

Administrative Change to AETCI 36-2604, *Flying Training Instructor Programs*

OPR: 19 AF/A3DC

The OPR office symbol is hereby changed from “19 AF/DOG” to “19 AF/A3DC”.

References to “19 AF/DO” are hereby changed to “19 AF/A3” throughout the publication.

References to “19 AF/DOGC” are hereby changed to “19 AF/A3DC” throughout the publication.

References to “19 AF/DOU” are hereby changed to “19 AF/A3F” throughout the publication.

References to “19AF/DOG” are hereby changed to “19 AF/A3D” (for combat air forces and remotely piloted aircraft instructor programs) or “19 AF/A3M” (for mobility, personnel recovery, special operations and survival instructor programs) throughout the publication.

References to “AETC/A3Q” are hereby changed to “AETC/A3X” throughout the publication.

9 DECEMBER 2024

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR EDUCATION AND TRAINING  
COMMAND INSTRUCTION 36-2604**

**22 SEPTEMBER 2020**

*Certified Current, 28 JUNE 2024*

***Personnel***

**FLYING TRAINING INSTRUCTOR  
PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at <http://www.e-publishing.af.mil> for downloading or ordering.

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This publication implements Air Force Policy Directive 36-26, *Total Force Development*. It contains procedural guidance and responsibilities for planning, conducting, and documenting training for instructors and instructional support personnel assigned to flying training. Specifically, it applies to Academic Instruction, Community College of the Air Force affiliated schools, and the Master Instructor Program. This publication applies to instructors who teach formal flying training courses and flying training support personnel who perform related instructional functions in AETC organizations. With the exception of Air Reserve Component personnel participating in Total Force Associations, this publication does not apply to National Guard Bureau or Air Force Reserve Command units and members unless specified by a major command Memorandum of Understanding. This instruction applies to personnel supporting flying training instruction at the 318th Training Squadron, Inter-American Air Forces Academy (IAAFA). AETC units may supplement this instruction and will coordinate proposed local supplements with 19 AF Combat Air Forces Formal Training branch, 19 AF/DOGC, before publication. Forward one copy to 19 AF/DOGC after publication. Submit suggested changes to this instruction on AF Form 847, *Recommendation for Change of Publication*, through command channels, to 19 AF/DOGC. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of according to the Air Force Records Information Management System Records Disposition Schedule. References to forms within this instruction also equate to electronic

products when authorized. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver authority, or alternately, to the Publication OPR for non-tiered compliance items. If a conflict exists between this instruction and an existing contract, the contract takes precedence. Contracts developed and executed after the implementation date of this instruction will include a requirement to follow the provisions of this instruction to the extent they are applicable to performance of the contract.

## ***SUMMARY OF CHANGES***

**This document has been substantially revised and must be completely reviewed.** Updates office symbols to 19 AF throughout the document; reorganizes Academic Instructor Course approval information and process (paragraph 2.2.1); identifies F-16/F-35 instructor upgrade course graduates as Academic Instructor qualified (paragraph 2.3.4); updates Academic Instructor certification process for flying training instructors (paragraph 2.4); provides exception to the recurring academic testing requirement (paragraph 2.5.2); provides squadron commanders the ability to extend the eligibility period up to six months (paragraph 2.6); updates academic instructor evaluators (paragraph 2.7); extends the academic instructor currency for flying training instructors to 180 calendar days (paragraph 2.8); provides additional guidance for Academic Instructor Continuation Meetings (paragraph 2.9); revises the Master Instructor Program experience criteria (paragraph 3.3.1); updates Terms section ([Attachment 1](#)); adds Fundamental Instructor competencies listing ([Figure A2.1](#)).

<b>Chapter 1— OVERVIEW</b>	<b>4</b>
1.1.    Introduction. ....	4
1.2.    Master Instructor Program. ....	4
1.3.    Responsibilities:.....	4
1.4.    Contract Instructors. ....	4
1.5.    Community College of the Air Force Affiliation. ....	5
1.6.    Partner Nation Instructor. ....	5
<b>Chapter 2— ACADEMIC INSTRUCTOR PROGRAM</b>	<b>7</b>
2.1.    Lecture Method Training Requirements. ....	7
2.2.    Approved AI Qualification Courses. ....	7
2.3.    AI Qualification: .....	7
2.4.    AI Certification. ....	8
2.5.    Recurring AI Evaluations. ....	9

<b>AETCI36-2604 22 SEPTEMBER 2020</b>	<b>3</b>
2.6. Eligibility Period. ....	9
2.7. AI Evaluators. ....	9
2.8. AI Currency. ....	9
2.9. AI Continuation Training. ....	10
2.10. AI COR Requirements. ....	10
2.11. Non-progression in the Academic Instructor Program. ....	10
2.12. Air Advisor AIs (Non-USAF Aircraft). ....	10
<b>Chapter 3— MASTER INSTRUCTOR PROGRAMS</b>	<b>12</b>
3.1. General. ....	12
3.2. Responsibilities: ....	12
3.3. Experience Criteria: ....	12
3.4. Academic Criteria: ....	12
3.5. Master Instructor Process. ....	13
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>14</b>
<b>Attachment 2— FUNDAMENTAL INSTRUCTOR COMPETENCIES LISTING</b>	<b>16</b>

## Chapter 1

### OVERVIEW

**1.1. Introduction.** Effective instructors are essential to AETC's flying training programs. Primary presentation methods used in training are demonstration-performance and lecture-discussion.

1.1.1. Demonstration-Performance Method. Requirements for instructor qualification using the demonstration-performance method vary by Air Force Specialty Code (AFSC) and Mission Design Series (MDS). In flying training, demonstration-performance is most commonly associated with what is referred to as a "positional instructor". Specific positional instructor requirements are addressed in the appropriate Volume 1 series instructions and syllabuses.

1.1.2. Lecture Method. In flying training, the lecture method is also referred to as a "platform or academic instruction". Graduates of an Academic Instructor Course (AIC), Instructor Methodology Course, Academic Instructor School, Weapons Instructor Course, fighter formal training unit instructor qualification course, or equivalents are authorized to conduct lecture method training in an AETC formal course. Chapter two of this instruction focuses on flying training's lecture method and academic instructor requirements.

1.1.3. If a conflict exists between this instruction and an existing contract, the contract takes precedence. Contracts developed and executed after the implementation date of this instruction will include a requirement to follow the provisions of this instruction to the extent they are applicable to performance of the contract. Non-USAF Air Advisor aircraft training contracts should incorporate guidance to parallel the provisions of this instruction as applicable.

**1.2. Master Instructor Program.** Master instructor programs are levels of achievement that recognize sustained training delivery and professional growth above the average AETC requirements for instructors. Chapter three of this instruction focuses on flying training's master instructor program.

### 1.3. Responsibilities:

1.3.1. 19 AF/DOGC. As the OPR for this instruction, provides standardized command guidance for AETC flying training instructor programs, whether graduate or undergraduate.

1.3.2. 19 AF Undergraduate Formal Training (19 AF/DOU), 19 AF Graduate Formal Training (19 AF/DOG), and AETC Special Missions (AETC/A3Q) develop academic instructor syllabuses or courses to meet unit requirements. **Note:** For air advisor contract training venues in non-USAF aircraft, ensure contractors have a program equivalent to USAF instructor syllabuses.

1.3.3. Flying unit commanders will train academic platform instructors to a level of proficiency to meet training mission requirements.

**1.4. Contract Instructors.** Functional commanders and contracting officer's representative (COR), during contract development, will ensure contract instructors use the same AIC, Academic Instructor School, or Instructor Methodology Course, as applicable, in conjunction with the contractor's Training and Certification Plan to achieve the proficiency specified by contract (**Note:** AETC/A3Q may approve equivalent AICs for non-USAF aircraft training programs). The local site manager will certify the individual for instructor duties based on the objectives specified by

contract and COR oversight. Contract instructors normally maintain the same evaluation and Continuation Training requirements as their Government counterparts unless the governing contract dictates a more restrictive currency interval. **Note:** Air Advisor contract instructors supporting non-USAF aircraft training will be validated IAW Performance Work Statement requirements and paragraph 2.12 by AETC/A3Q prior to instructing USAF students.

**1.5. Community College of the Air Force Affiliation.** This is a federally-chartered institution which awards Air Force specialty-related Associate of Applied Science degrees to enlisted personnel. Degrees are awarded under the shared regional accreditation of Air University by combining general education course credit earned from accredited civilian institutions of higher education with collegiate credit earned through formal technical training and enlisted professional military education courses delivered by affiliated schools. Courses completed at affiliated schools contribute to Community College of the Air Force degree programs, and affiliation enables those schools to share the benefits and responsibilities of the regional accreditation. Affiliation is voluntary, but schools must commit to complying with the rigorous standards supporting regional accreditation.

1.5.1. To participate in the affiliation program, flying training school houses must meet standards established by Air University's regional accrediting body, the Southern Association of Colleges and Schools, Commission on Colleges and Community College of the Air Force in order to safeguard Air University's accreditation (**T-2**). Accreditation is a process of external quality review that scrutinizes educational programs for quality assurance and quality improvement with criteria related to faculty credentials including degree requirements, as well as formal instructor training, education and qualification. Consequently, in addition to the academic instructor requirements outlined in this instruction, affiliated AETC schoolhouses will adhere to guidance in AFI 36-2648, *Community College of the Air Force (CCAF)*, and in the *CCAF Campus Affiliations Policies, Procedures, and Guidelines* (**T-2**). Copies can be requested via [CCAF.FAC@us.af.mil](mailto:CCAF.FAC@us.af.mil).

1.5.2. The Commander, Air University, is the governing authority. Among the responsibilities outlined in AFI 36-2648 are the obligations to provide required resources as well as to establish policies for academic programs and operations.

1.5.3. For AETC Flying Training, all matters requiring higher headquarters involvement are directed to the AETC Career Enlisted Aviator major command functional manager. Units will provide justification, when requested, to the Career Enlisted Aviator major command functional manager on factors that prevented instructors teaching in CCAF degree-applicable courses from completing an associate degree within the required timeframe (**T-2**). Additionally, affiliated schools will submit a fiscal year annual report electronically by 15 December to Campus Affiliations with a copy to the Career Enlisted Aviator major command functional manager (**T-2**). Annual reports are addendums to the schools self-study, and a copy is maintained with the self-study. A sample is provided in the *Campus Affiliations Policies, Procedures, and Guidelines*.

**1.6. Partner Nation Instructor.** Inter-American Air Forces Academy Flying Training pertains to courses that prepare student pilots from partner nations for flight duties. Inter-American Air Forces Academy Partner Nations Instructors are normally assigned for two years through a Memorandum of Agreement between the United States and their countries. Partner Nations Instructors are not required to speak English, since all Inter-American Air Forces Academy courses

are taught in Spanish. AI qualification waiver authority for Partner Nations Instructors is delegated to the Inter-American Air Forces Academy Commander.

## Chapter 2

### ACADEMIC INSTRUCTOR PROGRAM

**2.1. Lecture Method Training Requirements.** Completion of a positional instructor course such as T-38 Pilot Instructor Training does not automatically qualify an individual as an AI. While it is true an AI may instruct students during ground or ancillary training, he/she is not automatically qualified as an academic instructor or certified to present specific, testable, academic lectures in a classroom environment. However, not being a certified AI does not necessarily disqualify them from presenting lectures or lessons. For example, while an F-15C IP is capable of providing ground training on local area procedures or offensive basic fighter maneuvers, the IP is not necessarily qualified to develop a lesson plan and present a lecture to a class on spatial disorientation. Similarly, an individual capable of presenting a lecture on the C-130J propulsion system does not mean qualification to demonstrate and instruct an actual engine out go-around. Also, T-25 instructors, when properly trained, will be considered academic instructors for the purposes of qualification and recurring evaluations. Lecture method training requirements are specifically defined in each formal syllabus as Academics, and unless otherwise noted in this publication, must be presented by or monitored by a qualified AI certified in the lesson presented.

**2.2. Approved AI Qualification Courses.** AI qualification courses must contain fundamental instructor competencies to include, but not limited to teaching methodologies, questioning techniques, academic counseling, professional and unprofessional relationships, and discipline and motivation procedures (if applicable). Units will forward requests for AI qualification course approvals or waivers to 19 AF/DOGC (T-2).

2.2.1. 19 AF/DOGC maintains a current list of AETC approved AI courses on the AF Portal at: <https://usaf.dps.mil/sites/aetc-19af/do/dog/A3GC/SitePages/Home.aspx>. Units will ensure candidates complete an AETC approved AI course (T-2). The date of course completion will be considered in the approval process. 19 AF/DOGC determines if non-AETC approved courses will be accepted. Requesting units will forward course information to 19 AF/DOGC for approval (T-2). Acceptance of a non-AETC AI course will be determined by following the procedures below and after reviewing information about the course using the competencies mentioned in paragraph 2.2 and the list in Figure A2.1.

2.2.2. Units document AI course completion and maintain it in the AI's training records, or according to service contract requirements (T-2). In all instances of documentation, use of electronic forms is authorized including use of electronic signatures. In all instances, computer-generated forms must mirror AF forms as published on the USAF e-Publishing web site.

### 2.3. AI Qualification:

2.3.1. AI qualification denotes completion of an approved AI course and an evaluation that has demonstrated an individual's knowledge, capacity, and suitability to perform as an academic instructor and present instructional material in a lecture format. AI qualification does not necessarily imply competence as a subject matter expert in a career field or weapon system.

2.3.2. Qualification evaluations focus on areas such as lesson preparation, lesson plan use, instructional techniques and delivery, use of training aids, time management, lesson objective completion, student measurement administration, and feedback to students.



2.3.3. Document qualification evaluations on AETC Form 281A, *Instructor Evaluation Checklist*; AETC Form 620, *Academic Instructor Monitoring Checklist*; or AETC Form 620E, *T25 Instructor Monitoring Checklist*; as appropriate. Survival instructors use forms outlined in AETCI 36-2607, *Survival, Evasion, Resistance, and Escape (SERE) Training Systems Evaluation (T-2)*.

2.3.4. Graduates of fighter flying training instructor upgrade courses are considered AI qualified.

**2.4. AI Certification.** Certification denotes subject matter expertise in specific lessons and courseware. Unit representatives confirm through the certification process that a qualified AI is competent in specific lessons, phases, or courses.

2.4.1. AI Lesson, Phase, or Course. Prior to designating an AI as capable of instructing syllabus identified lessons, units will ensure:

2.4.1.1. The AI has reviewed all of the applicable lesson materials, including computer-based materials.

2.4.1.2. A lesson-certified AI, contractor site manager, flight commander (or above), or COR monitors the AI while instructing a lesson ensuring course content is presented properly. For flying training instructors, an AFI 11-2MDS Volume 2 mission qualification checkride satisfies this requirement provided instructor performance is evaluated. The upgrading AI must demonstrate thorough application and knowledge of the lesson information and proper presentation.

2.4.1.3. AIs will complete an academic test associated with the applicable academic lesson, phase, or course. The minimum passing score is 90 percent. AIs who do not score at least 90 percent will not instruct any academic lessons until they complete a retake and score at least 90 percent. AIs that are also flying training instructors meet the intent of initial testing requirements by completing the following: emergency procedures evaluation, a current MDS qualification test IAW AFI 11-202V2, *Aircrew Standardization and Evaluation Program*, and a mission evaluation checkride IAW AFI 11-202.

2.4.2. It is recommended that AIs be certified by individual lessons; however, units may elect to designate academic instructor certification by phase or entire course rather than individual lessons. If so, the unit is not required to monitor each individual lesson performance, nor is the AI required to take every test associated with the various lessons as part of the initial certification. However, the AI will be administered at least one academic test associated with the phase or block representative of the material to be taught. The upgrading AI will not teach any lesson, phase or block of training unless a lesson-certified AI is present. This restriction is removed once the AI is certified in the lesson, phase or course. Once an AI is certified in a phase or course, he/she is liable for evaluation on each lesson within the phase or course to include the associated academic tests.

2.4.3. Lesson, phase, or course designation certifications are documented in the AI's training records with a new entry on the AF Form 4348, *USAF Aircrew Certifications*, AF Form 4141, *Individual's Record of Duties and Experience Ground Environment Personnel*, or equivalent (T-2).

**2.5. Recurring AI Evaluations.** Recurring AI qualification evaluations are required annually, unless teaching a CCAF accredited course. If required by CCAF, the frequency of evaluations will be accomplished to satisfy CCAF accreditation requirements.

2.5.1. Recurring AI evaluations are conducted on lessons that are representative of the AI's duties. The intent is to determine the AI's continued academic instructional capability, not to verify proficiency in each certified lesson. There is no annual requirement to evaluate each lesson the AI is certified to instruct nor is there a requirement to take every academic test for all the lessons in which the AI is certified. However, if identified as certified to instruct a lesson, AIs are liable for evaluation in that lesson, to include the associated academic testing.

2.5.2. Academic testing is also a recurring annual requirement and must be completed within 30 calendar days of the academic platform evaluation. The AI will not perform AI duties until an academic evaluation is complete. AIs will complete an academic test associated with an applicable academic lesson within their eligibility period. The minimum score is 90 percent for academic testing. AIs that do not score at least 90 percent will not instruct any academic lessons until they complete a retake and score at least 90 percent. **Exception:** AIs that are also formal training unit instructors meet the intent of the recurring testing requirement by completing the following within the prescribed timeframe: emergency procedures evaluation, MDS qualification testing IAW AFI 11-202, and a mission evaluation checkride IAW AFI 11-202.

2.5.3. Failure of a recurring AI evaluation or academic test results in lesson decertification until remedial training and a reevaluation or re-examination is completed. Evaluators and/or AI qualified supervisors will identify remedial training for failure of an academic test or recurring AI evaluation. A minimum of 24 hours must elapse before administering a re-examination or reevaluation to allow for an adequate period to study, however, the applicable remedial training must be completed by the end of the eligibility period.

**2.6. Eligibility Period.** AI evaluations expire on the last day of the 12th month after initial qualification or the last periodic evaluation. This is the evaluation due date. For example, if the initial qualification or recurring evaluation was completed 15 January 2016, the recurring evaluation must be accomplished by 31 January 2017. AI evaluation eligibility is normally conducted during the three months prior to the evaluation expiration date. Squadron Commanders may extend the eligibility period for up to six months. Document the extension in the training record (T-2). If more than 30 days pass after the evaluation expiration date or extension date, the individual loses AI qualification. Requalification will be regained by following the procedures in paragraph 2.8.2 (T-2).

**2.7. AI Evaluators.** The Squadron Commander may authorize the operations officer, assistant operations officer, flight commanders, assistant flight commanders, Instructor Supervisors, and Affiliated School Liaisons as evaluating officials. These individuals may give initial and recurring evaluations.

**2.8. AI Currency.** AIs will maintain currency by instructing an appropriate lesson at least once every 120 calendar days (T-2). Flying training instructors must instruct an appropriate lesson at least once every 180 calendar days (T-2). It is recognized that some lesson plans identify that the material may be taught in either a classroom or field and/or laboratory environment. If not specifically identified in the course syllabus as academic lectures, these lessons may still be

counted toward currency requirements after evaluation and approval by the Squadron Commander on a case-by-case basis.

2.8.1. AIs who have not instructed in 120 calendar days, except flying training instructors, are considered noncurrent **(T-2)**. Loss of AI currency requires the AI to be monitored by a current AI during an academic lesson to regain currency **(T-2)**. Document in the training folder **(T-2)**. No specific form is required. An email printout, separate memorandum, or a locally produced form are examples of acceptable documentation. Once currency is regained, the individual may continue AI duties.

2.8.2. AIs who have not instructed in over 180 days are considered unqualified **(T-2)**. Loss of AI qualification requires the AI to complete additional training as determined by the Squadron Commander **(T-2)**. AI requalification training will be annotated on AETC Form 281A, AETC Forms 620, or 620E. Survival instructors use the forms outlined in AETCI 36-2607 **(T-2)**. No academic instruction will be performed until the individual has completed AI requalification **(T-2)**.

**2.9. AI Continuation Training.** Schedule academic continuation training meetings periodically to ensure quality instruction. Discuss both administrative topics and instruction techniques. Emphasize specific academic topics such as proper questioning techniques, increasing student involvement, improving transitions and interim summaries, presenting ideas for attention and motivation steps, exchanging AI innovations, and improving communication skills. Similar meetings where academic or instructional techniques are discussed satisfy this requirement.

**2.10. AI COR Requirements.** CORs, or COR designated subject matter experts, who oversee academic training contracts will complete an approved AIC **(T-2)**. Attend AIC training within 120 days of assuming duties **(T-2)**. AIC training is required prior to conducting AI oversight **(T-2)**.

**2.11. Non-progression in the Academic Instructor Program.** Notify the Squadron Operations Officer of individuals who cannot perform or meet the unit training mission requirements. These individuals will be referred to the Squadron Commander for administrative action when substandard performance indicates the individual is unable to perform tasks associated with his/her skill level **(T-2)**.

**2.12. Air Advisor AIs (Non-USAF Aircraft).** Due to the transient nature of Air Advisor training programs on non-USAF aircraft, the following methodology will be used to comply with the intent of AI program requirements:

2.12.1. AIs from outside the USAF (contractor, sister-service, other government agency, etc.) will be considered qualified if they received training equivalent to AIC as judged by an AETC/A3Q program manager or COR who has attended an AIC.

2.12.2. AIs from outside the USAF will be certified in the classes or blocks of instruction they are to teach after completing a certification process developed and administered IAW the contract and/or owning organization's policy **(T-2)**. Certification will be by the AIs owning organization / company in writing and completed prior to conducting unsupervised academic instruction for Air Advisor students **(T-2)**.

2.12.3. Due to the inconsistent frequency of Air Advisor class schedules, currency requirements are not applicable. However, proficiency must be maintained in order to comply with paragraph [2.12.4](#).

2.12.4. AIs will be evaluated annually by an AETC/A3Q program manager or COR (T-2). Evaluation failures will be handled IAW paragraph [2.5](#).

## Chapter 3

### MASTER INSTRUCTOR PROGRAMS

**3.1. General.** This voluntary achievement denotes exemplary subject matter expertise and teaching ability that instructors have developed through education and training experiences in addition to initial qualification training.

3.1.1. Eligible personnel are:

3.1.1.1. Flying training unit instructors (T-prefix AFSCs).

3.1.1.2. Survival Evasion Resistance Escape (SERE) training instructors (AFSC 1T0X1).

3.1.1.3. Aerospace Physiology instructors (AFSC 43AX1 and 4M0X1)

3.1.1.4. Flying training and SERE training instructors (AFSC 1T0X1) assigned outside of AETC are eligible to accumulate points toward master instructor. The instructor's points will be evaluated for award of the certificate upon reassignment to AETC.

3.1.2. Individuals who earn master instructor status are authorized to wear the AETC Master Instructor Badge according to the guidelines in AETCI 36-2901, *Wear of the AETC Instructor and Master Instructor Badges*; and AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, as supplemented.

**3.2. Responsibilities:** Unit Commanders. Approve and sign the AETC Form 329, *SERE and Aircrew Master Instructor Qualification Record*, and AETC Form 630, *Master Instructor Certificate*.

**3.3. Experience Criteria:**

3.3.1. Flying Training Instructors. Instructors are required to have 3 years of teaching experience after completion of a formal instructor training course (**T-2**). Two years of this experience must be in the current duty assignment (**T-2**). This can occur in or outside of an AETC instructor assignment. A minimum of 6 months of experience must be in the current tour as an AETC Flying Training Instructor (**T-2**).

3.3.2. SERE Instructors. Instructors are required to have 3 years instructor experience. Two years of this experience must have been in a duty assignment in which the instructor taught a minimum of 24 hours each fiscal quarter.

3.3.3. SERE Trainers. Instructors are required to have a minimum of 18 months of experience as a trainer.

**3.4. Academic Criteria:**

3.4.1. Officers must have at least a baccalaureate degree. SERE and enlisted flying training instructors and civilians must have at least an associate degree.

3.4.2. Academic credit beyond the baccalaureate degree for officers and beyond the associate degree for enlisted and civilian instructors is encouraged. These degree levels represent the minimum required for instructor duty. Master instructor status should exemplify achievements that exceed the minimum requirement.

**3.5. Master Instructor Process.** Flying training and SERE instructors earn master instructor by accumulating a total of 30 points for specific education, training, and job functions. Points are accumulated after completion of a formal instructor training course and are required in at least four of the following six areas.

3.5.1. Five points maximum can be earned for completing resident military or civilian courses that do not award an Air Force specialty or instructor rating, but are job related. One point is earned for courses less than 3 weeks in length. Two points are earned for courses 3 weeks or longer.

3.5.2. Ten (maximum 15) points are required in the area of college education. Courses should relate to instructor's career field or should be education related. Recommended subject areas are psychology of learning, counseling, human resources development, test analysis, journalism, English composition, speech or other communicative skills, and courses related to the instructor's AFSC. Each Semester Hour counts for 2 points and each quarter hour counts for 1.3 points. **Note:** Credit is not earned for military courses that have been evaluated for college equivalent credit. Credit is not earned for courses taken toward the minimum required degree. College Level Examination Program or Dantes tests do not apply.

3.5.3. Flying training and SERE instructors may earn 10 points maximum for periodic instructor awards. **Note:** Unit is minimum of squadron level.

3.5.3.1. Flying training instructors may earn points as follows: one point for unit instructor of the quarter, three points for unit instructor of the year, six points for AETC instructor of the year.

3.5.3.2. SERE instructors may earn points as follows: one point for unit instructor of the quarter, three points for unit instructor of the year, five points for AETC Instructor of the Year, and seven points for USAF Instructor of the Year.

3.5.4. A maximum of five points can be earned for completing job-related correspondence courses. The point value per course hour is 0.12.

3.5.5. A maximum of 10 points may be earned by taking part in continuation and/or recurring training not required to maintain currency or qualification. This training enhances or improves instructor knowledge or performance, other than upgrade training, in courses that broaden the basic level area of expertise. Such training could include Federal Aviation Administration certification and computer courses. Each 12 hours of training earns 1 point.

3.5.6. A maximum of 10 points may be earned for teaching qualification training. One point is earned for every 6 hours of qualification training taught.

CRAIG D. WILLS  
Major General  
Commander

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

AFPD 36-26, *Total Force Development and Management*, 18 March 2019

AFI 11-202V2, *Aircrew Standardization and Evaluation Program*, 06 December 2018

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

AFI 33-360, *Publications and Forms Management*, 01 December 2015

AFI 36-2648, *Community College of the Air Force (CCAF)*, 28 March 2018

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 07 February 2020

AETCI 36-2607, *Survival, Evasion, Resistance, and Escape (SERE) Standards and Evaluations*, 26 March 2019

AETCI 36-2901, *Wear of the AETC Instructor and Master Instructor Badges*, 16 August 2018

*CCAF Campus Affiliations Policies, Procedures, and Guidelines*

***Prescribed Forms***

AETC Form 281A, *Instructor Evaluation Checklist*

AETC Form 329, *SERE and Aircrew Master Instructor Qualification Record*

AETC Form 620, *Academic Instructor Monitoring Checklist*

AETC Form 620E, *T25 Instructor Monitoring Checklist*

***Adopted Forms***

AF Form 623A, *On-The-Job Training Record Continuation Sheet*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AF Form 4141, *Individual's Record of Duties and Experience Ground Environment Personnel*

AF Form 4348, *USAF Aircrew Certifications*

AETC Form 630, *Master Instructor Certificate*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AFI**—Air Force Instruction

**AFSC**—Air Force Specialty Code

**AI**—Academic Instructor

**AIC**—Academic Instructor Course

**CCAF**—Community College of the Air Force

**COR**—Contracting Officer's Representative

**IAW**—In accordance with

**IP**—Instructor Pilot

**MDS**—Mission Design Series

**OPR**—Office of Primary Responsibility

**SERE**—Survival Evasion Resistance Escape

### ***Terms***

**Additional Training**—Includes any training or action recommended by a unit commander that must be completed following removal or downgrade in instructor status.

**Air Advisor**—General purpose force personnel with knowledge and skills necessary to assess, train/educate, advise, and assist partner nations in support of our National Military Strategy. Air Advisor education and training improves the USAF ability to operate in an Irregular Warfare environment and enhances partnerships and partnership capacity with traditional allies, as well as developing nations of strategic interest to the United States.

**Block**—Major component of a course.

**Certification**—Designation of a qualified AI as having completed required training and denotes subject matter expertise to instruct specific lessons and courseware.

**Course**—Entire program of academic training, ground training, simulators and aircraft (as required) conducted in all media during the programmed training days as directed by the syllabus.

**Currency**—Compliance with annual positional proficiency required by this directive.

**Downgrade**—Removal of an individual's instructor status due to failure to meet annual currency requirements or the unit CC determines the individual to be non-proficient.

**Instructor Supervisor**—A qualified instructor whose responsibilities are to perform instructor duties and to supervise and evaluate other instructors.

**Master Instructor**—Qualified instructor who has demonstrated sustained training delivery and professional growth above the minimum AETC training and performance requirements.

**Non-AETC**—As this applies to the consideration of AI courses, refers to a course that was not previously approved by AETC (from any major command) or from a sister service or civilian organization/institution.

**Phase**—A major component of a course. For example, undergraduate pilot training consists of three phases: preflight, primary, and advanced.

**Qualification**—Denotes completion of an approved AI course and an evaluation that has demonstrated an individual's knowledge, capacity, and suitability to perform as an academic instructor and present instructional material in a lecture format.



**Attachment 2****FUNDAMENTAL INSTRUCTOR COMPETENCIES LISTING****Figure A2.1. Fundamental Instructor Competencies Listing.**

**Fundamental Instructor Competencies Listing.** The following list of Instructor Competencies in addition to the list mentioned in paragraph 2.2 will be used during consideration and acceptance of non-AETC approved AI courses:

1. Analyze course materials and learner information.
2. Assure preparation of the instructional site.
3. Establish and maintain instructor credibility.
4. Manage the learning environment.
5. Demonstrate effective communication and presentation skills.
6. Demonstrate effective questioning skills and techniques.
7. Respond appropriately to learner's needs for clarification/feedback.
8. Provide positive reinforcement and motivational incentives.
9. Use instructional methods appropriately.
10. Use media effectively.
11. Evaluate learner performance.
12. Evaluate delivery of instruction and report evaluation information.