

**BY ORDER OF THE COMMANDER  
AIR COMBAT COMMAND**

**AIR COMBAT COMMAND  
INSTRUCTION 11-464**



**27 SEPTEMBER 2023**

***Flying Operations***

**TRAINING RECORDS AND  
PERFORMANCE EVALUATION IN  
FORMAL FLYING TRAINING  
PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements policy in AFPD 11-4, *Aviation Service*. It establishes the minimum USAF standards for training documentation of all aircrews and foreign aircrews enrolled in formal flying training. This instruction establishes requirements for the completion, maintenance, and disposition of training records in support of formal syllabus training. It prescribes procedures for documenting flying and simulator performance and providing the data to instructors, supervisors, and training managers. This instruction applies to personnel assigned to ACC units conducting formal flying training courses under an ACC approved syllabus. This instruction does not apply to operational units conducting training under other directives, but operational units may use these procedures and forms. This instruction applies to Air National Guard (ANG) units and personnel. This instruction applies to Air Force Reserve Command students in ACC formal training units (FTU). This instruction does not apply to the United States Space Force. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (USC), Section (§) 9013, *Secretary of the Air Force*. The applicable System of Records Notice (SORN) F011 AF XO A, Aviation Resource Management System (ARMS) membership programs is available at <https://dpcl.d.defense.gov/privacy/SORNS.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System (AFRIMS). Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers

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## SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Major changes include the consolidating of previous Chapters 2 and 3 into the current **Chapter 2**.

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## Chapter 1

### GENERAL INFORMATION

**1.1. References, Prescribed Forms, Adopted Forms, Abbreviations and Acronyms, and Terms.** See [Attachment 1](#).

**1.2. General.** The objective of formal flying training is to ensure student aircrews attain the skill level established by syllabus course training standards. ACC formal flying training offers aircrews the opportunity to develop their maximum individual capabilities within the constraints of available sorties, facilities and other resources. This instruction describes the forms and procedures used to document the student's progress toward and attainment of course training standards.

**1.3. ACC Weapon System Training Program Managers.** Each major weapon system has a training program manager who coordinates ACC actions associated with programming, scheduling, and conducting formal training in that weapon system. Training Programs are listed in [Table 1.1](#). For the F-15C, F-16, F-35, and the T-38 (Introduction to Fighter Fundamentals [IFF] and Pilot Instructor Training [PIT] courses), Air Combat Command Flight Operations and Training (ACC/A3TO) is the single point of contact for coordination with the Combat Air Forces, and Air Education and Training Command (AETC) performs all other functions. Air Combat Command Weapons and Tactics (ACC/A3TW) represents the USAF Weapons School and their Weapons Instructor Courses.

**Table 1.1. ACC Weapon System Training Program Managers.**

Weapon System	Training Program Manager
A-10C	A3TO
E-3	A3CA
E-8C	A3CA
EC-130H	A3CR
F-15E	A3TO
F-22	A3TO
Foreign Training	ACC/IAS
HC-130J	A3JO
HH-60G/W	A3JO
MQ-9	A3MQ
OC-135	A3CR
RC-135S	A3CR
RC-135U	A3CR
RC-135V/W	A3CR
RQ-4	A3MR

RQ-170	A3MA
T-38	A3TO
U-2	A3MU
WC-135	A3CR
ACC/A3CA—ACC Airborne Battle Management ACC/A3CR—ACC Airborne Reconnaissance Operations ACC/A3JO—ACC Personnel Recovery Aviation Branch ACC/A3MA—ACC Advanced Programs Remotely Piloted Aircraft Operations ACC/A3MQ—ACC MQ-9 Operations ACC/A3MR—ACC RQ-4 Operations Branch ACC/A3MU—ACC U-2 Operations ACC/IAS—ACC Security Cooperation Division	

**1.4. Screening of Student Data.** The FTU screens incoming student records to ensure that they are complete and that course entry prerequisites are met. The FTU immediately notifies the syllabus waiver authority if records are missing or if the student does not meet course entry prerequisites. The syllabus waiver authority will notify the FTU when course entry prerequisites are waived for any student. **(T-3)**

**1.5. Class Quotas.** The ACC Programmed Flying Training (PFT) document establishes quotas for each class. The ACC training program manager will notify affected units of changes of quotas. **(T-2)** If the number of available students fails to equal the latest established class quota, the training unit will immediately notify the ACC training program manager. **(T-2)** For HC-130 systems, Air Combat Command Personnel Recovery Division (ACC/A3J) is the ACC POC for the AETC PFT (Little Rock AFB and Kirtland AFB).

#### **1.6. Student Training Records.**

1.6.1. The FTU prepares a Student Training Record for each student entering training. The folders may be electronic media, or if paper, will have cover sheets and may include overprinted administrative data devised by the training unit. **(T-2)**

1.6.2. Lists of records that will be filed/maintained in the Student Training Record are in **Chapter 2**. **(T-2)** See **Chapter 3** for additional instructions for foreign student records. Individual FTUs may develop local training forms with the approval of the OG/CC (or equivalent).

1.6.3. Instructors will review Student Training Records or Electronic Gradebooks prior to each flight or simulator mission. **(T-3)** Supervisors conduct weekly reviews to monitor student progress. **(T-3)**

**1.7. Distinguished Graduates (DGs).** The goal in designating DGs is to give formal recognition to aircrew members who demonstrate superior performance. DG status does not automatically apply to the best student in a given class; the highest standards apply, and it is possible that a given class may have no DGs. The FTU is responsible for determining DG eligibility criteria. The OG/CC or equivalent approves the DG eligibility criteria and includes it in wing supplement to

this instruction. Annotate the Student Training Record, or equivalent, to reflect DG status for those selected.

### 1.8. Withdrawal from Training.

1.8.1. When a student is withdrawn from training for medical or other reasons (e.g., extended Duties Not Involving Flying [DNIF], Flying Evaluation Board [FEB], waiver to FEB), the training unit will immediately notify the ACC weapon system training program manager by message or e-mail with an information copy to Numbered Air Force (NAF) Director of Operations (A3). (T-2)

1.8.2. Recalling a student from training is initiated by the gaining unit, students cannot withdraw themselves. IAW AFMAN 11-202, Volume 1, *Aircrew Training*, MAJCOMs will notify training command headquarters and training units prior to recalling a student from a formal school course. (T-2) Students will not be recalled to prevent initiation of any actions associated with unsatisfactory performance. (T-2) Recalling a student may be done only for reasons other than performance, i.e., emergencies, unforeseen delays in training. ANG units request approval from Air National Guard Bureau Rated Management Organization (NGB CC/A10TR) if there is a need to recall a student. NGB CC/A310TR will notify training command headquarters and the unit prior to recall. (T-2)

1.8.3. The message will include the student's name, rank, Social Security Number, and assignment action number; the course title and class number from which the student was withdrawn; the reason for withdrawal; and any effect on follow-on courses or assignments. (T-2) If the student is a recent Specialized Undergraduate Pilot Training/Specialized Undergraduate Navigator Training or IFF graduate, send an information copy of the message to Air Force Personnel Center Military Assignments Programs Branch (AFPC/DP3AM). See DAFI 36-2110, *Total Force Assignments*, for additional guidance. (T-2)

### 1.9. Disposition of Student Training Records.

1.9.1. Student Training Records are either hand-carried by the graduate, provided electronically, or mailed directly to the gaining unit. Only complete records may be hand-carried. If any portion of the records is incomplete when the graduate departs, the FTU completes and mails the records to the gaining unit. The FTU will provide the Student Training Record or Electronic Gradebook to the student or gaining unit within 10 working days after graduation. (T-2)

1.9.2. Student Training Records of aircrew members who are withdrawn from a course due to requests for suspension, fear of flying, FEB action for failure to meet course training standards, or by reason of death, will be filed and then IAW [paragraph 1.20](#). (T-2)

1.9.3. The unit will retain Student Training Records of aircrew members who complete formal training and remain in the same unit. (T-2) See [paragraph 1.20](#) for record disposition requirements.

1.9.4. USAF Weapons School student gradebooks remain at the weapons school. The USAF Weapons School will complete ACC Form 89, *Training Record*; and ACC Form 134, *Training Summary*; and forward them to the student's gaining unit. (T-2) See [paragraph 1.20](#) for record disposition requirements.

1.9.5. Academic only courses do not require student gradebooks, although gradebooks may be used to facilitate scheduling of tasks and events. However, flying courses that consist of academics at the FTU and in-unit flying still require gradebooks.

**1.10. Course Critiques.** Units conducting formal flying training courses solicit student supervisor comments on the effectiveness of instruction using locally developed end-of-course critiques. In addition to review by FTU agencies, the FTU's operations training development team will review the critiques. **(T-3)**

**1.11. Classification of Training Systems.** ACC uses two generalized training systems in flying training programs. The formal course syllabus will determine the appropriate training system. **(T-2)** The FTU applies the specified training system in executing the syllabus.

1.11.1. **Sortie-Driven System.** The basic building block for student progression is completion of specific sorties, modules, blocks or phases.

1.11.2. **Event-Driven System.** The basic building block for student progression is the individual event or training task. The unit may combine events or tasks in appropriate sequences on a given mission.

**1.12. ACC Grading Scale.** FTUs may use the criteria in **Table 1.2** to grade both specific mission elements and overall performance on each flight and simulator mission. Units may also use criteria developed by the unit and approved by Air Combat Command Flight Operations Division (ACC/A3T). Reference to additional criteria, such as written behavioral objectives, is permissible. Determine individual mission element grades and the overall mission grade by comparing the student's performance with the grading criteria. The overall grade is an assessment of the student's achievement of the primary mission objectives for that sortie. Record grades for each mission on the ACC Form 206, *Individual Mission Gradesheet*, or equivalent.

**Table 1.2. ACC Grading Scale.**

Grade	Explanation of Grade
Unknown	Performance was not observed, or the element was not performed.
Dangerous	Performance was unsafe (one element marked "Dangerous" will require an overall grade of "zero").
0	Performance indicated a lack of ability or knowledge.
1	Performance was safe but indicated limited proficiency. Made errors of omission or commission.
2	Performance was essentially correct. Recognized and corrected errors.
3	Performance was correct, efficient, skillful, and without hesitation.
4	Performance reflected an unusually high degree of ability.

**1.13. Course Training Standards.** Use course training standards in course design to describe the minimum overall performance levels required to progress through and/or graduate from a course. Standards reflect average performance as described in the unit's grading standards; an example would be a "1", "2", or "3", as defined above in **Table 1.2**. It is inappropriate to design courses to train to the upper or lower end of the grading scale (i.e., "0" or "4").

#### **1.14. Documentation of Achievement of Course Training Standards.**

1.14.1. Sortie-driven Systems. The student's immediate supervisor determine achievement of course training standards in each phase, module, or course for sortie-driven system. The supervisor will enter the following statement in the remarks section of the final individual gradesheet at each stage: "Course training standards achieved for (enter appropriate phase, module, or course)." **(T-3)** Enter the standards achieved in each phase, module or course on the training record.

1.14.2. Event-driven Systems. The student's immediate supervisor determines that achievement of proficiency in all required events is complete before the AFMAN 11-202, Volume 2, ACC Supplement, *Aircrew Standardization and Evaluation Program*, flight. The instructor will enter the following statement on the master training record: "Proficiency achieved in all required events." **(T-3)**

#### **1.15. Responsibilities of Syllabus Offices of Primary Development Responsibility (OPDRs).**

1.15.1. Determine the level of proficiency required of each task in the training task list and publish course training standards in each syllabus as required by ACCI 11-252, *ACC Formal Operations Training Publication Management*.

1.15.2. Use the course training task list to populate electronic training management systems or to develop master overprints of mission elements for Individual Mission Gradesheets, or equivalent, for flying and simulator missions.

1.15.3. Develop master overprints for ACC Form 89 or the unit's Master Training Record. In lieu of master overprints, ensure the electronic training management system is capable of storing information found on ACC Form 89.

#### **1.16. Non-effective Missions.**

1.16.1. Sortie-driven Systems.

1.16.1.1. Mark a mission Non-effective/Student Non-Progression (NE/SNP) on the Individual Mission Gradesheet if student performance is not sufficient to allow progression to the next syllabus mission or if the student receives a "Dangerous" performance grade. Make an entry in the remarks section citing specific student performance deficiencies. For missions marked NE/SNP, the student will fly an additional instruction sortie ("X" sortie), if approved by appropriate authority. **(T-2)** For example, if TR-6 is NE/SNP, annotate the additional sortie as TR-6X.

1.16.2. Mark a mission Non-Effective/Other (NE/OTH) on the Individual Mission Gradesheet when the student cannot complete specific elements called for in the mission and the unit cannot incorporate them into a subsequent mission. The instructor will make an entry in the remarks section citing the specific reason the mission was non-effective (e.g., weather, weapon system malfunction, air abort). **(T-3)** For missions marked NE/OTH, the mission will be reflown (e.g., if TR-6 is NE/OTH, fly another mission with the TR-6 annotation). This is not an "X" sortie. **(T-3)**

1.16.3. Event-Driven Systems.

1.16.4. Mark an event NE/SNP on the Individual Mission Gradesheet if the student has not met proficiency requirements and is unable to complete an AFMAN 11-202V2\_ACCSUP

evaluation. **(T-3)** Entries by the instructor in the remarks section will cite specific student performance deficiencies. For events marked NE/SNP, the student will fly an additional instruction sortie ("X" sortie) concentrating on event(s) requiring proficiency. **(T-3)** The sortie will be reflight as the last sortie the student completed (e.g., if S-14 is the last sortie prior to the AFMAN 11-202V2\_ACCSUP evaluation, annotate the "X" sortie as S-14X). **(T-3)**

1.16.4.1. Mark an event or sortie NE/OTH on the Individual Mission Gradesheet when the student cannot complete specific events and the unit cannot incorporate them into a subsequent mission. The instructor will make an entry in the remarks section citing the specific reason the event was non-effective (e.g., weather, abort). **(T-3)** For events marked NE/OTH that are required before the AFMAN 11-202V2\_ACCSUP evaluation or graduation, another sortie will be flown to accomplish those items. **(T-3)** This sortie is not an "X" sortie. Label the sortie as the last sortie of the training program (e.g., if M-12 is the last sortie prior to the evaluation, fly another mission with the M-12 annotation).

**1.17. Procedures for Handling Substandard Performance (Flying and Simulator Missions).** Remedial action for failure to meet performance standards may include training/practice using academic programs, part-task trainers, simulators, or additional sorties. The FTU will notify National Guard Bureau Rated Management (NGB/A310TR) if an ANG student is placed into remedial training for failure to meet performance standards. **(T-2)**

1.17.1. Additional Sorties. Additional instructional sorties are identified by adding the suffix "X" to the sortie number that was marked NE/SNP. If an "X" sortie is not successful and requires additional "X" sorties for the same syllabus sortie annotate those additional sorties with suffixes "XX," "XXX," etc., to the sortie number. The squadron commander (SQ/CC) or OG/CC may authorize additional instructional sorties only to the extent that such flights would result in the student meeting course requirements. Each ACC formal course syllabus determines the maximum number of "X" sorties per course. "X" sorties beyond the course limit require the approval of the syllabus waiver authority. See [Chapter 3](#) for exceptions for foreign students.

1.17.2. Corrective Action and Recheck Sorties. These sorties are generated by flight check deficiencies and are not counted as "X" sorties. Corrective action sorties are identified by adding suffix "C" to the evaluation sortie number. Recheck sorties are identified by adding suffix "R" to the evaluation sortie number. These sorties will be tracked in the Student Training Record. **(T-3)** See [Chapter 3](#) for exceptions for foreign students.

1.17.3. Continued failure to meet performance standards may result in an FEB IAW AFMAN 11-402, *Aviation and Parachutist Service*. See [Chapter 3](#) for exceptions for foreign students.

**1.18. Progress Check.** A progress check is a non-instructional event (flight or simulator) flown at the discretion of the SQ/CC to document a student's proficiency level and to recommend follow-on action. While it is generally used for substandard performance, a progress check could also be used to recommend training program adjustments following a break in training or for requalifying aircrew members. There is no requirement to provide a progress check flight. Identify a progress check by adding the suffix "Prog" to the last completed syllabus event number. It is not countable as an "X" sortie. The SQ/CC may direct a progress check at any time. The progress check will include an assessment of the student's basic flying skills. **(T-3)** Recommendations of personnel conducting progress checks may be but are not limited to continuation in the normal course of

training, additional training, or elimination from the course. See **Chapter 3** for exceptions for foreign students.

**1.19. Class Training Summary.** Training units will send a summary for each graduating class to the ACC weapon system training program manager and NGB/A310TR. **(T-2)** Units may send this report by FAX or electronically. The report contains the following:

- 1.19.1. A list of graduates by name, rank, and end assignment.
- 1.19.2. Comments and recommendations concerning problem areas.
- 1.19.3. Number entering training (including washbacks from earlier classes).
- 1.19.4. Number graduating.
- 1.19.5. Number of individuals washed back to later classes.
- 1.19.6. Names of individuals withdrawn from training for any cause. Indicate new class designation for washbacks and specify reasons for withdrawals.
- 1.19.7. Number of additional missions flown (flight or simulator) due to NE/SNP or NE/OTH, as well as reductions due to proficiency advancement. Substantiate with copies of graduate's AF Form 89, or equivalent.
- 1.19.8. Summary of any waivers or training deferments to allow students to graduate with training deficiencies.

**1.20. Information Collections, Records, and Forms.**

- 1.20.1. Information Collections. N/A.
- 1.20.2. Records. Records generated by this publication will be managed IAW the RDS, at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. **(T-2)**
  - 1.20.2.1. Aircrew Qualification Certificates and Training Information. T 36-44 R 06.0
  - 1.20.2.2. Curriculum Materials Used in Formal Training Courses. T 36-40 R 01.00

## Chapter 2

### SORTIE AND EVENT-DRIVEN SYSTEMS

**2.1. Sortie and Event-Driven Training Records or Electronic Gradebooks.** The following records or approved substitutes will be filed/maintained in the Student Training Record or Electronic Gradebook. **(T-2)** Upon approval from the syllabus OPDR, the FTU may include additional local forms and may use the current edition of the ACC form or locally developed forms, paper or electronic, that meet school needs. FTUs will include locally developed forms in the local supplement to this instruction. **(T-2)**

2.1.1. ACC Form 89, from the Introduction to Fighter Fundamentals or FTU equivalent course (if applicable).

2.1.2. ACC Form 134, from the Introduction to Fighter Fundamentals or FTU equivalent course (if applicable).

2.1.3. ACC Form 166, *Student Activity Record*, or FTU equivalent.

2.1.4. ACC Form 206, or FTU equivalent.

2.1.5. ACC Form 208, *Unaccomplished Task Log*, or FTU equivalent.

2.1.6. Aircrew weapons qualification sheets and waivers, deviations or deferments, as applicable.

**2.2. Completion of Forms.** Complete all forms by computer or in ink unless otherwise specified in the following paragraphs.

2.2.1. ACC Form 89 or Applicable Substitute. See **Chapter 3** for additional instructions pertaining to foreign students.

2.2.1.1. Overprint appropriate entries for each syllabus (or computer generated, if available) on this form by the syllabus OPDR (per ACCI 11-252). These entries should include course title, crew position, course number, flying/simulator phase designations with sorties required for each phase, weapons delivery accomplishment event designations with proficiency levels required (e.g., qualification [QUAL] or familiarization [FAM]), and academic exam/subject designations.

2.2.1.2. Final ACC Form 89 is computer generated (not handwritten) in three copies for each graduating student. If used, prepare the ACC Form 89 as follows:

2.2.1.2.1. Heading. Self-explanatory.

2.2.1.2.2. Flying/Simulator Training. For each phase, enter the actual number of sorties flown. Enter additional sorties (that is, sorties flown beyond the required number of sorties) under either "Student Non-Prog" or "Other." Enter the overall course-training standard achieved for each sortie. Explain "Other" additional sorties under "Remarks" (e.g., WX-2, AIR ABORT-1). Annotate the student's low-level qualifications and capabilities on this form.

2.2.1.2.3. Tactical/Weapons Delivery Accomplishment. Enter proficiency achieved in each event without regard to proficiency required. This will recognize above or below

average performance (e.g., required FAM but achieved QUAL or required QUAL but achieved NONE). **(T-3)**

2.2.1.2.4. Academic Training. For courses with exams, enter the percentage grade achieved. Enter the failed exam grade and followed by the make-up exam grade (e.g., 72/89). Courses with no exams will enter complete on the form (e.g., COMP).

2.2.2. ACC Form 134 or Applicable Substitute. See **Chapter 3** for additional instructions pertaining to foreign students. Prepare the ACC Form 134 as follows:

2.2.2.1. Final ACC Form 134 is computer generated (not handwritten) in two copies for each graduating student. The student's immediate supervisor completes the form or enter the data, as appropriate. A squadron-level supervisor (e.g., assistant operations officer, operations officer, SQ/CC) reviews and signs the final form.

2.2.2.2. The end-of-phase summary section of the form contains a brief description of the student's characteristic flying performance in each phase and should cite specific strengths, weaknesses, areas of improvement, and general attitudes. When a student flies at least one sortie, an entry is mandatory for that phase of training. When two or fewer sorties constitute a phase, the instructor may combine entries with another phase (e.g., Transition/Formation). Continue phase summaries on the back of the ACC Form 134, if required. To ensure accurate recall of desired details, instructors will write phase summaries as soon as possible after the completion of each phase. **(T-3)** The end-of-course summary section of the form contains a brief description of the student's overall flying performance during the course and should include an overall evaluation of the student's judgment, situational awareness, flight discipline, and general airmanship. It includes 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. **(T-3)**

2.2.3. ACC Form 166 or Applicable Substitute. Use this form to maintain a chronological record of all flying and simulator missions accomplished. The instructor or student may log entries on the interim form in pencil to minimize errors in total flying time computations. The final copy may be completed electronically or handwritten in ink.

2.2.4. ACC Form 206 or Applicable Substitute. A student will receive a gradesheet for each flying and simulator mission where student performance is under the supervision of an instructor. **(T-3)** The instructor completes the gradesheet prior to the next mission (unless flown with the same instructor on the same day) but in no case later than 24 hours following the mission. Until some information is available, the instructor may withhold an assessment of performance in events requiring weapons scores, film/video tape recorder assessment, or any other data. The gradesheet may be completed electronically or handwritten in ink. Prepare the ACC Form 206 as follows:

2.2.4.1. Heading. Include the Mission Number, Position Number, Mission Duration, Date, Student's Name, Class Number, Aircraft Model and Instructor. Simulator missions will indicate the simulator type under Aircraft Model. **(T-3)** All other entries are self-explanatory.

2.2.4.2. Grades Heading. Usually overprinted or pre-populated by the OPDR with the ACC Grading Scale (U, D, 0, 1, 2, 3, 4) or the applicable grading scale from the formal course syllabus.

2.2.4.3. Mission Status. Usually overprinted or prepopulated by the OPDR and is used to enter the overall effectiveness of the mission (e.g., Effective, Effective-Incomplete, Non-Effective/Student Non-Progression, Non-Effective/Other).

2.2.4.4. Mission Elements/Events. The OPDR will preprint or the instructor will populate with specific mission elements/events planned for or accomplished during the mission. **(T-3)**

2.2.4.5. Grades for Mission Elements/Events. Instructor enters the grade for each mission element/event using the applicable grading criteria.

2.2.4.6. Remarks. The instructor uses the remarks section to record details of the mission including the following:

2.2.4.6.1. Student performance graded above standard to advise subsequent instructors of the student's training progress and possible potential for proficiency advancement.

2.2.4.6.2. Student performance graded below standard to properly advise subsequent instructors of the students training progress.

2.2.4.6.3. Include specific student performance deficiencies for missions marked NE/SNP.

2.2.4.6.4. Include specific reasons a missions marked NE/OTH (e.g., weather, malfunctions, air aborts).

2.2.4.6.5. Recommendations for additional training prior to the next mission.

2.2.4.6.6. Special notes or required statement clearing the student for progression to advanced missions such as "cleared solo". Enter the statement "Course training standards achieved for (enter phase or course)" on the final gradesheet for the phase or course.

2.2.4.6.7. Additional information may be recorded as necessary such as weapons scores or assessments, etc.

2.2.4.7. Overall Grade. The instructor records the Overall Grade IAW the standards specified in the syllabus or training program.

2.2.4.8. Signature and Initials. Self-explanatory.

2.2.4.9. When a student has a flight or simulator evaluation IAW AFMAN 11-202V2\_ACCSUP, a duplicate copy of the AF Form 8, *Certificate of Aircrew Qualification*, may replace the gradesheet, or the remarks section of the grade sheet may say "See AF Form 8".

2.2.5. ACC Form 208 or Applicable Substitute. When elements called for in a mission are not complete, but it is possible to incorporate them into a subsequent mission, the instructor documents those elements on the left side of the form. Once successful completion of these elements takes place, the instructor signs them off on the right side of the form. Form may be completed electronically or handwritten in ink.

**2.3. Disposition of Sortie-Based Graduate Training Records.** See [paragraph 1.9](#) for general records disposition requirements. See [Chapter 3](#) for additional instructions pertaining to foreign students.

2.3.1. The FTU forwards the training records to the graduate's gaining organization (note special requirements for the USAF Weapons School) to include the following forms:

2.3.1.1. ACC Form 89 or FTU Equivalent. File the original ACC Form 89 or applicable electronic data in the Student Training Record or Electronic Gradebook. **(T-2)** The school registrar will retain one copy or electronic record and send a copy to the ACC weapons system training manager to substantiate the class training summary. **(T-2)**

2.3.1.2. ACC Forms 134, 166, 206, and 208 or FTU Equivalents. File the original ACC forms in the Student Training Record or Electronic Gradebook. **(T-2)** The school registrar retains a copy or electronic record IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule.

2.3.1.3. Training Event Logs, weapons qualifications sheets, and waivers, deviations and deferments, as applicable. File the original copy or applicable electronic data in the Student Training Record or Electronic Gradebook. **(T-2)** The school registrar retains a copy or electronic record IAW the AFRIMS Records Disposition Schedule.

## Chapter 3

### SECURITY ASSISTANCE TRAINING

**3.1. General.** Foreign military personnel receive USAF formal course training under the International Military Education and Training (IMET) program or a Foreign Military Sales (FMS) case. FMS cases are also written to cover the training of certain USAF personnel prior to assignments in foreign countries. These activities are part of the Department of Defense Security Assistance Training Program (SATP). The administration of SATP students generally adheres to the procedures outlined in the preceding sections; however, there are certain exceptions. This section addresses the areas where SATP student administration differs from USAF student administration. The procedures outlined in **Chapter 1** and **Chapter 2** will be followed for any area not covered in this section. (T-2)

3.1.1. Each USAF installation that conducts foreign military training will appoint an International Military Student Officer (IMSO) to handle administrative affairs for foreign military students. (T-2) Units conducting Security Assistance training must maintain close liaison with the IMSO. Notify the IMSO immediately if a student does not meet course entry prerequisites, arrives with insufficient or inadequate personal equipment, or in any other situation that would preclude normal entry into training. Notify the IMSO immediately of all changes in student status (e.g., medical grounding, marginal performance, pending faculty board action, washbacks), or situations involving inadequate base support or disciplinary actions. (T-2)

3.1.2. The Air Force Security Assistance Training Squadron (AFSAT), JBSA-Randolph TX, is responsible for administration of SATP students. IMSO will inform AFSAT Country Manager's on any correspondence relating to SATP students.

3.1.3. ACC/IAS is the focal point for all FMS / Security Assistance (SA) activities within ACC. In addition to developing international tuition rates for ACC-conducted courses, ACC/IAS can act as a liaison to AFSAT and the broader SA community for issues related to the SATP. ACC/IAS can be contacted at [acc.ias@us.af.mil](mailto:acc.ias@us.af.mil), 114 Thompson St, STE 119, Joint Base Langley-Eustis, VA 23665-2789.

3.1.4. See the Security Assistance Management Manual (SAMM), Chapter 10 (<https://samm.dsca.mil/chapter/chapter-10>), and AFI 16-105, *Joint Security Cooperation Education and Training*, for terms, references, and additional information relating to Security Assistance Training. **Note:** When there are differences in guidance between the SAMM and JSCET, the guidance in the SAMM takes precedence.

**3.2. Screening of Student Data.** Training units will screen all student records as outlined in **Chapter 1**. (T-3) Notifications to ACC weapon system training program managers will include ACC/IAS and IMSO who will in-turn notify the Air Force Security Assistance Training International Military Student Office (AFSAT/MSO) and the AFSAT Country Manager as necessary. (T-2) Screening includes a thorough review of the student's Invitational Travel Order (ITO) and appropriate amendments.

3.2.1. The IMSO verifies the following areas:

3.2.1.1. Funding will be specified on ITO.

3.2.1.2. Security clearance will be specified on ITO and will be equal to or higher than what is required for the specified course.

3.2.1.3. The student is registered in the proper course.

3.2.1.4. The student is authorized to participate in flight as a crewmember and the student's government has certified that the student is physically, professionally, and administratively qualified to participate in flight in the appropriate crew position.

3.2.2. Units conducting advanced fighter training perform the following additional screening IAW AFI 16-105 and establish a formal screening process to ensure actual flying abilities match the qualifications required for course entry.

3.2.2.1. The OG/CC (or equivalent) notifies the ACC training program manager by message if the student's actual flying abilities do not meet course entry standards, or the student does not meet standards and will be recommended for elimination IAW AFI 16-105. **(T-2)**

3.2.2.2. The training units must coordinate and receive approval of the screening points by the ACC training program manager. **(T-2)**

**3.3. Grading Criteria and Course Training Standards.** Training units will expect SATP students to achieve the same levels of performance as their USAF counterparts. **(T-2)** Specifics for grading criteria are elsewhere in this publication. Specific course training standards are in the applicable syllabus. The instructor considers failure to meet course training standards as substandard performance and handle that failure per **Chapter 2**, and **paragraph 3.4** below. Any requests for waivers will be forwarded to Air Force Security Assistance Training Division (AFSAT/TO) for processing prior to seeking a waiver from the syllabus waiver authority. **(T-2)** The training unit will issue a certificate of attendance in place of a certificate of completion or graduation to students who complete a course with some course requirements waived. **(T-2)**

### **3.4. Procedures for Handling Substandard Performance.**

3.4.1. The appropriate authority will approve additional training sorties ("X" sorties) beyond the phase/module limit and notify AFSAT/TO and the ACC training program manager. **(T-2)**

3.4.2. Additional sorties beyond syllabus must be approved by AFSAT.

3.4.3. The instructor will record additional sorties flown by an SATP student as "X" sorties and is subject to the maximum total "X" sortie limit. **(T-2)** "X" sorties include all corrective action or recheck sorties arising from flight checks and all progress check flights. It does not include sandbag sorties (i.e., sorties flown in a cockpit position that would otherwise be unoccupied).

3.4.4. For foreign military students being considered for elimination, a Faculty Board, if required, will be conducted IAW AFI 16-105. **(T-2)**

**3.5. Student Training Records.** The training unit will file a copy of the ITO and appropriate amendments in the Student Training Record. **(T-2)** The following forms or approved substitute will be filed/ maintained in the Student Training Record: **(T-2)**

3.5.1. ACC Form 89.

3.5.2. ACC Form 134.

3.5.3. ACC Form 166.

3.5.4. ACC Form 206.

3.5.5. ACC Form 208.

3.5.6. ACC Form 209, *SATP Flying Training Billing Data*.

3.5.7. DD Form 2496, *International Student Academic Report*. (IMSO must ensure form is completed for each International Military Student (IMS).

### 3.6. Completion of Forms.

3.6.1. Student Training Number. The ITO number identified in Item 1 of the ITO should be used to identify foreign students. Enter this number immediately after the student's name on ACC Form 89, ACC Form 134, ACC Form 209, and all training certificates, awards, or other documents of that type.

3.6.2. ACC Form 89 or Applicable Substitute.

3.6.2.1. Include the SATP ITO after the student's name.

3.6.2.2. At the top right corner (above "training organization") enter the ITO Number. The training unit may obtain the ITO number from the IMSO.

3.6.3. ACC Form 134 or Applicable Substitute.

3.6.3.1. Include the SATP ITO after the student's name.

3.6.3.2. After the course summary section, describe any awards, special certificates, or other achievements. Include the title, a short description of the item, and what it represents. Also include a description of the item, and what it represents. Also include a description of the class composition (e.g., Received TOP GUN award indicating best overall weapons delivery scores in the class; class consisted of 14 students--10 USAF/4 foreign). The base/training activity IMSO is responsible for completing the DD Form 2496 IAW AFI 16-105. The training unit ensures the base/training activity IMSO is aware of special awards of citations accompanying the ACC Form 134.

3.6.4. ACC Form 209. This form provides data required to calculate charges for the training actually received. The high cost of flying training makes it essential that all entries are legible and accurate. Prepare the ACC Form 209 as follows:

3.6.4.1. Form Preparation. ACC Form 209 is computer generated (not handwritten) in two copies. It is required for all SATP students entered into ACC flying training courses not dedicated to a single country. It is also required for all USAF personnel trained in preparation for SA duty in a foreign country. The registrar will prepare a separate ACC Form 209 for each syllabus course entered by the student. **(T-2)**

3.6.4.2. Form Entries. ACC Form 209 requires entries for student and allocated direct support hours and munitions. Training units may overprint ACC Form 209 with entries designed to help track student and allocate direct support hours and munitions for each mission.

3.6.4.3. Allocated Direct Support. Allocate hours flown by an instructor pilot (IP) supporting student in another aircraft equally to all students supported on that sortie. For

instance, the IP flying as target on a 2-v-1 mission against two dual aircraft (each with a student and IP) logs 1.2 hours and each student would record his own flying time and 0.6 hours of direct support. Do not allocate support time for an IP flying in the same aircraft with a student.

3.6.4.3.1. IP direct support munitions are allocated in the same manner.

3.6.4.3.2. Allocate all direct support hours and munitions to a student; however, do allocate hours or munitions for an IP in the flight who is not supporting a student.

3.6.4.3.3. To facilitate accurate cost accounting, round hours to the nearest 1/100th and round munitions to the nearest 1/10th (except 20/30mm--round to nearest one).

3.6.4.3.4. The training unit will copy the information for Parts 1 and 2 from the student's ITO and applicable amendments (include only amendments related to the training reported on the form). **(T-2)**

3.6.4.3.5. The unit copies the information for Part 3 from the applicable ACC PFT or higher headquarters messages establishing the training requirement. Include only the latest available data.

3.6.4.3.6. For USAF personnel trained in preparation for SA duty overseas:

3.6.4.3.6.1. Part 1: Enter only name, rank, and destination country on the first line of from the student's ITO. Enter applicable Permanent Change of Station/Temporary Duty special orders data in the ITO block.

3.6.4.3.6.2. Part 2: Enter only the FMS case designator or "N/A" as specified by the message establishing the training requirement.

3.6.4.3.6.3. Parts 3 and 4 Enter all required data.

3.6.4.3.7. The school totals the information in Part 4 for all SATP students from individual mission records and other training records as required. Munitions information must include all applicable data (e.g., HD, LD, live, inert).

3.6.4.3.8. Use the remarks block to explain any questionable or ambiguous entries. This may include differences in ITO and ACC programming data, midcourse changes to the syllabus, reasons for student withdrawal (reference faculty board actions, if applicable), data missing from the ITO or PFT, significant deviations from programmed student or direct support hours due to odd sized classes or un-crewed students, or any other data that would affect normal billing.

3.6.4.3.9. On the bottom line, enter the rank, name, and telephone extension of the individual preparing the form and initials of the individual auditing the form. The responsible training unit operations supervisor signs and dates the form.

3.6.4.3.10. AFSAT/TO will calculate cost data and forward billing information to the implementing agency. **(T-2)**

**3.7. Disposition of SATP Graduate Training Records.** See [paragraph 1.20](#) for additional record disposition requirements.

3.7.1. Training records will not be hand carried by the student. **(T-2)** The school will forward all training record directly to the base/training activity IMSO who will forward them IAW AFI 16-105. **(T-2)**

3.7.1.1. For students proceeding to another CONUS training activity, the base/training activity IMSO must forward the records to the gaining base/training activity IMSO IAW AFI 16-105. Close coordination with the FTO is required to meet the requirements of AFI 16-105. **(T-2)**

3.7.1.2. For students returning to their home country at the completion of training, the school will forward records to the base/training activity IMSO within 7 working days after graduation. IMSO will forward to Security Cooperation Organization IAW AFI 16-105. **(T-2)**

3.7.1.3. The school will forward the original ACC Form 209 to AFSAT/TO and the appropriate POC as listed in Section 1.3 and **Table 1.1** and retain a copy for one year. **(T-2)**

DAVID G. SHOEMAKER, Brigadier General, USAF  
Director of Operations

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

10 USC § 9013, *Secretary of the Air Force*, 1 November 1947

ACCI 11-252, *ACC Formal Operations Training Publication Management*, 8 May 2020

AFI 16-105, *Joint Security Cooperation Education and Training*, 3 January 2011

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 22 July 2019

AFMAN 11-202V1, *Aircrew Training*, 27 September 2019

AFMAN 11-202V2, *Aircrew Standardization and Evaluation Program*, 30 August 2021

AFMAN 11-202V2\_ACCSUP, *Aircrew Standardization and Evaluation Program*, 19 August 2022

AFMAN 11-402, *Aviation and Parachutist Service*, 24 January 2019

AFPD 11-4, *Aviation Service*, 12 April 2019

DAFI 36-2110, *Total Force Assignments*, 15 November 2021

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

***Prescribed Forms***

ACC Form 89, *Training Record*

ACC Form 134, *Training Summary*

ACC Form 166, *Student Activity Record*

ACC Form 206, *Individual Mission Gradesheet*

ACC Form 208, *Unaccomplished Task Log*

ACC Form 209, *SATP Flying Training Billing Data*

***Adopted Forms***

AF Form 8, *Certificate of Aircrew Qualification*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 2496, *International Student Academic Report*

***Abbreviations and Acronyms***

**A3**—Directorate (or Director) of Operation

**ACC**—Air Combat Command

**AETC**—Air Education and Training Command  
**AFPC**—Air Force Personnel Center  
**AFRIMS**—Air Force Records Information Management System  
**AFSAT**—Air Force Security Assistance Training Squadron  
**ANG**—Air National Guard  
**ARMS**—Aviation Resource Management System  
**COMP**—Complete  
**CONUS**—Continental United States  
**DG**—Distinguished Graduate  
**DNIF**—Duties Not Involving Flying  
**FAM**—Familiarization  
**FEB**—Flying Evaluation Board  
**FMS**—Foreign Military Sales  
**FTU**—Formal Training Unit  
**HQ**—Headquarters  
**IFF**—Introduction to Fighter Fundamentals  
**IMET**—International Military Education and Training  
**IMS**—International Military Student  
**IMSO**—International Military Student Officer  
**IP**—Instructor Pilot  
**ITO**—Invitational Travel Order  
**NAF**—Numbered Air Force  
**NE/SNP**—Non-Effective/Student Non-Progression  
**NE/OTH**—Non-Effective/Other  
**NGB**—National Guard Bureau  
**OG/CC**—Operations Group Commander  
**OPDR**—Office of Primary Development Responsibility  
**PFT**—Programmed Flying Training  
**PIT**—Pilot Instructor Training  
**QUAL**—Qualification  
**RDS**—Records Disposition Schedule  
**SA**—Security Assistance

**SATP**—Security Assistance Training Program

**SCO**—Security Cooperation Organization

**SORN**—System of Records Notice

**SQ/CC**—Squadron Commander

**USC**—United States Code

**WSCN**—Worksheet Control Number

*Office Symbols*

**ACC/A3**—ACC Director of Operations

**ACC/A3CA**—ACC Airborne Battle Management

**ACC/A3CR**—ACC Airborne Reconnaissance Operations

**ACC/A3J**—ACC Personnel Recovery Division

**ACC/A3JO**—ACC Personnel Recovery Aviation Branch

**ACC/A3MA**—ACC Advanced Programs Remotely Piloted Aircraft Operations

**ACC/A3MQ**—ACC MQ-9 Operations

**ACC/A3MR**—ACC RQ-4 Operations Branch

**ACC/A3MU**—ACC U-2 Operations

**ACC/A3T**—ACC Flight Operations Division

**ACC/A3TO**—ACC Flight Operations and Training

**ACC/A3TW**—ACC Weapons and Tactics

**ACC/IAS**—ACC Security Cooperation Division

**AFPC/DP3AM**—Air Force Personnel Center Military Assignments Programs Branch

**AFSAT/MSO**—Air Force Security Assistance Training International Military Student Office

**AFSAT/TO**—Air Force Security Assistance Training Training Division

**NGB/A310TR**—Air National Guard Bureau Rated Management

**NGB/A3O**—Air National Guard Bureau Current Operations

*Terms*

**Part-Task Trainer**—Operator trainers that let selected aspects of a task (fuel system operation, hydraulic system operation, radar operation, etc.) be practiced and a high degree of skill developed independently of other elements of the task.