COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*. It establishes policy for student administration, conduct and documentation, information management system responsibilities, and provides management guidelines for Air Education and Training Command (AETC) Undergraduate Remotely Piloted Aircraft (RPA) Training (URT) courses and units. It applies to members of the Air National Guard (ANG) and the Air Force Reserve Command (AFRC), members of the U.S. Navy (USN)/U.S. Marine Corps (USMC), U.S. Coast Guard (USCG), & U.S. Army (USA) enrolled as students/instructors in AETC RPA pilot training. It applies to Foreign student pilots enrolled in URT in the absence of any host-nation memorandum of understanding (MOU). This instruction does not apply to United States Space Force. This AETCI applies to Pilot students (including RPA Instrument Qualification Simulator Instructor Training (SIT-R) and RFC Academic Instructor Course) and does not apply to Sensor Operator students. URT student management during RPA Flight Training (RFT) is covered by AETCI 36-2605 Volume 3, *Formal Flying Training Administration and Management – Initial Flight Training (IFT)*. Subordinate units may supplement this instruction. Each unit will coordinate its supplement with 19AF/A3DR before publication and forward one copy to 19AF/A3DR after publication. Submit suggested changes to this instruction on AF Form 847,

Recommendation for Change of Publication, through command channels, to 19AF/A3DR, workflow email: **19AF.CAF.TrainingRPA@us.af.mil**. Refer to **paragraph 1.2** for waiver authorities and procedures. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C Section 8013, *Secretary of the Air Force*. PA system of records notice F011 AF XO A, Aviation Resource Management System (ARMS), F036 AETC Y, Training Integration Management System (TIMS), and F036 AF AETC B, Graduate Training Integration Management System (GTIMS), are available on line at **http://dpcld.defense.gov/privacy/sorns.aspx**. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System Records Disposition Schedule. **Attachment 1** contains a glossary of references and supporting information and is not mandatory for compliance.

SUMMARY OF CHANGES

This interim change revises AETCI 36-2605 V13 by deleting **para 4.4.1.4** and all references to "should be eliminated" from training due to Uniform Code of Military Justice (UCMJ) action. Office symbols, email & workflow addresses, and regulatory guidance references also updated. A margin bar (|) or an asterisk (*) in a table indicates newly revised material.

Chapter 1

OVERVIEW

1.1. Introduction. This instruction outlines the responsibilities for units conducting flying training in AETC Undergraduate RPA training courses. Each unit must institute procedures to ensure training, documentation, practices, and procedures are accomplished IAW this instruction. This instruction complements AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management*.

1.2. Waivers. Policy and procedures are enacted to provide quality and consistency in training and evaluation. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions. At the same time, because it is important to preserve fidelity of training, evaluation, and policy implementation throughout the command, a process must be established for review of proposed waivers.

1.2.1. Waivers that change the intent of the policy outlined in this instruction are not authorized without 19AF/CC approval. Unless otherwise stated in this document, Wing Commanders **(T-3)** is the approval authority for individual personnel exceptions to the policy outlined in this instruction caused by special or unusual circumstances.

1.2.2. Coordinate 19AF/CC waivers through 19AF/A3D. Squadron commanders (SQ/CCs) will submit all waiver requests to this publication electronically on AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, through command channels. Waiver requests must provide justification why the individual or unit cannot comply with requirements.

1.2.3. **Operations Group (OG) Commander** . The OG/CC responsible for the local supplements will handle waivers to their respective unit supplemental guidance. (T-3).

Chapter 2

STUDENT ADMINISTRATION

2.1. Introduction. AETC conducts undergraduate Remotely Piloted Aircraft (RPA) training courses to provide pilot candidates to the Major Weapon System (MWS) Formal Training Unit (FTU). These training courses produce student pilots with basic skills applicable to each RPA aircraft and mission. AETC administers the three phases of Undergraduate RPA Training (URT); Phase 1- RPA Initial Flight Training (RFT), Phase 2- RPA Instrument Qualification (RIQ), and Phase 3- RPA Fundamentals Course (RFC). AETC conducts RPA Instrument Qualification Simulator Instructor Training (SIT-R) to prepare rated pilots to teach in RIQ and 558 FTS locally developed training for rated pilots to be RFC instructors. Each flying training course syllabus outlines course entry prerequisites, and provides a summary of training/graduation requirements. The Air Education and Training Course Announcement (ETCA) website, **https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx**, provides student administration & processing guidance. Air Combat Command (ACC) administers FTU qualification training for the RQ-4 and RQ-170 weapon systems. This AETCI does not apply to ACC controlled training.

2.2. Casual Student Management:

2.2.1. **General** . Casual students are those who have reported to their assigned URT base and are awaiting pilot training (APT), students temporarily removed from training (i.e., Administrative Hold - Other or on Training Delay - Medical status), students eliminated from training awaiting reassignment, and students graduated from training and awaiting PCS or follow-on training. AFPC/DP2LT will efficiently schedule casual students attempting to minimize casual time prior to students entering the URT pipeline.

2.2.2. **Roles and Responsibilities:**

2.2.2.1. The Training squadron commander (TRS/CC) manages casual students.

2.2.2.2. Wings will not change any professional military education (PME), RFT, RIQ, or RFC training dates. The TRS will develop a list of "Standby Students" who have completed all initial entry training. Standby students may be assigned any RFT training slot that may go unfilled as a result of last minute schedule changes. If a student requires adjustment to the assigned RFT training date, TRS operation officer (TRS/DO) will contact AFPC/DP2LT at DSN 655-2102 (RFT) and AFPC/DP2ORC at DSN 665-3432 (RIQ & RFC) for resolution.

2.2.2.3. The TRS/CC will:

2.2.2.3.1. Categorize APT casual students based on the time between their report date and their RFT class start date. Short-term (90 calendar days or less) APT casual students will stay in the Operations Group (OG) to ensure completion of all in-processing, temporary duties (TDY), and permanent change of station (PCS) requirements, and will only fill short-term or one-time manning details. (T-3)

2.2.2.3.2. Attempt to detail long-term (more than 90 calendar days) APT casual students within the OG. If a place in the OG is not available, these students may be detailed throughout the Flying Training Wing (FTW). At Joint Base San Antonio (JBSA)-Randolph, APT students may be detailed above the Wing. (T-3)

2.2.2.3.3. Relieve APT casual students from all details no later than 10 calendar days prior to their RFT or RIQ class start date. (T-3)

2.2.2.3.4. Place URT eliminees on casual status until they depart the base for a PCS.

2.2.3. **Administrative Control (ADCON)** . The TRS/CC maintains ADCON over all casual students [delegated to the Student Management Flight Commander (FLT/CC) as desired], regardless of the unit they support. The TRS/CC will ensure casual students are ready to start scheduled training, provide continuing professional development, and motivate students for their flying careers. ADCON includes, but is not limited to, the following actions:

2.2.3.1. **Disciplinary Action** . The TRS/CC is the first level authority for all Uniform Code of Military Justice (UCMJ) actions. The TRS/CC monitors each casual student's performance from the date of arrival until departing the base for his or her follow-on assignment. (T-3)

2.2.3.2. **Recalls** . Casual students will report to the TRS according to the recall option for accountability and sign-in prior to reporting to their duty assignment. (T-3)

2.2.3.3. **Duty Hours** . Casual students duty supervisors are responsible for maintaining accountability during all duty periods. (T-3)

2.2.3.4. **Mentoring.** All casual students will be present for mentoring sessions set by the Student Management FLT/CC, as required. Students will be released back to their duty assignments upon completion. (T-3)

2.2.3.5. **Mishap Reporting** . Casual students duty supervisors will notify the Student Management FLT/CC of any on/off-duty mishap. If the duty supervisor completes an AF Form 978, *Supervisor's Mishap Report*, it will be routed through the TRS/CC.

2.2.3.6. **Squadron Commander Calls/Safety Meetings** . Release casual students to attend all TRS/CC calls and safety meetings unless their duty is mission critical and their absence is coordinated with the Student Management FLT/CC. (T-3)

2.2.3.7. **Letter of Evaluation (LOE) & Enlisted Performance Review (EPR).** Duty supervisors of casual students are highly encouraged to complete an optional AF Form 77, *Letter of Evaluation (LOE)*, which is the appropriate tool to capture an casual student's performance if not documented on the AF Form 475, *Education/Training Report* (Training Report, TR). While the optional LOE is not filed in the permanent/selection record, it provides performance information to the subsequent rater for consideration when accomplishing the follow-on evaluation OPR, Static Close Out Date (SCOD) EPR, or other TR. Only officers may include their LOE in a letter to the board (for example, central selection board, force- shaping board, etc.). By completing optional LOEs, a level playing field is maintained among all students, regardless of casual status duties. LOEs will be routed through TRS executive officer (TRS/CCE), TRS/DO, for TRS/CC approval. **(T-3)** In addition to LOEs, excellent performance can be documented with a decoration that will become a part of the selection record. No stratification is authorized on the LOE or Decoration. Consult AFI 36-2406, *Officer And Enlisted Evaluation Systems*, as needed for AF Form 77 completion and to determine if SCOD EPR (if required) will be completed by the home station FDID or student FDID, or AFMAN 36-2806, *Awards and Memorialization Program,* for completion of a decoration.

2.2.3.8. **Leave.** Casual students will coordinate leave and pass requests through their duty supervisor prior to submitting them to the Student Management FLT/CC for approval. (T-3)

2.3. Course Entry Administration. Units will review incoming student records to verify they are complete. Students must meet course entry prerequisites established in the ETCA/syllabus. If a student does not meet the course entry prerequisites, contact 19 AF/A3DR before entering the student into training. As a minimum, units will review the following student records (or their equivalents) prior to any formal training:

2.3.1. **Standardization/Evaluation (Stan/Eval) Records.** These records are maintained in the flight evaluation folder (FEF). Depending on aircrew specialty, some individuals may not yet possess an FEF. Students hand-carry FEFs to training according to the education and training course announcements (ETCA) course requirements. If required, flying training units forward applicable AF Form 8, *Certificate of Aircrew Qualification*, and other Stan/Eval records and documents to the student's home or gaining unit upon completion of training.

2.3.2. **Training Folders or Records from Previous Courses.** Review all student records from previous course attendance. Students who have not PCS'd to an operational unit as permanent party members are known as "Pipeline Students." Pipeline students may hand- carry records. If training records are not available, contact 19 AF/A3DR.

2.3.3. **Student Biographies.** The TRS Registrar verifies AETC required data is entered into TIMS no later than 10 duty days after the class start date.

2.4. Quota Management. The Programmed Flying Training (PFT) document establishes the baseline for student quota management, which reflects real-time changes and are the AETC aircrew training primary source documents for class entry dates, student load, and production schedule information. 19 AF/A3R maintains the quota management worksheets. These worksheets are available at **https://usaf.dps.mil/teams/12732/SitePages/Home.aspx**. 19 AF/A3R provides class quotas annually via electronic PFT pages. 19 AF/A3R notifies affected units when quotas change.

2.4.1. The TRS Registrar should obtain class entry rosters from the Military Personnel Data Oracle Training Administration (OTA) IAW AETCI 36-2605 Vol 1. Obtain RIQ rosters as early as possible to allow identification of excess capacity. Obtain RFC rosters as soon as possible prior to RIQ graduation. Contact 19 AF/A3DR and AFPC/DP2ORC to fill excess RIQ capacity.

2.4.2. Units will report roster discrepancies as soon as they are discovered but no later than three duty days following the class start date. Report changes, discrepancies, and graduation delays to 19 AF/A3DR, 19 AF/A3R, and AFPC/DP2ORC. In addition report changes impacting track/aircraft assignment to AFPC/DP2ORC and AETC/A1KOD. Registrars are responsible correctly tracking and updating student progress (graduation, class/date changes, or eliminations) in OTA.

2.5. Production Metrics Report. 19 AF/A3R is the point of contact (POC) for flying training production metrics. At the beginning of each fiscal year, 19 AF/A3R uploads the PFT document to the flying training production analysis (FTPA) web-based input tool. The OG/CC or designated POC will update the FTPA with actual entries, gains, losses, attritions, graduate numbers and

notes, if applicable. Class demographics for entries, graduates, and attritions are required for each phase. These updates are due five duty days after the class start date and class graduation date.

2.6. Courseware Availability. Students may access non-classified courseware material for URT and SIT-R at **https://uftcourseware.randolph.af.mil/dlp/default.aspx**. **Exception:** International students receive distribution IAW Air Force Security Assistance Training (AFSAT)/DOR Memorandum of Understandings (MOU). Ensure appropriate safeguards exist for classified training materials (RFC only).

2.7. Academic Training Scheduling. Do not schedule URT students for more than eight (8) hours per day of testable classroom and (or) testable computer-assisted instruction for academic subjects. Examinations are considered testable material. If students elect, they may accomplish computer-assisted instruction and (or) self-study beyond the maximum scheduled hours. (T-3)

2.8. Special Reporting Procedures for ANG and AFRC Students. The FTS/CC will ensure the following actions are taken:

2.8.1. **For ANG or AFRC Students Experiencing Difficulty.** Units will notify 19 AF/A3DR as appropriate, via electronic mail (E-mail) when an ANG or AFRC student requires a progress check (PC) or an elimination check (EC), enters the commander's review (CR) process, is placed on Administrative Hold- Other (Admin Hold – Other) or Training Delay – Medical (TDM) status, or is eliminated from or reinstated in training. In addition, notify 19 AF/A3DR, as appropriate, when a student washes back a class or there is reasonable doubt about a student's potential to complete a training syllabus. Include the student's home unit. 19 AF/A3DR notifies NGB and AFRC HQ

2.8.2. **Graduation Notification.** If the RFC graduation date changes, the FTS will notify 19 AF/A3DR via E-mail of the student's new graduation date as soon as practical. Ensure the Registrar Office is notified in either case. 19 AF/A3DR notifies NGB and AFRC HQ

2.9. Physical Training (PT) Program. Physical fitness training, assessments, and administration for URT students will be conducted in accordance with AFI 36-2905, *Fitness Program*, and AETCI 36-2605 Volume 1, *Formal Flying Training Administration and Management*. Notify 19 AF/A3DR for students placed on administrative hold due to an Unsatisfactory FA score.

2.9.1. Group (flight, class, etc.) physical training is highly encouraged to build esprit de corps, but it is not required.

2.9.2. International and USN, USMC, USCG, and USA personnel participate in local unit physical fitness programs as prescribed in course syllabuses and parent organization Regulations, MOUs, and Service Instructions. FTS personnel are authorized to administer those directives and non-USAF students are encouraged to test/participate with USAF students. Non-USAF students are exempt from meeting AFI 36-2905 standards.

2.10. Weight-for-Flight Standards. DAFMAN 48-123, *Medical Examinations and Standards*, establishes weight-for-flight standards for flying in ejection-seat aircraft. Prior to their first flight, units will brief students on the capabilities and limitations of the ejection seats in their unit's aircraft. URT students who do not meet weight-for-flight standards do not fly. 19 AF/CC is the approval authority for "Exception to Policy" waivers.

2.11. Admin Hold – Other. FTS/CC or designated representative will place students whose training has been suspended for other than medical reasons for more than seven calendar days on Admin Hold - Other. One a student has been placed on Admin Hold – Other, the TRS will track and report on student status until the student resumes training. Students on Admin Hold - Other are removed from training and TRS with FTS/DO coordination will determine location for student training flight placement. Refer to AETCI 36-2605, Volume 1, for Admin Hold - Other procedures.

2.11.1. TRS will notify 19 AF/A3DR and 19AF/A3 when:

2.11.1.1. URT, SIT-R, or PCS-to-training graduate students are on Admin Hold – Other for more than 30 calendar days, or may reach this threshold (reference **paragraph 2.12.2**).

2.11.1.2. TDY-to-school funded students have a training delay over seven calendar days (reference **paragraph 2.12.3**).

2.11.1.3. URT or SIT-R students are on Admin Hold – Other for an FA failure (reference **paragraph 2.9**).

2.11.1.4. Students are on TDM status.

2.11.2. 19 AF/A3DR notification will include (when sending Privacy Act (PA)/Personally Identifiable Information (PII) via email, send For Official Use Only (FOUO) or as Controlled Unclassified Information (CUI), digitally encrypted email):

2.11.2.1. Student's Rank, First and Last Name, and last four digits of SSN.

2.11.2.2. Current class and scheduled course completion/graduation date.

2.11.2.3. Date placed on hold and reason for training delay.

2.11.2.4. Expected return to training date (Update 19 AF/A3DR if this date changes.).

2.12. Training Delay:

2.12.1. **Medical.** Students that require extended medical treatment beyond his or her assigned class start date will be administratively entered into training and placed into duty as recommended by the flight surgeon via the DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty* on the class start date. TRS will place students in Training Delay – Medical status and make notifications IAW **para 2.11.1** TRS with FTS/DO coordination will determine location for training flight placement for students on TDM. Adhere to TDM status timelines according to AETCI 36-2605, Volume 1.

2.12.2. **PCS-to-Training Students.** If a student is on Admin Hold - Other or TDM status for more than 30 calendar days, or may reach this threshold, suspension of the student's aeronautical orders and (or) a CR may be warranted. Refer to the applicable syllabus for students returning to training.

2.12.3. **TDY-to-School Funded Students.** The TRS will notify AETC/FMAM and 19 AF/A3R of any student training delays over seven calendar days and ensure the student's orders are amended (reference **paragraph 2.11.2**).

2.13. Students in Transition Status. Commanders will assign students awaiting PCS training, students on Admin Hold – Other or TDM status, eliminees, etc., to duties commensurate with their

background, training, and grade. **(T-3)** Contact 19 AF/A3DR for the disposition of ANG and AFRC students. **(T-3)**

2.14. TRS Registrar Responsibilities. The Registrar will:

2.14.1. Obtain class entry rosters according to **para. 2.4.1**.

2.14.2. Report roster discrepancies, changes, and graduation delays according to **para. 2.4.2**.

2.14.3. Immediately notify the host aviation resource management office when any student is removed from training according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges.*

2.14.4. Update the training management database according to **para. 4.6**, Commander's Review (CR) Records Distribution when notified by FTS.

Chapter 3

TRAINING FOLDER

3.1. Introduction:

3.1.1. Each student will have a training folder. The training folder will consist of the electronic TIMS training folder and other required training documents not maintained in TIMS. If a backup version of the TIMS training folder is maintained, the unit will address procedures in local unit guidance. A student may only access his/her own training folder.

3.1.2. In addition to the training folder, the FLT/CC will maintain personal information folders (if required) on students to protect information of a personal nature, inappropriate for public access, or sensitive in nature, and thus not appropriate for the training folder. Use AF Form 174, *Record of Individual Counseling* or AETC Form 173, *Student Record of Academic/Nonacademic Counseling and Comments,* to record counseling entries maintained in the personal information folder. Annotate on an AF Form 4293, *Student Activity Record*, in the student's training folder when a counseling session is conducted.

3.1.3. The FLT/CC will ensure training folders and personal information folders are secured to prevent unauthorized access.

3.1.4. Instructors will ensure each aircraft, simulator, or Desktop Training System (DTS) mission, academic and ground training events are recorded in the training folder.

3.1.5. Units will establish procedures to conduct periodic student training folder reviews to ensure accurate and complete documentation of each student's training.

3.2. Contents. Include the following items (or unit equivalent) in the training folder, as needed.

3.2.1. AF Form 4293. TIMS

3.2.2. Academic examination grades summary. TIMS

3.2.3. Gradesheets. TIMS

3.2.3.1. Instructors will provide post mission comments in the comment column of the grade sheet on individual maneuvers. Write comments in a way that provides continuity from one instructor pilot (IP) to the next and alerts IPs to the areas and objectives they should concentrate on for the ensuing sortie.

3.2.3.1.1. As a minimum, provide comments for any maneuver graded below a previously required maneuver item file (MIF) proficiency level. Ensure comments are consistent with assigned grades and the course training standards (CTS).

3.2.3.1.2. If the overall lesson grade is fair (F) or unsatisfactory (U), instructors will provide comments on all maneuvers graded below the previous unit MIF and (or) any weak areas that need to be highlighted. Consolidate comments in the "Overall Comments" section under the "Comments" tab. Comments will follow the cause-and-effect format to document the substandard performance and identify the root cause. Each MIF item will be addressed separately. Do not use a MIF item to justify a downgrade of other MIF item(s) without a corresponding down grade of the first MIF item. Do not bundle multiple MIF items under a single MIF item.

3.2.3.1.3. Units may use the AF Form 4293 instead of the grade sheet to document substandard performance outlined in **paragraph 3.2.3.1.2** The OG/CC will ensure the documentation methodology is standardized in each MDS.

3.2.3.2. As a minimum, instructors will include the mission profile, overall assessment of the student's characteristic performance, and any recommendations for the next IP in the "Overall Comments" section under the "Comments" tab.

3.2.3.3. Log all student-flown landings, patterns, and approaches on each simulator and aircraft event. (**Note**: The résumé should reflect all landings, patterns, and approaches accomplished by the student.)

3.2.3.4. Grade sheet Review. Document grade sheet reviews in the "Grade sheet Reviews" section under the "Docs" tab. A formal review is required by the student and next IP on all grade sheets. (T-3) In addition:

3.2.3.4.1. If the lesson is incomplete, the approval authority for the incomplete sortie will indicate approval by documenting a formal review.

3.2.3.4.2. If the overall lesson graded is F or U, the student, the student's assigned IP and the FTS FLT/CC will review the grade sheet and document the formal review.

3.2.4. CR paperwork. (T-3)

3.2.5. Messages and (or) E-mail (if applicable). (T-3)

3.2.6. Student's biography (optional). (T-3)

3.2.7. Student résumé (TIMS).

3.2.8. Grade report for each category and training medium (TIMS)

3.2.9. Record of emergency procedure (EP) training (TIMS).

3.2.10. Record of special syllabus requirements accomplishment (TIMS).

3.3. Documentation. Accurate documentation of the student's performance is a core competency and integral to the student training process. Failure to do so places the integrity of the training program at risk, fails to portray an accurate picture of the student's actual performance, and improperly influences class ranking. Instructors will use an AF Form 4293 (or unit equivalent) to document student training according to the applicable syllabus and this instruction. Include all AF Forms 4293 in the student's training folder. Instructors will provide a concise summary of the student's training and ensure entries clarify any training action. Begin each entry with date of the event, subject or syllabus lesson numbers, overall lesson grade, and lesson duration (if applicable). End each entry with the name, grade, and duty title of the instructor making the entry. The student, student's assigned IP, and the FLT/CC must initial all entries. If multiple entries are on a single AF Form 4293, each entry will comply with the above guidance. Documentation is required for the following:

3.3.1. Admin Hold – Other or TDM status. Entry should be updated if the status changes (e.g., TDM status extended from 6 months to 12 months).

3.3.2. Temporary medical disqualification. Units may substitute a scanned or electronic copy of the DD Form 2992, in the TIMS training folder for the AF Form 4293 entry.

3.3.3. Failure of any academic examination, category check, PC or EC.

3.3.4. Counseling session.

3.3.5. Initial IP assignment and change of assigned IP or flight (update the TIMS résumé to reflect the current assigned IP).

3.3.6. Assignment to and removal from the commander's awareness program (CAP).

3.3.7. Training folder review prior to a PC, EC, or CR. The reviewing instructor will document any training anomalies, syllabus deviations, etc. that were not previously documented.

3.3.8. Incomplete lessons.

3.3.9. Authorization for additional training (AT) sortie. The authorization authority will identify the reasons for an AT sortie and sign or initial the entry.

3.3.10. Substandard performance occurring on an AT sortie.

3.3.11. Results of the CR for students projected to exceed the syllabus maximum hour or sortie threshold. **Note:** Use approximately 115 percent of the programmed hour or sortie threshold if the syllabus does not identify a maximum threshold.

3.3.12. Removal from or reinstatement into training.

3.3.13. Syllabus deviations.

3.3.14. Syllabus entry prerequisite waiver or syllabus waiver (required if AETC Form 6, *Waiver Request,* is not included in the electronic training folder).

3.3.15. Airsickness or Motion sickness episodes.

3.3.16. Unusual occurrences that could affect the student's progress.

3.3.17. Training folder closeout statement. Include a closeout statement in every training folder. If the student was eliminated and (or) withdrawn from training, state so in the statement. Include the student's major weapon system (MWS) assignment, if applicable.

3.4. Student Training Records Disposition. S tudents usually obtain their training records during out-processing and hand-carry them to their gaining unit. If the record is incomplete when the graduate departs, the TRS will forward the training record to the gaining unit via certified mail or E-mail within 10 duty days of the student's graduation. The TRS Registrar will use appropriate E-mail encryption features to properly safeguard information sent electronically and will verify the electronic file is received. Refer to **Table 3.1** for appropriate distribution of training documents, including forms, records, and reports. Upon completion of training or disenrollment, maintain the student's records according to AETCI 36-2605, Volume 1.

Table 3.1. Training Document Distribution.

Item	A Document	B Student	C Copy Distribution
1	AETC Form 240-5, *Summary Record of Training* (**Note** 1)	USAF	Original – flight record folder (per AFI 11-421, *Aviation Resource Management*)
2		USN, USA, USCG, USMC	Student – 1 Student's squadron – 1
3		ANG and AFRC	Original – flight records folder (per AFI 11-421) Student – 1 NGB/A3OC or AFRC/A3RB – 1 (**Note** 2)
4 5		International	International military student office (IMSO) – 1 (**Note** 3) Student – 1
6	Student training folder (**Notes** 4, 5, 6)	USAF, ANG, and AFRC	Original – according to RDS
7		International	Original – according to RDS Copy – Base IMSO 1 (**Note** 3)
8	AF Form 1256, *Certificate of Training*	All Students	Student – 1

Notes:
1. Suspense is 10 duty days after the student graduates or is eliminated. Follow-on training date may require completion of an AETC Form 240-5 immediately after graduation because this form may be required for entry into training.
*2. Send this form to NGB/A3OC, 3500 Fetchet Avenue, Joint Base Andrews, MD 20762, or AFRC/A1RB, 155 Richard Ray Blvd, Robins AFB GA 31098-1815, as applicable.
3. The base IMSO complies with distribution procedures in AFI 16-105, *Joint Security Cooperation Education & Training*.
4. Suspense is 10 duty days after the student graduates.
5. Upon graduation from URT/PCS for further RPA training, the TRS forwards each student's training folder to the gaining FTU base, if the FTU base is an AETC organization. If a student's follow-on training is outside AETC, retain the training folder. If forwarded by the TRS, the training folder and the AETC Form 240-5 (sealed in Flight Records Folder/Envelope) may be hand-carried to the student's gaining AETC base. The TRS may forward the training folder electronically with appropriate E-mail encryption. The last AETC flying base from which the student received training maintains the record for one year after the student departs. Handle International and USN, USA, USMC, and USCG records according to this instruction.
6. The IMSO forwards international graduates' training documentation to AFSAT.

3.5. Additional Training Documents. OG/CCs will standardize student training documentation and training folder content. The following documentation is required:

3.5.1. **Aeronautical Orders.** The local HARM office will publish aeronautical orders according to AFI 33-328, *Administrative Orders,* AFI 11-421, and AFI 11-402.

3.5.2. **AF Form 174 or AETC Form 173.** Use these forms to document counseling sessions concerning students with sensitive personal problems. Keep these forms in the personal information folders maintained by the FLT/CC.

3.5.3. **AF Form 475, *Education/Training Report.*** Upon completion of RFC, the losing unit will complete a single combined AF Form 475 covering RFT, RIQ, and RFC. The wording for comments on the AF Form 475 should be similar to an EPR/OPR and signed by the FTS/DO or higher.

3.5.4. **AF Form 679.** Use this form to request a waiver to this publication. Completing this form is self-explanatory.

3.5.5. **AF Form 1256, *Certificate of Training.*** Award this form to graduates of AETC formal flying training courses. The training unit ensures graduates of the Security Assistance Training Program (SATP) receive an AF Form 1256.

3.5.6. **AETC Form 6.** Use this form to request a waiver to a syllabus or the ETCA. Completing this form is self-explanatory.

3.5.7. **AETC Form 31, *Certificate of Aeronautical Rating.*** Award an AETC Form 31 to URT graduates (students who complete all phases of URT) eligible to hold Aeronautical Ratings as outlined in AFMAN 11-402. Completing this form is self-explanatory. To order this form, units should contact 19 AF/A3FP.

3.5.8. **AETC Form 240-5.** Use the following guidance to ensure the AETC Form 240-5 provides an accurate record of training and appropriately documents accomplishments in URT courses:

3.5.8.1. Generate a form for each student who enters a URT course. For international students, enter numeric check and (or) simulator evaluation scores rather than overall grades.

3.5.8.2. Enter remarks on the form for outstanding achievements or awards, such as, distinguished graduate and any other pertinent information to indicate the student's performance, progress, or achievements during the course.

3.5.8.3. The FLT/CC signs the "authentication" block.

3.5.8.4. Authenticate the AETC Form 240-5 for students after their training folders are closed out (i.e. marked as graduated in TIMS).

3.5.8.5. Authenticate the AETC Form 240-5 for students entered into a Commander's Review.

3.5.9. **AETC Form 298, *Flight Briefing Critique*** . Use AETC Form 298 to critique daily flight briefings. (T-3) Supervisors will complete the form to provide feedback to the FLT/CC. Rate all areas observed during the briefing. Completing this form is self-explanatory.

3.5.10. **AETC Form 499, *Distinguished Graduate Certificate.*** This form is presented to graduate course students selected for distinguished graduate (DG) status. A locally approved form or plaque may be substituted for this form.

3.5.11. **AF Form 4293.** This form is used to document information in a student's training folder.

Chapter 4

STUDENT MANAGEMENT

4.1. CAP. Reference AETCI 36-2605, Volume 1, for CAP category definitions and additional guidance.

4.1.1. **Squadron Commander Responsibilities.** Prior to official class start date, the TRS/CC will administer CAP. Once the student begins training, the FTS/CC administers CAP. The day-to-day CAP administration may be delegated to the FTS/DO, FTS assistant operations officer (FTS/ADO), or FLT/CC, but the FTS/CC maintains overall authority and responsibility. The TRS/CC may retain administrative authority of military CAP if specifically authorized in local guidance. Class commanders/FLT/CC may place students on military CAP if specifically authorized in local guidance. **Note:** For TRS, substitute the corresponding TRS position for all FTS references.

4.1.2. **CAP Procedures.** The FLT/CC or FTS/CC places the student on CAP and removes the student from CAP when sustained normal progress is demonstrated or when personal issues are resolved. The FTS/CC (or designated supervisor) will be briefed when removing a student from CAP. A student requiring an extended period of increased supervision or repeated placement on CAP should be considered for a PC or EC.

4.2. Progress Checks and Elimination Checks. PCs/ECs are full-mission profile sorties during which a student's performance is observed, rated potential is evaluated, and ability to complete the course within syllabus constraints is considered. Conduct PCs/ECs according to the applicable syllabus. PCs/ECs are separate from the normal syllabus flow. Students must demonstrate proficiency on the PC/EC to the current stage of training. PCs/ECs are key events in the CR process. Triggers for these events are defined in the applicable syllabus.

4.2.1. **Authorized PC/EC pilots.** Only duly appointed and qualified instructors will administer a PC/EC. Refer to the applicable syllabus for authorized PC/EC pilots. Normally do not evaluate the student with the same PC/EC pilot on consecutive and/or subsequent PC/EC sorties.

4.2.2. **Ground Evaluation.** PC/EC ground evaluations are conducted as a result of a failed category check/PC/EC for unsatisfactory general knowledge, ground operations, mission analysis, EPs, and/or as the result of a FLT/CC-directed evaluation for failure to progress or meet syllabus standards in procedural knowledge.

4.2.2.1. The designated PC/EC instructor will conduct the entire briefing, ground evaluation execution, debriefing, and assign the overall grade.

4.2.2.2. The ground evaluation should be of sufficient length & breadth and depth to evaluate the student's overall procedural knowledge.

4.2.2.3. PC/EC ground evaluations are not full mission-profile sorties.

4.2.3. **Grading.** Grade PCs/ECs according to syllabus guidance.

4.2.4. **Incomplete PC/EC.** The PC/EC pilot determines if the sortie is complete. A PC/EC is "Incomplete" only if the mission tasks and objectives could not be completed to ascertain a reasonable evaluation of student performance.

4.2.5. **PC/EC Continuation Training (CT) Meeting.** The FTS/CC will conduct a PC/EC pilot CT meeting annually (minimum) to ensure command and squadron PC/EC philosophy is implemented and standardized. All individuals who conduct PCs and (or) ECs are required to attend. Document the meetings in enough detail to allow those who were unable to attend to read, initial the meeting minutes, and understand what transpired. Maintain copies of the meetings minutes and slides (if used) for one year. As a minimum, each meeting should include a review of pass and fail rates by individual PC/EC instructors, and at least one grading scenario brought to a conclusion. Grading scenarios should generate thoughtful discussion and reference to the individual CTS appropriate for the scenario. Document the final recommended grade for each grading scenario in the CT minutes and (or) slides. The meeting may be incorporated into/documented with a quarterly CT meeting.

4.3. Commander's Review Process:

4.3.1. **Overview.** The CR recommends the student's elimination or retention in training. All students (including students awaiting RFT or between URT phases) will go through a CR before being eliminated or withdrawn from training. Complete the CR process within 10 duty days (24 duty days for international students) from the date the initiating authority (IA) enters the student in the CR process by signing the AETC Form 149, *Record of Commander's Review Action*.

4.3.2. **Entry** . The IA will enter the student in the CR process NLT three duty days after meeting the syllabus trigger/DOR. Remove the student from training and place on Admin Hold - Other pending final approving authority (AA) decision. Commanders will notify the HARM office to suspend Aeronautical Orders IAW AFMAN 11-402 AETC Supplement, Paragraph 6.2.1. The IA may elect to continue the student in academic training with reviewing authority (RA) concurrence as long as the CR is not due to an academic trigger. Instruct URT students not to attend formal flight room or training activities (aircraft or simulator) until reinstated. Students projected to exceed the syllabus maximum sortie or hour thresholds because of overall poor performance should be considered for a CR under the failure to progress or meet syllabus standards trigger. If the syllabus does not identify a maximum threshold, use 115 percent as a guide.

4.3.3. **IA.** The FTS/CC conducting the student's syllabus training, or the TRS/CC if not in syllabus training, is the IA. The IA will:

4.3.3.1. Notify the student in writing of his or her consideration for elimination and brief the student on the CR process (**Figure 4.2**). For international students, also notify the local base IMSO. For ANG and AFRC students, refer to **paragraph 2.8.1**.

4.3.3.2. Complete the IA portion of the Commander's Review Checklist and Briefing Guide (**Figure 4.2**) and ensure the Registrar is notified.

4.3.4. **RA.** The OG/CC is the RA. The RA will:

4.3.4.1. Review the student's training and recommend elimination from or retention in training. The OG/CC may delegate this authority to the Deputy Operations Group Commander (OG/CD), or TRS/CC (do not delegate to TRS/CC if TRS/CC is IA). The RA will examine the student's training records and, as deemed necessary, interview the student and FLT/CC or FTS(TRS)/CC.

4.3.4.2. Complete the RA portion of the CR Checklist (**Figure 4.2**).

4.3.4.3. Suspend the CR if it becomes apparent that circumstances require convening an investigation under the provisions of AFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*, or when information arises that would cause the student to be medically disqualified. Reconvene as appropriate to complete the CR process.

4.3.5. **AA.** The WG/CC is the AA (exception, in the event of DOR, AA may be delegated to no lower than the OG/CC). The AA will:

4.3.5.1. Complete the AA portion of the CR Checklist (**Figure 4.2**).

4.3.5.2. Complete AETC Form 149, Section IV, for URT. List any authorized additional training (AT) on AETC Form 149, as applicable. Do not recommend URT eliminees for entry into SUPT. Do not recommend URT academic eliminees for Combat Systems Officer (CSO) training or Air Battle Management (ABM) training. Do not recommend students eliminated for manifestation of apprehension (MOA) or drop on request (DOR) for any flying training or rated career field. The AA should consider the student's motivation, situational awareness, task and mission management skills, pilot in command skills, and overall airmanship when making further rated training recommendations. Note: Students with an aeronautical rating or CEAs cannot DOR and fall under the procedures in AFMAN 11-402.

4.3.5.3. Provide a statement in Section IV of AETC Form 149 for medical eliminees evaluating the student's ability to complete training if medically requalified.

Figure 4.1. Example Student Notification Memorandum.

(Date)

MEMORANDUM FOR *(Student's Name)*

FROM: *(Initiating Authority)*

(Address)

SUBJECT: Commander's Review

1. You are being entered into the commander's review. This review evaluates all circumstances relating to your training and make recommendations regarding your retention in or elimination from training.

2. You are entitled to submit a "show cause" memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. The approving authority uses your memorandum and/or written statements pursuant to the Privacy Act of 1974 as authorized by Title 10, U.S.C., Section 803. These documents become part of a case file kept at AETC/A3F and are destroyed one year after completion of training according to the Air Force Records Disposition Schedule. The case file may be disclosed to any DoD component and may be used for other lawful purposes including litigation. **Note:** You are not required to submit a memorandum or written statement.

3. Submit any written documentation not later than two duty days after reveiving this memorandum.

_____
(Initiating Authority's Signature)

1ˢᵗ Ind. *(Office Symbol)*

MEMORANDUM FOR *(Initiating Authority)*   *(Date)*

I acknowledge receipt of this memorandum and that I was briefed on the commander's review process in accordance with AETCI 36-2605, Volume 13

_____
(Student's Signature)

Figure 4.2. Commander's Review Checklist and Briefing Guide.

<div style="border:1px solid">

Commander's Review Checklist and Briefing Guide

1. The Initiating Authority (IA):

1.1. Enter the student into the CR process NLT three duty days after meeting the syllabus trigger and notify the student in writing of his or her consideration for elimination.

1.2. Explain the CR process to the student.

1.3. Remove the student from training pending final AA decision (IA may elect to continue the student in academic training with RA concurrence). Instruct URT students not to attend flight line activities or participate in any training until reinstated.

1.4. Complete Sections I and V of AETC Form 149.

1.5. Advise the student he or she may submit a show-cause memorandum within two duty days after receiving written notification from the IA of his or her consideration for elimination. The memorandum should address why the student should not be eliminated. It should cite specific reasons and provide any information which may have a bearing on the situation.

1.6. Ensure the student completes Section II of AETC Form 149.

1.7. Forward the completed AETC Form 149 with the student's show-cause memorandum (if submitted), training records, and any attachments to the RA.

1.8. Notify the ARMS manager to suspend the student's aeronautical orders IAW AFI 11-402 AETC Supplement, Paragraph 3.9.1.

1.9. Notify AETC/A3G (for ANG) or AETC/A3H (AFRC) and NGB/A3O or AFRC/A3TB as applicable for AFRC and ANG students.

1.10. Notify the base IMSO for international students.

2. The Reviewing Authority (RA):

2.1. Review the student's training and recommends elimination from or retention in training.

2.2. Complete Section III of AETC Form 149, and forward the form with all applicable records to the AA for final decision. Include a written summary of significant facts and specific rationale used to arrive at the recommendations.

2.3. Inform the student of the sequence of events for CR.

2.4. Inform the student of individual rights for legal assistance and representation if convened under AFI 51-602, *Boards of Officers*.

3. The Approving Authority (AA):

3.1. Review the student's records and RA's recommendations.

3.2. Decide whether the student is retained in or eliminated from training.

3.3. Complete Section IV of AETC Form 149. Include remarks on the student's officership and, in the event of elimination, recommend a follow-on career field. For URT medical eliminees, provide a statement in Section IV of AETC Form 149 evaluating the student's ability to complete training if medically requalified.

3.4. Inform the student, upon elimination, of the opportunity to indicate personal desires for retention in service and future training according to AFI 36-2110, *Assignments*. Explain the possibility of reassignment action or release from extended active duty under the separation policies.

3.5. Notify AETC/A3G (for ANG) or AETC/A3H (AFRC) and NGB/A3O or AFRC/A3TB as applicable of final disposition for AFRC and ANG students.

</div>

4.3.6. **CR for Cause and (or) Misconduct** . The 19AF/CC is the AA for removing a student from training for "cause" and (or) misconduct. For "cause" includes students engaging in

misconduct punishable under the UCMJ, or a student demonstrating improper conduct, attitude, or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the student's fitness for continued service. Refer to AETCI 36-2605, Volume 1 for further guidance. When completing AETC Form 149:

4.3.6.1. The OG/CC is the IA.

4.3.6.2. The WG/CC is the RA.

4.3.6.3. 19 AF/CC is the AA.

4.4. Student Eliminations:

4.4.1. Students *should* be eliminated if they:

4.4.1.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course because of physical, psychological, or personality factors. LOA eliminees require an evaluation from both medical and rated personnel. This category includes recurring motion sickness and MOA. Medical and rated personnel conducting the evaluations will document the results in the student's training folder. They will specify the physical, psychological, or personality factors that led to the LOA determination. In addition, they will annotate specific deficiencies in Section IV of AETC Form 149.

4.4.1.2. Fail to meet proficiency standards of the syllabus.

4.4.1.3. Fail to demonstrate the potential to complete the course within syllabus constraints.

4.4.1.4. DELETED

4.4.1.5. Fail to meet standards prescribed in DAFMAN 36-2905, *Air Force Physical Fitness Program*.

4.4.2. Students *will* be eliminated if they:

4.4.2.1. Drop on Request (DOR). The FLT/CC will counsel students on the ramifications of DOR (i.e., permanent disqualification from flying status and possible reclassification proceeding) prior to entering non-rated students into a CR. Once the student is counseled and signs the AETC Form 149, he or she is ineligible for reinstatement. **Note:** USAF Rated officers and USAF Career Enlisted Aviators (CEAs) enrolled in training are processed IAW AFMAN 11-402, reference Chapter 8, Flying Evaluation Board (FEB), if they attempt to DOR and will be removed from the formal training course via a CR prior to implementing AFMAN 11-402 procedures. Attempting to DOR will trigger an FEB which opens the member to permanent disqualification from aviation service and may prohibit wearing the aviation badge.

4.4.2.2. Become medically disqualified, unless a flight surgeon determines the disqualification may resolve within 12 months of the initial disqualification. In the latter instance, place the student in TDM status. Refer to DAFMAN 48-123, AETCI 36-2605, Volume 1, and Chapter 5 of this publication for additional guidance. **Note:** For those students funded under the TDY-to-school program, the assigned unit will notify 19 AF/A3DR and AETC/FMAM as soon as the TDM status becomes probable.

4.4.2.3. Initiate action to separate from the service.

4.4.2.4. Get recalled by the parent unit, higher headquarters, or home country. Reference AETCI 36-2605, Volume 1 for further guidance.

4.4.2.5. Get involved in drug abuse substantiated by reliable evidence.

4.4.2.6. Get adjudicated absent without leave, are confined, or have deserted.

4.4.2.7. Demonstrate improper attitude or lack of responsibility toward assigned duties or obligations. (T-3) This may include character disorders that raise doubt about the student's fitness for training.

4.4.2.8. Fail two ECs total. (T-3)

4.4.3. 19 AF/A3 staff will maintain entry, production and elimination data to ensure fairness and equitable opportunity for all flying training program candidates.

4.5. Student Dispositions:

4.5.1. Students reinstated into training after a CR will complete a PC or EC (as appropriate) following completion of any AT authorized by the AA in Section IV of AETC Form 149. Students reinstated after academic deficiencies must repeat the examination after appropriate AT. Students reinstated following a flying evaluation board will complete AT directed by the final approval authority.

4.5.2. After completing AETC Form 149, Section IV, units will process eliminated students under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, AFI 36-3207, *Separating Commissioned Officers*, AFI 36-3208, *Administrative Separation of Airmen*, DAFI 36-2110, *Total Force Assignments*, or the ETCA. Additionally, units will process international students according to AFI 16-105, Rated Officers and CEAs according to AFMAN 11-402, and pipeline or PCS students through appropriate personnel channels.

4.6. CR Records Distribution:

4.6.1. The TRS Registrar or similarly designated authority will maintain original CR records according to the RDS and distribute them within 10 duty days of CR completion. These records must be available for review.

4.6.2. Units will distribute eliminated students' CR records as outlined in **Table 4.1** and maintain them according to the RDS.

4.6.3. The Registrar will ensure each elimination case is updated in the training management database with an elimination explanation.

4.6.4. The servicing flight management office will update ARMS with the appropriate disqualification code.

Table 4.1. Student CR Records Content and Distribution.

Item	A Form or Item	B Type of Student	C Copy Distribution
*1	AETC Form 149 (**Note** 1)	Active Duty Air Force	19 AF/A3DR – 1 AFPC/DP2LT and AFPC/DP2ORC – 1 each (**Note** 2) AFPC/DP2ORIM – 1 (**Note** 3) Local HARM Office – 1
*2		USN, USMC, USCG	19 AF/A3DR – 1 CNATRA/N3 – 1 (**Note** 4)
*3		ANG	19 AF/A3DR – 1 NGB/A3OC – 1 each (**Note** 5)
*4		AFRC	19 AF/A3DR – 1 AFRC/A3RB– 1 (**Note** 6)
*5		International	19 AF/A3DR – 1 AFSAT/DO – 1 (**Note** 7)
*6	Notification memorandum (**Note** 8)	All	19 AF/A3DR – 1
7	Show cause memorandum (**Note** 8)		
8	Individual flight record (Rated & CEA only) (**Note** 8)		
9	AETC Form 240-5 (**Note** 8)		
10	AF Form 422, *Notification of Air Force Member's Qualification Status* (**Note** 8)		
11	Student training folder (**Note** 8)		N/A
12	Order awarding aeronautical rating (**Note** 8)		
13	Order rescinding aviation status (**Note** 8)		

Notes:
1. Suspense is 10 duty days after CR completion.
2. Only required for officer students that are eliminated and (or) removed from training. E-mail encrypted file to AFPC/DP2LT and AFPC/DP2ORC.
3. Only required for enlisted students that are eliminated and (or) removed from training. E-mail encrypted file to AFPC/DP2ORM.
*4. CNATRA/N3, 250 Lexington Blvd, Ste 102, NAS Corpus Christi TX 78419-5000. Other service components to be distributed by 19 AF/A3DR as needed.
5. NGB/A3OC, 3500 Fetchet Avenue, Joint Base Andrews, MD 20762, or ***E-mail***.
*6. AFRC/A3RB, 155 Richard Ray Blvd, Robins AFB GA 31098-1815, or ***E-mail***.
7. AFSAT/DO, 315 J Street West, JBSA Randolph TX 78150-4302, or ***E-mail***.

*8. For CR packages for students reinstated into training, attach Items 6 and 7 of this table to the AETC Form 149. For CR packages for students eliminated from training, attach Items 6 through 11 of this table to the AETC Form 149. Forward CR packages to 19 AF/A3DR in electronic portable format (.pdf). Use appropriate E-mail encryption to properly safeguard training, PA, & PII information; verify the electronic file is received.

*9. Items 12-13 are included as necessary based on student status.

Chapter 5

MEDICAL MANAGEMENT REQUIREMENTS

5.1. General. This chapter establishes student management requirements for appropriate medical and operations personnel. Operations and medical personnel must ensure commanders are informed when students exhibit MOA/adverse psychological symptoms or other medical conditions that affect daily student training decisions. Supervisors must also strive to keep students motivated and accomplishing missions on a regular basis. AETCI 36-2605, Volume 1, contains additional guidance. AETCI 48-102 does not apply to airsick RIQ students on I9001, but document any episodes of airsickness on AF Form 4293.

5.2. Motion Sickness Procedures for URT Students (Simulator):

5.2.1. Students must meet MIF standards to continue simulator training. Early in RIQ, the instructor may help students overcome the impacts of motion sickness by changing the profile, pausing the simulator, or if necessary, terminating the mission when symptoms persist. Use sortie termination as a last resort since continued exposure to the flight environment enhances physiological adaptation. As students progress in training, instructor assistance decreases.

5.2.2. FLT/CCs and instructors will send students who experience active or passive motion sickness to the flight surgeon for examination, counseling, and treatment as soon as practical and before the next simulator sortie. Document all episodes of motion sickness on AF Form 4293.

5.2.3. URT students experiencing motion sickness episodes may be entered into the airsickness management program (AMP) as directed by the flight surgeon. While participating in AMP, students will continue the normal training syllabus flow. AMP is outlined in DAFMAN 48-123, and AETCI 48-102.

5.2.4. The FLT/CC will place students who experience motion sickness on four or more sorties on CAP.

5.2.5. After three episodes of motion sickness, instructors will grade RIQ students as unsatisfactory overall when they develop motion sickness resulting in (1) IP intervention, (2) relinquishing aircraft control, (3) significant mission impact, or (4) premature sortie termination.

5.2.6. Limit student pharmacological therapy to a maximum of three sorties.

5.2.7. Following any episode, the student's next simulator must be with an IP.

5.2.8. After the third motion sickness, and every episode thereafter, the FTS/CC will assess the student's potential to complete training. If the student's potential to graduate is high, the FTS/CC will make an entry on the AF Form 4293 to continue the student in training. If the student's potential to graduate is low, the CR process will determine whether the student is retained in or eliminated from training. Conduct student eliminations according to AETCI 48-102.

5.2.9. Commanders will process USAF Rated Officers & CEAs in URT who cannot overcome motion sickness problems according to DAFMAN 48-123. Squadron supervisors should coordinate closely with the chief of aeromedical services for each of these special cases.

Consult 19 AF/A3DR for USA, USN, USMC, and International students (coordination with appropriate service HQ and International student management) who are unable to overcome motion sickness problems.

5.3. Manifestation of Apprehension. Refer to AETCI 36-2605, Volume 1.

Chapter 6

STUDENT TRAINING

6.1. Flight Commander Responsibilities. The FLT/CC is the first echelon of command responsible for safely and efficiently scheduling people, missions, and training resources. The FLT/CC must know the capabilities and experience levels of all flight members and ensure they accomplish the right mission at the right time according to applicable syllabuses and directives. Safety must remain paramount in the FLT/CC's mind. FLT/CCs will keep the operations supervisors informed of the training plan and any changes and will:

6.1.1. Supervise and monitor student training.

6.1.2. Assist students and supervisors with the training review process and provide for discipline, physical and mental well-being, and general welfare of students. The FLT/CC must be aware of each student's progress in all areas, including the potential effect of external factors (personal problems, etc.). FLT/CCs help students when they:

6.1.2.1. Counsel students determined to be marginal performers or those placed on CAP and conduct follow-up counseling as often thereafter as necessary.

6.1.2.2. Counsel students as necessary on appropriate management issues, including personal problems and disciplinary matters. If additional assistance is necessary, refer students to the appropriate base support agencies (Chaplain, Legal Office, etc.).

6.1.3. Maintain student training folders according to **Chapter 3** of this instruction, local guidance, and the applicable syllabus.

6.1.4. Ensure student compliance and documentation of PT accomplishments.

6.1.5. Coordinate with academic supervisors on individual student performance.

6.1.6. Ensure students are briefed on assignment opportunities as applicable.

6.1.7. Brief student leaders on the scope and limits of their responsibilities.

6.1.8. Assist in syllabus-directed functions.

6.2. Syllabus Resource Management. The FLT/CC and FTS/CC are responsible for the management of student simulator hours. Each syllabus unit has an associated number of simulator missions and hours. On average, the syllabus mission and any AT, PC, or EC sorties should reflect the average mission duration (AMD) for the unit of training. IPs should closely adhere to the syllabus AMD. The AMD should not be exceeded except for extenuating circumstances or to meet training objectives.

6.3. Additional Training Sorties. AT sorties provide extra training to students in specific circumstances, to include category check failure, break-in-training, CR reinstatement, syllabus waiver, OG/CC corrective actions, or as otherwise specifically authorized by the syllabus. Refer to the applicable syllabus for authorized AT sorties and specific guidelines.

6.3.1. International (Coded XXX83). These sorties are authorized as outlined in the individual syllabus for international students who may not be able to meet MIF standards because of such factors as language or cultural differences. Obtain advance authorization for additional

simulator hours according to guidance in the individual syllabus and this instruction. Code these sorties as specified in the individual syllabus.

6.3.2. Adaptation to Corrective Lenses (Coded XXX84). These sorties are authorized for students who experience training difficulties and require corrective lenses. Normally, these sorties are accomplished in the current unit; however, they may be accomplished in a different category if required. The next syllabus simulator flown after these sorties must be dual.

6.3.3. Warm-up/Break-in-Training (Coded XXX86). These sorties are authorized for delays in training and will be accomplished only when remaining syllabus sorties are insufficient to compensate for the student's break in training.

6.3.4. Reinstatement by CR (Coded XXX87). These sorties may be authorized for students reinstated into training after a CR.

6.3.5. Total Sortie/Simulator Time (Coded XXX87). Students will accomplish these sorties to meet minimum syllabus sorties or simulator time requirements. These sorties are normally full mission profile and are authorized when it becomes apparent they are needed.

6.3.6. Prior to PC and EC (Coded XXX87). These sorties may be authorized before a PC and EC. These sorties are not automatically given to every student. They are reserved for cases where the FTS/CC determines some training irregularity or anomaly has occurred, and the student has demonstrated the potential to complete the syllabus. Document the training irregularity or anomaly as part of the AF Form 4293 AT authorization entry.

6.4. Ground Training Units (GTU):

6.4.1. GTUs are instructional lessons that are normally prerequisites for simulator missions and complement academic instruction.

6.4.2. Instructors are responsible for teaching GTUs according to instructor guides. Instructors may teach the GTUs to students on an individual or group basis.

6.4.3. Syllabus time for GTUs is an approximate time to complete the lesson. Log the completion time, date, and actual training time in TIMS.

6.5. Formal Flight Briefings. RIQ flights will conduct daily formal flight briefings before the first scheduled simulator period. The briefing will cover current and forecast weather, operations notes, flying safety, and (or) a standardization briefing. Unless excused by the FLT/CC, students and *assigned* instructors must attend the formal flight briefing; *attached* instructors are highly encouraged to attend. The FLT/CC may cancel the formal brief if needed and assigned instructors will cover the required daily information in the aircrew briefing.

6.6. Flying Safety Briefings. RIQ flights will conduct these briefings at least once a normal workweek. Briefings should emphasize aircraft mishap prevention and promote group discussion to improve student judgment and confidence.

6.7. Standardization Briefings. Emphasize group discussion and individual student questioning on selected topics. Briefings should be structured to assist in the development of judgment, proper application of procedures, and realistic use of available publications.

6.7.1. The standardization briefing should include a standup EP situation.

6.7.2. RIQ flights will conduct standardization briefings at least three times during a normal workweek. The standardization briefings may be in conjunction with formal flight briefing or at a time that ensures maximum IP and student participation. The FLT/CC may use his or her discretion whether or not to accomplish standardization briefings when the class is within five training days of scheduled graduation.

6.8. Cockpit/Crew Resource Management (CRM) Briefings. AFI 11-290, *Cockpit/Crew Resource Management Training Program,* and its AETC Supplement outline requirements for the CRM training program. CRM briefings will address human-factor causes in aircraft mishaps. Use real-world mishaps as examples in the briefings. Brief CRM to students at least once every other week. Brief and debrief CRM core concepts and skills on every simulator mission. CRM briefings may be substituted for safety or standardization briefings, but they are not testable.

6.9. Mission Briefings. These briefings set the tone of the lesson. Cover specific objectives, mission accomplishment, and specific simulator restrictions. Discuss techniques and procedures for flying the mission before or after the mission briefing. An instructor will brief students prior to all solo syllabus-directed simulators. IPs having continuity with the student should accomplish this briefing. Document the briefing with an electronic gradebook entry, or a locally approved substitute document. Post-mission briefings measure the success in accomplishing the mission objectives. Refer to the appropriate AFI 11-series publication for briefing formats. The applicable syllabus contains mission briefing requirements.

6.10. Student Standardization Program. The standardization program consists of briefings and tests to ensure students maintain the highest proficiency level in procedural knowledge and application. All RIQ flights will administer a weekly EP quiz (EPQ) covering general and EP knowledge appropriate for the student's stage of training. The minimum passing score on all flight line tests is 85 percent and 100 percent for Boldface tests. If an international student fails a written test, the instructor will determine if English comprehension is a significant contributing factor. If so, the instructor may give the student an oral retest.

6.10.1. The EPQ may be administered in printed or electronic format. Printed EPQs will be numbered sequentially for accounting purposes. Immediately prior to administering the EPQ, the unit Stan/Eval member or testing administrator will:

6.10.1.1. Generate a fresh 20-question EPQ from TIMS secure server with a representative number of questions from each assigned reading area. Local units maintain and ensure the accuracy and currency of their EPQ database.

6.10.1.2. Secure the room and administer the EPQ.

6.10.1.3. Collect any printed EPQs and answer sheets and account for each numbered copy.

6.10.1.4. Grade the EPQ; record the scores; and destroy all test copies, answer sheets, the answer key, and (or) electronic versions of tests that are stored outside of the TIMS database.

6.10.2. Use the TIMS *RIQ Syllabus Emergency Procedures Tab* to supplement the standardization program. This form contains a list of EPs to cover during T-6 based RIQ training. Completing this form is self-explanatory.

6.10.3. Boldface emergency procedures and operating limitations worksheets are available on the   AETC/A3V   website   at: **https://eis.aetc.af.mil/hq/A23/A3V/Other%20Training%20Documents/Forms/AllItems. aspx**

6.11. Incomplete Sorties:

6.11.1. Except for category checks, PCs, and ECs, the FLT/CC will determine if a sortie is incomplete. He or she will:

6.11.1.1. Evaluate each situation on an individual basis. (**Note**: If a student has had ample opportunity to learn a task and subsequently accomplishes a short sortie, do not incomplete the sortie. Also do not incomplete a lesson solely because an individual maneuver is omitted when the omitted maneuver can be accomplished on the next sortie without degrading accomplishment of future training objectives.) (T-3)

6.11.1.2. Consider the sortie's effect on the quality of the student's training and each student's prior training opportunities as well as the remaining sorties available to accomplish training objectives. The syllabus provides a means of AT for students who do not progress to the end of unit MIF proficiency requirements.

6.11.1.3. Ensure both above- and below-average students are afforded the same training opportunities to refine their skills.

6.11.2. Incomplete sorties do not break a string of unsatisfactory syllabus sorties.

6.12. Grading Procedures. Instructors will grade student training according to the applicable syllabus. The CTS is the baseline for all maneuver grading. Student performance must be compared to the CTS before assigning maneuver grades. When assigning a maneuver grade, first grade the maneuver being flown. If the maneuver is flown below the required proficiency level then determine if Risk Management/Decision Making, Task Management, Situational Awareness, Crew Coordination and Emergency Procedures/General Knowledge should also be downgraded (e.g., A student flies an unsafe landing and is directed to go-around. Grade the landing first and then determine if situational awareness or risk management/decision making should also be downgraded for failing to recognize an unsafe situation.). Overall lesson grades must be consistent with syllabus guidance, the student's documented progress, and overall performance.

6.13. Category Checks. Category checks validate students have achieved the required proficiency for a category, are conducted according to the applicable syllabus, and are graded against the course training standards using the required MIF proficiency as the baseline. Only duly appointed and qualified instructor pilots will administer category checks. Refer to the applicable syllabus for authorized check pilots

6.13.1. **Profile.** The FTS/DO or Check FLT/CC will ensure a cross-section of maneuvers optioned in the category check MIF are sampled regularly on category checks. (T-3)

6.13.2. **Grading.** Checks are syllabus events and the CTS must be applied exactly as on daily events. The starting point for assigning any maneuver grade is the CTS which equates to satisfactory proficiency level or a letter grade of G. The instructor will grade student maneuvers according to the applicable syllabus, grading completed checks excellent (E), good (G), or unsatisfactory (U), or NG (no grade) overall.

6.13.3. **Incomplete Checks.** With FTS/DO or Check FLT/CC approval, checks may be considered incomplete if no maneuver completed by the student was graded below MIF and either all required maneuvers were not accomplished or the number of maneuvers accomplished was insufficient to reasonably assess the student's overall performance. If a check is incomplete, the student need only perform those maneuvers necessary to complete a normal check profile on the subsequent re-check. (T-3)

6.14. Squadron Stan/Eval CT Meetings. The FTS/DO or Stan/Eval FLT/CC will conduct CT meetings at least quarterly to ensure grading philosophy, practices and standards are consistent and standardized. All individuals who conduct category checks are required to attend. As a minimum, each meeting should include a review of pass and fail rates by category for each check administered since the last CT meeting, category check weak areas or trends, pass and fail rates of individual check pilots, and at least one grading scenario brought to a conclusion. Grading scenarios should generate thoughtful discussion and reference to the individual CTS appropriate for the scenario. Document the meetings in enough detail so that those who have an authorized absence can read the meeting minutes and understand what transpired. Maintain copies of the meetings minutes and slides (if used) for one year.

6.15. Flight Evaluations. Conduct SIT-R flight evaluations according to AETCI 11-203, *Flying Training Simulator Instructor Programs,* and the applicable syllabus.

6.16. Wash Back. When a student washes back into another class, the FTS/CC is the approving authority for determining the appropriate TIMS version of the syllabus to use to continue the student's training. Ensure the Registrar is promptly notified of a wash-back in order to update TIMS and the Military Personnel Data System (MilPDS).

6.17. Civilian Flight Training. S tudents rated by the Federal Aviation Administration (FAA) (private pilot, commercial pilot, etc.) may fly civilian aircraft during URT. Students may not pursue new FAA ratings or certifications while enrolled in any phase of URT (including students on Admin Hold – Other or Training Delay – Medical) without specific commander approval. Prior to conducting any civilian flying, all URT students will complete an AETC Form 410, *High-Risk Activities Worksheet*, and submit the form for commander approval.

6.18. Flight Planning Software use in URT. Flight instruction of flight planning principles in URT is focused on the understanding of the key concepts involved in flight planning and application of those concepts through the use of flight planning software. Early in RIQ, the objectives focus on the skills to produce computer generated flight planning products. Emphasis is placed on manual flight planning skills to validate computer-generated products. RIQ students will only use approved flight planning software. Later missions build on the flight planning skills and conceptual understanding learned earlier. Students plan and accomplish applicable sorties using software-based flight planning methods according to syllabus requirements.

Chapter 7

UNDERGRADUATE INTERNATIONAL TRAINING

7.1. International Military Student (IMS) Training. IMSs receive Air Force formal course training under the International Military Education and Training (IMET) Program, a foreign military sales (FMS) case, a counter-drug program, or as part of a presidential draw down initiative. These activities are part of the DoD Security Assistance Training Program (SATP). The administration of SATP students generally adheres to the procedures outlined in the preceding chapters, but there are certain exceptions. This chapter addresses only those areas where SATP student administration differs from Air Force student administration. Follow the procedures outlined in Chapters **1** through **6** for any area not covered in this chapter.

7.2. International Military Student Officer (IMSO). Each Air Force installation will appoint an IMSO to handle administrative affairs per AFI 16-105. Training units conducting security assistance training, to include orientations, must maintain a close liaison with their installation IMSO. FLT/CCs will notify the IMSO anytime a student is entered into CAP for academic or flying deficiencies, placed on extended DNIF, or for any other reason that could change the student's scheduled graduation status. In turn, IMSO will immediately notify the applicable AFSAT country manager, who will keep country informed on all student issues.

7.3. Training Administration. AFSAT administers all international technical, flying, professional military education, and basic military training within AETC. Units will send questions about administrative procedures to the installation IMSO who, in turn, will notify the appropriate AFSAT country manager.

7.4. Student Data Screening. Training units will screen student records as outlined in AFI 16-105. The installation IMSO will conduct a thorough review of the student's Invitational Travel Order (ITO) and appropriate amendments according to AFI 16-105.

7.5. Student Training Records. The IMSO will maintain student training records according to AFI 16-105.

7.6. Training Summary. Training units will:

7.6.1. Use DD Form 2496, *International Student Academic Report* for the training summary. **Note:** The base IMSO will assist training units to complete required forms.

7.6.2. Record awards, special certificates, or other achievements after the course summary section. The training unit will attach a copy of award citations, letters of appreciation, certificates, etc., to the training summary. The installation IMSO is responsible for complying with AFI 16-105. The training unit will ensure the IMSO is aware of special awards of citations accompanying the training summary.

7.6.3. Enter the foreign country and IMET program year (or FMS case designator) and worksheet control number (WCN) in the top right corner of the AETC Form 240-5 (above training base). The training unit may obtain this data from the ITO or the base IMSO. **Note:** When using the DD Form 2496, enter this data in the appropriate blocks.

7.7. Additional Training Hours:

7.7.1. **Requesting Additional Hours.** With OG/CC approval, the IMSO will request additional hours from the appropriate AFSAT country manager to obtain country approval (for hours in excess of the additional hours authorized by the syllabus). The request must include the student's name, country, FMS case, line number, WCN, approximate number of additional hours required, and a summary of the student's problems and the probability for successful course completion. On the request, include 19 AF/A3DR, 19 AF/A3R, and AETC/IA as informational addressees.

7.7.2. **Reporting Procedures for Additional Sorties or Hours.** To ensure a student's country is appropriately charged for additional sorties accomplished, the IMSO will provide the following information within five duty days after course graduation (E-mail: **AFSAT.workflow@us.af.mil**).

7.7.2.1. Student's name.

7.7.2.2. Training unit and base.

7.7.2.3. Military articles and services listing number.

7.7.2.4. WCN.

7.7.2.5. Country, case, line, or IMET program year.

7.7.2.6. Number of additional hours approved.

7.7.2.7. Number of additional hours accomplished.

7.7.2.8. Type of Simulator accomplished.

7.7.2.9. Fiscal year when the hours were accomplished.

7.7.2.10. Start training date and graduation date.

7.7.2.11. POC name and telephone number.

7.8. Holiday Scheduling. All international military students may be authorized an additional two days each year to observe national and (or) religious holidays. Coordinate specific days for each country through AFSAT and the IMSO.

Chapter 8

URT STUDENT ASSIGNMENT PROCESS

8.1. Overview:

8.1.1. Students receive Major Weapon System (MWS) and location assignments based on demonstrated potential to successfully complete required follow-on training. Assignments consider three elements:

8.1.1.1. Needs of the Air Force.

8.1.1.2. Assignment availability.

8.1.1.3. Student desires. **Note:** Inform students with special-needs dependents or other special circumstances to make these situations known to their chain of command.

8.1.2. To aid commanders, the Merit Assignment Selection System **(**MASS), a command-directed performance measurement tool, is used. One MASS score provides student relative ranking within his/her class and is used for assignment selection and another MASS score provides a final graduation order of merit.

8.1.3. The WG/CC is the approval authority for all MWS assignment decisions. Any waivers or deviations from this process must originate from the WG/CC for review by 19 AF/A3.

8.2. Career Information:

8.2.1. Before assignment, wings will provide students with MWS-specific career information. This information should help students make informed choices when requesting specific training tracks, aircraft, or location. Specific information should include mission duties, career path and advancement opportunities, and average TDY commitments.

8.2.2. Before assignment night, all assignable students will indicate a preference order of MWS RPA and location.

8.3. MASS:

8.3.1. FLT/CC or appropriate squadron representative will present a comprehensive briefing to each class (including absent students) to ensure understanding of the MASS methodology. The FLT/CC or other appropriate squadron representative must ensure he or she subsequently briefs any student who is unavoidably absent.

8.3.2. MASS generates a merit ranking which is an overall assessment of the student's airmanship and capability based upon demonstrated performance. It includes the FLT/CC's assessment of the student's flying skills, leadership, teamwork, officership, attitude, and potential to complete follow-on training.

8.3.3. A TIMS MASS transaction is required for each URT class for the MWS assignment. Complete a MWS assignment MASS that includes RFT and RIQ. Depending on AFPC constraints, the FTS/CC runs the assignment MASS when required to make the best MWS assignment decision possible. The FTS/CC ensures a finalized MASS is performed in TIMS that captures all RFT, RIQ, and RFC data, to determine the final class merit order for each URT class after RFC completion.

8.3.4. RFT uses Graduate Training Integration Management System (GTIMS) as the training management system. The RFT GTIMS MASS calculated score is input manually into the TIMS system as an external entry. The RFT score is normalized/validated by 19 AF/A3DR just before the Assignment MASS is produced. Students who are exempt from RFT receive the class Mean score (academic, daily performance, and checkride) MASS scores for RFT. This ensures these students do not inflate or decrease other students calculations.

8.3.5. AETC/A5QR and 19 AF/A3DR ensure the correct TIMS identification types and score weights are used to meet the percentages outlines in paragraph **8.5** and **8.6.5** below.

8.3.6. FTS/CC consults 19 AF/A3DR as needed for students who have lengthy admin hold, late graduations, or other student issues that may compromise the MASS score to ensure fairness in MASS calculations.

8.4. Computing MASS Standardized Scores. Use the following statistical methodology to compute MASS standardized scores. The Arithmetic Mean, **Figure 8.1**, the Standard Deviation, **Figure 8.2**, a z-score, **Figure 8.3**, and a M-score, **Figure 8.4**, are computed.

Figure 8.1. Arithmetic Mean (average) (μ).

$$\mu = \frac{\sum_{i=1}^{N} X_i}{N}$$

Note*:* N is the number of students in the class, and Xi is the individual's score (academic examination average, daily maneuver score, check score, etc.).

Figure 8.2. Standard Deviation (σ).

$$\sigma = \sqrt{\frac{\sum_{i=1}^{N} (X_i - \mu_x)^2}{N}}$$

Note*:* N and Xi are defined in paragraph **Figure 8.2.**, and ux is the mean score for the category (academic examination average mean, daily maneuver score mean, check evaluation score mean).

Figure 8.3. Number of standard deviations from the mean (z-score).

$$z = \frac{X_i - \mu}{\sigma}$$

8.4.1. T-score: $T = 50 + [10*(z\text{-score})]$. T-scores are weighted according to these calculations. Add the weighted T-scores to compute the total merit score.

8.4.2. Compute maneuver (M) scores for daily flying and check performance based on the following formula:

Figure 8.4. Maneuver performance score (M-score).

$$M \text{ score} = \frac{M \text{ points received} \times 100}{M \text{ Points attempted}}$$

8.4.2.1. Each maneuver has scores for unsatisfactory, fair, good, and excellent. Critical maneuvers are weighted more heavily. (ILS final is weighted more than confidence maneuvers.) Weighted grade values for individual maneuvers are available in the maneuver gradefiles. For an incomplete sortie or a PC/EC sortie following a failed category check, the maneuver score is based on the first graded attempt of the maneuver.

8.4.2.2. 19 AF/A3DR determines subarea weights and ensures AETC/A5QR uses correct weighted values in TIMS based on current syllabus in use by RFT, RIQ, and RFC.

8.5. URT MWS Assignment & Merit Ranking. Use the percentages in **Table 8.1** to determine the ratio of input weight.

Table 8.1. URT MASS Score Input Ratio.

URT MASS Score Input Ratio		
RFT (Pueblo, CO)		**30%**
Academics	30%	
Daily Sorties	40%	
Final Checkride (R990)	30%	
RIQ (JBSA Randolph TX)		**50%**
Academics	10%	
Daily Sims	40%	
Instrument Evaluation (I2390)	20%	
Flight Commander	30%	
RFC (JBSA Randolph TX)		**20%**
Academics	70%	
Flight Commander	30%	
Total		**100%**
Note: For MWS assignments include only those events completed by all students. MASS accounts for RFT Exempt students.		

8.6. Example Calculation. This example calculates the total score for URT.

8.6.1. **Category Check Maneuver Scores.** Compute using percentage score, multiply by weighting factor, and compute the total as outlined in **Table 8.2** Use this total to compute a T-score for category check maneuvers as outlined in **Table 8.3**.

Table 8.2. Category Check Maneuver Scores.

RIQ Final Check (I2390)   228 points received/235 points possible = .97021 x 100 = 97.021
Total Category Check Points = 97.021
Note*:* Assuming the mean for this class's category checks is 91.706 with a standard deviation of 10.75, then this student's 97.021 total category check points yield a z-score of +0.4943, resulting in a category check maneuver T-score of 54.943 as shown in Table 8.3.

Table 8.3. Category Check T-Scores.

Category Check Score = 97.021
Class Mean = 91.706
Standard Deviation = 10.75
z-score = +.4943
Category Check T-score = 54.943

8.6.2. **Daily Performance Scores.** Compute the daily performance scores using a T-score generated from student's daily maneuver percentage score as outlined in **Table 8.4**.

Table 8.4. Daily Maneuver T-Scores.

Daily Maneuver M score (9601 pts received/14286 pts possible = .67206 x 100 = 67.206
Class Mean = 71.237
Standard Deviation = 5.941
z-score = − .6783
Daily Maneuver T-score = 43.217
Note*:* Assuming the mean for this class's daily maneuvers is 71.237 and a standard deviation of 5.941, then this student's 67.206 M score yields a z-score of –0.6783 resulting in a daily maneuver T-score of 43.217.

8.6.3. **Academic Scores.** Students' academic test averages are used to compute their z-scores. Only the first test attempt counts in the student's academic test average. Instructors will ensure all retakes of failed academic tests are entered as retakes. Compute an Academic T-score as outlined in **Table 8.5**.

Table 8.5. Academic T-Scores.

Academic Test Average = 96.891	
Class Mean = 96.060	
Standard Deviation = 1.886	
z-score = + .4883	
Academic T-score = 54.883	
Note: In this example, the student's academic test average is 96.891. Assuming the class average is 96.060 with a standard deviation of 1.886, then the resulting z-score is +0.4883 yielding an academic T-score of 54.883.	

8.6.4. **FLT/CC Ranking (FTS).** Use the FLT/CC ranking scores (see **Table 8.8**) to compute a z-score. In this example, we use a ranking of 4 out of 12 = 94.91. Compute an Flight CC T-score as outlined in **Table 8.6**.

Table 8.6. Flight CC T-score.

FLT/CC Ranking (4 out of 12) = 95.91	
Class Mean = 92.50	
Standard Deviation = 4.905	
z-score = + .6952	
FLT/CC T-score = 56.952	
Note: By design, the mean for all classes' FLT/CC ranking is 92.50. However the standard deviation varies depending on class size. In this case, we use a standard deviation of 4.905; then this student's 95.91 yields a z-score of +0.6952, resulting in a FLT/CC ranking T-score of 56.952.	

8.6.5. **RPA Total Merit Computation** (generic T-scores used). Individual T-scores and the appropriate % factor are then used to compute Course Merit Scores. Course Merit Scores and the appropriate % factor are then used to compute an Overall URT Merit Score as outlined in **Table 8.7**.

Table 8.7. Merit Scores.

PHASE	T-SCORES		% FACTOR		TOTAL
RFT					
Academics	48.405	x	.30	=	14.5215
Daily Sorties	53.525	x	.40	=	21.4100
Final Checkride (R990)	52.635	x	.30	=	15.7905
RFT Merit Score					51.7220
RIQ					
Academics	52.305	x	.10	=	5.2305

Daily Sims	53.505	x	.40	=	21.4020
Instrument Evaluation (I2390)	52.569	x	.20	=	10.5138
FLT/CC Ranking	56.231	x	.30	=	16.8693
RIQ Merit Score					54.0156
RFC Score					
Academics	44.225	x	.70	=	30.9575
FLT/CC Ranking	50.000	x	.30	=	15.0000
RFC Merit Score					45.9575
RFT Merit Score	51.7220	x	.30		15.5166
RIQ Merit Score	54.0156	x	.50		27.0078
RFC Merit Score	45.9575	x	.20		9.1915
Overall URT Merit Score					**51.7159**

8.7. RPA MWS Assignment Process. This section applies to U.S. students.

8.7.1. Students receive assignments based on their potential to successfully complete required follow-on training. Assignment night is usually within 10 days of RIQ graduation. Use MWS assignment MASS to assist with MWS aircraft and location assignments, as follows:

8.7.2. FTS/CC will compute the MWS assignment MASS for all U.S. students. FLT/CCs will rank assigned students using the matrix in **Table 8.8** If needed, merge multiple flight merit orders, producing a class standing (merit order) by total point score (no ties).

8.7.3. Before assignments are assigned, students (without a pre-determined assignment) will indicating a preference for MWS RPA and location. The FTS/CC and FLT/CCs will convene and assign students MWS aircraft as follows:

8.7.3.1. Ensure the top 10 percent of assignment eligible graduates receive their first choice, if available. For example, in a class of 15 students, the top 10 percent would be 1.5 students. Round numbers .5 and above to the next higher number, making the top 10 percent (in this example) two students.

8.7.3.2. Use the rank order listing to provide the best match of the student's desires with available RPA MWS and location.

8.7.3.3. The FTS/CC makes the final decision on the best match of student skill, potential, and desire with available aircraft for RPA officer students in URT. The FTS/CC is POC for final release of student assignments and forwards them to AFPC/DPORC no later than one business day after RPA assignment announcement.

8.7.3.3.1. AFPC/DP2ORM is assignment authority for Enlisted Pilot assignments IAW DAFI 36-2110.

8.7.3.4. Squadron supervisors will establish procedures to announce RPA assignments. In addition, they will closely monitor student performance after RPA assignment. If required,

FTS/CC and OG/CC will work with 19 AF/A3DR to coordinate any assignment changes necessitated by post assignment performance.

Table 8.8. Flight Commander Ranking Matrix.

Class Rank	\	\	\	\	\	\	\	\	Number in Class	\	\	\	\	\	\	\	\	\	\	\	\	\	\	\	\	\	\	\
	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
2	92.5	95	96.25	97	97.5	97.86	98.13	98.33	98.5	98.64	98.75	98.85	98.93	99	99.06	99.12	99.17	99.21	99.25	99.29	99.32	99.35	99.38	99.4	99.42	99.44	99.46	99.48
3	85	90	92.5	94	95	95.71	96.25	96.67	97	97.27	97.5	97.69	97.86	98	98.13	98.24	98.33	98.42	98.5	98.57	98.64	98.7	98.75	98.8	98.85	98.89	98.93	98.97
4		85	88.75	91	92.5	93.57	94.38	95	95.5	95.91	96.25	96.54	96.79	97	97.19	97.35	97.5	97.63	97.75	97.86	97.75	98.04	98.13	98.2	98.27	98.33	98.39	98.45
5			85	88	90	91.43	92.5	93.33	94	94.55	95	95.38	95.71	96	96.25	96.47	96.67	96.84	97	97.14	97.27	97.39	97.5	97.6	97.69	97.78	97.86	97.93
6				85	87.5	89.29	90.63	91.67	92.5	93.18	93.75	94.23	94.64	95	95.31	95.59	95.83	96.05	96.25	96.43	96.59	96.74	96.88	97	97.12	97.22	97.32	97.41
7					85	87.14	88.75	90	91	91.82	92.5	93.08	93.57	94	94.38	94.71	95	95.26	95.5	95.71	95.91	96.09	96.25	96.4	96.54	96.67	96.79	96.9
8						85	86.88	88.33	89.5	90.45	91.25	91.92	92.5	93	93.44	93.82	94.17	94.47	94.75	95	95.23	95.43	95.63	95.8	95.96	96.11	96.25	96.38
9							85	86.67	88	89.09	90	90.77	91.43	92	92.5	92.94	93.33	93.86	94	94.29	94.55	94.78	95	95.2	95.38	95.56	95.71	95.86
10								85	86.5	87.73	88.75	89.62	90.36	91	91.56	92.06	92.5	92.89	93.25	93.57	93.86	94.13	94.38	94.6	94.81	95	95.18	95.34
11									85	86.36	87.5	88.46	89.29	90	90.63	91.18	91.67	92.11	92.5	92.86	93.18	93.48	93.75	94	94.23	94.44	94.64	94.83
12										85	86.25	87.31	88.21	89	89.69	90.29	90.83	91.32	91.75	92.14	92.5	92.83	93.13	93.4	93.65	93.89	94.11	94.31
13											85	86.15	87.14	88	88.75	89.41	90	90.53	91	91.43	91.82	92.17	92.5	92.8	93.08	93.33	93.57	93.79
14												85	86.07	87	87.81	88.53	89.17	89.74	90.25	90.71	91.14	91.52	91.88	92.2	92.5	92.78	93.04	93.28
15													85	86	86.88	87.65	88.33	88.95	89.5	90	90.45	90.87	91.25	91.6	91.92	92.22	92.5	92.76
16														85	85.94	86.76	87.5	88.16	88.75	89.29	89.77	90.22	90.63	91	91.35	91.67	91.96	92.24
17															85	85.88	86.67	87.37	88	88.57	89.09	89.57	90	90.4	90.77	91.11	91.43	91.72
18																85	85.83	86.58	87.25	87.86	88.41	88.91	89.38	89.8	90.19	90.56	90.89	91.21
19																	85	85.79	86.5	87.14	87.73	88.26	88.75	89.2	89.62	90	90.36	90.69
20																		85	85.75	86.43	87.05	87.61	88.13	88.6	89.04	89.44	89.82	90.17
21																			85	85.71	86.36	86.96	87.5	88	88.46	88.89	89.29	89.66
22																				85	85.68	86.3	86.88	87.4	87.88	88.33	88.75	89.14
23																					85	85.65	86.25	86.8	87.31	87.78	88.21	88.62
24																						85	85.63	86.2	86.73	87.22	87.68	88.1
25																							85	85.6	86.15	86.67	87.14	87.59
26																								85	85.58	86.11	86.61	87.08
27																									85	85.56	86.07	86.55
28																										85	85.54	86.03
29																											85	85.52
30																												85

*Note: The Final Overall Merit MASS score is always a full-class MASS. The TIMS student manager must identify the class as a single entity (for example, RPA 11-01, not RPA 11-01 A FLT and RPA 11-01 B FLT) and then assign the students into their specific flights. Contact 19 AF/A3DR for questions regarding MASS calculations.

Chapter 9

STUDENT AWARDS

9.1. Overview. The FTS/CC will establish and maintain a program to present awards to students selected as outstanding in academics, military qualities, and flying training. Duplicate awards may be presented for ties. AFI 36-2805, *Special Trophies and Awards,* governs appropriations for such awards. An awards council or similar process will nominate and select students for awards approved by the FTS/CC. For each class, the OG/CC (may be delegated to FTS/CC) is the final approving authority for all awards.

9.2. Distinguished Graduate (DG) Awards. The OG/CC or FTS/CC presents DGs with a plaque and a memorandum of recognition during graduation. As a minimum, a DG award requires a student to be in the upper 10 percent of the graduating class utilizing the computed MASS data IAW **Chapter 8** (Round numbers .5 and above to the next higher number). **(T-3)** If a DG is an ANG or AFRC member, notify 19 AF/A3G (NGB reserve advisor) or 19 AF/A3H (AFRC reserve advisor), as appropriate, as soon as possible to ensure appropriate representation. Consult 19 AF/A3DR for International DGs.

9.3. Academic and Flying Training Awards. (T-3) The academic training award is presented to the student with the highest academic MASS score during RFT, RIQ, and RFC. The flying training award is presented to the student with the highest combined daily sortie and category check sortie MASS scores for RFT and RIQ. The FTS/CC is the approving authority for these awards.

9.4. Annual Achievement Award:

9.4.1. The General John P. Jumper Award is given to the most outstanding URT graduate on an annual basis and consists of an engraved plaque and a citation presented by 19 AF/CC. Only USAF students are selected for this award.

9.4.2. As a guide, the student with the highest RAW score, across all classes, is selected. AETC/A3FO assists with mathematical calculations. AETC/A3FR compares weighted RAW scores and relative rankings of the entire population of classes, in an effort to minimize the effects of a strong or average class.

9.4.3. 19 AF/A3DR contacts the unit for a biographical sketch of the nominee, training accomplishments, assignment, and coordinates the nomination memorandum to 19 AF/A3D within 60 duty days after the end of the CY. 19 AF/A3D will inform the units, the gaining MAJCOM commander, and 19 AF/A3 of the graduate selected for the award. 19 AF/A3DR will forward the award to the appropriate base for presentation.

9.5. Awards to IMSs. As soon as possible after the decision is made to present an award to an IMS, the unit will notify the AFSAT/CC through the base IMSO.

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

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AETCI 11-203, *Flying Training Simulator Instructor Programs*, 27 November 2017

AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management*, 16 September 2019

AETCI 48-102, *Management of Medical Support to Flying Training Missions*, 7 March 2019

AFI 11-401, *Aviation Management*, 10 December 2010, and its AETC Supplement, 12 July 2012

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

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

AFI 33-328, *Administrative Orders*, 16 January 2007

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 14 November 2019

AFI 36-2803, *The Air Force Military Decorations and Awards Program*, 18 December 2013

AFI 36-2805, *Special Trophies and Awards*, 14 March 2013

AFI 36-2805_AETCSUP, *Special Trophies and Awards*, 12 September 2006

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 6 February 2020

AFI 36-2903_AETCSUP, *Dress and Personal Appearance of Air Force Personnel*, 14 November 2014

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3207, *Separating Commissioned Officers,* 9 July 2004

AFI 36-3208, *Administrative Separation of Airmen,* 2 July 2013

AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

AFI 51-602, *Boards of Officers*, 2 March 1994

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

AFMAN 11-402_AETCSUP, *Aviation and Parachutist Service*, 6 April 2021

AFMAN 11-421, *Aviation Resource Management*, 23 March 2020

AFMAN 36-2100, *Military Utilization and Classification*, 7 April 2021

AFMAN 36-2806, *Awards and Memorialization Program*, 10 June 2019

AFPD 36-26, *Total Force Development and Management*, 17 March 2019

DAFI 36-2110, *Total Force Assignments*, 2 August 2021

DAFMAN 36-2905, *Fitness Program*, 10 December 2020

DAFMAN 48-123, *Medical Examinations and Standards*, 7 December 2020

Prescribed Forms

AETC Form 149, *Record of Commander's Review Action (Undergraduate RPA Pilot Training)*

Adopted Forms

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

DD Form 2496, *International Student Academic Report*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 77, *Letter of Evaluation (LOE)*

AF Form 174, *Record of Individual Counseling*

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 475, *Education/Training Record*

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 1256, *Certificate of Training*

AF Form 4293, *Student Activity Record*

AETC Form 6, *Waiver Request*

AETC Form 31, *Certificate of Aeronautical Rating*

AETC Form 173, *Student Record of Academic/Nonacademic Counseling*

AETC Form 240-5, *Summary Record of Training*

AETC Form 298, *Flight Briefing Critique*

AETC Form 410, *High-Risk Activities Worksheet*

AETC Form 435, *Mishap Date Worksheet*

AETC Form 499, *Distinguished Graduate Certificate*

Abbreviations and Acronyms

AA—approving authority

ABM—air battle management

ACC—Air Combat Command

ADCON—administrative control

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSAT—Air Force Security Assistance Training

AMD—average mission duration

AMP—airsickness management program

ANG—Air National Guard

ARMS—Aviation Resource Management System

AT—additional training

CAP—commander's awareness program

CC—commander

CD—deputy commander

CNATRA—Chief of Naval Air Training

CR—commander's review

CRM—crew resource management

CSO—combat systems officer

CT—continuation training

CTS—course training standards

DG—distinguished graduate

DO—operations officer

DOR—drop on request

DTS—desktop training system

EC—elimination check

E—mail—electronic mail

EP—emergency procedure

EPQ—emergency procedure quiz

EPR—enlisted performance report

ETCA—education and training course announcements

FA—fitness assessment

FAA—Federal Aviation Administration

FEB—flying evaluation board

FEF—flight evaluation folder

FMS—foreign military sales

FLT—flight

FTPA—flying training production analysis

FTS—flying training squadron

FTU—formal training unit

FTW—flying training wing

GTIMS—graduate training integration management system

GTU—ground training unit

HARM—host aviation resource management

IA—initiating authority

IAW—in accordance with

IFT—initial flight training

IMET—international military education and training

IMS—international military student

IMSO—international military student office/officer

IP—instructor pilot

ITO—invitational travel order

JBSA—Joint Base San Antonio

LOA—lack of adaptability

LOE—letter of evaluation

MASS—merit assignment selection system

MFR—memorandum for record

MIF—maneuver item file

MOA—manifestation of apprehension

MOU—memorandum of understanding

MTO—military training officer

MWS—major weapon system

NGB—National Guard Bureau

OG—operations group

OPR—officer performance report

OSS—operational support squadron

OTA—oracle training administration

PA—privacy act

PC—progress check

PCS—permanent change of station

PFT—programmed flying training

PII—personally identifiable information

POC—point of contact

PT—physical training

RA—reviewing authority

RDS—records disposition schedule

RFC—RPA Fundamentals Course

RFT—RPA Flight Training

RIQ—RPA Instrument Qualification

RPA—remotely piloted aircraft

SATP—security assistance training program

SIT-R—Simulator Instructor Training, RPA Instrument Qualification

SQ—squadron

SSN—Social Security number

Stan/Eval—standardization and evaluation

SUPT—specialized undergraduate pilot training

TDM—training delay - medical

TDY—temporary duty

TIMS—training integration management system

TRS—training squadron

UCMJ—Uniform Code of Military Justice

USA—United States Army

USAF—United States Air Force

USMC—United States Marine Corps

USN—United States Navy

URT—undergraduate remotely piloted aircraft training

WCN—worksheet control number

WG—wing

Terms

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

Course Training Standards—The training standards describing the skills and degree of proficiency required of the course graduates.

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

Graduate RPA Pilot Training—Post URT flying training conducted IAW a MAJCOM-approved syllabus such as Pilot Instructor Training, Senior Officer Qualification, and RPA Refresher Training. Graduate syllabuses have course identifiers starting with F-V5.

Ground-Based Training System (GBTS)—All hardware, software, courseware, equipment, devices, training material, and support functions designed to fulfill training requirements prior to and in support of flight training. The GBTS includes classroom, computer lab, part-task trainers, aircrew training devices, learning center, flight line briefings, and home studies.

Medium—Media include aircraft, operational flight trainers, instrument flight trainer, unit training devices, weapon system trainers, ground training, and computer-assisted instruction.

Student—An individual in a formal course of training. This is a generic term and when used in this instruction it encompasses students in both undergraduate and SIT-R formal courses unless specified otherwise.