriate agency and provided to the Squadron Aviation Resource Management office.

6. **Ancillary Training.** Reference prescribing AFIs and the ETCA website to determine ancillary training requirements.

6.1. MAJCOM aircrew training offices will coordinate publications issues (paragraph 1.3.3.1). Supported commands will provide inputs to lead commands. Lead commands will provide inputs to HQ USAF/A3O-AT. If issues cannot be readily resolved, waivers or exceptions to policy may be requested IAW paragraph 1.2. Comply with existing guidance in the source establishing the training requirement until the source is changed, a waiver is granted, or an exception to policy is approved. **EXCEPTION:** MAJCOMs may establish more restrictive guidance; waivers or exceptions to policy are only required when the intent is to be less restrictive than the source publication.

7. **Standard Training Event identifiers.** Attachment 2 lists the training event identifiers to use for all Air Force personnel in ARMS.

8. **Hours-per-Crewmember-per-Month/Sorties-per-Crewmember-per-Month**

Report. MAJCOMs will submit quarterly Hours-per-Crewmember-per-Month/Sorties-per-Crewmember-per-Month (HCM/SCM) report (RCS: HAF-XO(Q)0502) to HQ USAF/A3O-AT by the 15th of the month following each calendar quarter. Submit data requirements as prescribed, but submission may be delayed to allow the submission of higher precedent reports. Continue reporting during emergency conditions, delayed precedence. Submit report electronically. Discontinue reporting during MINIMIZE. Reports are required from the following

commands: ACC, AFGSC, AFRC, AFSOC, AMC, NGB, PACAF, USAFE (may be revised as directed by HQ USAF). See [Attachment 3](#) for specific procedures and examples.

9. Forms.

9.1. **AF Form 1381, USAF Certification of Air Crew Training.** Optional. AF Form 1381 may be used to provide a permanent source for aircrew certifications not attained through AF Form 8/8a qualification. MAJCOMs may prescribe use in supplements to this instruction.

9.2. **Forms Prescribed.** AF Form 1381, *USAF Certification of Air Crew Training*, AF Form 1522, *ARMS Additional Training Accomplishment Report*, AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*.

9.3. **Forms Adopted.** AF Form 8, *Certificate of Aircrew Qualification*, AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*, AF Form 702, *Individual Physiological Training Record*, AF Form 847, *Recommendation for Change of Publication*.

10. (Added-AFSOC) Aircrew Training Records.

10.1. **(Added-AFSOC) Aircrew Training Records.** This chapter provides guidelines on proper training documentation. Instructions are provided for AF Form 4109, *SOF/CSAR Aircrew Training Record*, AF Form 4110, *Comments-SOF/CSAR Training Record*, and AF Form 4111, *SOF/CSAR Training*. AFSOC approved substitutes may be utilized in lieu of these forms.

10.2. **(Added-AFSOC) Career Training Folder (CTF).** Units will maintain a career training folder for all assigned or attached crewmembers. All completed training records will be included in a single binder of appropriate size or saved electronically to provide an accurate representation of an individual's long term progression and any positive or negative trends related to their training. From the release date of this supplement unit training offices will keep training folders completed by the aircrew member (i.e. training folders from previously qualified MDSs). **(T-2)**

10.2.1. **(AFSOC)** For hard copy CTFs, the name of the crewmember will be clearly posted on both the binder spine and front cover. The front cover must also prominently display the following statement: "PRIVACY ACT INFORMATION – The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act of 1974 and AFI 33-332, *Air Force Privacy Program*." Each training record within the binder will be tabbed separately to differentiate between programs. The binder will be divided into sections as follows:

10.2.1.1. **(AFSOC)** Section 1–Table of Contents. This should clearly list each item contained within the binder and the tab where it is located. It should be kept as current and accurate as possible and clearly display the date of the last update. **(T-2)**

10.2.1.2. **(AFSOC)** Section 2–Record of Review. The training section will review the career training folder for accuracy and completeness annually. The review will include, but not limited to, a thorough scrub of all training folders (TF) added in Section 3 since the last annual review; ensuring TFs were opened, closed, and filled out correctly. Annotate the date of review as well as the name and office symbol of the reviewing official. Include any comments or discrepancies noted. If an expanded explanation is necessary, use a Memorandum for Record (MFR) signed by the unit training officer. File these documents behind the record of annual review in chronological order with the most recent on the bottom. No annual review is required

for crewmembers in inactive/non-flying positions. Annotate the timeframe during which the individual was in non-flying status in appropriate chronological space in the record of annual review (i.e., May 2002-Jun 2005 Inactive/AFSOC Staff). **(T-2)**

10.2.1.3. **(AFSOC)** Section 3–Completed Training Records. This section will ideally contain all flight training records (qualifications, certifications, specialized mission training, etc.), whether they are completed in-unit or at the FTU. The records will be in chronological order starting with initial qualification and ending with the most recently completed training on the bottom. Each training record within the folder will be tabbed separately to differentiate between programs. The tabs will be numbered in order with the member’s initial qualification (whether completed at the FTU or in-unit) labeled Tab #1. **(T-2)**

10.2.2. **(Added-AFSOC)** Electronic CTF will follow the guidance in paragraph 10.2.1. For electronic maintained CTFs, the name of the crewmember will be used as the name of the folder with FOUO (i.e. Capt John Smith’s folder will be named ‘Smith John – FOUO’). An example of the electronic CTF will be located on the AFSOC/A3T SharePoint. Inside the main folder, there will be two sub folders as follows:

10.2.2.1. **(Added-AFSOC)** Record of Review. Inside the folder will be a document or a collection of documents showing the completion of the annual reviews and any discrepancies noted. The document may be a living word, excel, etc file or scanned copies of the completed reviews.

10.2.2.2. **(Added-AFSOC)** Completed Training Records. This folder will contain scanned copies of all completed training folders (41XX series or AETC equivalent) and any applicable Graduate Training Integration Management System (GTIMS) products. Include a file documenting all courses contained within this folder; Table of Contents.

10.2.3. **(Added-AFSOC)** Career training folders are covered by the Privacy Act of 1974 and shall be used for official business only. Maintain folders in a secure area within the unit’s training section or electronically. Only instructors and supervisors should have regular access to these records. Individuals may sign out their own records.

10.2.4. **(Added-AFSOC)** When a crewmember makes a PCS move, the squadron training section will copy the table of contents and record of annual review as a minimum. The unit shall seal the career training folder, or computer disc with the files, in an envelope along with the individual’s FEF and AF Forms 4324 then give it to the member for delivery to the next duty station. If the squadron is storing the career training folders electronically, they will save a copy of the entire folder.

10.2.4.1. **(AFSOC)** When a crewmember PCSs to an active flying assignment. The losing squadron will maintain the table of contents and record of annual review until positive confirmation the gaining squadron receives the crewmembers CTF. **(T-2)**

10.2.4.2. **(Added-AFSOC)** Crewmembers PCS to an inactive flying assignment, separating, or retiring. The losing unit squadron training section shall keep these copies until the member arrives at his next flying assignment or 5 years (whichever is less).

10.3. **(Added-AFSOC) Entry into Upgrade.** Initiate a training folder (AF Form 4109) for ETCA formal training courses (formal school or SMT), mission certification, special qualification, certification training, in-unit upgrade program to the next higher crew qualification, requalification training (formal school, SMT, or IAW AFI 11-202, Volume 1, paragraph 2.2.1.), difference training, and corrective action or additional training as directed by the squadron commander. Each training folder must include documentation of entry into the training program by the unit leadership. This will normally consist of an entry on the first AF Form 4110 in the trainee's record. Units may also substitute a copy of the minutes from an upgrade board, MFR, or other locally produced form in place of the AF Form 4110 entry. This document must be signed by the unit operations officer or commander. **(T-2)**

10.4. **(Added-AFSOC) AF Form 4109, SOF/CSAR Aircrew Training Record.** These forms are the cardstock folder used to hold all required training documents. They are available from the pubs distribution office or by establishing an account on the AF e-publishing homepage. It is mandatory for all basic/mission qualification training and any special mission qualification training (leading to either a special mission evaluation or instructor certification). Open AF Form 4109 records will be maintained in a location readily accessible to instructors/trainers, supervisory personnel, and the individual aircrew member. Comply with the following instructions when completing the AF Form 4109. **(T-2)**

10.4.1. **(Added-AFSOC) Ground Training Summary** (top inside left). This is a chronological record of ground training events. Entries are required for any Part Task Trainer (PTT), Simulator Training (SIM), or Ground Training (GT). Entries are not required for formal academic (classroom) instruction conducted per formal school courseware.

10.4.1.1. **(Added-AFSOC) Date.** Self-explanatory.

10.4.1.2. **(Added-AFSOC) Training Period.** Enter sequential training period designators; i.e., PTT-1, CPT-3, etc.

10.4.1.3. **(Added-AFSOC) Status.** Use the following codes to indicate student status:

10.4.1.3.1. **(Added-AFSOC) Complete (C).** The student completed all required ground training.

10.4.1.3.2. **(Added-AFSOC) Incomplete (I).** The student did not complete the required training and an additional training period will be required to accomplish the lost events. Include the reason training was not completed; maintenance (MX), weather (WX), or other reasons (OTH). (i.e., I-MX).

10.4.1.4. **(Added-AFSOC) Instructor/Trainer (Qual).** Enter name of the instructor and aircrew qualification; i.e., IP, EF, etc.

10.4.1.5. **(Added-AFSOC) Training Time.** Self-explanatory. Do not include time normally associated with pre-briefing and debriefing training missions.

10.4.2. **(Added-AFSOC) Written Evaluations** (bottom inside left). Record results of written evaluations required by the training program. Do not record AFI 11-202 Vol. 2-required, written evaluations unless specifically directed by the training program.

10.4.2.1. **(Added-AFSOC)** Date. Enter date that the written evaluation was completed.

10.4.2.2. **(AFSOC)** Type. Enter AFI 11-202, Vol 2, description or other appropriate identifier.

10.4.2.3. **(AFSOC)** Grade. Make entry per AFI 11-202, Vol 2.

10.4.3. **(Added-AFSOC)** Flying Training Summary (top inside right). This is a chronological record of flying training events. Record any flight training events completed on either training sorties or operational missions. Record all sorties scheduled, even if canceled by external factors (WX, MX).

10.4.3.1. **(Added-AFSOC)** Date. Self-explanatory. On operational missions, enter inclusive dates.

10.4.3.2. **(Added-AFSOC)** Training Period. Enter chronologically numbered training periods; i.e., P-1, T-1, T-2, etc.

10.4.3.3. **(Added-AFSOC)** Status. Use the following codes to indicate student status:

10.4.3.3.1. **(Added-AFSOC)** Satisfactory (S). The student met or exceeded all the listed RPLs for that training period. The student advances to the next programmed lesson or training period. "S" is still the proper status code as long as the student has not regressed in a previously graded training task, and there are flying training periods remaining before the student must meet/exceed RPL.

10.4.3.3.2. **(Added-AFSOC)** Training Required (T). The student fell below a previously attained RPL for one or more training task. The training task was not graded below standard the last time it was graded and additional training periods that include that job element remain in that phase. The student advances to the next programmed lesson or training period.

10.4.3.3.3. **(Added-AFSOC)** Unsatisfactory (U). The student fell below a previously attained RPL on the same training task for two consecutive training periods, or fell below the listed RPL on any training task and no training periods remain prior to an evaluation, or if dangerous tendencies are noted.

10.4.3.3.4. **(Added-AFSOC)** Incomplete (I). For any training period graded as incomplete, the student will repeat the lesson or training period. All incomplete entries will be fully explained on the AF Form 4110.

10.4.3.3.4.1. **(Added-AFSOC)** The overall grade will be an incomplete under one of the following conditions:

10.4.3.3.4.1.1. **(Added-AFSOC)** Required training period training tasks were not graded and:

10.4.3.3.4.1.1.1. **(Added-AFSOC)** The student has not previously attained the RPL of the missed training task

10.4.3.3.4.1.1.2. **(Added-AFSOC)** The RPL changes to a higher level on the next training period or it is the last training period in a block or phase.

10.4.3.3.4.1.2. **(Added-AFSOC)** The student was graded "I" on the previous training period and the missed training task(s) could not be accomplished during the current training period.

10.4.3.3.4.2. **(Added-AFSOC)** If "I" is used, it will be followed by the reason (i.e. I-WX). Use the following codes:

10.4.3.3.4.2.1. **(Added-AFSOC)** "MX" for a maintenance abort or delay.

10.4.3.3.4.2.2. **(Added-AFSOC)** "OPS" for an operations abort or delay.

10.4.3.3.4.2.3. **(Added-AFSOC)** "SYM" for a sympathetic abort or delay, which is used when training with another asset or aircraft is required.

10.4.3.3.4.2.4. **(Added-AFSOC)** "WX" for a weather abort or delay.

10.4.3.3.4.2.5. **(Added-AFSOC)** "IN" for student requirements being incompatible with the sortie being flown.

10.4.3.3.4.2.6. **(Added-AFSOC)** "PHY" for a physiological event.

10.4.3.3.4.2.7. **(Added-AFSOC)** "OTH" for reasons other than those stated here.

10.4.3.4. **(Added-AFSOC)** Instructor/Trainer (Qual). Enter the name of the instructor and aircrew qualification (i.e., IP, EF, etc).

10.4.3.5. **(Added-AFSOC)** Mission Time. Enter the total flight time for the training or operational mission in the top half of the block. Enter that portion of flight time which was actual training time in the bottom half of the block.

10.4.3.6. **(Added-AFSOC)** Cumulative Time. Enter the cumulative flight time for the training or operational mission in the top half of the block. Enter cumulative training time of the flight in the bottom half of the block.

10.4.4. **(Added-AFSOC)** Performance Evaluation Summary (bottom inside right). Record data on required evaluations (CPT, SIM, flight) including final evaluation and reevaluation (if applicable).

10.4.4.1. **(Added-AFSOC)** Date Recommended. Enter date recommended for evaluation.

10.4.4.2. **(AFSOC)** Type Evaluation. Enter AFI 11-202, Vol 2, evaluation description or other identifier.

10.4.4.3. **(Added-AFSOC)** Instructor/Trainer (Qual). Enter name of recommending instructor or trainer and aircrew qualification (i.e., IP, EF, etc.).

10.4.4.4. **(Added-AFSOC)** Operations Review. Unit commanders or operations officers are required to accomplish the reviews prior to flight evaluations. Indicate, with the initials of the reviewer, that a records review has been accomplished. IAW paragraph 10.7. below, an entry should also be made on the AF Form 4110.

10.4.4.5. **(Added-AFSOC)** Date Eval. Enter date evaluation was completed.

10.4.4.6. **(Added-AFSOC)** Evaluator. Enter name of the evaluator.

10.4.4.7. **(AFSOC)** Grade. Enter the grade awarded per AFI 11-202, Vol 2.

10.4.5. **(Added-AFSOC)** Student Information (flap inside right). Provides basic trainee and course information.

10.4.5.1. **(Added-AFSOC)** Name and Grade. Self-explanatory.

10.4.5.2. **(Added-AFSOC)** Aircrew Position. For aircrew members in a program designed to advance them to a higher crew position, enter the qualification to which they are upgrading. For all other training, enter the crew position currently held.

10.4.5.3. **(Added-AFSOC)** Unit of Assignment. Self-explanatory.

10.4.5.4. **(Added-AFSOC)** Type of Training. Enter formal course title if one exists or enter a descriptive identifier for other types of training.

10.4.5.5. **(AFSOC)** Course Number. Enter course number if completed at FTU.

10.4.5.6. **(Added-AFSOC)** Class Number. Enter class number if completed at FTU.

10.4.6. **(Added-AFSOC)** Grading Standards/Training Codes (back cover). This section explains grading standards and training codes.

10.4.6.1. **(Added-AFSOC)** Grading Standards. This section defines grading standards or RPLs and provides identifiers for use on the AF Form 4111.

10.4.6.2. **(Added-AFSOC)** Additional Codes. Use these codes on preprinted AF Form 4111, as indicated.

10.4.6.3. **(Added-AFSOC)** Training Period Designators. Use the following codes, as a minimum, to describe flight training periods if guidance is not included into MDS training materials: T-Transition, I-Instrument, M-Mission, EV-Evaluation, N-Night, or as dictated by SOI. FTUs may use more descriptive designators, if required.

10.4.6.4. **(Added-AFSOC)** Remarks. This section may be used for additional information at unit discretion. Otherwise, it should be left blank.

10.5. **(AFSOC) AF Form 4110, Comments–SOF/CSAR Training Record.** These forms are used to record a narrative of student performance during all flying and ground training sessions and administrative comments related to student training. They are available on the AF e-publishing homepage. This form is required for all training completed at the FTU or in-unit IAW AFI 11-202, Volume 1, paragraph 2.1.4. (including SMT IAW paragraph 2.9. in this supplement). This form shall be maintained on the left side of the AF Form 4109. Comply with the following instructions when completing the AF Form 4110. **(T-2)**

10.5.1. **(Added-AFSOC)** The first AF Form 4110 entry will be the “entry into training” write-up unless substituted with a locally produced form or TRB minutes.

10.5.2. **(Added-AFSOC)** Name or Trainee Name. Self-explanatory.

10.5.3. **(Added-AFSOC)** Date. Self-explanatory.

10.5.4. **(Added-AFSOC)** Training Period or Sortie ID. Enter the appropriate training period designator, numbered sequentially.

10.5.5. **(Added-AFSOC)** Mission/Profile/Comments/Recommendations. This section shall include a write-up for each training event (ground, simulator, or aircraft) the student participates in. It will also contain any additional information pertinent to the individual's training (i.e. recommendations for proficiency advance, monthly/quarterly reviews, etc). Write-ups for student ground, simulator, and aircraft training events will comply with the following format:

10.5.5.1. **(Added-AFSOC)** Profile. This section should start by listing the sortie or event completed and the grade earned; or indicate why the sortie was incomplete, if it was not finished for any reason, and what items yet remain to complete it. A brief description of weather and other related factors (i.e., EMI levels for an NVG sortie or sea state for a water ops sortie) should be the next item. The rest of the section should be a brief summary of training completed, to include specific events and number of iterations where relevant. It should be written so that the next instructor has no doubts where to pick up the training. Detailed comments will be entered whenever the performance level attained is below the printed RPL.

10.5.5.2. **(Added-AFSOC)** Strengths. This section should be a brief summary of the student's strengths. Make every effort to identify useable, relevant strengths to further build a picture of student progression for the next instructor. There should always be some strength or strengths to emphasize but if the sortie does not lend itself to identifying any or none are noted, state "none noted." If no strengths are noted, strong consideration should be given to awarding the student an "unsatisfactory" for the training period.

10.5.5.3. **(Added-AFSOC)** Weaknesses. This section should be a brief summary of the student's weaknesses. It should, again, contribute to the next instructor's ability to understand the proficiency level the student has attained. It should also give the student areas in which to strive for improvement. An honest assessment is critical but avoid being overly harsh or judgmental. There should always be some weakness or weaknesses to emphasize but if the sortie does not lend itself to identifying any or none are noted, state "none noted." If no weaknesses are noted, strong consideration should be given to awarding the student an "excellent" for the training period.

10.5.5.4. **(Added-AFSOC)** Recommendations. This section is written primarily for the next instructor but should also include recommendations for the student where applicable. List items the next trainer should emphasize or other suggestions to maximize the student's next training event. Enter the next recommended step for the student (i.e., continue with training, proceed to evaluation, proficiency advance, etc).

10.5.5.5. **(Added-AFSOC)** The individual making the entry will sign after each write-up, and print his/her name and crew/supervisory position. The student will initial next to the trainer's signature. This only indicates that he/she has read and understands the entry. It does not necessarily indicate agreement/concurrence.

10.6. **(Added-AFSOC)** **AF Form 4111, SOF/CSAR Training Record.** This form is used to document required maneuver information file (MIF) items and RPL. Typically this will be

a pre-printed form. Comply with the following instructions when completing the AF Form 4111. **(T-2)**

10.6.1. **(Added-AFSOC)** Name. Self explanatory.

10.6.2. **(Added-AFSOC)** Crew Position. For aircrew members in a program designed to advance them to a higher crew position, enter the qualification to which they are upgrading. For all other training, enter the crew position currently held.

10.6.3. **(Added-AFSOC)** Course/Phase. Enter formal course title if one exists or enter a descriptive identifier for other types of training (e.g., C-145A MP IQ, CV-22 Fast Rope Certification, AC-130U LM Instructor Upgrade).

10.6.4. **(Added-AFSOC)** Programmed Training Profile. This line should contain the sortie identifiers for each training event and the syllabus-directed training time.

10.6.5. **(Added-AFSOC)** Actual Training Profile. The instructor should fill in the actual training time the student received.

10.6.6. **(Added-AFSOC)** ID. List applicable task number for the corresponding task from the MDS Master Training Task List (MTTL).

10.6.7. **(Added-AFSOC)** Task/Topic Listing. List applicable task from the MDS MTTL.

10.6.8. **(Added-AFSOC)** Min Event. List the minimum number of events to be completed (if applicable) before training can be considered complete. If a task has an associated required proficiency level then the minimum events required is one unless otherwise noted in this block. Fill out this block for any task which requires two or more events to complete training.

10.6.9. **(Added-AFSOC)** GR (grade)/PK (performance knowledge). List the grade or RPL to be attained on that sortie. On a preprinted form, the instructor should slash through the item if the RPL is met. If the RPL is not met or is exceeded, the actual RPL attained should be written over the preprinted number/letter. Standards for awarding grades should be IAW procedures listed on the back cover of the AF Form 4109.

10.6.10. **(Added-AFSOC)** Req Prof Level. This is the final RPL the student must attain prior to being recommended for evaluation. One RPL should be listed for each training task.

10.7. **(AFSOC) Periodic Reviews.** All open training records shall be reviewed monthly by the unit training section and quarterly by the operations officer. This review shall be documented in the AF Form 4110 and signed by the unit training representative or the operations officer, respectively. In those months where a quarterly review is completed, the monthly review is not required. **(T-2)**

10.7.1. **(Added-AFSOC)** The monthly review should ensure all training is correctly documented and instructor write-ups adequately document student performance. If errors are discovered, take immediate action to correct them or document reasons the errors could not be corrected (e.g., instructor not available for signature). It should also ensure the trainee is progressing in a satisfactory manner, identify any significant problems encountered, and recommend any adjustments to training.

10.7.1.1. **(Added-AFSOC)** Review the time elapsed between training flights. If an excessive amount of time has elapsed between training rides, an extra training sortie (X-ride) should either be awarded and flown or the training section should document the reasons this additional training is not required at this time (N/A ANG/AFRC).

10.7.2. **(Added-AFSOC)** The quarterly review should consist of a cursory look at a sampling of training documentation and other administrative items. The focus of this review should be primarily on trainee progression. The operations officer should take this time to ensure students are performing up to standards and the training program is meeting his goals or vision for the unit. Any relevant findings or recommendations should be documented at this time.

10.8. (AFSOC) Instructions for Closing Out Training Records. Whether a training program is successfully completed or terminated for other reasons (failure to progress, extended DNIF, etc); the training record must be closed out. This is accomplished by a final entry in the trainee's last AF Form 4110. Units may substitute an MFR, or locally produced form, in place of the AF Form 4110. The form used must be reviewed and signed by the unit ops officer. **(T-2)**

10.8.1. **(Added-AFSOC)** For successful completion of training, the entry should indicate that all training has been satisfactorily completed, the new qualification or certification is awarded, and all records have been updated (to include the AF Form 4348, letter of Xs, FEF, and ARMS database as required). It should also include any restrictions (if applicable).

10.8.2. **(Added-AFSOC)** For termination of training (for cause or unrelated factors), the entry should indicate the reasons for termination of the upgrade and plans to re-enter the trainee into the program again at a later date (if any).

10.9. (Added-AFSOC) Instructions for Documenting Aircrew Qualifications/Certifications. Units must accurately track all qualifications and certifications for each crewmember. This is best accomplished through a combination of the AF Form 4348 and a locally generated letter of Xs (or equivalent).

10.9.1. **(AFSOC)** The AF Form 4348 shall be maintained in the member's flight evaluation folder IAW AFI 11-202, Vol 2, and AFI 11-2MDS, Vol 2. Events requiring documentation on the AF Form 4348 will be listed in AFI 11-2MDS, Vol 1, applicable supplement, or AFSOC guidance.

10.9.2. **(Added-AFSOC)** Letter of Xs. A letter of Xs (or equivalent document) shall be maintained by each unit. This document is the commander's tool to track specialized training (e.g., locally required certifications for new equipment or procedures). Specific procedures and format will be determined locally, but it must contain the following minimum information: crewmember name, certifications obtained, and highest qualification currently held. Other information may be included at the discretion of the unit commander. The letter of Xs is not a source document for certifications and qualifications; it is a display of information found in the source documents. Units will forward a current copy of the letter of Xs to their SARM office and AFSOC/A3TR monthly.

10.9.3. **(Added-AFSOC)** AF Form 4324. This form is the source document used to update aircrew certification, assign training profiles, and formal flying training dates in ARMS. The squadron Stan/Eval or training office will complete this form and submit to SARM office to assign training profiles when a new crewmember inprocesses to the unit. Complete a new form when training profiles are added, aircrew certification codes change, and when formal school courses are completed. SARM offices will maintain a copy of aircrew members' AF Forms 4324 on file for the duration of their assignment. Upon members' PCS/PCA, include copies in the members' training folder for delivery to the next duty station/unit (see paragraph 10.2.4.).

PHILIP M. BREEDLOVE, Lt Gen, USAF
DCS, Operations, Plans and Requirements
TIMOTHY J. LEAHY, Brigadier General, USAF

Director of Operations

(AFSOC)

J. MARCUS HICKS, Brigadier General, USAF
Director of Operations

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- (Added-AFSOC) AFSOCI 11-102, *Flying Hour Program*, 1 March 2006
- (Added-AFSOC) AFSOCI 11-219, Volume 1, *Additional Aircraft Training*, 1 September 2003
- (Added-AFSOC) AFI 11-101, *Management Reports on the Flying Hour Program*, 1 November 2002
- (Added-AFSOC) AFI 11-102, *Flying Hour Program Management*, 30 August 2011
- (Added-AFSOC) AFI 11-202, Volume 1, *Aircrew Training*, 22 November 2010
- (Added-AFSOC) AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 13 September 2010
- (Added-AFSOC) AFI 11-401, *Aviation Management*, 10 December 2010
- (Added-AFSOC) AFI 11-401, *Aviation Management*, AFSOC Supplement, 19 January 2012
- (Added-AFSOC) AFI 33-332, *Air Force Privacy Program*, 16 May 2011
- (Added-AFSOC) AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 30 April 2012
- (Added-AFSOC) AFI 36-2251, *Management of Air Force Training Systems*, 5 June 2009
- (Added-AFSOC) AFI 103502, Volume 1, *Pararescue and Combat Rescue Officer Training*, 16 February 2011
- AFPD 10-2, *Readiness*, 30 Oct 2006
- AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 Mar 2007
- AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*, 1 May 1998
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- AFPD 11-4, *Aviation Service*, 1 Sep 2004
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(Added-AFSOC) *Prescribed Forms*

(Added-AFSOC) AFSOC Form 40, *Air Force Special Operations Command Mission Summary Report*

(Added-AFSOC) *Adopted Forms*

(Added-AFSOC) AF Form 8, *Certificate of Aircrew Qualification*

(Added-AFSOC) AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*

(Added-AFSOC) AF Form 623, *Individual Training Record Folder*

(Added-AFSOC) AF Form 847, *Recommendation for Change of Publication*

(Added-AFSOC) AF Form 1042, *Medical Recommendations for Flying or Special Operational Duty*

(Added-AFSOC) AF Form 1522, *ARMS Additional Training Accomplishment Report*

(Added-AFSOC) AF Form 4109, *SOF/CSAR Aircrew Training Record*

(Added-AFSOC) AF Form 4110, *Comments SOF/CSAR Training Record*

(Added-AFSOC) AF Form 4111, *SOF/CSAR Training Record*

(Added-AFSOC) AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

(Added-AFSOC) AF Form 4348, *USAF Aircrew Certifications*

(Added-AFSOC) AFSOC Form 42, *Program Flying Training Request*

(Added-AFSOC) AETC Form 6, *Waiver Request*

Abbreviations and Acronyms

AATTC—Advanced Airlift Tactics Training Center

ACDE—Aircrew Chemical Defense Equipment

ACIP—Aviation Career Incentive Pay
(Added-AFSOC)) ADLS—Advance Distributed Learning Service
(Added-AFSOC)) ADSC—Active Duty Service Commitment
AETC—Air Education and Training Command
AFI—Air Force Instruction
(Added-AFSOC)) AFM—Airplane Flight Manual
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
(Added-AFSOC)) AFRC—Air Force Reserve Command
AFRL—Air Force Research Laboratory
(Added-AFSOC)) AFSOAWC—Air Force Special Operations Air Warfare Center
AGEP—Aircrew Graduate Evaluation Program
ANG—Air National Guard
(Added-AFSOC)) AOM—Aircraft Operating Manual
(Added-AFSOC)) API—Aircrew Position Identifier
ARC—Air Reserve Component
ARMS—Aviation Resource Management System
(Added-AFSOC)) ATD—Aircrew Training Devices
ATP—Aircrew Training Program
ATS—Aircrew Training System
BAQ—Basic Aircraft Qualification
BMC—Basic Mission Capable
(Added-AFSOC)) CBT—Computer Based Training
CC—Commander
(Added-AFSOC)) CCPT—Cross Crew Position Training
(Added-AFSOC)) CFETP—Career Field Education and Training Plan
CFIT—Controlled Flight into Terrain
(Added-AFSOC)) CLM—Course Lesson Map
(Added-AFSOC)) CT—Continuation Training
(Added-AFSOC)) CLS—Contract Logistical Support
CMR—Combat Mission Ready
CONOPS—Concept of Operations

(Added-AFSOC) **CRO**—Combat Rescue Officer
CSO—Combat Systems Officer
CT—Continuation Training
(Added-AFSOC) **CTF**—Career Training Folder
DNIF—Duty Not Involving Flying
DoD—Department of Defense
(Added-AFSOC) **DSO**—Direct Support Operator
(Added-AFSOC) **EMI**—Equivalent Moon Illumination
(Added-AFSOC) **EP**—Evaluator Pilot
ETCA—Education and Training Course Announcement
(Added-AFSOC) **FAC**—Flying Activity Code
FCR—Formal Course Review
FEB—Flying Evaluation Board
(Added-AFSOC) **FEF**—Flight Evaluation Folder
(Added-AFSOC) **FHP**—Flying Hour Program
(Added-AFSOC) **FOUO**—For Official Use Only
(Added-AFSOC) **FS**—Flight Surgeon
(Added-AFSOC) **FSS**—Force Support Squadron
(Added-AFSOC) **FTL**—Flying Training Levels
(Added-AFSOC) **FTU**—Flying Training Unit
FYDP—Future Years Defense Program
(Added-AFSOC) **GPRD**—Graduate Program Requirements Document
(Added-AFSOC) **GT**—Ground Training
(Added-AFSOC) **GTIMS**—Graduate Training Integration Management System
HQ—Headquarters
IFF—Introduction to Fighter Fundamentals
IRC—Instrument Refresher Course
MAJCOM—Major Command (for purposes of this AFI, includes ANG)
(Added-AFSOC) **MAR**—Mission Accomplishment Report
MDS—Mission Design Series
MET—Mission Essential Task
(Added-AFSOC) **METL**—Mission Essential Training List

(Added-AFSOC)) **MFR**—Memorandum For Record
(Added-AFSOC)) **MIF**—Maneuver Information File
(Added-AFSOC)) **MTTL**—Master Training Task List
(Added-AFSOC)) **SIM**—Simulator Training
(Added-AFSOC)) **Stan/Eval**—Standardization and Evaluation
(Added-AFSOC)) **MQT**—Mission Qualification Training
MR—Mission Ready
NAF—Numbered Air Force
N-BAQ—Non-Basic Aircraft Qualification
N-BMC—Non-Basic Mission Capable
N-CMR—Non-Combat Mission Ready
(Added-AFSOC)) **NCOIC**—Non-Commissioned Officer In Charge
(Added-AFSOC)) **NLT**—No Later Than
NMR—Non-Mission Ready
(Added)(AFSOC)) **NVG**—Night Vision Goggles
OPORD—Operation Order
OPR—Office of Primary Responsibility
OSA—Operational Support Airlift
(Added-AFSOC)) **OSS**—Operational Support Squadron
(Added-AFSOC)) **PA**—Proficiency Advance
(Added-AFSOC)) **PCA**—Permanent Change of Assignment
PCS—Permanent Change of Station
PFT—Programmed Flying Training
PGL—Program Guidance Letter
(Added-AFSOC)) **PJ**—Pararescue Jumper
(Added-AFSOC)) **P-PLAN**—Programming Plan
(Added-AFSOC)) **POH**—Pilot Operating Handbook
(Added-AFSOC)) **POM**—Program Objective Memorandum
PR—Progress Review
PRD—Program Requirements Document
(Added-AFSOC)) **PTT**—Part Task Trainer
(Added-AFSOC)) **RAP**—Ready Aircrew Program

RPA—Remotely Piloted Aircraft

(Added-AFSOC) RPL—Required Proficiency Level

(Added-AFSOC) RTM—RAP Tasking Memorandum

(Added-AFSOC) SARM—Squadron Aviation Resource Management

(Added-AFSOC) SMT—Secondary Method Training

(Added-AFSOC) SOI—Syllabus of Instruction

SORTS—Status of Resources and Training System

(Added-AFSOC) STRB—Squadron Training Review Board

(Added-AFSOC) TAR—Training Accomplishment Report

TDY—Temporary Duty

(Added-AFSOC) TF—Training Folders

(Added-AFSOC) TSO—Tactical System Operator

(Added-AFSOC) TTP—Tactics, Techniques, and Procedures

USAF—United States Air Force

USAFA—United States Air Force Academy

(Added-AFSOC) USAFWS—United States Air Force Weapons School

VIP/SAM—Very Important Person/Special Airlift Mission

WIC—Weapons Instructor Course

Terms

Aircrew—The total complement of rated (pilots, navigators, combat systems officers, air battle managers, and flight surgeons), career enlisted aviators (1AXXX and 1UXXX Air Force Specialty Codes), and nonrated aircrew (K-, Q-, or X-prefixed Air Force Specialty Code) personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft's mission. Includes members in initial formal training for immediate assignment to an authorized operational flying position. Individuals must be on aeronautical orders and assigned to an authorized position according to AFI 65-503, *US Air Force Cost and Planning Factors*, or nonrated aircrew not in an aircraft's basic crew complement, but required for the mission. Aircrew members perform their principal duties inflight and their presence is required for the aircraft to accomplish its primary tasked mission. Duties must be essential to operating the aircraft or mission systems and equipment used for completing a mission, or other duties essential to the aircraft's mission.

NOTES:—1. US Air Force Academy (USAFA)/Air Force Reserve Officer Training Corps (AFROTC) cadets enrolled in approved USAFA flying programs are accorded aircrew status while actively participating in such programs. Cadets will be placed on aeronautical orders authorizing flying status while participating in approved USAFA flying programs and will not be added in the operational ARMS database. HARM office personnel will not assign an Aviation

Service Code (ASC) and an Aviation Service Date (ASD) will not be established. Neither flying incentive pay nor flying duty credit are authorized.

I AW AFI 11—401, cadets who fly as part of their scheduled OPS AF training are authorized to participate in flying duties as observers, in a special training status. These training sorties are not orientation sorties, which are authorized for USAFA and AFROTC cadets not on aeronautical orders. Observer sorties may be conducted IAW all regularly-scheduled sorties and are not restricted to the local flying area. They may be flown in conjunction with student training and IP continuation training sorties, as well as IAW direct support flights, but may not be flown on functional check flight (FCF) or operational check flight (OCF) sorties.

The purpose of cadet training sorties is to introduce cadets to USAF flying operations and motivate cadets to consider a career as a rated aircrew member. As such, all normally—permitted training events, to include touch and go landings, aerobatics, air combat maneuvering, air refueling, and low level training, are authorized. An IP must be at the controls during all critical phases of flight on cadet training sorties.

2. The term “navigator” includes all navigator specialties and is synonymous with the designation Combat Systems Officer (CSO). New UFT graduates are designated CSOs, but previously qualified individuals will continue to be identified as navigators.

Basic Aircraft Qualification—An aircrew member who has satisfactorily completed training prescribed to maintain the skills necessary to perform aircrew duties in the unit aircraft.

Basic Mission Capable—An aircrew member who has satisfactorily completed mission qualification training, is qualified in some aspect of the unit mission, but does not maintain MR/CMR status.

Combat Mission Ready—An aircrew member who has satisfactorily completed mission qualification training and maintains qualification and proficiency in the command or unit combat mission.

Continuation Training—The continuation training program provides crew members with the volume, frequency, and mix of training necessary to maintain proficiency in the assigned qualification level.

Conversion Training—Training conducted in association with a unit converting to a different MDS.

Currency—A measure of how frequently and/or recently a task is completed. Currency requirements should ensure the average aircrew member maintains a minimum level of proficiency in a given event.

Difference Training—Training provided to qualify members in a different series aircraft in the same MDS.

Flying Training CONOPS—The process that ties validated training requirements to the Air Force Programming, Planning, and Budgeting System.

Formal Course—A course of instruction listed in the Air Force Education and Training Course Announcement (ETCA).

Initial Qualification Training—Training needed to qualify aircrew for basic aircrew duties in an assigned crew position for a specific aircraft, without regard for the unit's operational mission.

Mission Ready—An aircrew member who has satisfactorily completed mission qualification training and maintains qualification and proficiency in the command or unit operational mission.

Mission Qualification Training—Training needed to qualify aircrew in an assigned crew position for a specific aircraft to perform the command or unit mission.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

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

Special Mission Training—Training in any special skills necessary to carry out the unit's assigned missions that are not required by every crew member. Specialized training is normally accomplished after the crew member is assigned MR/CMR or BMC status, and is normally in addition to MR/CMR or BMC requirements. May be an additional certification or qualification event as determined by AFI 11-2MDS Vol 1 or 2.

Training Command—The MAJCOM assigned responsibility for formal school training in each MDS.

Transition Course—A formal course that qualifies an aircrew member in a similar type aircraft.

Attachment 2

STANDARD TRAINING EVENT IDENTIFIERS

A2.1. Standard ARMS Training Event Identifiers. Table A2.1 shows the training event identifiers to use for all Air Force personnel in ARMS.

Table A2.1. Standard ARMS Training Event Identifiers (Note).

Identifier	Description
AA01	Qualification Evaluation
AA02	Qualification Evaluation, Simulator
AA11	Instrument Evaluation
AA12	Instrument Evaluation, Simulator
AA21	Combined Qualification and Instrument Evaluation
AA22	Combined Qualification and Instrument Evaluation, Simulator
CC01	On Scene Commander Training
FF00	Total Flight Surgeon Sorties
FF01	Total Day Flight Surgeon Sorties
FF02	Total Night Sorties, Flight Surgeon
FF11	Primary Aircraft Day Flight Surgeon Sortie
FF12	Primary Aircraft Night Flight Surgeon Sortie
FF21	Non-Primary Aircraft Day Flight Surgeon Sortie
FF22	Non-Primary Aircraft Night Flight Surgeon Sortie
LL01	Aircrew Flight Equipment Familiarization Training
LL02	Emergency Egress Training -Ejection Seat
LL03	Emergency Egress Training -Non Ejection Seat
LL04	Aircrew Chemical Defense Training (ACDT)

Identifier	Description
LL05	Egress Training with ACDE
LL06	Aircrew Flight Equipment Training
PP12	Centrifuge Training
SS01	Local Area Survival
SS02	Combat Survival Training (CST)
SS03	Conduct After Capture (CAC)
SS04	Non-combat Survival Training (NCST)
SS05	Water Survival Training (WST)
SS06	Emergency Parachute Training Refresher
SS07	Contingency SERE Indoctrination (CSI)
SS08	Helicopter Emergency Egress Device
SS09	Emergency Parachute Training with ACDE
SS20	Level C, SERE Training (S-V80-A)
SS21	Wartime Level B, Video Products
SS22	Level C, SERE Training Top Off
SS23	Wartime Level B, USAFA Combat Survival Training
SS24	Governmental Detention Level C (S-V83-A)
SS25	Government Detention Level C (S-V91-A)
SS26	Governmental Detention Level B, Video Products
SS27	Hostage Survival Level C (S-V92-B, S-V93-A)
SS28	Hostage Survival Level B, Video Products
SS29	Peacetime Governmental and Hostage Detention Level C (S-V92-A, SERE 215, SERE 220, and SERE 225)

Identifier	Description
SS30	Underwater Egress Training (S-V84-A)
SS31	Water Survival Training, Parachuting (S-V86-A)
SS32	Water Survival Training, Non-Parachuting (S-V90-A)
SS33	Arctic Survival Training (S-V87-A)
SS34	Medical SERE Training (B3AZYBLMD-000)
SS35	Emergency Parachute Training (S-V80-B)
TT00	Total Overhead Sorties
TT01	Maintenance Attrition Overhead Sortie
TT02	Weather Attrition Overhead Sortie
TT03	Air Traffic Control Attrition Overhead Sortie
TT04	Airspace Attrition Overhead Sortie
TT05	Operations Attrition Overhead Sortie
TT06	Support Attrition Overhead Sortie
TT15	Other Required Training Accomplished (Attrition)
TT16	No Other Required Training Accomplished (Attrition)
TT20	Vol 1 Support Force Sustainment Overhead Sortie
TT21	Lookback/Currency Force Sustainment Overhead Sortie
TT22	Individual Upgrade Training Force Sustainment Overhead Sortie
TT23	Upgrade Support Force Sustainment Overhead Sortie
TT24	Remedial/Corrective Training Force Sustainment Overhead Sortie
TT30	Other Required Training Accomplished (Force Sustainment)
TT31	No Other Required Training Accomplished (Force Sustainment)

Identifier	Description
TT32	Commander Directed Force Sustainment Overhead Sortie
TT33	Commander Directed Support Force Sustainment Overhead Sortie
TT34	Regain Currency Force Sustainment Overhead Sortie
TT40	Functional Check Flight Force Support Overhead Sortie
TT41	Ferry Force Support Overhead Sortie
TT42	Non-Contingency Deploy Force Support Overhead Sortie
TT43	Air Show/Demonstration Force Support Overhead Sortie
TT44	Orientation/Incentive Force Support Overhead Sortie
TT45	Airborne Spare Force Support Overhead Sortie
TT46	Contingency Force Support Overhead Sortie
TT50	Other Required Training Accomplished (Force Support)
TT51	No Other Required Training Accomplished (Force Support)
TT99	Scheduled Mission Accomplished
VV01	Initial/Refresher Night Vision Goggle Training
<p>Note: Duplicate double letters (AA through ZZ) identify Air Force specified training events. HQ USAF/A3O-ATF establishes and authorizes the use of Air Force duplicate double letter codes. Other letter and/or number combinations (such as AB) are authorized for events identified in other publications. Locally developed training task IDs will begin with the letter X. The HARM office or training profile manager will ensure the OG/CC approves locally developed task IDs.</p>	

A2.1.1. (Added) (AFSOC) AFSOC approved 'Fifth Character' codes. AFSOC approved 'Fifth Character' codes. [Table A2.1.1](#) identifies the fifth character codes for AFSOC.

Table A2.1.1. (Added)(AFSOC) AFSOC approved 'Fifth Character' codes.

Fifth Character	AFSOC Codes
A	C145A
B	C146A
C	MQ1
D	MQ9
E	Not Used
F	MC130E
G	MC130H
H	MC130P
I	C130E
J	EC130J
K	AC130U
L	CV22
M	AC130H
N	U28/PC12
O	DHC6
P	C32B
Q	MC130J
R	Not Used
S	Battle Field Airman
T	Not Used
U	UH1
V	Reserved
W	AC130W
X	Reserved
Y	Reserved
Z	MI17

A2.2. Standard ARMS Training Program Codes. [Table A2.2](#) shows the training program code identifiers to use for all aircrew training programs in ARMS.

A2.2.1. **(Added) (AFSOC) AFSOC Standard ARMS Training Program Codes.** [Table A2.2.1](#) shows the AFSOC standard for the ARMS training program codes.

ACFT	PRG CODE		ACFT	PRG CODE
MC130P	SI		FID Units	SF
MC130E	SE		CV22	SV
EC130J	SJ		U28/PC12/C145A	SQ
MC130J	SP		CCT & Combat Wx	ST
MC130H	SG		SERE	SS
AC130W	SW		C146A	SR
AC130H	SM		RPA MQ1	QS
AC130U	SK		RPA MQ9	SU
C130E	SL		Reserved	SY
Flight Surgeon	MD		Reserved	SX
Pararescue/CRO	PJ		Reserved	SZ
Spec Ops Intel	IA		Combat Camera	PC

Table A2.2. Standard ARMS Training Program Codes.

First Character	Second Character	Description
A	(Note)	Airlift
B	(Note)	Bomber
C	(Note)	C2ISR (Command and Control, Intelligence, Surveillance, and Reconnaissance)
F	(Note)	Fighter/Attack
G	T	Ground Training
H	(Note)	Helicopter
I	A	Intelligence (not assigned/attached to C2ISR units)
K	(Note)	Refueling (Tanker)
M	D	Flight Surgeon
N	(Note)	Space Aircraft
P	C	Combat Camera
P	J	Pararescue/Combat Rescue Officer
Q	(Note)	Remotely Piloted Aircraft
S	(Note)	Special Operations (other than helicopter)
T	(Note)	Training
U	E	Aeromedical Evacuation
Note: Program code second character code determined by designated MDS lead command MAJCOM.		

ATTACHMENT 3

HOURS-PER-CREWMEMBER-PER-MONTH (HCM) / SORTIES-PER-CREWMEMBER-PER-MONTH (SCM) REPORT

A3.1. Units and/or MAJCOMs will capture HCM and SCM data on aircrew assigned to API-1, API-2, API-6, API-8, and API-9 positions. MAJCOMs will consolidate unit-level HCM and SCM data by weapon system and API category. All reports will be defined by Fiscal Year/Quarter and will be submitted in the following format (pilot example provided; use same columns for API-2 and API-9 positions):

Table A3.1. Aircrew Reporting.

QTR	ACFT	POSITION	NUMBER	HOURS	HCM	SORTIES	SCM
10/2	F-15C	API-1 EXP	50	3000	20.0	1545	10.3
		API-1 INEX	30	1620	18.0	855	9.5
	KC-135	API-1 EXP	50	4000	26.7	850	5.7
		API-1 INEX	60	4400	24.4	950	5.3

A3.1.1. Aircrew Reporting:

A3.1.1.1. Pilots: Average number of N-coded pilots assigned to the designated API during the quarter, broken out by Experienced and Inexperienced levels, IAW AFI 11-2MDS Vol 1. Do not include other coded pilots, such as retired, separated, PCS, TDY, inbound and new record. Only include pilots assigned and N-coded during the entire quarter. Report API-1 pilots only to HQ USAF/A3O-AT; retain data on other API pilot positions at MAJCOM, to be reported as requested by HQ USAF/A3O-AT.

A3.1.1.2. CSO/Navigator: Average number of N-coded CSOs/Navigators and related specialties (EWO/WSO) assigned to the designated API during the quarter. Report API-2 data.

A3.1.1.3. Air Battle Managers. Average number of ABMs assigned to the designated API during the quarter. Report API-9 data.

A3.1.2. Hours per Quarter: Total number of hours flown (to include Primary, Secondary, Instructor, Evaluator, and Other time) during the quarter for the designated API (N-coded only).

A3.1.3. HCM: Average numbers of hours flown per position per month. For the F-15C example above, 3000 hours flown divided by 50 pilots divided by the 3 months in the quarter equals 20 hours per crewmember per month.

A3.1.4. Sorties per Quarter: Total number of sorties flown during the quarter for the designated API (N-coded only).

A3.1.5. SCM: Average number of sorties flown per position per month. For the KC-135 example above, 850 sorties flown divided by 50 pilots divided by the three months in the quarter equals 5.7 sorties per crewmember per month.

A3.1.6. Reports will include explanatory remarks when actual HCM differs from programmed HCM (by MDS and API) by 10 percent or more.

A3.1.7. Reports are required from the following commands: ACC, AFGSC, AFRC, AFSOC, AMC, NGB, PACAF, USAFE. Reporting requirements may be revised as directed by HQ USAF.