

**BY ORDER OF THE COMMANDER
552D AIR CONTROL WING**



AIR FORCE INSTRUCTION 11-401

AIR COMBAT COMMAND

Supplement

552D AIR CONTROL WING

Supplement

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Flying Operations

AVIATION MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 11-401, *Aviation Management*, ACC Supplement, 25 March 2013 is supplemented as follows. This supplement establishes procedures and designates responsibilities in conjunction with requirements outlined in AFI 11-40. It applies to all 552d Air Control Wing (552 ACW) agencies on Tinker Air Force Base (AFB), and pertains to wing and squadron aviation resource management duties. This instruction is affected by the Privacy Act of 1974. The authority to collect data described in this directive is Title 37, United States Code 301a. The requester will show, and on request, give the affected individual a Privacy Act Statement for each form, format, or form letter used to collect personal data before asking for the information. Alternatively, the Privacy Act Statement may be printed directly on the form. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force. Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Form 847s through the appropriate functional chain of command. This supplement does not apply to AFRC or ANG units unless noted otherwise. This supplement may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

Changes were made governing the responsibilities and duties of the Squadron Aviation Resource Management (SARM) office and Tenant Aviation Resource Management (TARM) office. The

revision also includes updates IAW AFI 11-401, attachment 13 (quick reference guide), attachment 14 (S-Status/ 04 waiver request template). Additionally, guidance for Mission Essential Personnel (MEP) and Orientation/Familiarization Flight requests and approval processes was updated.

1.4.2.1. **(Added)** The 1COX2 Functional Manager will run a monthly double billet report, highlighting all discrepancies in API 5, 6, 8, B and D. The report will be sent to all applicable Squadron Commanders and Chiefs for action and get well date.

1.4.3.1. Run an Aeromedical Services Information Management System (ASIMS) report daily and reconcile the report with Patriot Excalibur (PEX) to ensure members are not flying with an overdue flight physical or while on DNIF status. A DNIF audit including ASIMS, 2992s and the ARMS database will be completed no less than one time per week.

1.4.3.2. Ensure all 552 Operations Group (OG) Forms are brought to 552 Operations Support Squadron/Analysis (OSS/OSOA) no later than (NLT) one duty day following the completion of the mission/sortie. Deployed/TDY SARMs will fax all 552 OG Form 49s to OSOA (Defense Switched Network (DSN) 884-6920) NLT one duty day following the completion of the mission/sortie.

1.4.3.3. Ensure all AFTO Forms 781 have been audited against the daily Aircraft Utilization Report (AUR) and any discrepancies have been coordinated with the Aerospace Vehicle Utilization Monitor (AVUM) at DSN 884-6920; Fax: DSN 884-6326. If discrepancies are found when auditing the AFTO Form 781 with the Daily AUR, SARM will make a copy of the form and distribute that copy to Analysis the day following the flight, along with the distribution of the 552 OG Form 49.

1.4.3.4. Notify the TARM office of pending actions that may affect aircrew members' aviation service or flying incentive pay. Examples include, but are not limited to:

1.4.3.5.1.7. When the Wing has been tasked and multiple squadrons are needed to support a major exercise or event, OSS mission numbers will be created and used as a standard for Operational Squadrons. **Note:** If more than one sortie is scheduled for the same squadron on the same day the number will be separated by 30 (i.e. 6 December – 36, 15 December – 45). Two training missions being flown by the 966 AACCS on the 13th of June would be numbered as follows: F6T613 and F6T643. If more than three missions are flown, the fourth will be a 99 (i.e. F6R699).

1.4.3.6. Input all mission packages (AFTO Form 781, Mission Accomplishment Reports (MAR)) NLT three duty days after receipt.

1.4.3.7.2. Flight Authorization with Flight Crew Information Files (FCIF) signed off (most accurate copy, not required to be in mission package).

1.4.3.7.3. Defense Department (DD) Form 2131, Passenger Manifest (if applicable).

1.4.3.7.4. 552 OG Form 49 (Airborne Warning And Control System (AWACS) Mission Tasking).

1.4.3.7.5. Computer Generated MARs.

1.4.3.7.6. Load list showing that operational risk managements (ORM) have been signed off by each crew member.

1.4.3.7.9. **(Added)** Lead Instructor Report (966 AACS only).

1.4.3.7.10. **(Added)** It is highly recommended that each SARM refer to the following chart to ensure mission package accuracy. See Attachment 13. **Note:** It is mandatory that each SARM keep, at a minimum, go/no-go documentation with the mission package.

1.4.3.8. Ensure the Aircraft Commander (AC) and Mission Crew Commander (MCC) turns in all completed/reviewed mission packages to the SARM duty desk and stay through the SARM's initial review prior to departing after each mission.

1.4.3.9. Fax or e-mail flight authorizations and passenger manifest (if needed) to the 552 ACW Command Post and relay any pertinent mission related information passed on from the AC or other leadership.

1.4.4. The 552 ACW 1C0X2 Functional Manager along with the 552 OSS/Training Analysis (OSTA), Tenant Aviation Resource Management (TARM) Office will:

1.4.4.1. Monitor compliance with this instruction in conjunction with ACC instructions/regulations, which it supplements.

1.4.4.2. Coordinate with HQ ACC/A3TB and 72 OSS/OSO HARM Office to resolve problems concerning flight management policy as well as problems with the functional operation of the Aviation Resource Management System (ARMS) database.

1.5.5.2. For PCA: Aircrew members will hand-carry their training folder (given by SARM), individual training summary (ITS), and source documents related to current training cycle to the gaining unit SARM office. Additionally, each aircrew member will in-process their gaining unit the duty day after out-processing their losing unit.

1.5.7.1. Ensure each crewmember assigned reviews and certifies the accuracy of his/her ITS.

1.5.7.2. Ensure all aircrew members in flight notify the SARM office prior to departing on non-flying TDY's and turn in a copy of TDY/Deployment orders for proration and/or "K" status purposes.

1.5.8. Operations Officer's responsibilities are to:

1.5.8.1. Conduct a mission review process for all incoming mission packages daily. This responsibility may be delegated to the ADOs, but no lower.

1.5.9. Training Officers' responsibilities are to:

1.5.9.1. Review ARMS browser reports when directed and report errors to the SARM office immediately for correction.

1.5.9.2. Establish procedures to notify the SARM office before crewmembers attend upgrade training (i.e. instructor, AC, Senior Director (SD), Electronic Combat Officer (ECO), etc.).

1.5.10. ACs, MCCs and Detachment Commander (DETCO) responsibilities are to:

1.5.10.1. Collect and review each MAR for accuracy and sign the appropriate forms.

1.5.10.2. Complete the mission package cover sheet (552 OG Form 37). Additionally, prior to departing the squadron after a sortie, the AC and MCC must complete the appropriate sections of the 552 OG Forms 49, submit the complete package to the SARM office, ensure the SARM has reviewed the mission package(s) and that all questions have been answered.

1.5.10.3. For all sorties recovered at bases other than Tinker, the AC or MCC will contact 552 ACW Command Post (DSN 884-7313; Commercial (COMM) 1-800-555- 7910) with landing time, actual time of departure, actual time of arrival, status of aircraft and crew, and phone numbers for AC and MCC. AC or MCC will fax the 552 OG Form 49 to their SARM office prior to checking into billeting. The SARM office will ensure the 552 OG Form 49 is accessible for leadership's viewing. The SARM office will also distribute the 552 OG Forms 49 to analysis NLT than 1 day after receipt.

1.5.12. Aircrew members will be responsible for tracking the date of the award of their last Air/Aerial Achievement Medal. Aircrew members will track their number of Combat/Combat Support missions flown and coordinate with their squadron awards and decorations monitor for award of the Air/Aerial Achievement Medal.

1.5.13. Aircrew members will use browser reports from ARMS, provided by the SARM office, in conjunction with PEX as notification of all training requirement due dates. ITSs are accessible by aircrew members; coordinate through SARM offices for squadron-specific processes. Additionally, aircrew members are required to review all products for accuracy and notify leadership of any discrepancies.

1.6.2.5.1.1. Individual MEP requests will be submitted via e-mail, by the squadron point of contact (POC), to the 552 OSS/OSTA (TARM Office), NLT 10 duty days prior to scheduled departure date. Squadron POCs will ensure the request worksheet is complete and accurate.

1.6.2.5.1.2. For the following organizations, MEP requests will be maintained on a quarterly basis for any 552 ACW personnel supporting flight operations, as defined in Section 1.6.2.5.1 (e.g. Maintenance personnel, Aviation Resource Managers, Aircrew Flight Equipment (AFE) personnel, Intel, COMSEC, Air Control Networks Squadron (ACNS), and Security Forces personnel etc.). Each group's POC will update their respective personnel list the month prior to upcoming quarter and the MFR will contain the same data that the electronic worksheets require.

1.6.2.5.1.2.1. 552 OSS/OSTA will initiate an electronic staff summary sheet (eSSS) to route MEP requests to the OG/CC for approval.

1.6.2.5.1.2.2. After the MEP request is approved, 552 OSS/OSTA will post the approved MEP request to all SARM offices within the 552 OG and to each group's POC.

1.9.4.7.1. For all familiarization or incentive flights that require WG/CC approval, requests must be submitted by the squadron POC, via e-mail, to the 552 OSS/OSTA (TARM Office), NLT 10 duty days prior to scheduled departure date. This is extended to 30 days prior to scheduled departure date for requests that require HHQ approval. Squadron POCs will provide a brief justification and ensure the request worksheet is complete and accurate.

DAVID M. GAEDECKE, Colonel, USAF
Commander

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

AFI 11-401, *Aviation Management*, 10 Dec 2010

AFI 11-401, ACC Supplement1, *Aviation Management*, 25 Mar 2013

Prescribed Forms

No Forms Prescribed

Adopted Forms

AF 847, *Recommendation for Change of Publication*

AF Form 1274, *Individual Physiological Training Record*

AF Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

AFTO 781, *Arms Aircrew/Mission Flight Data Document*

DD Form 2131, *Passenger Manifest*

552 OG Form 37, *Mission Package Coversheet*

552 OG Form 49, *AWACS Mission Tasking*

Abbreviations and Acronyms

AACS—Airborne Air Control Squadron

AC—Aircraft Commander

ACNS—Air Control Networks Squadron

ACW—Air Control Wing

AFB—Air Force Base

AFE—Aircrew Flight Equipment

ASIMS—Aeromedical Services Information System

AUR—Aircraft Utilization Report

AVUM—Aerospace Vehicle Utilization Monitor

AWACS—Airborne Warning And Control System

CC—Commander

COMM—Commercial

DD—Defense Department

DETCO—Detachment Commander

DSN—Defense Switch Network

ECO—Electronic Combat Officer
ESSS —Electronic Staff Summary Sheet
FCIF—Flight Crew Information File
FHP—Flying Hours Program
ITS—Individual Training Summary
MAR—Mission Accomplishment Report
MCC—Mission Crew Commander
NLT—No Later Than
OG—Operations Group
OPR—Office of Primary Responsibility
ORM—Operational Risk Management
OSOA—Analysis
OSOL—Long Range
OSS—Operations Support Squadron
OSTA—Training Analysis
PEX—Patriot Excalibur
POC—Point of Contact
SD—Senior Director

Attachment 2 (Added)

INSTRUCTIONS FOR USING AFTO FORM 781, ARMS AIRCREW/MISSION FLIGHT
DATA DOCUMENT

Table A2.2.1. (Added) Authorized 552 ACW Mission Symbols

A7GZ	Special Deployment/Redeployment	0207417F
A7HZ	Special HHQ	0207417F
A7LZ	Special JCS Mission	0207417F
C2BB	Ebola Relief	0207417F
C2HH	OOD/OUP	0207417F
O3OZ	Depot In/Out Ferry Flights	0207417F
O4SI	Test (FCF/OCF/QOT&E)	0207417F
O8ZZ	Maintenance Test Flight	0207417F
P2EF	NOBLE EAGLE	0207417F
P2EJ	OCONUS POTUS	0207417F
P2EM	ANR/Coastal Watch	0207417F
P6ZZ	Counter Drug Ops	0207417F
P7EC	Operation Freedom's Sentinel (OFS) - Combat	0207417F
P7ES	Operation Freedom's Sentinel (OFS) - Combat Support	0207417F
P7GZ	OFS Deployment/Redeployment	0207417F
P7FJ	OIC - Operation Inherent Resolve (ISIS Crisis)	0207417F
P9EC	OND - Combat	0207417F
P9ES	OND - Combat Support	0207417F
P9GZ	OND Deployment	0207417F
T1AA	HS Student Training	0207417F
T1AB	OS Student Training	0207417F
T3CA	HS Continuation/RAP	0207417F
T3CB	OS Continuation/RAP	0207417F
T3KZ	Cross Country	0207417F
T3VZ	Unit Integrated Missions (Flown with Guard/Reserves)	0207417F
T3XZ	Exercise Support	0207417F
T4SZ	Other Special (Other Than Normal Operations)	0207417F
A7CR	970 Classified/Sp Ops	0501312F
O20R	970 Combat Support	0501312F
O80R	970 OCF/FCF Sortie	0501312F
P2TR	970th NOBLE EAGLE	0501312F
P7TR	970TH OEF	0501312F
T3DR	970 RESERVE TRAININ	0501312F
T3FR	970 CONTING SUPT TNG	0501312F
T3MR	970 DEPLOY/REDEPLOY	0501312F
T3PR	970 RES PIL PROF MI	0501312F
T3QR	970TH SUPPORT MISSION (Exercise Sortie)	0501312F
T3TR	970 CONUS EX FERRY-X	0501312F

Attachment 6 (Added)**ACC ORIENTATION FLIGHT PROGRAM**

A6.2.1.7. **(Added)** Aircrew members previously qualified on 552 ACW aircrafts will not be permitted Orientation Flights.

A6.2.4.5. Spouse Familiarization Flight Sign-up Process:

A6.2.4.5.1. 552 OSS will gain approval from OG/CC or designated representative to add no more than two flights per quarter to the flying hour program (FHP).

A6.2.4.5.2. During the 552 OSS/Current Operations (OSO) led DO's scheduling meeting; SQ/DOs will select which Spouse Flight Quarter they will host. This will take place NLT 45 days prior to the start of the next Quarter.

A6.2.4.5.3. **(Added)** 552 OSS/OSO will coordinate with the SQ/DOs to select the appropriate date/time to host the flights. Upon selection, 552 OSS/OSO will add the Spouse Flight to the flying calendar.

A6.2.4.6. Spouse Nomination Process:

A6.2.4.6.1. 552 OSS/OSO will request for the 552 ACW Wing Executive office to email the Group Executive offices to solicit nominees within their Groups for the upcoming Quarterly Spouse Flights NLT 30 days prior to the flight. **Note:** OSS/OSO will provide the date of the flight and hosting squadron to the 552 ACW Executive Office with the solicitation.

A6.2.4.6.2. 552 OSS/OSO will email 552 OSS TARM office with the hosting squadron and sortie mission number for inclusion into the Quarterly Spouse Familiarization Flight Request eSSS.

A6.2.4.6.3. Upon notification by their respective Groups, Commanders and First Sergeants will solicit and prioritize nominees for the upcoming Spouse Flights based on first come, first served basis via the standard Familiarization Flight Request eSSS. Two alternates will also be selected in the event that a spouse drops off of the sortie.

A6.2.4.6.4. The SQ/CC will delegate the generation of their Spouse Familiarization Flight Request eSSS to their Executive officer or SARM office. The eSSS will include the following: SSN, contact phone number, emergency contact information, any pre-existing medical conditions that would affect the flight and note if the spouse has flown on an E-3 previously.

A6.2.4.6.5. **(Added)** Once completed by the Squadron POC, the completed Spouse Familiarization Flight Request eSSS will be routed to the 552 OSS TARM office for processing.

A6.2.4.7. Spouse Familiarization Flight Request Approval Process:

A6.2.4.7.1. The 552 OSS TARM office will collect and consolidate all submissions within the 552 ACW into one Spouse Familiarization Flight Request for staffing and WG/CC approval. **Note:** Prioritization will be based on when the completed Squadrons' eSSS were sent to the TARM office.

A6.2.4.7.2. The Wing Executive officer will forward a copy of the WG/CC approved Spouse Familiarization Flight Request to the TARM office, hosting SQ/DO, SARM office and Executive officer.

A6.2.4.7.3. **(Added)** Hosting DO will determine the number of seats that will be available based on their operational requirements (no more than 12 seats per flights). The DO will generate a final DO's passenger letter for assigned Spouse Flights based on the Wing's Approved Consolidated Prioritized Spouse Flight List. **Note:** A copy of the passenger letter will be given to the hosting First Sergeant and SARM office.

A6.2.4.8. **(Added)** Spouse Notification Process:

A6.2.4.8.1. **(Added)** The hosting First Sergeant will notify each selected spouse on the final DO's passenger letter, passing sortie information (timing, location, and clothing requirements) NLT 7 days out from the flight.

A6.2.4.8.2. **(Added)** On the Thursday prior to the flight, the hosting Squadron Operations Supervisor will verify with 552 OSS/OSOL, 734-1200, that the timeline fits Spouses Flight profile IAW para.A6.2.4.10.

A6.2.4.9. **(Added)** Day Prior to Flight the AC will:

A6.2.4.9.1. **(Added)** Confirm passenger letter is signed and approved by the SQ/DO.

A6.2.4.9.2. **(Added)** Verify passenger manifest matches passenger letter

A6.2.4.9.3. **(Added)** Pass the following information to each passenger:

A6.2.4.9.3.1. **(Added)** Show time.

A6.2.4.9.3.2. **(Added)** Hosting Squadron's SARM/ADO phone numbers.

A6.2.4.9.3.3. **(Added)** Driver's license, passport, or other government issued ID requirement.

A6.2.4.9.3.4. **(Added)** Confirm medical fitness for flight.

A6.2.4.9.3.5. **(Added)** Food requirements.

A6.2.4.9.3.6. **(Added)** Clothing requirements.

A6.2.4.9.3.7. **(Added)** Divert potential.

A6.2.4.9.4. **(Added)** Day of Flight the AC will:

A6.2.4.9.4.1. **(Added)** Ensure each passenger knows who their escort is.

A6.2.4.9.4.2. **(Added)** Ensure each passenger attends/understands the safety brief.

A6.2.4.9.4.3. **(Added)** Verify identity of each passenger against passenger manifest.

A6.2.4.10. **(Added)** Profile: To the maximum extent possible, spouse orientation flights should be conducted on a day C and J sorties without air refueling nor transition and without interruption of training requirements/needs.

Attachment 7 (Added)

FLIGHT AUTHORIZATION CODES

Table A7.2. Flight Authorization Duty Remark Codes (Heavy/Dual Controlled).

Codes to be used with the AF Form 4327a		
Code	Description	Definition
A	Aircraft Commander (AC) or Pilot in Command (PIC)	Maintains overall control and responsibility for mission, crew and aircraft operations. <i>(Note 2)</i>
B	Non-Current	Member is non-current in one or more currency events.
C	Acting in Next Higher Qualification for Evaluation Purposes.	Example: Individual in Instructor Upgrade program.
D	Pilot-Physician	Member authorized to log FS time when not actively performing pilot duties. <i>(Note 3)</i>
G	Female Crew Member	Used for billeting purposes.
H	Instructor or Evaluator Candidate	
R (added 552ACW)	Foreign Military Crew Member (added 552ACW)	Crew members of a foreign military that are in an authorized co-manning position with the 552 ACW. (added 552ACW)
Z	In-Flight Supervisor	Member performing in-flight supervision duties.
<p>NOTES:</p> <p>Units may define additional duty remark codes in wing supplements.</p> <p>For missions authorized two complete crews, an aircraft commander will be in command of each crew. Designate one as the operating crew and the other as deadhead crew for specific route segments or to the mission turn around point.</p> <p>If the pilot-physician is scheduled to perform pilot duties on a multi-crew aircraft, instead of logging other time, the member should have another line entry on the 781 for flight surgeon duties.</p> <p>4. Utility refers to the MC12W</p>		

Attachment 13

QUICK REFERENCE GUIDE

Table A13.1. Aircrew Position Codes

E-3B/C Crew Positions		Who can Instruct/Evaluate who?		
1ST CHARACTER		I/E PILOT	ANY PILOT/CO-PILOT	
U	UNQUALIFIED	I/E NAV	ANY NAVIGATOR	
M	MISSION READY	I/E FE	ANY FLIGHT ENGINEER	
F	BASIC QUAL	I/E MCC	ANY MCC	
I	INSTRUCTOR	I/E SD	ANY SD/AWO	
E	EVALUATOR	I/E AWO	ANY AWO	
X	CREWMEMBERS (ACTIVE OR INACTIVE) IN MDS THEY ARE NOT QUALIFIED (LTCOL AND BELOW)	I/E WD	ANY AWO	
O	CREWMEMBERS (ACTIVE OR INACTIVE) IN MDS THEY ARE NOT QUALIFIED (COLONEL AND ABOVE)	I/E ECO	ANY ECO	
2ND CHARACTER		I/E ASO	ANY ASO/SST/AST	
P	PILOT	I/E BDT	ANY BDT	
C	CO-PILOT	I/E CSO	ANY CSO	
N	NAVIGATOR/COMBAT SYSTEMS OFFICER	I/E CT	ANY CT	
F	FLIGHT ENGINEER	I/E ART	ANY ART	
K	CT / CSO (COMM)	I/E CDMT	ANY CDMT	
O	AIR BATTLE MANAGER (MCC, SD, AWO, ASO, ECO, NACE)	I/E AST	ANY AST	
M	AIRBORNE MISSION SYSTEM (CDMT, ART)	I/E SST	ANY SST/AST	
V	AIRBORNE BATTLE MANAGEMENT (SST, AST, BDT, WD)			
S	FLIGHT SURGEON			
Z	OPS SUPPORT, ABS, AEA0, MCC, OTHER RATED OFFICERS AND CEAs AUTHORIZED NON-CREW DUTY			
		MDS	SERIAL #	
3RD CHARACTER		E003B	71-1407	
A	COMBAT MISSION READY (CMR)	E003B	71-1408	
B	BASIC MISSION CAPABLE (BMC)	E003B	73-1675	
I	INITIAL QUALIFICATION TRAINING (IQT)	E003B	75-0556	
M	MISSION QUALIFICATION TRAINING (MQT)	E003B	75-0557	
Q	BASIC QUALIFICATION (BQ)	E003B	75-0558	
X	OTHER (SEE NOTE)	E003B	75-0559	
N	NCMR/NBMC (NON-COMBAT MISSION READY)	E003B	75-0560	
4TH CHARACTER			76-1604	SIM #
E	EXPERIENCED	E003B	76-1605	
N	NON-EXPERIENCED	E003B	76-1606	FLIGHT
X	OTHER (SEE NOTE)	E003B	76-1607	2EA1-382
1	EXP SD I/E AWO	E003B	77-0351	2EA2-406
2	INEXP SD I/E AWO	E003B	77-0352	2EA3-381
3	EXP SST I/E AST	E003B	77-0353	
4	INEXP SST I/E AST	E003B	77-0355	MISSION
5	INSTR SD / I/E AWO	E003B	77-0356	616-20001
6	INSTR SST / I/E AST	E003B	78-0576	625-60001
5TH CHARACTER (N/A for Flight Deck Crew)			78-0577	7423-0001
M	MCC	E003B	78-0578	
S	SD	E003B	79-0001	MTCs
A	ASO	E003B	79-0002	SNT001
E	ECO	E003B	79-0003	SNT002
W	AWO	E003C	80-0137	SNT003
V	SST	E003C	80-0138	
U	AST	E003C	80-0139	
K	CSO	E003C	81-0004	
L	CT	E003C	81-0005	
R	ART	E003C	82-0006	
T	CDMT	E003C	82-0007	
H	NACE	E003C	83-0009	
Y	AWO TO SD UPGRADE			
Z	AST TO SST UPGRADE			

(Added) NOTE 1: Aircrew attending positional upgrade training will have a U as the 1st character of their crew position as they are unqualified in their new position. The 2nd character will represent the Aircrew Position Identifier. The 3rd character will correspond with the stage of training the member is in. The 4th character will indicate the experience level of the member. The 5th character will be changed to the position the member is upgrading to. In the event an I/E AWO upgrades to SD or I/E AST to SST, the 4th character will be a number when applicable. Additionally, they will have the I or E as appropriate for the 1st character restored upon total completion of upgrade training.

(Added) NOTE 2: Aircrew members may revert back to their old crew position during the IQT portion of upgrade training only. This will require an AF Form 4324 reassigning the old qualification and crew position code. Under this circumstance, members must still meet Go/No-Go Requirements IAW AFI 11-2E-3V1. Once a new AF Form 8 is generated after IQT is complete, members will no longer be able to revert back

to their old crew position unless dual qualified.

(Added) NOTE 3: Squadrons are not authorized to withdraw approved selectees from instructor, upgrade, or formal school courses without 552 OG/CC or representative's approval (obtained by CCMY). CCMY will notify the squadron of the change request's approval. This is in accordance with OGI 11-202 Para. 8.3.4.6.

Table A13.2. (Added) E-3G Aircrew Position Codes

E-3G Crew Positions	
1ST CHARACTER	
U	UNQUALIFIED
M	MISSION READY
F	BASIC QUAL
I	INSTRUCTOR
E	EVALUATOR
X	CREWMEMBERS (ACTIVE OR INACTIVE) IN MDS THEY ARE NOT QUALIFIED (LTCOL AND BELOW)
O	CREWMEMBERS (ACTIVE OR INACTIVE) IN MDS THEY ARE NOT QUALIFIED (COLONEL AND ABOVE)
2ND CHARACTER	
P	PILOT
C	CO-PIOT
N	NAVIGATOR/COMBAT SYSTEMS OFFICER
F	FLIGHT ENGINEER
K	CT / CSO (COMM)
O	AIR BATTLE MANAGER (MCC, SD, AWO, ASO, ECO, NACE)
M	AIRBORNE MISSION SYSTEM (CDMT, ART)
V	AIRBORNE BATTLE MANAGEMENT (SST, AST, BDT, WD)
S	FLIGHT SURGEON
Z	OPS SUPPORT, ABS, AEAO, MCC, OTHER RATED OFFICERS AND CEAs AUTHORIZED NON-CREW DUTY
3RD CHARACTER	
A	COMBAT MISSION READY (CMR)
B	BASIC MISSION CAPABLE (BMC)
I	INITIAL QUALIFICATION TRAINING (IQT)
M	MISSION QUALIFICATION TRAINING (MQT)
Q	BASIC QUALIFICATION (BQ)
X	OTHER
N	NCMR/NBMC (NON-COMBAT MISSION READY)
4TH CHARACTER	
E	EXPERIENCED
N	NON-EXPERIENCED
X	OTHER
5TH CHARACTER	
I	FIRST PILOT
1	Mission Commander
2	Section Lead
3	ABM
4	MSO
5	MST
R	ART

Attachment 14

WAIVER REQUEST LETTER SAMPLE

Figure 14.1. Waiver Request Letter Sample

**ASC 04/ FSC “S” STATUS BEYOND 180/365 DAYS WAIVER REQUEST LETTER
(SAMPLE)**

DATE

MEMORANDUM FOR 552 OG/CC
 HQ ACC/A3TB
 HQ ACC/A3T
 In Turn

FROM: *(Insert Squadron)*/CC
 7513 Sentry Blvd, Suite *(Insert Suite Number)*
 Tinker AFB OK 73145

SUBJECT: Extension of (ASC 04) (FSC “S”) Status Beyond 180/365 Days For: *(Insert Name/Rank)*

1. *(Insert Name/Rank/SSN)*, was assigned Aviation Service Code (ASC) “(AS) (04)” IAW AFI 11-401, (Table 2.6) (Table 2.5), effective *(Insert Date Member was Assign ASC (“04”) (“AS”))*. Previous to this action, *(Insert Rank/Last Name)* was assigned ASC *(Insert Previous ASC)*. *(Insert Back Ground information: Summarize the reason why member was entered into this flying status, projected date of when next flight will be if applicable, and any additional pertinent information)*.
2. IAW AFI 11-401, paragraph 1.3.4., requests an extension of FSC (“S”) (“04”) beyond 180/365 days.
3. *(Insert Squadron)* OPR for this matter is *(Insert Name/Rank)*, *(Insert DSN Number)*.

(Commander’s Signature Block)

1st Ind, 552 OG/CC

Concur/Nonconcur

(OG/CC’s Signature Block)