

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



**AIR EDUCATION AND TRAINING
COMMAND INSTRUCTION 36-2605,
VOLUME 14**

23 APRIL 2018

Incorporating Change 1, 14 JANUARY 2022

Certified Current, 14 JANUARY 2022

Personnel

**FORMAL FLYING TRAINING
ADMINISTRATION AND
MANAGEMENT – REMOTELY
PILOTED AIRCRAFT BASIC SENSOR
OPERATOR COURSE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 19AF/A3DR

Certified by: 19AF/A3
(Col Randy P. Oakland)

Supersedes: AETCI 36-2205, Volume 14,
8 January 2014

Pages: 25

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 all Air Education and Training Command (AETC) Basic Sensor Operator Course (BSOC) training courses. 19 AF/A3D oversees these programs. It applies to all AETC units conducting BSOC training, and to active duty members and members of the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) enrolled in applicable AETC BSOC training courses. This instruction does not apply to United States Space Force. Each unit will coordinate its supplement with 19 AF/A3D before publication and forward one copy to 19 AF/A3D after publication. Submit suggested changes to this publication on AF Form 847, *Recommendation for Change of Publication*, through command channels, to 19 AF/A3D, JBSA Randolph TX 78150-4325. Refer to **paragraph 1.2** for waiver authorities and procedures. Direct all questions concerning this instruction to 19 AF/A3D, 19AF.CAF.TrainingRPA@us.af.mil, DSN 487-1974. 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 notices F011 AF XO A,

Aviation Resource Management System (ARMS), F036 AETC Y, Training Integration Management System (TIMS) Records and F036 AF AETC B, Graduate Training Integration Management System (GTIMS) apply and are available on line at <http://dpcl.d.defense.gov/privacy/sorns.aspx>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). **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 V14 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	4
1.1. Introduction.....	4
1.2. Waivers.....	4
Chapter 2—STUDENT ADMINISTRATION	5
2.1. Introduction.....	5
2.2. Student Management:	5
2.3. Roles and Responsibilities.....	6
2.4. Formal Course Syllabus.....	8
2.5. Instructor and Student Guides.....	8
2.6. Quota Management.....	9
2.7. Student Graduations.....	9
2.8. Awards.....	9
Chapter 3—TRAINING MANAGEMENT	11
3.1. Training Records.....	11
3.2. Contents.....	11
3.3. Documentation.....	11
3.4. Course Training Standards (CTS):.....	12
3.5. Duties and Responsibilities:.....	12
3.6. Break-in-Training (BIT).....	12

Chapter 4—STUDENT MANAGEMENT	13
4.1. Commander’s Awareness Program (CAP):	13
4.2. Commander’s Review Process:	13
Table 4.1. Example Student Notification Memorandum.	15
Table 4.2. Commander’s Review Checklist and Briefing Guide.....	16
4.3. Student Eliminations.....	17
Table 4.3. Example for Information Addressees.	18
4.4. CR Records Distribution.....	18
Table 4.4. CR Records Distribution.....	19
Chapter 5—MEDICAL MANAGEMENT REQUIREMENTS	21
5.1. General.....	21
5.2. Manifestation of Apprehension.....	21
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTIVE INFORMATION	22

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 19 AF/CC approval. Unless otherwise stated in this document, Wing Commanders (CCs) (**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 19 AF/CC waivers through 19 AF/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.

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

Chapter 2

STUDENT ADMINISTRATION

2.1. Introduction. This volume, in conjunction with AETCI 36-2605V1, outlines responsibilities and procedures for conducting the Basic Sensor Operator Course. AETC conducts undergraduate RPA training courses to provide sensor operator candidates to the Major Weapons System (MWS) Formal Training Unit (FTU). This training course provides student aircrew with basic understanding of RPA Sensor Operator duties. The training course syllabus outlines training location, course entry prerequisites, and provides a summary of training/graduation requirements. The Education and Training Course Announcements (ETCA) Website, <https://etca.randolph.af.mil/> provides student administration and processing information.

2.2. Student Management:

2.2.1. Applies to all undergraduate level Sensor Operator students.

2.2.2. For the purposes of this instruction, there are two levels of career enlisted aviators (CEAs) enrolled in undergraduate level flying training: initial and qualified/previously qualified.

2.2.3. **Initial CEA** . Students that have not successfully completed an aircraft mission evaluation. Initial CEA students enrolled in Formal Flying Training (FFT) are in conditional aviation career status.

2.2.4. **Qualified/Previously Qualified CEAs.** Students who have completed FFT (i.e. have received a mission qualification in-flight evaluation with a valid AF Form 8, Certificate of Aircrew Qualification, on file). Qualified CEA students enrolled in FFT are considered qualified for aviation service and are subject to review according to Air Force Manual (AFMAN) 11-402, *Aviation and Parachutist Service*, as supplemented, when conduct or duty performance becomes suspect.

2.2.5. **In-processing.** The TRS will review incoming student records to verify they are complete and to determine initial supervision required before any other than “academic” only training courses. Students must meet course entry requirements established by the syllabus. They must also comply with reporting instructions identified in the ETCA. At a minimum, units will review these records (or equivalents). **Note:** Training records from the Enlisted Aircrew Center of Excellence are maintained electronically and can be obtained by contacting the faculty directly.

2.2.6. **Fitness Standards.** Students in AETC courses will participate in physical training according to AFMAN 36-2905, *Air Force Physical Fitness Program* and AETCI 36-2651, *Basic Military and Technical Training*, refer to applicable syllabus for specific guidance.

2.2.7. **Student Scheduling.** Refer to AETCI 36-2605V1 for guidance regarding scheduling training. BSOC students will be taught up to 8 hours per day of new testable material. New academic material will not be introduced and then tested in the same day. **Note:** This restriction is not applicable to progress checks.

2.2.7.1. **Training Requirements and Restrictions.** Minimum hour requirements, if applicable, are specified in the individual course syllabus.

2.3. Roles and Responsibilities.

2.3.1. 19 AF/CC will:

2.3.1.1. Establish policies and provide directives and resources for the conduct of RPA BSOC training in AETC.

2.3.1.2. Approve FFT syllabi developed and maintained by the command.

2.3.2. 19 AF/A3D will:

2.3.2.1. Coordinate undergraduate flying training policies and oversee syllabus development.

2.3.2.2. Oversee the management of AETC, AFRC, and ANG undergraduate level flying training courseware.

2.3.3. Operations Group Commander (OG/CC) will:

2.3.3.1. Ensure formal course training is conducted according to the appropriate syllabus, this instruction and AETCI 36-2605V1.

2.3.3.2. Ensure ETCA requirements are current for all courses. Notify 19 AF/A3D if ETCA requirements are not current.

2.3.3.3. Establish a registrar function.

2.3.3.4. Ensure graduates meet Air Force requirements of standards and discipline.

2.3.3.5. Ensure students meet course entry requirements. If a student does not meet course entry prerequisites, an approved prerequisite entry waiver is required prior to the class start date. See [Chapter 2](#) for process information.

2.3.3.6. Track all syllabus deviations and e-mail trend data to 19 AF/A3D workflow, as applicable. Additionally, OG/CC may publish a supplement to this instruction detailing location training documentation, practices, and procedures.

2.3.3.7. Administer an end-of-course critique program as an integral part of the formal training course. OG/CC determines the critique's content and medium.

2.3.4. The Flying Training Squadron Commander (FTS/CC) will:

2.3.4.1. Execute formal training according to this instruction, AETCI 36-2605V1, and the approved AETC syllabus.

2.3.4.2. Notify the OG/CC or designated representative as soon as possible after a syllabus deviation.

2.3.4.3. Administer the commander's awareness program (CAP) according to [Chapter 4](#). The day-to-day CAP administration may be delegated to the squadron Director of Operations (SQ/DO), squadron Assistant Director of Operations, FLT/CC, flight chief, or designated student training manager. The FTS/CC maintains overall authority and responsibility.

2.3.5. The Training Squadron Commander (TRS/CC) will:

2.3.5.1. Organize student administration under a designated flight or section. Example: Flight Chief or designated representative for students. (i.e. Military Training Leaders (MTL) for non-prior service (NPS) students)

2.3.5.2. Assign students awaiting training (eliminees, medical or administrative hold, etc.) to duties commensurate with their background, training, and grade. Units will notify 19 AF/A3D of students whose training has been suspended more than 14 calendar days. **Note:** ANG and AFRC students are not normally assigned casual student duties. Contact 19 AF/A3D for further guidance.

2.3.5.3. **Administrative Control (ADCON)** . The TRS/CC maintains ADCON over all casual students [delegated to the Student Management Flight MTLs 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:

2.3.5.4. **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)**

2.3.5.5. **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)**

2.3.5.6. **Duty Hours.** Casual students' duty supervisors are responsible for maintaining accountability during all duty periods. **(T-3)**

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

2.3.5.8. **Mishap Reporting** . Students will notify the Student Management Flight MTLs 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.

2.3.5.9. **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 Flight MTLs. **(T-3)**

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

2.3.6. **Registrar Responsibilities.** The Registrar will:

2.3.6.1. Obtain class entry rosters from the Military Personnel Data Oracle Training Administration (OTA) IAW AETCI 36-2605V1. Obtain BSOC rosters as early as possible to allow identification of excess capacity.

2.3.6.2. 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/A3D, 19 AF/A3M, and AFPC/DP2ORC. In addition, report changes impacting track/aircraft assignment to AFPC/ DP2ORC and AETC/A1KOD. Registrars

are responsible for correctly tracking and updating student progress (graduation, class/date changes, or eliminations) in OTA.

2.3.6.3. Immediately notify the host aviation resource management office when any student is removed from training according to AFMAN 11-402.

2.3.6.4. Update the training management database according to [para 4.4](#), Commander's Review (CR) Records Distribution, when notified by the FTS.

2.4. Formal Course Syllabus. The syllabus is the command-approved directive for executing each formal training course. It takes precedence over local instructions and supplements. If no clear syllabus guidance exists, resolve the conflict using the appropriate chain of command. Only the office of primary responsibility (OPR) may interpret syllabus guidance. If the logical course of action conflicts with other directives, call the OPR listed in the syllabus. AETC syllabi are not valid until signed by 19 AF/CC and will not be implemented until a signature is obtained.

2.4.1. The BSOC formal course syllabus serves as the primary BSOC training course control document. It directs course organization and operation, and prescribes what each student should be able to do as a result of the instruction. The syllabus identifies terminal and enabling learning objectives and the time required for academic, simulator and operational phases of training, and for administrative and support activities. It approximates the allocation of hours to the individual units of instruction within the overall time prescribed for each phase, subject area, or activity except for operational training. The review cycle for BSOC formal course syllabus is every two years.

2.4.2. 19 AF/A3D is the command OPR for the AETC BSOC formal course syllabus, responsible for developing, editing, coordinating, and gaining final approval.

2.4.3. Training Developers will:

2.4.3.1. Develop BSOC training syllabi using local guidance.

2.4.3.2. Use proficiency codes identified in the 1U0X1 Career Field Education Training Plan (CFETP) Specialty Training Standards (STS) to assign terminal skill-level attainment. The code keys identify the type of learning in terms of subject knowledge, task knowledge, or task performance levels. The student must attain and demonstrate the specified level of learning before graduating from the course. Student accomplishment of training requirements is ongoing throughout training. Instructors provide continual feedback. Student learning outcomes are evaluated with formal written tests (academic instruction) or direct observation of task performance (laboratories, workshops, simulators, and operational instruction).

2.4.3.3. Ensure each syllabus defines course phases and categories to accurately determine progress review triggers.

2.4.3.4. All written/electronic examinations require a minimum passing score of at least 85 percent.

2.5. Instructor and Student Guides.

2.5.1. FTS/BSOC provides SMEs for 19AF/A5 developed instructor guides and student guides to support BSOC training. The format for these documents is defined in local guidance. FTS/DOT will develop instructor guides to support the training in the syllabus. The syllabus

support documents expand on the information in individual syllabi and contain the details necessary to ensure consistent training for all students. The course syllabus is the governing document. Instructors should always refer to the courseware for event construction.

2.5.2. 19 AF/A3D staffs requests for release of courseware.

2.6. Quota Management . The programmed guidance letter establishes the baseline for student quota management. The PFT document reflects real-time changes and is the AETC aircrew training primary source document for class entry dates, student load, and production schedule information. 19 AF/A3M maintains the course related quota management worksheets. These worksheets are available at <https://cs2.eis.af.mil/sites/12732/default.aspx>. AETC provides class quotas annually via electronic MilPDS(Military Personnel Data System) pages. 19 AF/A3M notifies FTS when quotas change.

2.6.1. The FTS will notify 19 AF/A3D via electronic mail (E-mail) when an ANG or AFRC student enters the 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/A3D when a student washes back a class or there is reasonable doubt about a student’s potential to complete a training syllabus.

2.6.2. 19 AF/A3D will notify AETC/A3G (for ANG), AETC/A3H (for AFRC), AFRC/A3RB, and AFRC/A3DU as applicable on the status of the student, and include the student’s home unit on the e-mails.

2.7. Student Graduations. Course Flight Chiefs verify successful course completion and provides each student with an AF Form 1256, Certificate of Training.

2.7.1. Course Flight Chiefs must provide the registrar a graduation roster within three duty days from class graduation.

2.8. Awards.

2.8.1. The awards program recognizes students who clearly excel during formal training. Award winners must demonstrate the whole person concept while demonstrating outstanding progress in each unit of academics and simulator training. The program will recognize three award categories: Distinguished Graduate, AETC Commander’s Award, and Academic Achievement Award. Award selection will be based on academic average, peer points, and instructor review. The FTS/CC is the final approval authority for all awards. Students in the grade of E-8 or E-9 are ineligible for the awards program.

2.8.1.1. **Distinguished Graduate (DG)** . Awarded to the top 10% of the class. Students must maintain a 95% average, have no academic test or progress check failures, and be nominated by their peers and instructors. Recognizing a DG in each class is not mandatory. DGs must meet high standards of attitude, bearing, behavior, conduct, teamwork, and leadership. The AETC Form 499, *Distinguished Graduate Certificate* is presented to students selected for DG status.

2.8.1.2. **AETC Commander’s Award** . Additional recognition may be given to a “Top Graduate” (TG) from the group of DGs. A TG is the number one graduate in a class. Recognize TGs for superior academic achievement and high standards of leadership, teamwork, and character. Comprehensively, the TG must exceed the performance of the DGs.

2.8.1.3. **Academic Achievement** . Awarded for academic achievement alone. Students must maintain at least a 95% average and have no failures on academic tests or progress checks.

Chapter 3

TRAINING MANAGEMENT

3.1. Training Records.

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. Students may only access their own training folder.

3.1.2. The TRS FLT/CC, First Sergeant, or MTL 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.

3.1.3. 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.

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

3.1.5. Instructors will ensure each simulator, desktop training system (DTS), academic and ground training events is recorded in the training folder.

3.1.6. 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.

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

3.2.2. AF Form 4293. (TIMS/GTIMS)

3.2.3. Academic examination grades summary. (TIMS/GTIMS)

3.2.4. Gradesheets. (TIMS/GTIMS)

3.3. Documentation.

3.3.1. Grade sheets are used to document student training in the training record.

3.3.2. In addition, documentation on AF Form 4293 is required for the following:

3.3.2.1. Temporary medical disqualification. Units may substitute a scanned or electronic copy of the DD Form 2992, *Medical Recommendation for Flying*.

3.3.3. Syllabus deviations.

3.3.4. Entry into the CR process or reinstatement into training. Entry will include documentation of a training record review. The reviewing instructor will document any training anomalies, syllabus deviations, etc. that were not previously documented.

3.3.5. Syllabus prerequisite waivers or syllabus waivers.

3.3.6. Failure of any academic test or progress check.

3.3.7. Counseling sessions.

3.3.8. Administrative Hold. **Note:** When a student is placed on administrative hold, notify the registrar and AFPC/DP2ORM at (210) 565-3492.

3.3.9. Assignment to and removal from CAP.

3.3.10. Break-in-Training

3.3.11. Mandatory Specialized Individual Assistance (SIA).

3.4. Course Training Standards (CTS):

3.4.1. **Purpose** . CTS defines the individual task/event standards students must obtain to meet graduation requirements.

3.4.2. **General Proficiency Standards** :

3.4.2.1. CTS evaluated to a proficiency grade of “P” for task/event performance or “K for task/event knowledge.

3.4.2.2. The CTS listed in the syllabus corresponds to the grading criteria outlined in the STS of the 1U0X1 CFETP.

3.5. Duties and Responsibilities:

3.5.1. **Student Responsibilities** . Students will accomplish all assigned training.

3.5.2. **Instructor Responsibilities** . Instructors are responsible for accomplishing all training requirements.

3.6. Break-in-Training (BIT).

3.6.1. The SQ/DO may authorize a break-in-training. If a student misses more than 25% of an academic unit they will be washed back in training to accomplish at least that entire unit. If less than 25% is missed the FTS/DOS will schedule a detailed plan to ensure syllabus requirements are met. Document on an AF Form 4293 in the student’s training folder.

Chapter 4

STUDENT MANAGEMENT

4.1. Commander's Awareness Program (CAP):

4.1.1. **CAP** . Reference AETCI 36-2605V1, for CAP category definitions and additional guidance.

4.1.2. **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, 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. FLT/CC may place students on military CAP if specifically authorized in local guidance.

4.1.3. **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 elimination.

4.2. Commander's Review Process:

4.2.1. **Overview**. The CR recommends a student for elimination or retention in training. All students will go through a CR before being eliminated from training. If a student is eliminated, this process is also used to recommend reclassification or discharge IAW AETCI 36-2651. The CR process is expected to be completed within six (6) duty days of the ineffective date, per AETCI 36-2651. The ineffective date is one (1) duty day after the failing event or removal from training.

4.2.2. **Entry** . Students who fail two academic tests or progress checks within the same unit of instruction or at total of three tests and/or progress checks during the normal flow of the syllabus will be entered into the CR process. Remove the student from training and place on Administrative Hold – Other, pending final approving authority decision.

4.2.3. **Initiating Authority (IA)** . The FTS BSOC Flt Chief is the IA. The IA will:

4.2.3.1. Notify the student in writing of his or her consideration for elimination and brief the student on the CR process (**Table 4.1**). For international students, also notify the local base IMSO. For ANG and AFRC students, refer to **paragraph 2.6.2**.

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

4.2.4. **Reviewing Authority (RA)** . The FTS/CC is the RA. The RA will:

4.2.4.1. Review the AETC Form 125A and, as necessary, the student's training records. When warranted, the RA interviews the student and the IA. The RA recommends elimination or retention in training, as well as reclassification or discharge.

4.2.4.2. Complete the RA portion of the CR Checklist (**Table 4.2**).

4.2.4.3. Suspend the CR if information arises that would cause the student to be medically disqualified. Reconvene as appropriate to complete the CR process.

4.2.4.4. If the student is an AFRC/ANG member, the RA will forward the AETC Form 125A and, as necessary, the student's training records to AFRC/A1KE/A3TB/A3TT and AETC/A3H or NGB/A1MA/A3OC and AETC/A3G for coordination.

4.2.5. **Approval Authority (AA)** . The OG/CC is the AA. The AA will:

4.2.5.1. Eliminate or reinstate the student.

4.2.5.2. Recommend retention in the AF or discharge. Refer to AETCI 36-2651 for reclassification guidance.

4.2.5.3. Complete Section III of AETC Form 125A and annotates any additional recommendations of follow-on training for the student.

4.2.5.4. Ensure a student eliminated from training is immediately returned to their permanent unit.

4.2.5.5. Notify the IA and RA of the decision within one (1) duty day of signing AETC Form 125A.

4.2.5.6. For NPS students, TRS/MTL must also be notified. MTLs will coordinate with the servicing Military Personnel Section for reclassification/separation.

4.2.5.7. Ensure distribution of AETC Form 125A IAW AETCI 36-2651.

4.2.6. **CR for Cause and (or) Misconduct.** The 19 AF/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 36-2605V1 for further guidance. When completing AETC Form 125A:

4.2.6.1. The OG/CC is the IA.

4.2.6.2. The WG/CC is the RA.

4.2.6.3. The 19 AF/CC is the AA.

Table 4.1. Example Student Notification Memorandum.

<i>(Date)</i>	
MEMORANDUM FOR <i>(Student's Name)</i>	
FROM: <i>(Initiating Authority)</i>	
<i>(Address)</i>	
SUBJECT: Commander's Review	
<p>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.</p> <p>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 8013. These documents become part of a case file 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.</p> <p>3. Submit any written documentation not later than two duty days after reviewing this memorandum.</p>	
<hr style="width: 30%; margin: 0 auto;"/> <i>(Initiating Authority's Signature)</i>	
1 st Ind. <i>(Office Symbol)</i>	
MEMORANDUM FOR <i>(Initiating Authority)</i>	<i>(Date)</i>
I acknowledge receipt of this memorandum and that I was briefed on the commander's review process in accordance with AETCI 36-2605, Volume 14	
<hr style="width: 30%; margin: 0 auto;"/> <i>(Student's Signature)</i>	

Table 4.2. Commander's Review Checklist and Briefing Guide.**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).

1.4. Complete AETC Form 125A, Section 1.

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. Forward the completed AETC Form 125A with the student's show-cause memorandum (if submitted), training records, and any attachments to the RA.

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

1.8. 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 I, Block 3 of AETC Form 125A, 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.

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 III of AETC Form 125A. Include remarks on the student's Airmanship and, in the event of elimination, recommend a follow-on career field.

*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, *Total Force 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.

4.3. Student Eliminations.

4.3.1. Students *should* be eliminated if they:

4.3.1.1. 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 manifestation of apprehension (MOA). Specific deficiencies are annotated on AF Form 174, or AETC Form 173.

4.3.1.2. Fail to meet proficiency standards of the syllabus.

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

4.3.1.4. DELETED

4.3.1.5. Fail to meet fitness standards prescribed in AFMAN 36-2905, *Air Force Physical Fitness Program*.

4.3.1.6. Demonstrate 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. OG/CCs should contact 19 AF/A3D for guidance in specific situations.

4.3.2. Students *will* be eliminated if they:

4.3.2.1. Become medically disqualified; see AETCI 48-102, *Management of Medical Support to Flying Training Missions* for initial CEA guidance and AETCI 36-2605V1 for qualified/previously qualified CEAs.

4.3.2.2. Initiate action to separate from the service.

4.3.2.3. Are adjudicated absent without leave, are confined, or have deserted.

4.3.2.4. Are involved in drug abuse substantiated by reliable evidence.

4.3.2.5. Get recalled by the parent unit, higher headquarters, or home country. Reference AETCI 36-2605V1 for further guidance.

4.3.2.6. 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.

4.3.2.7. **Drop on Request (DOR).** The Flight Chief 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 Student Notification Memorandum, he or she is ineligible for reinstatement. **Note:** CEAs enrolled in training are processed IAW AFMAN 11-402 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.

4.3.3. Students will be withdrawn/disenrolled if they:

4.3.3.1. Are hospitalized for an extended periods. Student may be considered for reinstatement at a later date, as determined by the OG/CC. See AETCI 48-102 and AETCI 36-2605V1.

4.3.3.2. Have not met course entry prerequisites and have not received an approved entry waiver.

4.3.4. **Elimination Messages.** Once final determination is made by the AA, the registrar will notify appropriate agencies by message of all elimination actions IAW AETCI 36-2651. Note: For medical disqualification, include AETC/SG and the member's MAJCOM/SG as info addressees.

4.3.4.1. Depending on the student's status, addressees for elimination messages include the following:

Table 4.3. Example for Information Addressees.

TO: Home Unit/CC (for —Temporary Duty (TDY) and Return students)
 Losing and Gaining Unit/CCs (for —TDY en route to PCS students)

INFO:
 558 FTS/CC/DO/CCN/MTL
 *AETC/2AF/TTOC/19 AF A3M/19 AF A3D/FMAM, AFPC/DP2ORT
 *AFRC/A1KE/A3TT and AETC/A3H (for AFRC students only); NGB/A3TE/A3OC and
 AETC/A3G (for ANG students only)

4.3.4.2. The elimination message must include the following information:

4.3.4.2.1. Name, rank, duty status, SSN, Air Force Specialty Code (AFSC), student number (if applicable), report no later than date, and special order number and date.

4.3.4.2.2. Date student was removed from training.

4.3.4.2.3. Date student can return for training, if applicable.

4.3.4.2.4. **Reason for elimination** . For medical disqualification, DO NOT include the specific medical diagnosis. Patients' rights must be protected IAW the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

4.4. CR Records Distribution.

4.4.1. The 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.

4.4.2. Units will distribute eliminated students' CR records as outlined in [Table 4.4](#) and maintain them according to the RDS.

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

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

Table 4.4. CR Records Distribution.

Item	A Form or Item	B Type of Student	C Copy Distribution
1	AETC Form 125A (Note 1)	Active Duty Air Force	*19 AF/A3 - 1 *19 AF/A3D AFPC/DP2ORT – 1 each (Note 2) AFPC/DP2ORM TRS/MTL – 1 (Note 7)
3		ANG	*19 AF/A3D AETC/A3G - 1 Servicing MPF - 1 NGB/A3OC – 1 each (Note 3)
4		AFRC	*19 AF/A3D AETC/A3H -1 Servicing MPF - 1 AFRC/A1KE /A3TB/A3TT– 1 (Note 4) ARPC/DPSS – 1 (Note 5)
5	Notification memorandum (Note 6)	All	*19 AF/A3D
6	Show cause memorandum (Note 6)		
7	Student training folder (Note 6)		

Notes:

1. Suspense is 10 duty days after CR completion.
2. AFPC/DP2N/DPTL/DPORT, 550 C St West, Ste 31, JBSA Randolph TX 78150-4723.
3. NGB/A3OC, 3500 Fetchet Avenue, Joint Base Andrews, MD 20762.
4. AFRC/A1KE /A3TB /A3TT, 155 Richard Ray Blvd, Robins AFB GA 31098-1635.
5. Send to ARPC/DPSS, 6760 East Irving Pl, Denver CO 80280-4600.
- *6. For CR packages forwarded to 19 AF/A3D, attach Items 5 through 7 of this table (in order) to the AETC Form 125A. Suspense is 10 duty days after CR completion.
7. AETC Form 125A will be forwarded to the TRS MTLs for processing. MTLs will coordinate with the servicing Military Personnel Section.
- *8. Forward CR packages to 19 AF/A3D in electronic portable document format (.pdf) to 19AF.AETC.UndergradRPA@us.af.mil. Send all packages in digitally encrypted format.

Chapter 5

MEDICAL MANAGEMENT REQUIREMENTS

5.1. General. This chapter, DAFMAN 48-123, *Medical Examinations and Standards*, and AETCI 48-102 establish student management requirements for flight surgeons and operations personnel. Operations and medical personnel must ensure SQ/CCs are informed when students exhibit MOA symptoms or other medical conditions that affect student decisions.

5.2. Manifestation of Apprehension. Refer to AETCI 36-2605V1.

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

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

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

AETCI36-2642, *Technical and Basic Military Training Administration*, 24 December 2014

AETCI 36-2643, **DELETED**

AETCI 36-2651, *Basic Military and Technical Training*, 11 April 2021

AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, 07 March 2019

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

AFI 36-2110, *Total Force Assignments*, 04 October 2018

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

AFMAN 36-2905, *Air Force Physical Fitness Program*, 10 December 2020

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

DAFMAN 48-123, *Medical Examinations and Standards*, 07 December 2020

Prescribed Forms

None

Adopted Forms

AETC Form 6, *Waiver Request*

AF Form 174, *Record of Individual Counseling*

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 978, *Supervisor's Mishap Report*

AF Form 1256, *Certificate of Training*

AF Form 4293, *Student Activity Record*

AETC Form 101, *Student Performance Summary*

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

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

AETC Form 498, *AETC Commander's Award*

AETC Form 499, *Distinguished Graduate Certificate*

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

Abbreviations and Acronyms

AA—Approving authority
ACC—Air Combat Command
AETC—Air Education and Training Command
ADCON—Administrative Control
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
AFSC—Air Force Specialty Code
AFRC—Air Force Reserve Command
ANG—Air National Guard
BIT—Break-in-Training
BSOC—Basic Sensor Operator Course
CAP—Commander’s Awareness Program
CC—Commander
CEA—Career Enlisted Aviator
CFETP—Career Field Education Training Plan
CR—Commander’s review
CTS—Course training standards
DG—Distinguished graduate
DO—Operations officer/director of operations
DOR—Drop on Request
ETCA—Education and Training Course Announcements
FEB—Flying Evaluation Board
FFT—Formal Flying Training
FLT/CC—Flight commander
FTS—Flying Training Squadron
GTIMS—Graduate Training Integration Management System
HIPAA—Health Insurance Portability and Accountability Act of 1996

IA—Initiating authority
IAW—In accordance with
LOA—Lack of adaptability
MAJCOM—Major command
MOA—Manifestation of Apprehension
MilPDS—Military Personnel Data System
MTL—Military Training Leader
NGB—National Guard Bureau
NPS—Nonprior service students
OG/CC—Operations group commander
OPR—Office of Primary Responsibility
OTA—Oracle Training Administration
PFT—Programmed Flying Training
POC—Point of Contact
RDS—Records Disposition Schedule
RPA—Remotely Piloted Aircraft
SG—Surgeon General
SME—Subject Matter Expert
SQ/CC—Squadron Commander
SSN—Social Security Number
STS—Specialty Training Standard
TG—Top Graduate
TDM—Training Delay – Medical
TDY—Temporary Duty
TIMS—Training Integration Management System
UCMJ—Uniform Code of Military Justice
UIF—Unfavorable Information File
WG/CC—Wing commander

Terms

Break-in-Training (BIT)—An interruption in the training flow. This interruption may be due to a planned event such as a holiday, or due to unforeseen circumstances such as weather, maintenance, DNIF, etc

Commander's Awareness Program (CAP)—An administrative process to focus supervisory attention on a student's progress in training/screening, specific deficiencies, and potential to complete the program.

Commander's Review Process (CR)—An administrative process to determine whether a student is eliminated from or reinstated in training after they have failed to meet established training standards.

Course of Training—The entire program of flying, simulation and academics conducted in all media during the programmed training days.

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

Education and Training Course Announcements (ETCA)—Reference for formal courses giving MAJCOM procedures, security requirements, reporting instructions, clothing requirements and location information. <https://etca.randolph.af.mil/>.

Event—A training item to be accomplished. Several events or tasks constitute a training lesson or sortie. An event is the same as a task.

Initial CEA—An enlisted student that has not successfully completed an aircraft mission qualification evaluation.

Lesson—Several events or tasks that make up a syllabus training objective. A lesson is associated with academic training.

Manifestation of Apprehension (MOA)—A state of psychological anxiety, apprehension, and (or) physical impairment exhibited by students toward the training environment.

Objectives—Objectives precisely specify the performance of a specific behavior, the condition under which the behavior is accomplished, and the minimum standard of acceptable performance.

Phase—A logical grouping of training identified in the syllabus.

Proficiency—The ability to perform at the minimum acceptable speed, accuracy, and safety.

Qualified CEA—A student who holds an aeronautical rating, qualified for aviation service, is required to obtain/maintain flying skills, and is on Aeronautical Orders as career aviators.

Task—A training item to be accomplished. Several events or tasks constitute a training lesson or sortie. A task is the same as an event.

Training Days (TD)—The number of days that training events are planned to occur for a class. (e.g., Academic or Simulator)

Training Folder—Any media (electronic or paper based) used to capture student training information. May also be referred to as a training record, grade book, etc.