

**BY ORDER OF THE COMMANDER
TENTH AIR FORCE**

**TENTH AIR FORCE INSTRUCTION
11-201**



6 DECEMBER 2017

Flying Operations

**TENTH AIR FORCE TRAINING
PERIOD SYSTEM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Brian D. Silkey)

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This instruction implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*. It extends the guidance of Air Force Instruction (AFI) 36-2254V1 *Reserve Personnel Participation* as amended by AFRC Guidance Memorandum (Attachment 2). It establishes guidance and procedures for the implementation of the AFRC Training Period (TP) System which manages Additional Flying Training Periods (AFTPs) and Additional Ground Training Periods (AGTPs). It applies to all Tenth Air Force (10 AF) subordinate flying units. The Privacy Act System Number 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 93-570 (Privacy Act of 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; Route AF IMTs 847 from the field to 10 AF publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

1. Training Period (TP) Program Management Overview. UTAPSWEB (<https://utapsweb.afrc.af.mil/utapsweb/>) is the primary tool for administering and documenting TP program management.

1.1. Report any problems associated with the UTAPSWEB, in writing, to AFRC/A3RA ARMS via e-mail to afrc.a3tbarms@us.af.mil.

1.2. Fighter Multi-Task Trainers (MTTs)/Unit Training Devices (UTDs) are considered simulators and Flight Training Devices (FTDs) for the purpose of this instruction.

2. Unit Instruction. In addition to AFI 36-2254V1, commanders will establish written local guidance for management of AFTPs and AGTPs to include the following:

2.1. Designate UTAPSWEB certifiers.

2.2. Specify procedures to validate the AFTP duty period with takeoff and landing data. For single, consecutive, and dual AFTPs, ensure the recorded AFTP duty period encompasses the takeoff/landing times and the pre-flight and post-flight duty times.

2.3. Specify the process and required documents for verification/certification of AFTPs/AGTPs, Air Force Technical Order (AFTO) Form 781, *ARMS Aircrew/Mission Flight Data Document*; or the Form 40, *List of Export* as generated by UTAPSWEB.

2.4. For Air Reserve Technicians (ARTs) only: Specify procedures to ensure ARTs are in appropriate leave status.

2.5. Specify procedures for coordinating corrections to required documentation for individuals accomplishing AFTP/AGTP, including Reserve Pay Office, if appropriate.

3. In-flight Duty Status Conversions. All in-flight duty status conversions must be approved, in advance, by the Operations Group Commander or designated representative and annotated on the approved flight authorization order. No more than one duty status conversion may be made in one crew duty day for aircrew personnel.

3.1. At home station, there are no further restrictions to in-flight duty status conversions. For attached flyers, unit of flying attachment is considered home station for this purpose.

3.2. Away from home station (i.e., when temporary duty (TDY)), all periods of military duty will be scheduled in advance, meet normal Reserve participation requirements and be annotated on official orders.

3.3. Conversion to or from active duty will occur at a time IAW the applicable order number, in the time zone where the duty day began.

3.4. Separate line entries on AFTO Form 781 are required when changing duty status inflight.

4. Signature Requirements. The certifying official will print out and certify, with a wet signature, that the member performed the AFTP/AGTP as indicated in UTAPWEB. This certification is based on the program and procedures used to manage AFTP/AGTP in the unit.

5. Training Period Guidelines. Training Period (TP) for Flying Training is a training period for pay, authorized for an individual in an authorized flying position. The types of TPs for flying-related training are AFTP and AGTP.

5.1. Additional Flying Training Period. AFTPs involving flying duties in a Mission Design Series (MDS) aircraft/simulator in which the member is authorized to perform flight duties IAW AFI 36-2254V1, AFI 11-401, Aviation Management, and AFI 11-202, Volume 2, Aircrew Standardization/Evaluation Program. With the exception of dual AFTPs and change of duty status inflight, all preflight, flight and postflight duties will be included in the duration of the AFTP period.

5.1.1. Preflight duties begin no later than (NLT) when aircrew “step” to begin aircraft preflight, but may be expanded to include the administrative, equipment and briefing activities required for the specific flight to be flown. These preflight duties need not include extended mission planning activities that occur prior to the flight briefing. The period of training must be a minimum of four (4.0) hours in duration with at least one-tenth (0.1) of an hour of flying time logged.

5.1.2. Postflight duties end not earlier than (NET) 15 minutes after actual landing, completion of all post flight duties or four hours after the start of the training period, whichever is later. Post flight duties need not include extended mission debriefings that occur after the flight.

5.2. Single AFTP. A period of training that includes flying for at least one-tenth of an hour and a minimum of four hours continuous duty. Duty begins NLT the required “step” time to begin aircraft pre-flight (as per unit supplement applicable MDS, Volume 3) and ends NET 15 minutes after actual landing (N/A SIM), completion of all post flight duties or four hours after the start of the training period, which- ever is later. Post flight duties need not include extended mission debriefings that occur after the flight.

5.3. Consecutive AFTP. Two separate, single AFTPs performed in a single calendar day. Identify each sortie on separate line entries on a single AFTO Form 781 if the same aircraft is flown.

5.4. Dual AFTP. Two continuous flying training periods recorded as a single event. Must be a minimum of eight (8.0) hours in duration, which includes all preflight, flight and post flight duties.

5.4.1. Dual AFTPs must include no less than three (3.0) hours of scheduled flying time. EXCEPTION: To meet unique mission requirements, the OG/CC or equivalent may authorize a dual AFTP with less than 3.0 hours scheduled flight time. Examples include, but are not limited to, single mission/sortie that credits two Ready Aircrew Program (RAP) sorties (e.g. fight-tank-tight), Hurricane evacuation or Rapid Infil/Exfil training missions.

5.4.2. Dual AFTPs may be accomplished on a single mission/sortie or on several missions/sorties within the same flight duty period. Must include two four (4.0) hour training periods in which a minimum of one tenth (0.1) hour of flying time is logged in each. Duty beginning and end times are IAW paragraph 5.1.

5.5. AFTPs in Flight Training Devices (FTDs). Aircrew may perform AFTP in approved FTDs IAW AFI 36-2254V1, as amended by AFRC Guidance Memorandum (Attachment 2). A list of approved FTDs can be found in [Attachment 3](#).

5.6. Additional Ground Training Period. An event involving approved aircrew related ground training activities as listed in UTAPSWEB. The period of training will be a minimum of four (4.0) hours of continuous duty.

5.6.1. AGTP Authorized Events. Aircrew will document ground training events accomplished during the performance of an AGTP in UTAPSWEB. Wings desiring additional activities or duties from the list of events in UTAPSWEB will utilize the following process:

5.6.1.1. Submit requests for changes to 10AF/A3T (10af.a3t@us.af.mil) for review and consideration. Approved submitted request will be forward to AFRC/A3TB ARMS for further processing.

5.6.1.2. Requested changes shall comply with aircrew ground training requirements outlined in MDS-specific training programs or with the ground training mission elements required by Formal Training Unit (FTU) syllabi.

5.6.2. General AGTP Guidelines. An AGTP in lieu of an AFTP may be authorized when a flight cancels after the member reports for duty. Preflight duties qualify as approved ground training activities and time taken to perform preflight duties count as part of the required four (4.0) hours of an AGTP. Other approved aircrew training must be accomplished during the remainder of the period.

5.6.2.1. AGTPs are authorized off station.

RONALD B. MILLER, Maj Gen, USAFR
Commander

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

AFI 11-202, Volume 2, Aircrew Standardization/Evaluation Program, 8 December 2006

AFI 11-401, Aviation Management, 7 March 2007

AFI 36-2254V1, Reserve Personnel Participation, 26 May 2010

AFMAN 33-363, Management of Records, 1 March 2008

AFPD 11-2, Aircraft Rules and Procedures, 14 January 2005

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Form 40, *List of Export*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

Abbreviations and Acronyms

ADO—Assistant Director of Operations

AETC—Air Education and Training Command

AF IMT—Air Force Information Management Tool

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFTO—Air Force Technical Order

AFTP—Additional Flying Training Period

AGTP—Additional Ground Training Period

ART—Air Reserve Technician

CC—Commander

DO—Director of Operations

FTU—Formal Training Unit

HHQ—Higher Headquarters

HQ—Headquarters

IAW—in accordance with

MDS—Mission Design Series

MTT—Multi Task Trainer
NET—not earlier than
NLT—not later than
OPR—office of primary responsibility
RAP—Ready Aircrew Program
RDS—Record Disposition Schedule
SOF—Supervisor of Flying
SUP—Supplement
TDY—temporary duty
TP—Training Period
UTD—Unit Training Devices

Terms

Additional Flying Training Period (AFTP)—AFTPs involve airborne duties in an aircraft MDS in which the member is authorized to perform flight duties.

Additional Ground Training Period (AGTP)—AGTPs involve approved aircrew related ground training activities as documented on the appropriate 10AF AGTP Authorization forms.

Certifying Official—Certifies the member did perform the AFTP/AGTP indicated on the signed document. This certification is based on the program and procedures used to manage AFTP/AGTP in the unit.

Consecutive AFTP—Two separate, single AFTPs performed in a single calendar day.

Dual AFTP—Two continuous flying training periods recorded as a single event, which may be accomplished on a single mission/sortie or on several missions/sorties within the same flight duty period.

Single AFTP—A period of training that includes flying (at least one-tenth of an hour) and a minimum of four hours continuous duty.

Training Period (TP) for Flying Training—A training period for pay, authorized for an individual in an authorized flying position. The types of TPs for flying-related training are AFTP and AGTP.

Verifying Official—Corroborates from documentation that the member accomplished the AFTP/AGTP indicated on the signed document.

Attachment 2

MEMORANDUM FOR NAF AND WING COMMANDERS


 DEPARTMENT OF THE AIR FORCE
 AIR FORCE RESERVE COMMAND

MEMORANDUM FOR NAF AND WING COMMANDERS

FROM: AFRC/CC
 155 Richard Ray Blvd
 Robins AFB GA 31098-1635

SUBJECT: AFRC Guidance Memorandum to AFI 36-2254V1, Reserve Personnel Participation

1. Effective immediately, this memorandum updates AFTP policy to include simulator training and approved flight training devices (FTDs). This memo will be used as guidance until AFI 36-2254V1 chapter 4.11 is updated to reflect this change.

2. Guidance is as follows:

4.11.1.6. (Changed). Flight time for each AFTP must be logged in an aircraft or simulator in which the member is obtaining or maintaining qualification. Simulator time for each AFTP must be logged in an approved simulator or FTD. All FTDs must be approved by AFRC/A3. Flying or simulator/FTD time must be logged within each 4-hour AFTP period.

4.11.1.6.4. (Added). AFTP's may be logged in approved simulators or FTDs. Events will include but are not limited to: currencies, evaluations, syllabus upgrades, RAP/RTM flying sorties/events, training events IAW AFI 11-202V2, and AFI 11-2MDS-Specific V1/V2/V3 as applicable. To qualify as an AFTP, logged time must be a minimum of 1.0 hours dedicated primary, secondary, instructor or evaluator time documented on an AFTO 781.

4.11.1.6.5. (Added). Dual or consecutive AFTPs are authorized in approved simulators IAW the specified NAF or local guidance and section 4.11. Logged time must be a minimum 3.0 hours dedicated primary, secondary, instructor or evaluator time documented on an AFTO 781 for each crew member. Total time including operating instructions, preflight, flight, simulator/FTD and post flight duties will encompass a minimum of eight hours, and flying activities must take place during both AFTPs logged.

3. Aircrew who do not have access to an approved simulator or FTD, or are not required to accomplish flying currencies and/or evaluations in a simulator or FTD IAW AFI 11-2MDS-specific V1/V2/V3, will continue to log Additional Ground Training Periods (AGTP) when accomplishing ground training. This guidance does not preclude NAF or local commanders from issuing more restrictive guidance.

4. The guidance in this memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon incorporation by interim change to, or a rewrite of AFI 36-2254V1. If there are any questions regarding this policy, contact my POC: CMSgt Roger Brodzinski, A3TB, DSN 497-1145 roger.brodzinski@us.af.mil.

CHARLES E. STENNER, JR., Lt Gen, USAF
 Commander

Attachment 3

A3 APPROVED FTDS

A3 Approved FTDS			
MDS	Acceptable Devices	MDS	Acceptable Devices
A-10	Full Mission Trainers (FMTs) - Basic Skills or Tac Sim	F-22	Full Mission Trainer - Basic Skills or Tac Sim
			Air Combat Simulator - Tac Sim only
B-1	B-1 Weapon System Trainer; Aft Station Trainer at Integrated Avionics Software Training Facility (IFAST)		Boeing St Louis VWC
B-52	SMW052H - Weapon Systems Trainer/Offensive System Mission Trainer	KC-10	WSTs
	SMT004H - T-4 EW trainer		Boom Operator Trainer (BOT)
C-5	Weapon Systems Trainer	KC-135	OFTs
C-17	WSTs & Loadmaster Simulators	MC-130E	MC-130E Sim (Hurlburt Field, FL)
C-40	Full Flight Simulator	MQ-1/9	MQ-1/9 Simulator
C-130	Weapon System Trainers; Satellite Navigator Station	RQ-4	RQ-4 Simulator
E-3	OFT, Mission Crew Simulator and Mission Training Center	T-1	T-1 Simulator
HC-130	HC-130P Sim (Kirtland AFB)	T-6	T-6 Simulator
	HC-130P Sim (Moody AFB)		
		T-38	T-38 Simulator
HH-60	HH-60G Operational Flight Trainer/WST		
	UH-60L Sim (Hunter AAF, GA)	U-28/PC-12	U-28/PC-12 Sim (Hurlburt Field, FL)
	UH-60L Sim (Marana AAF, AZ)		
F-15C	MTCs (Langley, Tyndall, Klamath Falls, Boeing St Louis VWC)		
F-15E	Mission Training Center/DMO - Basic Skills or Tac Sims		
F-16	Unit Training Device - Basic Skills or Tac Sim		
	Mission Training Center/DMO - Tac Sim only		