

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

**AIR EDUCATION AND TRAINING
COMMAND INSTRUCTION 36-2605,
VOLUME 1**



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Personnel

**FORMAL FLYING TRAINING
ADMINISTRATION AND
MANAGEMENT**

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*This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development and Management*. It establishes policy for student administration, conduct and documentation, information management system responsibilities and provides management guidelines for all Air Education and Training Command (AETC) formal flying training programs and units that fall under Nineteenth Air Force (19 AF). This instruction applies to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC). In addition, this instruction applies to the United States Air Force Academy (USAFA) and 306th Flying Training Group (FTG) graduate flying/parachuting training, Initial Flight Training (IFT), Euro-NATO Joint Jet Pilot Training (ENJJPT) and Survival, Evasion, Resistance and Escape (SERE); however, the memorandums of understanding, host-command guidance, ENJJPT plan of operation, and steering committee guidance take precedence. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule located in the Air Force Records Information Management System (AFRIMS). Subordinate units may supplement this instruction. Each unit will coordinate its supplement with 19 AF Standardization and Evaluation (19 AF/DOV) before publication and forward one copy to 19 AF/DOV after publication. Submit suggested changes to this instruction on AF Form 847, *Recommendation for Change of Publication*, through command channels, to 19 AF/DOV workflow email. 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 Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this publication are Title 37 United States Code, Section 301a, *Special and Incentive Pays*; and Executive Order 9397, which authorizes collection of the social security number. Privacy Act system of records notice F036 AETC S, Flying Training Records, applies and is available on line at <http://dpcl.d.defense.gov/privacy/sorns.aspx>.

SUMMARY OF CHANGES

This Interim Change incorporates AETCI 36-2605, Volume 1, AETC Guidance Memorandum 2021-01, and adds universal student management guidance for students facing aviation service actions during formal training (**Attachment 2**). A margin bar (|) indicates newly revised material.

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Chapter 1

GENERAL GUIDANCE

1.1. Introduction. This instruction outlines requirements for units conducting flying and parachute training. Each unit must institute procedures to ensure training documentation, practices, and student accounting and scheduling are accomplished IAW this instruction.

1.2. Waivers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items (**T-2**). Submit Tier 2 waiver requests through command channels to the 19 AF Director of Operations (19 AF/DO) using AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* (**T-2**). For Tier 3 and non-tiered waivers, the requesting office will send a copy of the approved waiver to 19 AF/DOV within 30 days of approval (**T-2**).

1.3. Additional Guidance. The DSCA 5105.38-M, *Security Assistance Management Manual*, and the AFI 16-105, *Joint Security Cooperation Education and Training*, provide guidance for international military student (IMS) training. AETCI 36-2605 volumes provide specific formal training unit (FTU) guidance. These instructions may designate equivalent positions for Operations Group Commander (OG/CC), Squadron Commander (SQ/CC) and Flight Commander (FLT/CC) for contracted FTUs [i.e., Air Advisor contracted FTU for Non-USAF mission design series (MDS)].

1.3.1. AETCI 36-2605, Volume 2, *Formal Flying Training and Administrative Management – Cadet Airmanship and Graduate Flying/Parachute Training*.

1.3.2. AETCI 36-2205, Volume 3, *Formal Flying Training and Administrative Management – Initial Flight Training (IFT)*.

1.3.3. AETCI 36-2605, Volume 4, *Formal Flying Training and Administrative Management – T-1A, T-6A, and T-38C*.

1.3.4. AETCI 36-2605, Volume 5, *Formal Flying Training and Administrative Management – Combat Systems Officer (CSO)*.

1.3.5. AETCI 36-2605, Volume 6, *Formal Flying Training and Administrative Management – Fighter and Introduction to Fighter Fundamentals (IFF)*.

1.3.6. AETCI 36-2605, Volume 7, *Formal Flying Training and Administrative Management – Mobility Aircraft*.

1.3.7. AETCI 36-2605, Volume 8, *Formal Flying Training and Administrative Management – Special Operations/Personnel Recovery*.

1.3.8. AETCI 36-2605, Volume 9, *Formal Flying Training and Administrative Management – Battle Management Training*.

1.3.9. AETCI 36-2605, Volume 10, *Formal Flying Training and Administrative Management – TH-1H*.

1.3.10. AETCI 36-2605, Volume 11, *Formal Flying Training and Administrative Management – Survival, Evasion, Resistance, and Escape (SERE)*.

1.3.11. AETCI 36-2605, Volume 13, *Formal Flying Training and Administrative Management – Undergraduate Remotely Piloted Aircraft*.

1.3.12. AETCI 36-2605, Volume 14, *Formal Flying Training and Administrative Management – Remotely Piloted Aircraft Basic Sensor Operator Course*. **Note:** AETCI 36-2205 volumes are being re-designated as AETCI 36-2605 volumes. Until the process is completed, any reference to an AETCI 36-2605 volume includes the associated AETCI 36-2205 volume.

1.4. Responsibilities:

1.4.1. **19 AF Commander (19 AF/CC).** 19 AF/CC executes operational-level command and control of all formal aircrew training missions and establishes policy and provides directives and resources for the conduct of the formal aircrew training programs within AETC.

1.4.1.1. 19 AF/CC is the approving authority for command-developed and maintained formal flying training syllabuses. For ANG-unique F-16 syllabuses, the 162 TRS is the syllabus manager and the National Guard Bureau Air, Space, and Information Operations Directorate (NGB/A3) is the approving authority.

1.4.1.2. 19 AF/CC will determine if a casual student (officer/enlisted) awaiting training should be removed from an undergraduate flying training (UFT) training selection list for “cause” based on the respective subordinate commander’s recommendation and the totality of the circumstances.

1.4.1.2.1. When the misconduct is serious enough to warrant discharge from service under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers* or AFI 36-3208, *Administrative Separation of Airmen*, the responsible AETC show-cause authority or separation authority initiates discharge action. Refer to AFI 36-2110, *Total Force Assignments*, paragraph 5.21, for students (officers/enlisted) eliminated from flying training.

1.4.1.2.2. For cases involving ANG or AFRC students, notify NGB/A3OC, or AFRC/A3R, as applicable, prior to any final determination.

1.4.1.3. 19 AF/CC will determine if an officer or enlisted student enrolled in UFT should be eliminated for misconduct which results in or warrants nonjudicial punishment. Based on the totality of the circumstances, the respective subordinate commander will recommend whether the student should be eliminated from training.

1.4.1.3.1. When the misconduct is serious enough to warrant discharge from service under AFI 36-3206 or AFI 36-3208, the responsible AETC show-cause authority or separation authority will initiate discharge action. Refer to AFI 36-2110, paragraph 5.21, for students (officers/enlisted) eliminated from flying training.

1.4.1.3.2. For cases involving ANG or AFRC students, notify NGB/A3OC, or AFRC/A3R, as applicable, prior to any final determination.

1.4.1.3.3. For cases involving international military students, the Air Force Security Assistance Training commander (AFSAT/CC) fulfills the role of 19 AF/CC. The international military student office (IMSO) will coordinate elimination packages with the AFSAT country manager.

1.4.2. **19 AF Director of Operations (19 AF/DO).** 19 AF/DO oversees the conduct of formal training for all aircrews, remotely piloted aircraft crews, CSO, air battle managers (ABM), weapons directors (WD), USAFA airmanship programs, and SERE specialists.

1.4.3. **19 AF Undergraduate Operations (19 AF/DOU).** 19 AF/DOU is responsible for UFT and associated graduate flying training (GFT) and the management of their programmed flying training (PFT) execution.

1.4.3.1. Serves as the training program manager (TPM) for IFT, USAFA airmanship training and graduate flying/parachute training, UPT (to include ENJJPT), undergraduate remotely piloted aircraft training (URT) for both pilots and sensor operators, CSO, and Pilot Instructor Training.

1.4.3.1.1. Notifies 19 AF Pipeline Management Branch (19 AF/DOP) on any action that affects student production and capacity (e.g., syllabus changes, student delays and eliminations, and student recalls, etc.).

1.4.3.2. Serves as functional office of primary responsibility (OPR) for UFT and associated GFT syllabuses IAW AETCI 36-2621, *Flying Training Course Publications Development* and appropriate AETCI 36-2605 volumes.

1.4.3.3. Provides training integration management system (TIMS)/graduate training integration management system (GTIMS) enterprise service desk (ESD) with all necessary syllabuses for inputting into TIMS/GTIMS.

1.4.3.4. Coordinates the syllabus course identifier with 19 AF/DOR and syllabus implementation dates for TIMS/GTIMS with HQ AETC Technology Integration Division (AETC/A5T) prior to releasing a syllabus for use.

1.4.3.5. Provides a representative to the TIMS/GTIMS Functional Working Group to advocate the selection of software enhancements in future TIMS/GTIMS releases.

1.4.3.6. Provides GTIMS program management office a prioritized order of system trouble reports and improvements for TIMS and Discrepancy Reports (DRs) and Enhancement Requests (ERs) for GTIMS.

1.4.4. **19 AF Graduate Operations (19 AF/DOG).** 19 AF/DOG is responsible for graduate flying and aircrew training and the management of their PFT execution. In addition, 19 AF/DOG is responsible for TH-1H Specialized Undergraduate Pilot Training and its associated pilot instructor training.

1.4.4.1. Serves as the TPM for graduate flying and aircrew training to include:

1.4.4.1.1. IFF.

1.4.4.1.2. Fighter FTUs (F-15C, F-16, F-35).

1.4.4.1.3. Mobility FTUs (C-17, KC-135, C-130, KC-46).

1.4.4.1.4. Special Operations/Personnel Recovery FTUs (CV-22, HC-130, MC-130, HH-60, UN-1N) and SERE.

1.4.4.1.5. ABM/WD.

1.4.4.1.6. Remotely Piloted Aircraft (RPA) FTU (MQ-9).

1.4.4.2. Serves as the functional OPR for developing and producing syllabuses, courseware, command-sponsored training aides, contract management of AETC flying training devices, and GFT systems contracts for the graduate training programs. NGB/A30 is the OPR for developing and producing ANG-unique GFT courseware.

1.4.4.3. Notifies 19 AF/DOP on any action that affects student production and capacity (e.g., syllabus changes, student delays and eliminations, and student recalls, etc.).

1.4.4.4. Coordinates the syllabus course identifier with 19 AF Flying Training Resource Analysis Branch (19 AF/DOR) and a syllabus implementation dates for GTIMS with AETC/A5T prior to releasing a syllabus for use. The local base, or the Modification and Update Support System (MUSS) for the specific aircraft platform, will accomplish the GTIMS syllabus change implementation.

1.4.4.5. Provides GTIMS ESD (Help Desk) with all necessary syllabuses for inputting into GTIMS.

1.4.4.6. Appoints a representative to the TIMS/GTIMS Functional Working Group to advocate the selection of software enhancements in future TIMS/GTIMS releases.

1.4.4.7. Provides GTIMS program management office a prioritized order of DRs and ERs.

1.4.5. 19 AF Pipeline Management (19 AF/DOP). 19 AF/DOP is responsible for all AETC graduate and undergraduate flying training student quota management. For class start dates and quota information, refer to the quota management worksheets (QMW) located at <https://cs2.eis.af.mil/sites/12732/default.aspx>.

1.4.5.1. Serves as functional OPR for AETC responsibilities described in HQ Air Force Aircrew Training Distribution and Requirements process as described in AFI 11-412, *Aircrew Management*.

1.4.5.2. Conducts graduate flying training program capacity analysis and publishes wing flying training tasking in the PFT document.

1.4.5.3. Loads PFT tasking into Oracle Training Administration (OTA), updates OTA with changes to PFT, and tracks those changes in the QMW.

1.4.5.4. Determines UPT and undergraduate CSO training Phase III track distribution based on published PFT, production trends, and requirements of the Air Force. Distributes track selection guidance as required to applicable wings.

1.4.5.5. Assists the AF Personnel Center (AFPC) and HQ AETC Personnel Division (AETC/A1K) with undergraduate assignments.

1.4.5.6. Provides TIMS/GTIMS applicable training calendars with programmed class numbers, official class start dates, and graduation or completion dates. Loads PFT calendars into OTA annually.

1.4.6. 19 AF Flying Training Resource Analysis (19 AF/DOR). 19 AF/DOR is responsible for flying training analysis [Flying Training Production Analysis-Web (FTP-W)].

1.4.6.1. Serves as the primary FTP-W administrator and assigns user accounts for access to the application and provides a copy of the users' list to the development team to include users on automated notifications for missing and incorrect data.

1.4.6.2. Establishes and maintains a standard set of business practices and conventions to use with FTPA-W to maintain data integrity with TIMS/GTIMS.

1.4.6.3. Tests and certifies new or modified FTPA-W applications prior to release and implementation to the users. Ensures users receive documentation about any revisions made to the database and application.

1.4.6.4. Creates change requests and sends them to the development team for changes and enhancements to the AETC Decision Support System (ADSS) and FTPA-W. Monitors change request tasked by the development team for testing or review.

1.4.6.5. Serves as liaison between the users and development team concerning FTPA-W system matters.

1.4.6.6. Implements and maintains TIMS/GTIMS Naming/Data Standards, minimum in-processing data elements, and registrar standards located on the 19 AF/DO SharePoint site at <https://usaf.dps.mil/sites/aetc-19af/do/DOU/default.aspx>.

1.4.6.7. Appoints a representative to the TIMS/GTIMS Functional Working Group to ensure requested enhancements to, and functionality of, TIMS/GTIMS meet 19 AF policy and mission requirements.

1.4.6.8. Manages the Aircrew Graduate Evaluation Program IAW AETCI 36-2206, *Aircrew Graduate Evaluation Program*.

1.4.7. 19 AF Standardization and Evaluation (Stan/Eval) (19 AF/DOV). 19 AF/DOV is responsible for flying training policy and standardization.

1.4.7.1. Serves as the point of contact (POC) for all TIMS/GTIMS Stan/Eval module issues.

1.4.7.2. Provides TIMS/GTIMS program management office a prioritized order for requested Stan/Eval functionality enhancements from the units.

1.4.7.3. Provides Primary Pilot Training contractor the proper MDS requirements to be included in the Stan/Eval “modules” in TIMS.

1.4.8. HQ AETC Special Missions Division (AETC/A3Q). AETC/A3Q is responsible for the development, administration and execution of Air Advisor flying training for non-USAF aircraft. **Exception:** This does not apply to AETC standing Air Advisor units under 19 AF (i.e. 81st Fighter Squadron).

1.4.8.1. Fulfills the 19 AF/CC and 19 AF/DO roles and responsibilities identified in this instruction for air advisor training for non-USAF aircraft.

1.4.8.2. Acts as the Registrar, wing commander (WG/CC), OG/CC and SQ/CC for Air Advisor flying training for non-USAF aircraft. **Exception:** AETC/A3Q will act as SQ/CC for all Non-USAF and Air Advisor aircraft training locations unless a USAF SQ/CC has been designated.

1.4.9. HQ AETC Technology Integration Division (AETC/A5T). AETC/A5T provides oversight and program management of TIMS/GTIMS or a follow-on enterprise training management system (TMS) in response to user requirements defined by 19 AF/DO and is responsible for designing and preparing specifications for TIMS/GTIMS system modifications

and providing TIMS MUSS management support for AETC. The local base or base with a specific platform provides MUSS support for GTIMS.

1.4.10. HQ AETC Program Integration Branch (AETC/A5TS):

1.4.10.1. Serves as the functional manager for technical enhancements to the training student management systems. Supports validated requirements of internal and external stakeholders related to assigned automated information.

1.4.10.2. Serves as the primary POC for resolving TIMS/GTIMS syllabus software issues with the contractor. Units should first contact the TIMS/GTIMS ESD to report anomalies and contact the appropriate 19 AF TPM for syllabus execution or interpretation questions. Local OG/CCs retain the right to directly task local support personnel when mission critical.

1.4.10.3. Ensures overall functionality of TIMS/GTIMS to support flying training wing operations.

1.4.10.4. Designs and prepares specifications for system modifications and is the final authority on proposed modifications to the training management systems.

1.4.10.5. Tests and certifies new or modified flying training software prior to release and implementation for TIMS/GTIMS. The local TIMS/GTIMS base-level contractor will brief local leadership on software changes and provide user training.

1.4.10.6. Serves as the primary POC for system managers and system administrators to resolve equipment and software problems.

1.4.10.7. Serves as the OPR for all matters related to archiving data in TIMS/GTIMS. Will remove “finalized” student records (data is correct, final merit assignment selection system (MASS) is run, students graduated and have proper disposition) from the units’ servers when required by records management in coordination with the appropriate 19 AF TPM. Destroys electronic copies of a student’s flying training records per AFRIMS records disposition schedule when superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

1.4.10.8. Implements and maintains system standards to ensure standardized student management procedures in TIMS/GTIMS.

1.4.10.9. Maintains staff surveillance of ADSS.

1.4.10.10. Designs and prepares specifications for system modifications. Is the final approval authority on proposed modifications to ADSS.

1.4.10.11. Provides technical advice to ADSS administrators to include database design and canned and ad-hoc report generation.

1.4.10.12. Acts as a liaison between users and ADSS administrators.

1.4.10.13. Provides program management functions for GTIMS and ADSS.

1.4.11. Operations Group Commanders (OG/CC). OG/CCs, FTG/CCs, fighter group commanders (FG/CC) or training group commanders (TRG/CC) in an FTG are responsible for formal course training. The OG/CC:

1.4.11.1. Follows the guidance in the education and training course announcements (ETCA) at <https://app10-eis.aetc.af.mil/etca/SitePages/home.aspx#Home> and will notify the appropriate 19 AF TPM if ETCA requirements for a specific course are not current (T-2).

1.4.11.2. Ensures graduates meet Air Force requirements of standards and discipline (T-2).

1.4.11.3. Establishes a registrar to oversee and (or) perform student administrative duties for formal course training (T-2).

1.4.11.4. Follows the procedures to disenroll (e.g., withdraw, eliminate, recall, etc.) students from training IAW this instruction, the applicable AETCI 36-2605 volume, syllabus, AFI 11-402, *Aviation and Parachutist Service*, and AFI 11-202 Volume 1, *Aircrew Training*, AETC Supplement (T-2). The SQ/CC follows the Commander's Review (CR) process in the syllabus or applicable AETCI 36-2605 volume, and documents CR on AETC Form 126A, *Record of Commander's Review Action*, or a specified form prescribed in the program-specific AETCI 36-2605 volume.

1.4.11.5. As applicable, assigns or nominates personnel to provide government oversight of contractor performance such as an Aircrew Training System program manager, course manager or subject matter expert for each crew position in every MDS, and contracting officer representative (COR). Some documentation may refer to COR as Project Officer, Quality Assurance Representative, or Evaluator or Personnel Contracting Officers.

1.4.11.6. When applicable, establishes an international military student office as described in AFI 16-105.

1.4.12. **Registrar.** The registrar, or a similarly designated wing or group OPR manages student accounting actions from arrival, through training and departure (T-2). The registrar:

1.4.12.1. Ensures a complete and accurate entry roster of enrolled students is submitted to the appropriate force support squadron (FSS) or designated OPR no later than (NLT) five duty days before the class start date, if applicable (T-2). For AF Form 63, *Officer and Airman Active Duty Service Commitment (ADSC) Acknowledgement*, and ADSC guidance refer to AFI 36-2107, *Active Duty Service Commitments (ADSC)*. **Note:** Some courses require enlisted airmen to have sufficient retainability to serve ADSC. Contact 19AF/DOU and the FSS if an enlisted candidate has insufficient retainability.

1.4.12.2. Ensures required data is input into the OTA and FTPA-W NLT five (5) duty days after the class start date, student graduation or student status change (T-2). For OTA data see https://cs2.eis.af.mil/Sites/12732/Fly_Tng_Docs1/OTA/OTA_Codes.xlsx and for FTPA-W see <https://adss.us.af.mil/FTPAW-CAC/Help/FTPAW%20Help%20Document%20-%20Admin.pdf>.

1.4.12.3. Inputs AETC-required student data into TIMS/GTIMS NLT 10 duty days after the class start date (T-2). If the student data is input via a data file, the registrar ensures all required data is entered (T-2). Units will comply with the procedures located on the 19 AF/DOU Policy site <https://usaf.dps.mil/sites/aetc-19af/do/DOU/default.aspx> for data element naming standards and required in-processing data elements that must be entered in TIMS/GTIMS (T-2). AETC-gained ANG FTUs that do not use TIMS/GTIMS may use

other parent major command (MAJCOM)-approved electronic media or paper documentation. **Exception:** Air Advisor flight training will only maintain biographical data as it relates to emergency contact information.

1.4.12.4. Updates TIMS/GTIMS database to reflect the new course data as soon as possible as the students move from one phase and (or) course of training to another (**T-2**). Additionally, registrars will update class assignment in TIMS/GTIMS as students move from class to class within a phase and (or) course due to “washback” or “wash forward” (**T-2**).

1.4.12.5. Enters the student's finalization status, “complete” or “attrite,” into TIMS/GTIMS within 10 duty days (**T-2**). When student status is not properly finalized, the registrar works with the TIMS/GTIMS manager (TM) to remedy the deficiency.

1.4.12.6. Maintains official local copies (paper or electronic records) of a student’s flying training records for one year unless they are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes, per local records management and disposition schedules (i.e., records generated outside of TMS) (**T-2**). **Note:** Any removal of information contained in TIMS/GTIMS will **only** be accomplished by AETC/A5T (**T-2**).

1.4.12.7. Ensures each student completes a unit developed out-processing checklist and verifies each student has collected required official records (**T-3**).

1.4.12.8. Issues the AF Form 1256, *Certificate of Training*, upon graduation from the formal training course (**T-2**). This responsibility may be delegated to another individual.

1.4.12.9. Ensures the student training folder is closed out NLT 10 duty days after the class graduation date or individual student’s graduation date, whichever is later (**T-2**).

1.4.12.10. Notifies the FSS when a student does not graduate from an ADSC awarding course (**T-2**). Forwarding a class graduation roster fulfills this requirement.

1.5. Formal Course Syllabus. A syllabus is the command-approved directive for executing each formal training course. The syllabus is directive and will be followed as written, unless an exception is noted or waiver request is approved. Prerequisite waiver, execution waiver approval authority, and deviation instructions are defined in each syllabus or applicable AETCI 36-2605 volume. If a conflict with an AFI 11-2MDS-specific publication is discovered, the AFI 11-2MDS-specific publication takes precedence. Notify the syllabus OPR of the conflict.

1.6. End-of-Course Critiques. Each organization conducting formal training administers an end-of-course critique program as an integral part of the formal training course. The OG/CC determines the critique’s content and medium. As a minimum, critique will include questions directly inquiring about unprofessional relationships, maltraining, maltreatment and others as directed by 19 AF/CC (**T-2**). For contractor-provided critiques, the OG/CC or unit responsible for contract oversight will review and authorize content and medium (**T-3**). Supervisors review reports and initiate corrective action as necessary. Administer the critique within 15 duty days prior to graduation (**T-3**). Use AETC Form 673, *Student Critique*, or an approved local critique form for written critiques.

1.7. Training Folders. Training folders and personal information folders belong to the Air Force. Personnel must safeguard training folders at all times. Loss or destruction of these documents

could subject the member to adverse administrative action, as well as possible prosecution under the Uniform Code of Military Justice. Squadron personnel must brief students on potential adverse administrative actions (**T-2**).

1.8. Duty Day. Students in formal flying training programs do not perform duties in excess of 12 hours per day unless authorized in the applicable AETCI 36-2605 volume or syllabus (**T-2**).

Chapter 2

ACADEMIC TRAINING

2.1. Scheduling Training. The actual duration limit for student academic training will not exceed eight (8) hours for “new”, testable material during each training day unless authorized in the applicable AETCI 36-2605 volume or syllabus (**T-2**). Examinations or formal testing time shall count toward the eight hour academic day duration limitation computation.

2.2. Undergraduate Flight Training Academic Integrity Standards. After IFT and before UFT students take their first academic test, their assigned squadron commander will brief them on AETC’s Academic Integrity Standards found in AETCI 36-2909, *Recruiting, Education, Accessions, and Training Standards of Conduct* (**T-2**). Students will then sign AETC’s UFT Academic Integrity Standards document (**T-2**). Students only need to sign the document once during UFT. **Exception:** ENJJPT students will fulfill this requirement during a syllabus-directed academic lesson and are not required to sign the UFT Academic Integrity Standards document.

2.2.1. The document is available at the AETC Bookstore, “General Pubs” tab at: <https://trss3.randolph.af.mil/bookstore/home/homePage.aspx>. Once signed, scan the document and place it in student’s training folder (**T-2**). A template of UFT Academic Integrity Standards document saved in TIMS/GTIMS and signed by the student is an acceptable alternative.

2.2.2. Local bookstores may maintain copies of the UFT Academic Integrity Standards document to facilitate this requirement.

2.3. Academic Instructor Responsibilities: See AETCI 36-2604, *Flying Training Instructor Programs*, for guidance.

2.4. Absentee Records. Record student absences in TIMS/GTIMS or locally developed form (**T-3**). Keep these records for administrative purposes and destroy after class graduation.

2.5. Examinations. The minimum passing score is 85 percent. Only a course-qualified academic instructor may administer examinations [not applicable for air reserve component (ARC) units]. During examinations, instructors answer questions only to clarify the meaning of questions or answers. Instructors should avoid answering in a manner to change a student’s confidence in an answer or directing a path for problem resolution. Anything said to one student should be shared with the entire class. AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, authorizes using end-of-course examinations to fulfill the requirements of requisite examinations.

2.5.1. AETC Form 26, *Standard Answer Sheet (50 Items)*, AETC Form 26A, *Standard Answer Sheet (100 items)*, or AETC Form 26B, *Standard Answer Sheet (200 items)*, may be used to answer examination questions if an approved electronic examination program is not available.

2.5.2. An examination control monitor:

2.5.2.1. Manages and stores examinations, answer sheets, answer keys, discs, and item analyses in a locked metal file cabinet or safe (**T-3**). Electronic examinations must have appropriate password security procedures and need not comply with the above requirements (**T-3**).

2.5.2.2. Ensures all materials, including test analyses and item analyses, are always secure from unauthorized viewing, and maintains a list of personnel authorized to remove examinations **(T-3)**.

2.5.2.3. Conducts an inventory of examinations every six months or whenever an examination compromise is suspected **(T-3)**. Immediately notifies the appropriate 19 AF TPM when an examination is compromised **(T-2)**.

2.5.2.4. Destroys examinations when materials become obsolete, surplus, damaged, or illegible and records this action on AETC Form 157, *Examination Control Log* **(T-3)**.

2.5.3. Personnel document examination removals on AETC Form 157 **(T-3)**. Each examination requires a separate AETC Form 157 **(T-3)**. Instructors record the date and time, number sequence of examinations, name of person removing the examination, and reason for removal on AETC Form 157 **(T-3)**. Destroy the form six months after the last entry **(T-3)**.

2.5.4. For UFT courses and their associated graduate courses, do not change the examination, discard questions, or do anything to affect the results of the examination without approval from 19 AF/DOU **(T-2)**. If contact cannot be made in a reasonable time, the Air Force site representative may delete a question made obsolete because of changes to a technical order, aeronautical publication, or Air Force publication.

2.5.5. Suggested changes to graduate courses or examinations are submitted to the appropriate courseware provider.

Chapter 3

STUDENT MANAGEMENT

3.1. Physical Fitness. Implement AFI 36-2905, *Fitness Program*, and align minimum fitness assessment standards with the most current AF instruction. This policy does not apply to USAFA cadets participating in airmanship courses. Refer to the applicable syllabus for specific guidance.

3.1.1. UFT students will not graduate, nor be awarded an aviation rating without a current Excellent or Satisfactory fitness assessment score (**T-2**). In addition to the requirements of AFI 36-2905, continue Advanced phase UFT students with a current Unsatisfactory fitness assessment score in training, but place them on administrative hold prior to class graduation (**T-2**). These students will either pass the fitness assessment and graduate, or be eliminated from training through a Commander's Review (**T-2**). **Note:** If students have a Composite Exemption, the FTS or student squadron will work with 19 AF/DOU to determine the appropriate course of action.

3.2. Military Customs, Courtesies, and Traditions. Students must understand customs, courtesies, and traditions play a time-honored role in the military profession and serve as an integral part of their development as professionals and future leaders. OG/CCs are encouraged to establish a program of activities to reinforce traditional military customs and courtesies to prepare students for future leadership roles.

3.3. Instructor and Student Relationships. Professional conduct and relationships are essential to a quality training environment. Students and instructors are expected to maintain high standards of bearing and behavior, and demonstrate a professional attitude toward superiors and subordinates. All training conduct and relationships must comply with AFI 36-2909, *Professional and Unprofessional Relationships*, AETCI 36-2909 and 19 AF supplement to AETCI 36-2909.

3.4. Medical Management. (not applicable for IFT, see AETCI 36-2205, Volume 3.) This section, AFI 48-123, *Medical Examinations and Standards* and AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, establish student management requirements for flight surgeons and operations personnel. Operations and medical personnel must ensure commanders are informed when students exhibit manifestation of apprehension (MOA) symptoms or other medical conditions affecting daily student training decisions. They must also strive to keep students motivated and flying on a regular basis. **Note:** In the event of a physiological incident during an Air Advisor flight training course, students must see a US military or equivalent flight surgeon before resuming flight training.

3.4.1. **Airsickness.** The airsickness management program is outlined in AETCI 48-102.

3.4.2. **Manifestation of Apprehension:**

3.4.2.1. Definition. MOA is a state of psychological anxiety, apprehension, or physical impairment that students exhibit toward their training environment.

3.4.2.2. Symptoms. MOA symptoms may include passive or active airsickness, insomnia, appetite loss, anxiety, or tension related to the flying or controlling environment. Students may try to mask MOA symptoms with frequent vague medical problems, frequent visits to the flight surgeon, lack of preparation, or day dreaming. Performance deterioration or airsickness is more common and occurs over a long period.

3.4.2.3. Identification. At times, the best possible identification of MOA is an instructor's subjective evaluation. A student's sudden lack of motivation, negative attitude toward learning, loss of sense of humor, or other personality changes may indicate MOA. The instructor informs the FLT/CC when a student's performance is impaired because of actual or suspected MOA.

3.4.2.4. Management Procedures. The SQ/CC or FLT/CC requests a flight surgeon examination for a student with MOA symptoms **(T-3)**. If no psychological or physical problems are present, the student is medically qualified for flying and controlling duties. The decision to eliminate a student for MOA reasons is an operational decision based on mission impairment and risk management. The SQ/CC reviews the student's training record and enters justification for recommending elimination for MOA **(T-2)**. For elimination procedures for rated crewmembers with MOA, refer to AFI 11-402 as supplemented.

3.4.3. **Inflight G-Tolerance Problems.** For students experiencing G-tolerance difficulties, supervisors should refer to AFI 11-404, *Fighter Aircrew Acceleration Training Program*; AFPAM 11-419, *G-Awareness for Aircrew*; and AETCI 11-406, *Fighter Aircrew Conditioning Program (FACP)*. Following a G-tolerance incident, the FLT/CC reviews the student's training folder and discusses anti-G straining maneuver (AGSM) procedures with the student to ensure maximum training effectiveness **(T-3)**. Document any G-tolerance incident in the student's training folder **(T-3)**.

3.4.3.1. G-induced Physiological Incidents.

3.4.3.1.1. G-force induced loss of consciousness (G-LOC) and visual blackouts are considered G-induced physiological incidents.

3.4.3.1.2. When a student experiences a G-induced physiological incident, the instructor terminates the sortie and grades the event according to the syllabus and the applicable AETCI 36-2605 volume **(T-2)**. The instructor ensures the Wing Safety office is notified immediately after landing **(T-3)**. A flight surgeon evaluates any student who experiences in-flight G-tolerance problems **(T-3)**.

3.4.3.1.3. The OG/CC reviews the circumstances surrounding each G-induced physiological incident and determines the appropriate action **(T-3)** Report the incident as a physiological incident or mishap IAW AFI 48-123 and AFI 91-204, *Safety Investigations and Reports*. The OG/CC may delegate the review process to the flying SQ/CC.

3.4.3.1.4. Except for the F-35A, the student flies the next sortie dual **(T-2)** As a minimum, F-35A students will perform a G-awareness exercise during the next training sortie IAW AFMAN 11-2F-35A Volume 3, *F-35A-Operations Procedures*.

3.4.3.1.5. Document every G-induced physiological incident in the student's training folder **(T-2)**.

3.4.3.1.6. Procedures for flight surgeon and aerospace physiologist or trained Air Force personnel (TAFP) follow:

3.4.3.1.6.1. If a G-induced physiological incident is the result of an improper AGSM, the flight surgeon refers the student to the aerospace physiologist or TAFP,

as appropriate, for a one-on-one training session to be accomplished before the next aircraft lesson **(T-3)**. The session includes proper AGSM use. The aerospace physiologist or TAFP, as appropriate, evaluates the student's AGSM performance to determine if additional instruction is necessary.

3.4.3.1.6.2. A G-induced physiological incident caused by an easily remedied medical reason, such as dehydration, does not require additional AGSM training. Flight surgeons may use counseling as an effective training method. G-intolerance for an unresolved cause is a reason for elimination from training. Refer all UPT student cases pending elimination for G-intolerance after completion of the Primary phase to 19 AF/DOU, NGB/A3, AFRC/A3D, and ARC home unit, as appropriate, for review **(T-2)**.

3.4.3.1.6.3. G-induced physiological incidents may require a medical waiver prior to return to flying duties IAW AFI 48-123.

3.4.3.1.7. Procedures for students experiencing more than one G-induced physiological incident follow:

3.4.3.1.7.1. A second G-induced physiological incident caused by an improper AGSM requires evaluation and training in the centrifuge before the student may continue in the course flow **(T-2)**.

3.4.3.1.7.2. If a student experiences a second G-induced physiological incident in a formal flying training course, the flight surgeon reports the situation to HQ AETC Surgeon General Office (AETC/SGP) before clearing the student for further flying.

3.4.3.1.8. The FLT/CC:

3.4.3.1.8.1. Reviews the student's training folder and discusses AGSM procedures with the student to ensure maximum training effectiveness **(T-3)**.

3.4.3.1.8.2. Restricts a student in dual-seat aircraft to dual-only flying until completion of initial centrifuge training **(T-2)**. This restriction applies to a student experiencing a G-related incident before completing a formal flying training course requiring centrifuge training. If the student fails to complete centrifuge training, refer to AFI 11-404 to determine the appropriate course of action.

3.4.3.1.9. For flying training units, the flight surgeon forwards a summary of the medical evaluation to AETC/SGP. A healthy student who is unable to perform satisfactorily under G-forces despite repeat centrifuge training is administratively handled as follows:

3.4.3.1.9.1. [Active Duty Students] If administrative procedures move the student to a low-G weapon system, 19 AF/DOU, 19 AF/DOG or AETC/A3Q determines whether the individual should be restricted from future duties as a pilot or an instructor pilot in an AETC aerobatic aircraft. If such a restriction is warranted, 19 AF/DOU, 19 AF/DOG or AETC/A3Q informs AFPC by memorandum.

3.4.3.1.9.2. [ANG and AFRC Students] If administrative procedures move the student to a low-G weapon system, 19 AF/DOU or 19 AF/DOG determines whether the individual should be restricted from future duties as a pilot or an instructor pilot in aerobatic aircraft. If such restrictions are warranted, 19 AF/DOU or 19 AF/DOG

informs NGB/A3 or AFRC/A3 by memorandum, who then informs the student's home unit by memorandum and waits for notification of the student's reassignment or classification.

3.4.3.2. Centrifuge Training. Conduct centrifuge training IAW AFI 11-404.

3.4.4. Administrative Requirements for Flying Training Supervisors and Flight Surgeons:

3.4.4.1. Flight surgeons will notify flying and formal training units of a student's restrictions on a DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, completed during initial screening, or any subsequent flight surgeon's office visit conducted during training. Other relevant information required to determine fitness of a student will be disclosed IAW AFI 41-210, *Tricare Operations and Patient Administration*, Section 6E.

3.4.4.1.1. Commanders may release information provided by the flight surgeon's office IAW AFI 41-210, to determine the fitness of a student to begin or continue training. This sensitive information should only be released IAW the Privacy Act 1974, to members of the commander's staff (DO, FLT/CC, Lead instructor etc.) deemed necessary to make a determination of fitness to begin or continue training.

3.4.4.1.2. Flying training supervisors forward a list of flying restrictions listed in the DD Form 2992 for each student to the gaining units (**T-3**). An instructor or squadron supervisor may direct a student to visit the flight surgeon, or a student may self-initiate the visit.

3.4.4.2. The FTU staff or contractor will document all flight surgeon or aerospace physiologist visits causing a training impact on an AF Form 4293, *Student Activity Record*, or locally produced document (**T-2**). Document any recommended flying restrictions after a directed or self-initiated visit (**T-2**). File the form in the weapon system specific training management system (i.e., TIMS, GTIMS, etc.) or training folder (**T-2**). For international students, the AF Form 4293 may be maintained separately by the IMSO.

3.5. Training Delay – Medical (TDM) Status. TDM is also referred to as Administrative Hold–Medical (Admin Hold–Medical) in some of the MDS-Specific AETCI 36-2605 volumes.

3.5.1. Only appropriately credentialed flight surgeons determine when students are medically disqualified for flying duty (**T-2**). Medical personnel communicate changes in medical qualification by telephone, DD Form 2992 or another Service's equivalent. For temporary medical disqualifications, the DD Form 2992 includes an estimated duration of the medical disqualification ("Estimated Duration of DNIF").

3.5.2. For rated officer not in an UFT course and mission qualified career enlisted aviator formal course students, 19 AF/CC authorizes the WG/CC (or equivalent) to disenroll formal course students for medical disqualifications that do not warrant TDM status or exceed the authorized duration. Use AETC Form 125A, *Record of Administrative Training*, or the elimination form prescribed in the appropriate AETCI 36-2605 volume [e.g., AETC Form 140, *Record of Commander's Review Action (Instructor Pilot Training)*]. Formal course students who are disenrolled from training in these circumstances may attend the training at a future date if the medical condition is resolved and the student otherwise remains qualified for the

training. **Note:** Does not apply to current career enlisted aviator who are enrolled in URT as enlisted RPA student pilots.

3.5.3. After consulting with a flight surgeon, operations supervisors make administrative decisions on a formal course student's ability to continue in training. The FLT/CC (or equivalent) must approve initial placement in TDM status (**T-3**). Reference **Table 3.1** and **Table 3.2** for a summary of required actions. Specifically:

3.5.3.1. A formal course student whose temporary disqualification is expected to last less than 30 days, or the course duration (whichever is shorter) may continue in training. **Exception:** All IFT students whose condition is not expected to be resolved within five days will be disenrolled from the course (**T-2**). Air Advisor students whose condition is not expected to be resolved in within five days will be disenrolled at the discretion of AETC/A3Q.

3.5.3.2. A formal course student whose temporary disqualifications is expected to last more than 30 days or the course duration (whichever is shorter) will be placed in TDM status if their medical condition is expected to be resolved within 12 months (six months for graduate level courses) and the unit anticipates the student can continue in training (**T-2**). **Exception:** Cadet students in USAFA airmanship courses refer to AETCI 36-2605, Volume 2 and the associated syllabus.

3.5.3.2.1. Document TDM status in the student's training record and include the date of placement and the anticipated date of removal (**T-2**). Make an entry in the student's training record if this situation changes (**T-2**).

3.5.3.3. If the unit anticipates the formal course student will not be able to continue in training after the medical condition is resolved, the student will be disenrolled from training (**T-2**).

3.5.4. Duration of TDM status and required coordination:

3.5.4.1. The SQ/CC (or equivalent) may authorize a TDM status for up to six months, or the course duration (whichever is shorter). When formal graduate-level course students are expected to remain in TDM status longer than the six months or the course duration (whichever is shorter) they should be disenrolled from training. Before the SQ/CC authorizes a TDM status over three months, the unit must coordinate the recommendation with AETC/SGP and notify 19 AF/DOU, 19 AF/DOG and AETC/A3Q (as appropriate) (**T-2**). Recommendations to stay on TDM status longer than three months must be accompanied by a recommendation from both the attending flight surgeon and the FLT/CC (**T-2**). Do not include protected health information IAW Department of Defense (DoD) 6025.18-R, *DoD Health Information Privacy Regulation*. Units will use AETC Form 6, *Waiver Request*, to document this authorization.

3.5.4.2. WG/CC (or equivalent) may authorize a TDM status for up to 12 months for UFT or non-USAF/Air Advisory courses only. When formal course students are expected to remain medically disqualified longer than the 12 months or the course duration (whichever is shorter) they will be disenrolled from the course (**T-2**). Before either the WG/CC (or equivalent) authorizes a TDM status over six (6) months, coordinate the recommendation with AETC/SGP and notify 19 AF/DOU (**T-2**). Recommendations for a TDM status longer than six months must be accompanied by a recommendation from both the attending flight

surgeon and the SQ/CC (T-2). Do not include protected health information IAW DoD 6025.18-R. Units will use AETC Form 6 to document this authorization.

3.5.4.3. For determining course duration, consider the remaining time in the student's assigned formal course class as listed on at <https://cs2.eis.af.mil/sites/12732/default.aspx>.

Note: Course duration does not apply to UFT students.

Table 3.1. TDM Status and Coordination (UFT Only – excluding IFT).

Status	Duration	Approval Authority	Actions
DNIF	< 30 days	Flight Surgeon	Flight surgeon completes a DD Form 2992 identifying the expiration date/estimated duration of grounding.
TDM	31 days – 3 months	FLT/CC	<ol style="list-style-type: none"> 1. Place in TDM status if the student's medical condition is expected to be resolved within 12 months and it is anticipated the student can continue in training. 2. If student's medical condition is not expected to be resolved within 12 months or it is anticipated the student will not be able to continue in training after the medical condition is resolved, the student will be disenrolled from training through a CR.
TDM	3 – 6 months	SQ/CC	<ol style="list-style-type: none"> 1. Coordinate recommendation with AETC/SGP (include a recommendation from both the attending flight surgeon and the FLT/CC). 2. Notify 19 AF/DOU or AETC/A3Q (as appropriate)
TDM	6 – 12 months	WG/CC	<ol style="list-style-type: none"> 1. Coordinate recommendation with AETC/SGP (include a recommendation from both the attending flight surgeon and the SQ/CC). 2. Notify 19 AF/DOU.
TDM	> 12 months		<ol style="list-style-type: none"> 1. Disenroll the student from training through a CR. <p>Note: AF/CV is approval authority for an ETP.</p>

Table 3.2. TDM Status and Coordination (Graduate-Level Courses).

Status	Duration	Approval Authority	Notes
DNIF	< 30 days	Flight Surgeon	Flight surgeon completes a DD Form 2992 identifying the expiration date/estimated duration of grounding.
TDM	31 days – 3 months or course duration (whichever is shorter)	FLT/CC	1. Place in TDM status if the student's medical condition is expected to be resolved within 6 months or the course duration (whichever is shorter) and it is anticipated the student can continue in training. 2. If student's medical condition is not expected to be resolved within 6 months or the course duration (whichever is shorter), the student will be disenrolled from training through a CR.
TDM	3 – 6 months or course duration (whichever is shorter)	SQ/CC	1. Coordinate recommendation with AETC/SGP (include a recommendation from both the attending flight surgeon and the FLT/CC). 2. Notify the 19 AF/DOG.

3.6. Administrative Hold Other (Admin Hold - Other). Use Admin Hold - Other to suspend a student's training for other than medical reasons. Use Admin Hold - Other judiciously for extenuating circumstances, to include serious family illness or death, or other personal problems beyond the individual's control.

3.6.1. The unit will place students whose training has been suspended for other than medical reasons for more than 15 training days on Admin Hold - Other (**T-2**). Applicable AETCI 36-2605 volumes may be more restrictive or provide further guidance regarding the placement and timing for Admin Hold - Other.

3.6.2. WG/CC approval is required for Admin Hold - Other durations exceeding three months and may not exceed six months in duration (**T-2**). For all Admin Hold - Other duration of three to six months, notify 19 AF/DOU or 19 AF/DOG (as appropriate) (**T-2**). If it appears a student requires Admin Hold - Other for greater than six months the student will be disenrolled from training (**T-2**).

3.7. Administrative Procedures for TDM and Admin Hold – Other. Units will:

3.7.1. Notify 19 AF/DOU, 19 AF/DOG or AETC/A3Q (as appropriate) when a student is placed in TDM status or on Admin Hold - Other (**T-2**). Notification will include the student's name, class identifier, scheduled course start and graduation dates, proposed duration, reason for action, and expected return to training date.

3.7.1.1. For ARC students placed on Admin Hold - Other, also notify NGB/A3O (for ANG) or AFRC/A3R (for AFRC).

3.7.1.2. If elimination for medical disqualification is warranted for ARC students, notify 19 AF/DOU or 19 AF/DOG (as appropriate) **(T-2)**.

3.7.2. Notify 19 AF/DOU or 19 AF/DOG and AETC/FMA when students funded under the temporary duty-to-school program are delayed for longer than seven calendar days **(T-2)**. Ensure the student's orders are amended for all delays over seven calendar days. Additionally, notify AETC/FMA when students funded under the temporary duty-to-school program are placed in TDM status.

3.7.3. Notify the Host Aviation Resource Management office and registrar of all Admin Hold - Other and TDM placements **(T-2)**. The registrar will update the student's status in the Personnel Data System (if required) to reflect the student status codes **(T-2)**.

3.7.3.1. Use the student status codes in **Table 3.3** to update OTA if a student is eliminated for medical reasons or placed in a TDM status **(T-2)**.

3.7.3.2. Refer to the OTA Chapter of the Personnel Services Delivery Guide and the Student Status Code definitions in the OTA spreadsheets.

Table 3.3. OTA Student Status Codes.

Code	Student Status	Definition
IM	INEFFECTIVE MEDICAL – WHILE IN TRAINING	Accounts for students temporarily removed from training but expected to return to the current course (TDM)
WM	WASHBACK IN TRAINING MEDICAL REASONS	Accounts for students washed back in training due to medical reasons.
LM	ELIMINATION – MEDICAL REASONS	Accounts for students administratively disenrolled from training due to medical disqualifications that do not warrant a TDM status or exceed the authorized duration.
Note: Do not use “IA” (INEFFECTIVE WHILE IN TRAINING ADMINISTRATIVE REASONS)		

3.8. Commander's Awareness Program (CAP):

3.8.1. **Objective.** The objective of CAP is to focus supervisory attention on a student's progress in training, specific deficiencies, and potential to complete the program. CAP may also be used to monitor personal issues requiring supervisory attention.

3.8.1.1. **Applicability.** CAP does not apply to courses of seven training days or less, or Air Advisor flight training courses; however, when CAP does not apply to a training program, place a note in the training syllabus: “CAP does not apply.”

3.8.1.2. **Categories.** CAP is divided into the following categories:

3.8.1.2.1. **Flying or Airmanship.** Students demonstrating flying deficiencies in an aircrew training device or aircraft.

3.8.1.2.2. **Procedural.** Students exhibiting substandard general or emergency procedure knowledge.

3.8.1.2.3. **Academic.** Students exhibiting substandard academic performance.

3.8.1.2.4. **Airsickness/Physiological Incidents.** Students exhibiting airsickness, MOA, G-LOC, etc.

3.8.1.2.5. **Military.** Students exhibiting substandard military or professional behavior.

3.8.1.2.6. **Language.** Students exhibiting difficulty with English language comprehension or proficiency affecting performance in other areas. Commanders will consult with the IMSO during all CAP placements, additional training and CAP removals when IMS are placed on CAP for language. **(T-3)**

3.8.1.2.7. **Other.** Students with personal issues requiring supervisory attention.

3.8.2. **Squadron Commander (SQ/CC) Responsibilities.** The flying SQ/CC (or equivalent) administers the program. SQ/CC may delegate the day-to-day CAP administration as required.

3.8.3. **Local Guidance.** Units will develop (or specific AETCI 36-2605 volumes will provide) CAP guidance as it relates to the unit's mission. **(T-2)** This guidance should address such topics as day-to-day administrative responsibilities (if delegated), criteria for different CAP categories, notification processes, student or training activity restrictions, instructor continuity requirements, documentation requirements, counseling requirements, and placement and removal procedures. Local guidance will include:

3.8.3.1. Restrictions on additional inexperienced instructors flying with students on CAP. **(T-3)** As much as possible, CAP students should fly with experienced instructors. Flight Commanders will not use inexperienced instructors as an additional CAP counter without Squadron Commander or Director of Operations approval. **(T-3)**

3.8.3.2. Restrictions on the use of inexperienced instructors flying with international military students (IMs). **(T-3)**

3.8.3.3. Additional resources available through the IMSO and AFSAT for IMs with language difficulties. **(T-3)**

3.8.3.4. Procedures for placing students on Administrative Hold Other (paragraphs 3.6 and 3.7) until such time when students placed on CAP for Language (paragraph 3.8.1.2.6) attain the required comprehension and proficiency required for training. **(T-3)**

Chapter 4

INTERNATIONAL MILITARY STUDENT (IMS) TRAINING

4.1. Flying Training – Formal.

4.1.1. **USAF-trained IMSs.** IMSs who meet all prerequisites and requirements may enter USAF formal flying training directly without additional consideration; otherwise, a waiver is required.

4.1.1.1. The IMS' country is responsible for requesting the waiver. Waivers are approved on a case-by-case basis IAW the syllabus or applicable AETCI 36-2605 volume.

4.1.1.2. If it is determined an IMS with a waiver lacks the required skills, the school house course director (or equivalent) through coordination between the unit, 19 AF/DOU or 19 AF/DOG, AFSAT and AF International Affairs (SAF/IA) will determine the disposition of the training. The IMS may be removed from training, denied further training or may be provided remedial training. In these cases the Country will be required to pay for any additional training and activities.

4.1.2. **Non-USAF-trained IMS (IMS trained by Contractors).** In order to ensure Direct Commercial Sales flying training standards are equivalent to those required for aircrew qualification at USAF weapon system specific and specialized follow-on training (FOT), the Country should work with the Direct Commercial Sales (DCS) vendor prior to initial training to verify scheduled training adheres to USAF standards. The USAF may agree in advance to accept students directly into Initial Training or FOT. If the USAF determines the DCS training is not acceptable for the purpose of IMS acceptance into FOT, the following applies:

4.1.2.1. The Country must obtain and provide training documentation to country and program managers 90 days prior to course start date for USAF review. The country and program managers in conjunction with the appropriate 19 AF TPM will conduct a thorough syllabus comparison to determine if the combination of previous training, qualifications and experience are equivalent to USAF standards. The Country is the primary liaison with the DCS vendor for obtaining training data which requires USAF review. Country and program managers may interact with the vendor (but are not obligated) to obtain the required data.

4.1.2.2. Once it is confirmed all prerequisites and requirements are met, an IMS in this category may be considered for entry into USAF formal flying training.

4.1.2.2.1. Prior to course entry, IMSs may require further screening to ensure their skills match those listed in their training and qualification records. The training provider determines the screening content in order to evaluate areas that determine the IMS' qualifications to begin FOT. Screening may include both a simulator period and tabletop session (or suitable equivalent).

4.1.2.2.2. If upon entering the formal course, it is determined the IMS lacks the documented skills, the school house course director (or equivalent) through coordination between the unit, 19 AF/DOU or 19 AF/DOG, AFSAT and SAF/IA will determine the disposition of the training. The IMS may be removed from training,

denied further training or may be provided remedial training. The Country will be responsible for payment of any additional training and activities.

4.1.2.2.3. 19 AF TPM will conduct periodic reviews of IMS performance to evaluate course entry prerequisites, and work with AFSAT and SAF/IA to refine and change them as required to help ensure IMSs are prepared to successfully complete training.

4.1.2.3. In all cases, existing policies, regulations and laws, to include the Federal Aviation Regulation, International Civil Aviation Organization, Security Assistance Management Manual and Joint Security Cooperation Education and Training publications, will serve as guidance for informed USAF decisions and actions.

4.2. Flying Training – Security Assistance Team (SAT).

4.2.1. The assigned AFSAT training program manager will work with the Country and the Security Cooperation Office to determine the levels of qualification and experience required for the SAT members (as described in the formal SAT request).

4.2.2. As long as all syllabus prerequisites and requirements are met, the SAT may conduct the scheduled training and participate in foreign aviation training operations as authorized by AFI 11-401, AFI 16-105, and DSCA 5105.38-M.

4.2.2.1. The final decision to fly with an IMS or on foreign aircraft is at the discretion of the SAT member in coordination with official USAF leadership channels for that specific location. Any decision to change the nature or focus of SAT training or to discontinue operations must be approved by AFSAT, SAF/IA and the responsible MAJCOM.

4.2.2.2. All requests for extension or expansion of the original training request will be decided individually. The SAT may *not* decide to provide additional training or to extend training beyond the established schedule without approval from the supporting MAJCOM, AFSAT and SAF/IA.

Chapter 5

TRAINING MANAGEMENT SYSTEMS

5.1. TIMS/GTIMS. These systems provide the method of maintaining information required on each student enrolled in UFT and GFT. They provide student status, performance accounting, academic, simulator and flight trend analysis. This information is used to monitor and evaluate mission accomplishment, training trends, and budget requirements. The OG/CC or operational unit is the focal point for all matters pertaining to the flying training student accounting system and has the primary responsibility to maintain the student accounting files. **Note:** Refer to specific AETCI 36-2605 volumes for guidance regarding MDS-specific TMS programs or other non-electronic management systems.

5.2. OG/CC.

5.2.1. Manages the use of TIMS/GTIMS and designates a TIMS/GTIMS manager (TM), a COR, and TIMS/GTIMS functional system administrator (FSA) if one is not provided for by the contract (**T-2**) The COR role may be filled by the TM after contracting officer appointment and appropriate training or may be filled by an existing COR. **Note:** The duties listed below do not supersede or add to the duties listed in their performance work statement (PWS) of the contracted TIMS/GTIMS system manager.

5.2.2. Develops back up plans to ensure safe and efficient operations in the event of network outages and TIMS/GTIMS outages (**T-2**).

5.2.3. Ensures the designated TM or FSA provides GTIMS ESD personnel the proper MDS requirements to be included in the Stan/Eval “modules” in GTIMS (**T-3**).

5.3. Designated TM or FSA:

5.3.1. Ensures the adequacy and effectiveness of TIMS/GTIMS processes and products (**T-3**).

5.3.2. Serves as local POC for processing changes and updates to TIMS/GTIMS (**T-3**).

5.3.3. Serves as liaison between flying squadrons and AETC/A5T concerning TIMS/GTIMS issues (**T-3**).

5.3.4. Ensures processing and migration of students from one TIMS/GTIMS syllabus version to another and MUSS configuration bulletin deadlines (**T-3**).

5.3.5. Collects all group TIMS/GTIMS trouble ticket submissions and forwards them to the TIMS/GTIMS ESD when applicable (**T-3**).

5.3.6. Ensures courseware updates to computer-based training systems are accomplished according to MUSS configuration bulletin requirements (**T-3**).

5.3.7. Establishes a training program for all unit TMs (UTM) and assists UTM and end users as required (**T-3**).

5.3.8. Coordinates with the local service desk to provide initial and continuation training resources for all TIMS/GTIMS end-users (**T-3**).

5.3.9. Ensures all TIMS/GTIMS files supplied by AETC, including the PFT calendar, syllabus, maneuver item files, and maneuver grade files are properly loaded according to established deadlines (**T-3**).

5.3.10. Provides GTIMS ESD personnel the proper MDS requirements to be included in the Stan/Eval “syllabuses” in GTIMS **(T-3)**.

5.3.11. Maintains overall managerial responsibility for OG-dedicated TIMS/GTIMS equipment to include servers and associated support equipment **(T-3)**. In conjunction with COR, the TM or FSA:

5.3.11.1. Ensures contractors with operational control over such equipment execute PWS and headquarters’ guidance according to established deadlines and requirements, except where local area network infrastructure is maintained by headquarters and local communications squadron directives and policy **(T-3)**.

5.3.11.2. Delegates responsibility for computer-assisted instruction lab equipment to the appropriate group, automated data processing equipment account custodian **(T-3)**.

5.3.11.3. Ensures contract personnel effectively schedule and monitor TIMS/GTIMS computer-assisted instruction equipment usage in support of student syllabus training requirements **(T-3)**.

5.3.11.4. Ensures contract or government personnel properly manage student records according to appropriate AETCI 36-series instructions, AFMAN 33-363, the Privacy Act of 1974, and other applicable local, AETC, USAF guidance and legislation **(T-3)**.

5.3.11.5. Ensures USAF and contract personnel maintain TIMS/GTIMS at the highest level of efficiency regarding system operation and maintenance at the base level **(T-3)**.

5.3.12. Oversees local TIMS/GTIMS software and student courseware fielding and implementation plans **(T-3)**.

5.3.13. Establishes local TIMS/GTIMS user roles, functions, and permissions baseline for instructors, students, and administrative personnel, subject to AETC restrictions on certain permissions **(T-3)**. 19 AF/DOV will dictate criteria for Stan/Eval permission assignment. Other future permissions may be subject to additional restrictions.

5.4. Flying Squadron. Flying squadrons will use AETC-designated TIMS/GTIMS for student accounting and flight simulator scheduling **(T-2)**. Responsibilities include the following: **Note:** The SQ/CC may combine the following duties, roles and responsibilities if outlined in local written guidance.

5.4.1. SQ/DO.

5.4.1.1. Manages the squadron’s use of TIMS/GTIMS **(T-3)**.

5.4.1.2. Ensures training events are scheduled in TIMS/GTIMS **(T-3)**.

5.4.1.3. Designates a primary and alternate UTM, as needed **(T-3)**.

5.4.1.4. Where practical, uses TIMS/GTIMS as the primary source to plan, develop, and complete the unit’s annual flying hour program **(T-3)**.

5.4.1.5. Ensures each FLT/CC properly completes a finalized TIMS MASS before an undergraduate class is graduated **(T-3)**.

5.4.2. UTM.

5.4.2.1. Ensures TIMS/GTIMS problems and support requests are forwarded to the TM in a timely manner **(T-3)**.

5.4.2.2. Coordinates appropriate TIMS/GTIMS permissions with TIMS/GTIMS ESD for all assigned instructor personnel as designated by TM **(T-3)**.

5.4.2.3. Collects TIMS/GTIMS error reports and other trouble ticket candidate items and forwards them to the TM **(T-3)**.

5.4.2.4. Assists the TM in providing unit initial and continuation TIMS/GTIMS training and prepares the instructor force for upcoming TIMS/GTIMS version software changes and updated program capabilities **(T-3)**.

5.4.3. SQ Programmer/Scheduler.

5.4.3.1. Creates and inputs all TIMS/GTIMS daily squadron flying, simulator, and academic support schedules into TIMS/GTIMS, where applicable and practical **(T-3)**.

5.4.3.2. Reviews the TIMS/GTIMS daily squadron flying, simulator, and academic schedules to ensure required changes are accomplished in a timely fashion **(T-3)**.

5.4.4. Flight Programmer or Scheduler.

5.4.4.1. Builds the daily TIMS/GTIMS flying, simulator, and academic training support schedules and inputs that data into TIMS/GTIMS **(T-3)**.

5.4.4.2. Determines flight, simulator, and academic training requirements and forwards the information to the squadron programmers for inclusion in the next week's TIMS/GTIMS schedule build **(T-3)**.

5.4.4.3. Under the direction of the FLT/CC, performs the TIMS/GTIMS assignment of students and instructors to TIMS/GTIMS aircraft sortie takeoff times, simulator sortie start times, and academic block begin and end times **(T-3)**.

5.4.5. TIMS/GTIMS Enterprise Service Desk (ESD) Duties. Reference the associated contractor PWS.

5.4.6. Local TIMS/GTIMS Service Desk Representatives. Service Desk Representative's duties are listed in the associated contractor PWS and further established within local units.

5.4.7. Academic, Simulator, Flight, and FTU Instructor.

5.4.7.1. Reviews all appropriate sections of the student's TIMS/GTIMS training folder prior to each syllabus training event **(T-3)**.

5.4.7.2. If a sortie must be cloned, ensures a proper syllabus follow-on training sortie or event is cloned before the student is scheduled for any other requisite syllabus event **(T-3)**. The UTM or squadron scheduler is responsible for any other requisite syllabus event **(T-3)**.

5.4.7.3. Ensures all syllabus lessons are entered and saved into the student's TIMS/GTIMS training folder on the day the lessons are completed **(T-3)**.

5.4.7.4. Coordinates with the student's FLT/CC before overriding a syllabus deviation notice **(T-3)**. **Note:** Contract academic and simulator instructor duties are listed in the associated contractor PWS and further established within local units.

CRAIG D. WILLS, Major General, USAF
Commander, 19th Air Force

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

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- AFI 11-412, *Aircrew Management*, 15 January 2019
- AFI 16-105, *Joint Security Cooperation Education and Training*,
- AFI 33-360, *Publications and Forms Management*, 1 December 2015
- AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 22 October 2018
- AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004
- AFI 36-2110, *Total Force Assignments*, 5 October 2018
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- AFMAN 33-363, *Management of Records*, 1 March 2008
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AETCI 36-2605, Volume 5, *Formal Flying Training and Administrative Management – Combat Systems Officer (CSO)*, 26 February 2018.

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AETCI 36-2605, Volume 7, *Formal Flying Training and Administrative Management – Mobility Aircraft*, 12 April 2016

AETCI 36-2605, Volume 8, *Formal Flying Training and Administrative Management – Special Operations/Personnel Recovery*, 19 December 2018

AETCI 36-2605, Volume 9, *Formal Flying Training and Administrative Management – Battle Management Training*, 5 October 2017

AETCI 36-2605, Volume 10, *Formal Flying Training and Administrative Management – TH-1H*, 21 Dec 2018

AETCI 36-2605, Volume 11, *Formal Flying Training and Administrative Management – Survival, Evasion, Resistance, and Escape (SERE)*, 24 January 2017

AETCI 36-2605, Volume 13, *Formal Flying Training and Administrative Management – Undergraduate Remotely Piloted Aircraft*, 21 November 2017

AETCI 36-2605, Volume 14, *Formal Flying Training and Administrative Management – Remotely Piloted Aircraft Basic Sensor Operator Course*, 23 April 2018

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AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, 7 March 2019

DSCA Manual 5105.38-M, *Security Assistance Management Manual (SAMM)*, 4 Apr 2012

DoD 6025.18-R, *DoD Health Information Privacy Regulation*

Prescribed Forms

AETC Form 6, *Waiver Request*

AETC Form 26, *Standard Answer Sheet (50 Items)*

AETC Form 26A, *Standard Answer Sheet (100 items)*

AETC Form 26B, *Standard Answer Sheet (200 items)*

AETC Form 126A, *Record of Commander's Review Action*

AETC Form 157, *Examination Control Log*

AETC Form 673, *Student Critique*

Adopted Forms

AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*

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

AF Form 847, *Recommendation for Change of Publication*

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

AF Form 1256, *Certificate of Training (LRA)*

AF Form 4293, *Student Activity Record*

AETC Form 125A, *Record of Administrative Training Action*

AETC Form 140, *Record of Commander's Review Action (Instructor Pilot Training)*

Abbreviations and Acronyms

A3—Air, Space, and Information Operations Directorate

ABM—air battle manager

Admin Hold—administrative hold

ADSC—active duty service commitment

ADSS—AETC Decision Support System

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

ADPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSAT—Air Force Security Assistance Training

AGSM—anti-G straining maneuver

ANG—Air National Guard

ARC—air reserve component

CAP—commander's awareness program

CC—commander

COR—contracting officer's representative

CR—commander's review

CSO—combat systems officer

DCS—Direct Commercial Sales

DO—director of operations/operations officer
DoD—Department of Defense
DR—discrepancy reports
ETCA—education and training course announcements
ENJJPT—Euro-NATO Joint Jet Pilot Training
ER—enhancement requests
ESD—enterprise service desk
FACP—fighter aircrew conditioning program
FG—fighter group
FLT/CC—flight commander
FOT—follow-on training
FSA—functional system administrator
FTG—flying training group
FTPA-W—Flying Training Production Analysis-Web
FTU—formal training unit
FSS—force support squadron
GFT—graduate flying training
G-LOC—G—induced loss of consciousness
GTIMS—graduate training integration management system
HQ—headquarters
IAW—in accordance with
IFF—introduction to fighter fundamentals
IFT—initial flight training
IMS—international military student
IMSO—international military student office
MAJCOM—major command
MASS—merit assignment selection system
MDS—mission design series
MOA—manifestation of apprehension
MUSS—modification and update support system
NGB—National Guard Bureau
NLT—no later than

OG/CC—operations group commander
OPR—office of primary responsibility
OTA—oracle training administration
PFT—programmed flying training
POC—point of contact
PR—enterprise service desk
PWS—performance work statement
QMW—quota management worksheet
RPA—remotely piloted aircraft
SAT—security assistance team
SERE—Survival, Evasion, Resistance and Escape
SQ—squadron
SQ/CC—squadron commander
SQ/DO—squadron operations officer
Stan/Eval—standardization and evaluation
TAFP—trained Air Force personnel
TDM—training delay - medical
TDM—training delay - medical
TIMS—training integration management system
TM—TIMS/GTIMS manager
TMS—training management system
TPM—training program manager
TRG—training group
UFT—undergraduate flying training
URT—undergraduate remotely piloted aircraft training
USAFA—U.S. Air Force Academy
UTM—unit TIMS/GTIMS managers
WD—weapons director
WG/CC—wing commander

Terms

Advanced Phase—The Advanced phase of undergraduate pilot training follows the Primary phase and begins when the student starts training in the T-1A, T-38C, or TH-1H syllabus.

Course—The entire program of academics, simulators and aircraft conducted in all media during the programmed training days as outlined in a specific syllabus.

Course Training Standards (CTS)—The performance, conditions and standards describing skills and proficiency levels required for students to complete a course.

Courseware—The technical data, textual materials, audio, video, film, computer instruction, instructor guides, student guides, and other training material developed to support and implement the syllabus.

Graduate Flying Training—Formal flying training accomplished after completing undergraduate flying training.

Medium—Media include aircraft, ground training, computer-assisted instruction, instrument flight trainer, mission training center, networked training center-Luke, and aircrew training devices (e.g., operational flight trainers, unit training devices, and weapon system trainers).

Preflight Phase—Preflight phase of undergraduate pilot training precedes the Primary phase. It begins on the class start date and ends when the class transitions to the flightline.

Primary Phase—Primary phase of undergraduate pilot training begins with the class transition to the flightline to train in the T-6A.

Attachment 2

MANAGEMENT OF FORMAL TRAINING STUDENTS FACING AVIATION SERVICE ACTIONS

A2.1. Introduction. Commanders should refer to AFMAN 11-402, *Aviation and Parachutist Service*, and take required administrative action to suspend and/or disqualify aircrew members, including non-rated officers and non-Career Enlisted Aviators in formal training for rated officer and Career Enlisted Aviator careers. For students permanently assigned to the Formal Training Unit, commanders should refer to Department of the Air Force Instruction 36-2110 to assign Assignment Availability Code 21. **Note:** AFMAN 11-402 requires written notification to the Host Aviation Resource Management office when aircrew members are suspended from aviation service.

A2.2. Applicability. This Attachment applies to any aircrew member enrolled in formal training except students who are being processed for elimination for failing to meet the training standards of the formal training course. This Attachment does not apply to respondents in a Flying Evaluation Board (or Flying Evaluation Board waiver) action or to cadets and cadet candidates participating in USAFA flying programs. Besides Flying Evaluation Board actions, AFMAN 11-402 provides specific bases for required aviation service suspension actions, including a professed fear of flying; investigations or pending action for misconduct, substance abuse or criminal conduct; involuntary discharge; Personnel Reliability Program decertification; attempts to limit aviation service (e.g., drop on request); or loss of required security clearance. Formal training students affected by aviation service suspension (and disqualification) require the appropriate student management actions.

A2.3. Student Management Actions. Commanders will not delay required suspension actions and the resulting student management actions while processing disciplinary or other administrative actions.

A2.3.1. Units should consider the placement into the Commander's Awareness Program described in [paragraph 3.8](#).

A2.3.2. Units will place formal training students on Administrative Hold Other ([paragraph 3.6](#)) following any suspension of aviation service action under AFMAN 11-402 projected to last more than 15 training days. **(T-2)** Refer to the notification requirements in [paragraph 3.7](#). Students remain on Administrative Hold Other until such time as either:

A2.3.2.1. The suspension of aviation service (and the underlying basis for the suspension) is resolved and the commander has determined the student is otherwise available and suitable to continue in formal training. **Note:** AFMAN 11-402 requires written notification to the Host Aviation Resource Management office when the reason for aircrew suspension is resolved.

A2.3.2.2. The period of Administrative Hold Other will exceed the authorized duration under [paragraph 3.6.2](#).

A2.3.2.3. A temporary duty (TDY) student is recalled by their permanent home-station unit to pursue further actions. Refer to AFMAN 11-202, Volume 1, *Aircrew Training*, and [paragraph 1.4.11.4](#) of this publication for required coordination and notifications. **Note:**

The student remains suspended from aviation service until the basis for suspension is resolved and the student's commander takes action in accordance with AFMAN 11-402.

A2.3.2.4. The student is disqualified from aviation service under AFMAN 11-402. If the student is subsequently disqualified from aviation service while enrolled in formal training, units will dis-enroll the student following the Commander's Review process in the syllabus or the applicable AETCI 36-2605 volume. **(T-2)**

A2.3.3. Document Commander's Review actions on the form prescribed in the applicable AETCI 36-2605 volume. Where required, describe the reason for elimination as either:

A2.3.3.1. "Other,"

A2.3.3.2. "Student exceeded the authorized duration for Administrative Hold Other under AETCI 36-2605, Volume 1,"

A2.3.3.3. "Student was recalled by the home unit in accordance with AFMAN 11-202, Volume 1," or

A2.3.3.4. "Student was disqualified from aviation service under AFMAN 11-402."