

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

**AIR EDUCATION TRAINING COMMAND
INSTRUCTION 36-2205 VOLUME 6**



**LUKE AIR FORCE BASE
Supplement**

7 AUGUST 2013

Personnel

**FORMAL FLYING TRAINING
ADMINISTRATION AND MANAGEMENT –
FIGHTER AND INTRODUCTION TO
FIGHTER FUNDAMENTALS (IFF)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 56 TRS/TD

Certified by: 56 TRS/CC
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Supersedes: AETCI 36-
2205V6_LUKEAFBSUP, 7 September
2010

Pages: 15

This instruction implements AETCI 36-2205V6, *Formal Flying Training Administration and Management –Fighter and Introduction to Fighter Fundamentals*. It applies to all 56th Fighter Wing (56 FW) units conducting formal flying training under AETC approved syllabuses (425 FS and 21 FS not included). It establishes local procedures and guidance in addition to that contained in AETC F-16 syllabuses and AETCI 36-2205V1, *Formal Flying Training Administration and Management*; and AETCI 36-2205V6, *Formal Flying Training Administration and Management – Fighter and Introduction to Fighter Fundamentals*. In the event of conflicting guidance, the AETC syllabuses, AETCIs, or AFIs take precedence over this supplement. AETCI 36-2205V6 Luke Supplement provides guidance for electronic gradebooks and legacy paper gradebooks. Areas in the syllabus and AETCI 36-2205V1 and AETCI 36-2205V6 which were duplicated have been removed. An electronic link to this document is located at <https://luke.eis.aetc.af.mil/56og/56trs/TD/default.aspx>. This publication applies to Air Force Reserve Command and to Air National Guard Units conducting syllabus training at Luke AFB. This instruction requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 37, *United States Code*, Section 301a and Executive Order 9397, which authorizes collection of the social security number. Forms affected by the PA have

an appropriate PA statement. System of records notice F011 AF XO A, Aviation Resource Management System (ARMS), and F036 AETC Y, Training Integration Management System (TIMS) Records, apply. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Deleted Luke AFB Form 126C, Weapons Employment Log from Attachment 1, as a prescribed form. Redundant items from AETCI 36-2205V6 have been removed to prevent conflict. This document is incomplete without AETCI 36-2205V6 to reference.

Chapter 1

GENERAL GUIDANCE

1.2.5.9. **(Added)** Ensures ANG/AFRC gaining units are informed of elimination of student officers from formal training.

1.2.5.10. **(Added)** Maintain electronic or hard copies of student gradebooks for a period no less than five years from the graduation date in an archived folder (or in accordance with RDS).

1.3.4. **(Added) Academics.** Students failing any test will receive counseling from the appropriate supervisor, be given additional instruction or study time, and be retested.

1.4. **Course Training Standards (CTS).** CTS prescribes the performance, conditions, and standards required of formal flying training course graduates. Graduates must meet all syllabus-directed CTS at the required proficiency level. Use evaluation criteria from AFI 11-2F-16 Volume 2 as the default standard if not otherwise specifically defined in the syllabus.

1.6.3. **(Added)** Student gradebooks are not required for “academic-only” courses.

1.7.1. **(Added)** The student's training day is restricted as follows:

1.7.1.2. **(Added)** Students are limited to three training events per day (i.e., academics, flight, and graded device). Phase briefs, refresher egress training and SEPTs (Situational Emergency Procedures Training) do not count as training events.

1.7.1.3. **(Added)** A syllabus flying sortie will not be the third training event in the day.

1.7.1.4. **(Added)** Students may double-turn only with prior approval from the 56th Operations Group Commander (56 OG/CC) or his representative.

1.7.1.5. **(Added)** Students that have diverted may be allowed to accomplish a syllabus mission and/or third event on the RTB sortie provided they receive approval from the 56 OG/CC or his representative.

1.8.1. **Quota Management.** The programmed flying training (PFT) document establishes the baseline for student quota management. Quota management worksheets reflect real-time changes and are the primary source documents for information on class entry, student load, and production schedules for AETC flying training courses.

1.9.4. **(Added)** DGs must attain an overall academic average of 90% or higher.

1.9.5. **(Added)** DGs should display exemplary officer qualification as assessed by supervisors.

1.10. **(Added) Training Development (TD):** TD is the gradebook program OPR. 56 TRS/TD will:

1.10.1. **(Added)** Determine the GTIMS gradebook documentation procedures, and publish documentation guidance (GTIMS Gradesheet 101) on the 56 TRS Sharepoint site <https://luke.eis.aetc.af.mil/56og/56trs>.

1.10.2. **(Added)** Ensure all gradebook content is reviewed and updated, following any syllabus change or revision.

1.10.3. **(Added)** Ensure all current gradebook attachments are available via the 56 TRS SharePoint site: <https://luke.eis.aetc.af.mil/56og/56trs/td/default.aspx>.

Chapter 2

STUDENT ADMINISTRATION

2.1.1.4. **(Added)** Use Luke AFB Form 7, *Pilot Screening Resume*, attach digitally signed Form 7 or scanned PDF of manually signed Form 7 to the Gradebook.

2.1.1.5. **(Added) Class Welcome.** The Student Advisor (SA) will verify course entry requirements at the class welcome. The flying course manager (FCM) will attend the class welcome and ensure students complete Luke AFB Form 7.

2.1.2.2.1. **(Added)** The SA will notify the 56 TRS/DO and 56 TRS/Chief Instructor (CI) of any student who does not meet required course entry requirements. Students not meeting all course entry requirements in accordance with the syllabus will be denied entry into the course until a prerequisite entry waiver has been processed and approved.

2.1.1.6. **(Added)** Foreign Nationals Military Personnel Exchange Program (MPEP) Officers: Prior to the start of every class that has MPEP officers, the SA will host a meeting with the Foreign Disclosure Officer (FDO), the contractor's chief instructor, contractor chief of scheduling, courseware manager and Academic Course Manager (ACM) to identify the training requirements of the international students. Refer to 56 TRS OI 11-1, *Operations Procedures*, and the ACM checklist for further guidance.

2.1.1.7. **(Added) Screening Committee.**

2.1.1.7.1. **(Added)** Fighter squadrons will convene a screening committee to review flying records of all students entering formal training courses NLT one week prior to first fly. FS/CCs will review screening committee findings and approve or disapprove recommendations. FS/CCs will forward the results of the screening committee to 56 OG/CC. Screening committee results for "academic only" courses and squadron "in-house" upgrade courses for IPs (e.g., NVG IP, FAC-A IP) are not forwarded to the 56 OG/CC.

2.1.1.7.2. **(Added)** The screening committee will review the records listed in Table 2.1 to ensure completeness and accuracy. Students who do not provide all required records will be denied entry into the scheduled course.

Table 2.1. (Added) Screening Committee Review Items.

Item	Description	Comment	GTIMS "Syllabus Attachments" Tab
Flight Evaluation Folder (FEF)	Check ride History	Or Foreign Equivalent	
Individual Flight Records	From Host Aviation Resource Management (HARM)	Shows last flight data, total hours, physiological date, etc	
Aeronautical Orders	From HARM	Must have current A.O.	
AETC Form 240-5	Summary Record of	B Course only	

	Training; Undergraduate Flight Training (UFT).		
AETC Form 1122	Summary Performance Records (UFT)	B Course only	
AETC Form 904	Training Summary	B Course only	
Individual Training Folder	Previous Qualifications	If applicable	
GRIM Spreadsheet	G Risk Analysis	Provided by Physiologist	
AF Form 1274	Physiological Training Record	Chamber and Centrifuge	
Luke AFB Form 7	Pilot Screening Resume		File in Gradebook Attachments
Medical Records/Waivers	Reviewed by Flight Surgeon	AF IMT 1042 clearance	
AETC Form 6	Syllabus Waiver Request		File in Gradebook Attachments
IN TURN MFR	Syllabus Deviation documentation		File in Gradebook Attachments

2.1.1.7.3. **(Added)** The screening committee will:

2.1.1.7.3.1. **(Added)** Ensure students meet course entry requirements in accordance with the applicable syllabus.

2.1.1.7.3.2. **(Added)** Report any training record discrepancies or ineligible students to the 56 TRS/DO for corrective action.

2.1.1.7.3.3. **(Added)** Identify potential student weak areas and recommend appropriate actions (i.e., Commanders' Awareness Program (CAP), increased supervision, GRIM (G-Risk Indicator Management, etc.).

2.1.1.7.4. **(Added)** Document findings and make recommendations in the Remarks/Recommendations block on Luke AFB Form 7. Remarks may include: None, Track entered, Supervisory Actions, presence of AETC Form 6, and inadequate course entry prerequisites.

2.1.1.7.5. **(Added)** After receiving the initial AF IMT1042, *Medical Recommendation for Flying or Special Operational Duty*, from 56 AMDS, fighter squadron supervision should update the medical clearance information as required on the Luke AFB Form 7. After reviewing the medical records, the flight surgeon's office will notify the appropriate FCM of potential medical/psychological problems or applicable waivers concerning any upgrading pilot.

2.1.1.7.6. **(Added)** The screening committee will mark either "entered" or "not entered into Training" on the Luke AFB Form 7. The FCM will attach the signed Form 7 to the gradebook.

2.1.2.2.1. **(Added)** Submit syllabus waiver requests in writing, including rationale, to 56 TRS/DO on an AETC Form 6.

2.1.2.2.2. **(Added)** TRS/DO will coordinate waiver requests locally with 56 OG/CC.

2.1.2.2.3. **(Added)** TRS/DO will forward waiver requests in accordance with AETCI 36-2205V6 and AETC syllabus guidance for approval.

2.1.2.3.1. **(Added)** TRS/DO will maintain a record of all syllabus waivers for no less than five years.

2.1.2.3.2. **(Added)** File a copy of the AETC Form 6 in the students' Gradebook.

2.1.3.1. **(Added)** FS/CCs or FS/DOs will:

2.1.3.1.1. **(Added)** Inform 56 TRS/TD of all syllabus deviations. Once the 56 OG/CC has approved the recommendations, 56 TRS/TD will submit to HHQ IAW syllabus guidance.

2.1.3.1.2. **(Added)** Prepare an IN TURN MFR (Memorandum for Record) for OG/CC (approve) through AETC/A3ZF (coord) with the circumstances leading up to the deviation and recommended corrective action. Place the signed MFR in the student's gradebook once approved by the OG/CC.

2.1.3.2. **(Added)** OG/CC will:

2.1.3.2.1. **(Added)** Determine if the omitted training can be accomplished later in the syllabus flow without adversely affecting the quality of student training.

2.1.3.2.2. **(Added)** Direct corrective action to ensure all syllabus training is completed.

2.1.3.3. **(Added)** The FCM will annotate any deviations affecting an entire class on the class graduation letter.

2.2.1.1.1. **(Added)** Squadron DOs are responsible for notifying the 56 TRS/DO of any students whose training will be suspended for over 14 days. The 56 TRS/DO will forward this information to HHQ IAW syllabus direction.

2.2.2.1.1. **(Added)** FS/CCs or FS/DOs will notify 56 OG/CC and 56 TRS/SR (Student Registrar) of the circumstances leading to the late graduation.

2.2.2.1.2. **(Added)** 56 TRS/SR is the notification OPR to HHQ.

2.2.3.1. **(Added)** Training squadrons with ADCON (administrative control) over ANG/AFRC students will be the primary unit responsible for notification. Fighter squadrons will coordinate with the 56 TRS/DO when students are placed on administrative hold or eliminated. The 56 TRS/DO will serve as standardization authority over this process.

2.3.1. **(Added)** Students will log conditioning in GTIMS.

Chapter 3

STUDENT MANAGEMENT

3.1.2.6. **(Added) G-Risk Indicator Management (GRIM).** Students exhibiting substandard G-tolerance. See LAFBI 11-100, *G-Risk Indicator Management (GRIM)*, for details.

3.1.3.1.1. **(Added)** Contract instructors should contact the student's FS/DO to recommend assignment to or removal from CAP for device related deficiencies.

3.1.3.2.2.1. **(Added)** The student will be assigned a maximum of 4 IPs for flights (except for students placed on CAP in accordance with paragraph 3.1.2.6.). Squadron supervisors will fly with the student to monitor progress and evaluate corrective action. They do not count against the maximum 4 IP restriction. Other Squadron Supervisors (sister squadron) may fly with CAP students with student flying squadron DO approval. The intent is to minimize the number of different IPs the student flies with. Upgrade IPs will not brief/lead a flight for a CAP student.

3.1.3.2.7.1. **(Added)** Document formal counseling using AF IMT 174, *Record of Individual Counseling*, and retain all counseling forms until the student graduates. Students on CAP must have copies of all counseling forms attached to the gradebook except where prohibited by AETCI 36-2205V6 paragraph 4.3.9.

3.1.3.3.1. **(Added)** Flight commanders should recommend CAP status changes to the FS/CC. They will notify squadron Operations Supervisor (Ops Sup), GTIMS office, and squadron programmers when a student enters or is removed from CAP. Attach the CAP removal letter to the gradebook. Do not remove previous CAP documentation.

3.2.1.2.1. **(Added)** Squadron DOs will notify 56 OG/CC and TRS/DO when they consider removing a student from a formal course of training.

3.4.4. **(Added) GRIM Procedures:** see LAFBI 11-100 for GRIM procedures.

3.4.4.1. **(Added)** All B Course students will have G-Suits refitted prior to BFM-1 and any time the G-Suit does not fit properly or fit is in question.

3.5.2. **(Added)** If a student's DNIF status changes, the flight surgeon's office will inform the student's flying squadron of this either by telephone conference or via a copy of AF IMT 1042, *Medical Recommendation for Flying or Special Operational Duty* (or another Service's equivalent). Simulation training during DNIF status may be acceptable, and the FS should address this on AF IMT 1042. The appropriate supervisor will approve dental and FS examinations (other than sick call and emergencies) before scheduling a dental or FS appointment.

3.8. **(Added) Stan/Eval Checkrides.**

3.8.1. **(Added)** . When syllabus missions requiring a flight examiner (FE) are "NE/SNP", those missions must be re-accomplished with an OGV FE, FS/DO, FS/CC, or higher.

Chapter 4

STUDENT GRADEBOOKS

4.4.1.1. **(Added)** Student training records and FEFs will either be hand carried by the graduate, mailed, or emailed to the gaining unit within 5 duty days of graduation (hand carried is the preferred method).

4.4.1.1.1. **(Added)** Electronic GTIMS gradebooks are authorized to be e-mailed. However, if desired, a CD containing the gradebook and associated files can either be hand carried or mailed to the gaining unit.

4.4.1.1.2. **(Added)** Only completed records can be hand carried. If any portion of the record is incomplete, the entire record must remain to be completed and then sent via e-mail or mail.

4.4.1.1.3. **(Added)** Mailed gradebooks and FEFs will be sent via certified mail to the gaining unit's OG/CC.

4.4.1.1.4. **(Added)** Gradebooks will be stored for a period no less than five years by the registrar in an archive folder via electronic or hard copy format, unless otherwise directed by RDS.

4.4.1.2. **(Added)** The FCM should maintain the student's previous gradebook, AETC Forms 904, and 1122, *Summary Performance Records (UFT)*, as required.

4.4.1.3. **(Added) End-of-Course Records Review:** Fighter squadrons will review all course training records prior to certifying a student's graduation. Ensure course training standards are met and all training documents are correct.

4.4.3. **(Added) Class and Gradebook Close-Out Procedures:** The Flt/CC will use the following guidelines when closing out gradebooks and graduating classes:

4.4.3.1. **(Added)** Gradebooks will be closed out in time for the FCM to meet the deadline listed in paragraph 4.4.4. If a student is attending a top-off class, the 5 duty day timer begins with the graduation date of the last pipeline course attended at Luke AFB (i.e. SEAD Fundamentals). FCMs will follow guidance in paragraph 4.4.4 for details on the graduation letter and package disposition.

4.4.3.2. **(Added)** If a student's training record indicates increased supervision required at the gaining unit, the FS/DO should contact the graduate's new FS/DO to discuss problem areas.

4.4.3.3. **(Added)** Accomplish a final electronic gradebook review and make any necessary corrections or additions.

4.4.3.4. **(Added)** Run the GTIMS Aviation Training Jacket (ATJ) Summary and save as a PDF File. This summary provides a record of the student's accomplishments and valuable data used for course accounting. This summary is a GTIMS equivalent of the AETC Form 901, *Training Record*.

4.4.3.5. **(Added)** The following items from the electronic gradebook are not automatically included when running the ATJ (Flt/CCs should ensure these forms are included with the student's gradebook): LAFB Form 7, AETC Form 904, AETC Form 6, ADD-ride

documentation, and any syllabus deviation documentation or additional “attached” documentation.

4.4.4. **(Added)** FCMs will provide the 56 TRS/SR a class **graduation package** within 5 duty days of class graduation date. For classes with follow-on training at Luke, the graduation package is due within 5 duty days of the follow-on training graduation date. Graduation packages will include a class graduation letter, individual AETC Forms 904, and individual AF IMT 475 (if required).

4.4.4.1. **(Added)** FCMs will forward a copy of the graduation package to the 56 OG/CC for review and approval. Contact the 56 OG/CSS for specific formatting/routing guidance.

4.4.4.1.1. **(Added)** Classes are officially closed out following graduation package approval. FCMs will forward the completed graduation package to the registrar who will in turn forward the graduation letter and AETC Forms 904 to AETC/A3ZF.

4.4.4.1.2. **(Added)** . For students eliminated from training, complete and attach AETC Form 904. Write end-of-phase summaries for completed phases. Annotate “Removed from training (date)” after the end of course summary.

4.4.4.2. **(Added)** FCMs will produce a class **graduation letter** for each class. For non-flying courses, the ACM will prepare and provide the graduation letter. Include the following information in the class graduation letter:

4.4.4.2.1. **(Added)** Class number, scheduled/actual graduation date, course ID, and reason for any deviation from the scheduled graduation date.

4.4.4.2.2. **(Added)** List of graduates by name, rank, and next assignment (wing and base designations only).

4.4.4.2.3. **(Added)** Comments/recommendations concerning problem areas.

4.4.4.2.4. **(Added)** Number of students entered training.

4.4.4.2.5. **(Added)** Number of students graduated.

4.4.4.2.6. **(Added)** Names of students graduating late (if applicable).

4.4.4.2.7. **(Added)** Names of washbacks with new class designation (if applicable).

4.4.4.2.8. **(Added)** Names of students withdrawn from training with reasons (if applicable).

4.4.4.2.9. **(Added)** List SNP missions organized by phase (e.g., 1/WST, 4/TR, 3/SA).

4.4.4.2.9.1. **(Added)** Include SNP missions for any students eliminated from training.

4.4.4.2.9.2. **(Added)** Do not include SNP missions for students who washed back to another class and remained in training.

4.4.4.3. **(Added)** The Flt/CC will complete an **AETC Form 904** for each student in all formal training classes (B Course, TX, SOC, FAC, etc). A squadron supervisor will review the form. **Exception:** Students in academic only classes do not require AETC Forms 904. The FCM will include all AETC Forms 904 for each class.

4.4.4.3.1. **(Added)** Supervisors will ensure the entries on the AETC Form 904 reflect actual student performance. The comments should be written to provide gaining supervisors a clear picture of the student’s performance and SHOULD NOT be written like an OPR.

4.4.4.3.2. **(Added)** See the “56 OG Shared Documents” link on the 56 OG Sharepoint for the latest formatting guidance for the AETC Form 904: <https://luke.eis.aetc.af.mil/56OG/56%20OG%20Shared%20Documents/Forms/AllItems.aspx>.

4.4.4.3.3. **(Added)** End of Phase Summaries section: Contains a brief description of the student's characteristic flying performance in each phase. Use the following evaluation scale to assess the student's overall performance in the phase: Above Average, Slightly Above Average, Average, Slightly Below Average, Below Average.

4.4.4.3.3.1. **(Added)** Cite specific strengths, weaknesses, areas of improvement, and general attitude, as required.

4.4.4.3.3.2. **(Added)** When two or fewer sorties constitutes a phase, entries may be combined with another phase (e.g., Transition/Air-to-Air).

4.4.4.3.3.3. **(Added)** Supervisors should annotate non-effective sorties for SNP.

4.4.4.3.4. **(Added)** End of Course Summary section: Contains a brief description of the student's overall flying performance during the course.

4.4.4.3.4.1. **(Added)** Include an overall evaluation of the student's judgment, situational awareness, flight discipline, and general airmanship. Make an accurate evaluation of student performance to be used by the gaining unit so they may determine appropriate levels of supervision. Supervisors must ensure the entries reflect actual student performance.

4.4.4.3.4.2. **(Added)** Include an assessment of performance trends throughout the course and a subjective evaluation of the degree of supervision the student will require at the gaining unit.

4.4.4.3.4.3. **(Added)** Annotate course awards in this section (e.g., Distinguished Graduate, Top Gun).

4.4.4.3.4.4. **(Added)** Include a statement listing any flying qualification the student did not achieve in accordance with the respective syllabus “Status Upon Graduation” paragraph. For example, “Not qualified in ACBT, Night AAR, and LOWAT Cat 1.” A reference to any applicable waiver should also be included.

4.4.4.4. **(Added) Education / Training Reports (AF IMT 475).**

4.4.4.4.1. **(Added)** Complete the AF IMT 475 forward for signature and include it in student personnel records in accordance with AFI 36-2406, *Officer and Enlisted Evaluation System*.

4.4.4.4.1.1. **(Added)** Refer to AFI 36-2406 for additional guidance on submission, preparation, and routing of the AF AMT 475. The SQ/CC or designated representative of equal or higher grade than the student should sign these forms.

4.4.4.4.1.2. **(Added)** The AF IMT 475 is used to document officer student performance for courses scheduled for 8 weeks or more. This TR will become a permanent part of the officer's record and will ensure consistency in documenting training. This TR should use the period of report dictated by AFI 36-2406. Generally, the “FROM” date depends upon the thru date of the previous report and is not the course start date at Luke. The “THRU” date includes top-off Luke training, and should match the date the 56 TRS/SR has for graduation. Actual dates on base will not be used.

4.4.4.5.1.3. **(Added)** It is imperative that supervisors understand the impact TRs have on an officer's career, similar to OPRs. Therefore, supervisors completing TRs for the first time will receive training to ensure the TR is properly written and processed.

4.5. **(Added) GTIMS Training Jacket.**

4.5.1. **(Added)** Instructors will complete a gradesheet to document any syllabus sortie/device, "X" or ADD sortie, additional device training, or progress check. If possible, gradesheets should be completed immediately after the debrief, but no later than the student's next graded event. Write gradesheets primarily to the next instructor using plain English and common acronyms as required. When documenting Regressions or SNPs, consider including specific verbiage from the applicable Course Training Standards.

4.5.2. **(Added)** If GTIMS becomes unavailable due to extreme circumstances (e.g., LAN out, power failure) document applicable mission tasks and syllabus directed CRM items on a blank AETC Form 900. The IP of record (primary) or FLT/CC (secondary, under extenuating circumstance) is then responsible for entering the gradesheet into GTIMS at the earliest opportunity.

4.5.3. **(Added)** Instructors will grade all opted "Mission Tasks" in accordance with the syllabus. Non-opted items may be graded when noteworthy, and *must* be graded when a previously met milestone task is below CTS (regression), or when any task is dangerous.

4.5.4. **(Added)** All GTIMS Training Jacket grade sheets will be filled out IAW the Grade Sheet 101 PowerPoint presentation produced and updated by 56 TRS/TD. This presentation can be accessed via the Flight Commanders' button at the top of the GTIMS main page, or on the 56TRS Sharepoint.

4.5.5. **(Added)** Individual grades: Grade individual maneuvers in accordance with CTS and the applicable syllabus. Overall grade for that item should reflect the average of the individual items. For example, if there are five sub-items graded items under one major item (i.e., Inflight Checks), the overall grade for the major item should reflect the preponderance of the five (three 1's and two 2's would equal an overall major grade of 1 for Inflight Checks).

4.5.6. **(Added)** Assign an overall grade of "NG" to any mission which is NE/Other. Mission items flown and graded on the first mission are not required to be re-accomplished on the repeat mission.

4.5.7. **(Added)** Questionable Performance: When any doubt exists as to a student's demonstrated performance and ability to progress to the next sortie, the IP will debrief the student's flight commander, if available, or any available squadron Ops Sup. Strong consideration should be given to re-flying the sortie.

4.5.8. **(Added)** Make recommendations for additional training and which mission the student should fly next in the comments and attachment tab. Some examples of recommendations:

If an X-sortie is deemed necessary: "Recommend: Repeat BFM-4."

If additional training is recommended: "Recommend: Accomplish intercept training in device with an IP before repeating TI-3."

4.5.9. **(Added)** The student's Flt/CC and SQ/DO or SQ/CC should mark either "CONCUR" or "NONCONCUR" in the "edit reviews" sections of the Gradebook. If "NONCONCUR" is

indicated then alternative recommendations will be made to the IP of record, that section will be re-written and the gradesheet will be re-submitted.

4.6. (Added) GTIMS Gradebook Syllabus Attachments

4.6.1. **(Added)** The attachment tab should include, but is not limited to, the following: LAFB Form 7, CAP Memo (if applicable), GRIM Memo (if applicable), AETC Form 6 (if applicable), and AF IMT 174 (if applicable).

4.6.2. **(Added)** Counseling is required for a failed mission, several substandard missions, poor attitude, substandard academic performance, G-tolerance problems, placement on CAP status, etc. Flight commanders will closely monitor student progress to promptly identify substandard performance. Document formal counseling using AF IMT 174. Unless exempted by paragraph 4.3.9, all counseling forms will be attached to the Gradebook.

MICHAEL D. ROTHSTEIN
Brigadier General, USAF
Commander

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

AETCI 36-2205V1, *Formal Flying Training Administration and Management*, 29 May 2009

AETCI 36-2205V6, *Formal Flying Training Administration and Management –Fighter and Introduction to Fighter Fundamentals*, 21 December 2012

AFMAN 33-360, *Publications and Forms Management*, 7 February 2013

Prescribed Form

Luke AFB Form 7, *Pilot Screening Resume*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF IMT 174, *Record of Individual Counseling*

AF IMT 1042, *Medical Recommendations for Flying or Special Operational*

AF IMT 475, *Education / Training Reports*

Abbreviations and Acronyms

ACM—Academic Course Manager

ADCON—Administrative Control

AFB—Air Force Base

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

ARMS—Aviation Resource Management System

ATJ—Aviation Training Jacket

CC—Commander

CI—Chief Instructor

CTS—Course Training Standards

FCM—Flying Course Manager

FW—Fighter Wing

FDO—Foreign Disclosure Officer

GRIM—G-Risk Indicator Management

GTIMS—Graduate Training Integration Management System

MFR—Memorandum for Record

MPEP—Military Personnel Exchange Program

OG—Operations Group

OPR—Office of Primary Responsibility

PFT—Programmed Flying Training

SA—Student Advisor

SEPT—Situational Emergency Procedures Training

TD—Training Development

TIMS—Training Integration Management System