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AIR EDUCATION AND TRAINING
COMMAND**



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Personnel

**FORMAL FLYING TRAINING
ADMINISTRATION AND
MANAGEMENT—GRADUATE
REMOTELY PILOTED AIRCRAFT**

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This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*, establishes policy for student administration, conduct and documentation, and provides formal training management guidance for all remotely piloted aircraft (RPA) graduate training programs. With the exception of personnel participating in an AETC Total Force Association agreement, this supplement does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) components. Units will coordinate local supplements to this instruction through the 19 AF Graduate Training Division prior to publication and forward a copy to this publication's office of primary responsibility (OPR) after publication. Submit suggested changes to this instruction to the OPR on AF Form 847, *Recommendation for Change of Publication*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 5 United States Code, Section 552a, as amended; departmental regulations, 37 United States Code; and Executive Order 9397, *Numbering System For Federal Accounts Relating to Individual Persons*, as amended. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule located

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Chapter 1

GENERAL GUIDANCE

1.1. Introduction. 19 AF conducts graduate-level flying training courses to provide qualified aircrew and to sustain FTU operations.

1.2. Scope.

1.2.1. This instruction applies to the formal training of graduate level rated officers, initial career enlisted aviators (CEA) and previously qualified CEAs.

1.2.2. Both rated officers and qualified CEA students are considered qualified for aviation service and are subject to review according to AFMAN 11-402, *Aviation and Parachutist Service*, as supplemented, when conduct or duty performance becomes suspect.

1.3. Roles and Responsibilities.

1.3.1. **19 AF Commander (19 AF/CC).** The 19 AF/CC establishes guidance and resources to conduct formal RPA aircrew training.

1.3.2. **19 AF Graduate Training Division.** The Graduate Training Division ensures Education and Training Course Announcements requirements are current for all courses conducted at the FTU.

1.3.3. Wing Commander (WG/CC).

1.3.3.1. Executes formal training administration and management according to this instruction, AETCI 36-2605V1, *Formal Flying Training Administration and Management*, and the approved AETC syllabi.

1.3.3.2. Executes procedures for eliminating students according to AETCI 36-2605V1, and AFMAN 11-402.

1.3.3.3. Identifies limiting factors preventing successful mission accomplishment to the 19 AF Graduate Training Division. **(T-2)**

1.3.3.4. Forwards all syllabus deviation reports to 19 AF Graduate Training Division within five (5) duty days of report completion. **(T-3)**.

1.3.4. Attack Squadron Commander (ATKS/CC):

1.3.4.1. Administers the Commander's Awareness Program (CAP) according to **Chapter 3 (T-2)**. The ATKS/CC and Training Squadron Commander (TRS/CC) shall coordinate the transfer of administration for CAP students, as necessary **(T-3)**.

1.3.4.2. Forwards all syllabus deviation reports to the operations group commander or designated representative **(T-3)**.

1.3.4.3. Notifies the Host Aviation Resource Management office when any student is removed from training **(T-2)**.

1.3.4.4. Notifies 19 AF Graduate Training Division if a student's home unit attempts a recall **(T-2)**.

1.3.5. Training Squadron Commander (TRS/CC):

1.3.5.1. Assigns students awaiting training (eliminees, medical or administrative hold, etc.) to duties commensurate with their background, training, and grade (T-3).

1.3.5.2. Ensures student security requirements are initiated/completed in a timely manner (T-2).

1.3.5.3. Administers the Commander's Awareness Program (CAP) for students awaiting training or who have been temporarily removed from training according to **Chapter 3 (T-3)** The TRS/CC and ATKS/CC shall coordinate the transfer of administration for CAP students, as necessary (T-3).

1.3.6. **Registrar.** In addition to those duties identified in AETCI 36-2605V1, the registrar will:

1.3.6.1. Obtain class entry rosters from the Military Personnel Data System (MilPDS) 10 duty days before class start date (CSD) (T-2). **Note:** Rosters should be obtained as early as possible to allow identification of excess capacity.

1.3.6.2. Notify 19 AF Pipeline Management Division if the class roster deviates from the unit's tasked formal training quotas (T-2). Reports roster discrepancies as soon as they are discovered, but no later than three (3) duty days following the CSD (T-3).

1.3.6.3. Contact 19 AF Pipeline Management Division and AFPC RPA Rated Assignment Branch to allow a fill of excess capacity if identified with adequate lead time (T-2).

1.3.6.4. Report training discrepancies, such as syllabus deviations, and projected graduation delays to 19 AF Pipeline Management Division, and for Air Reserve Components (ARC) students to the 19 AF Reserve or Guard Advisor, as appropriate (T-2). For international students, notify the Air Force Security Assistance Training Director of Operations (T-2). **Note:** With National Guard Bureau (NGB) or AFRC approval, ARC students awaiting training may be entered in an earlier class.

1.3.6.5. Update graduation status in MilPDS no later than 10 duty days after class graduation date (T-2).

1.3.6.6. Withdraw students from training if a correct Active Duty Service Commitment cannot be established and documented according to AFI 36-2107, *Active Duty Service Commitments (ADSC)*, or service commitment date established according to ANGI 36-2101, *Assignments Within The Air National Guard* or AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*.

1.3.6.7. Ensure eliminations are updated in the appropriate training management database with the proper elimination code (T-2). Sends a copy of the AETC Form 904, *Training Summary*, to 19 AF Graduate Training Division of all students eliminated from training (T-2).

1.3.6.8. Ensure student information is updated in the appropriate database and personnel system for students returned to training following an administrative hold (T-2).

1.4. Syllabus Interpretation. If no clear syllabus guidance exists, units will resolve the situation using the appropriate chain of command (T-3). If the logical course of action appears to conflict with other directives, units will contact the OPR listed in the syllabus (T-3).

1.5. Sortie and Hour Requirements. Each syllabus has a programmed number of sorties, flying hours, and additional sortie authorizations. Unless otherwise specified in the syllabus, additional sorties required beyond the course limit must have training unit WG/CC approval. Proficiency advancement is defined in the applicable syllabus. Units will not use proficiency management due to lack of resources or to graduate students by a specific date (T-2).

1.6. Small Group Try-Out (SGTO).

1.6.1. Training units will coordinate with gaining OG/CC (or equivalent) on circumstances that will delay graduation or increase gaining unit training requirements (T-2). SGTOs will not be used as a management tool for purposes of graduating students by a specific date or to save or redirect flight hours (T-2). All SGTO results and on-going efforts will be briefed as part of any syllabus review and should be referenced when considering new SGTOs (T-2).

1.6.2. A memorandum describing the parameters of the SGTO will be included within the gradebook of any student participating (T-2).

1.7. Course Training Standards (CTS). If the CTS document is published separately, a glossary defining acronyms and terms in the CTS should be applied to all applicable syllabi.

1.8. Aircrew Graduate Evaluation Program. Aircrew members who have completed training through an AETC formal undergraduate course will be evaluated on the effectiveness of their previous training according to AETCI 36-2206, *Aircrew Graduate Evaluation Program* (T-2).

1.9. Training Folders (Grade Books). Training folders may be referred to as grade books. Each student will have a grade book, either paper or electronic, containing grade sheets and other documentation as defined by the specific syllabus, applicable AFI 11-2MDS-specific volumes, and local guidance (T-2). Units using electronic media such as Graduate Training Integration Management System (GTIMS) fulfill this requirement. See AETCI 36-2605V1, and **Chapter 4** for additional training management system guidance.

1.10. Student Scheduling. Students will not perform duties in excess of a 12-hour flight duty period (T-2). **Exception:** AFI 11-202V3, *General Flight Rules*, may prescribe a shorter flight duty period. Students will not be entered into nor attempt to complete training in two formal courses simultaneously (T-2). Also, students will only begin training/instruction with the class in which they are assigned. **Exception:** The 19 AF Graduate Training Division may approve exceptions for individual student early access before the official class start date.

1.11. Distinguished Graduate.

1.11.1. Units with a distinguished graduate program will recognize basic course students who clearly excel during formal training (T-2). Units will formalize the distinguished graduate program in local guidance (T-2). Units must consider performance in each phase of academic, simulator, and flying training, as well as in flying and simulator evaluations (T-2). The unit commander is the final approval authority for all awards (T-2).

1.11.2. Units will develop their own method of identifying up to the top 10 percent of students per class as distinguished graduate; classes of fewer than 10 may have one distinguished graduate (T-2). Any fractions may be rounded upward. Commanders may elect not to designate a distinguished graduate in a class.

1.11.3. Annotate “distinguished graduate” on individual’s AF Form 475, *Education/Training Report*, and include the annotated form in the individual’s military record (T-2).

Chapter 2

STUDENT ADMINISTRATION

2.1. Course Entry. Unit personnel will review incoming student records to verify they are complete and to determine initial supervision required **(T-3)**.

2.1.1. **Training Summaries/Student Biographies.** The SQ/CC, SQ/DO, flight commander (FLT/CC), or designated representative should review all training summaries and student biographies included in the grade book **(T-3)**.

2.2. Entry Prerequisite Waiver Authority. Waiver authority for course prerequisites is the 19 AF Deputy Director of Operations, Graduate Training Division, in coordination with the 19 AF Staff Judge Advocate. **Exception:** When an AFI prescribes formal course entry prerequisites, follow AFI guidance when determining the waiver authority.

2.3. Syllabus Execution Waiver Authority. For active duty students, WG/CCs have the authority to approve syllabus execution waivers, unless further delegated. Training units will coordinate with gaining OG/CC (or equivalent) on waivers or circumstances that will delay graduation or increase gaining unit training requirements **(T-2)**.

2.3.1. For AFRC or ANG students, training units will coordinate syllabus execution waivers with AFRC/A3D or NGB/A236100 (respectively) prior to approval **(T-2)**.

2.3.2. Syllabus waiver authority for senior officers (O-6 selects and above) is the 19 AF Director of Operations.

2.3.3. Maintain a permanent record of all approved waivers in the student's grade book **(T-2)**.

2.4. Course Completion. Students must complete all syllabus training in order to graduate from a course and depart the training unit **(T-2)**. Students may not make up training at the follow-on unit without an approved syllabus waiver unless specifically noted in the syllabus **(T-2)**.

2.5. Training Delays.

2.5.1. **Students Experiencing Difficulty.** Units will notify 19 AF Graduate Training Division for all students, the 19 AF Guard or Reserve Advisor, as appropriate, for ARC students, and Air Force Security Assistance Training Director of Operations for international students, by email when a student is placed on Administrative Hold, there is reasonable doubt about a student's potential to complete syllabus training or a student is eliminated from or reinstated in training **(T-2)**. For ARC students, include the student's home unit and NGB/A236100 or AFRC/A3D, as applicable, as addressees on these messages **(T-2)**.

2.5.2. **Graduation Notification.** When it is likely that a student will graduate late, training units will notify the student's gaining unit, 19 AF Pipeline Management Division, AFPC RPA Assignment Branch, and NGB/A236100 or AFRC/A3D (as applicable, for ARC students), by email **(T-2)**. The training unit will also provide the new estimated graduation date and indicate if any scheduled follow-on training will be impacted **(T-2)**. For ARC students, send an information copy to 19 AF Guard or Reserve Advisor, as appropriate **(T-2)**.

2.6. Student Eliminations.

2.6.1. Use AETC Form 126G, *Record of Commander's Review Action* to complete the commander's review process (T-2). For specific responsibilities and guidance on the AETC Form 126G refer to **Attachment 2**. **Note:** When the initiating authority (IA) recommends elimination, place student on administrative hold pending final approving authority (AA) decision (T-3).

2.6.2. Students **will be considered** for elimination if they:

2.6.2.1. Initiate action to separate from the service (T-2).

2.6.2.2. Are involved in drug or alcohol abuse substantiated by reliable evidence (T-2). Refer to AFMAN 11-402 for additional guidance.

2.6.2.3. Are adjudicated absent without leave, are confined, or have deserted (T-2).

2.6.2.4. Demonstrate improper conduct, attitude, or lack of responsibility toward assigned duties or obligations (T-2). This may include character disorders that raise doubt about the student's fitness for continued service.

2.6.2.5. Fail to meet standards prescribed in AFI 36-2905, *Fitness Program* (T-2).

2.6.3. Students **should** be eliminated if they:

2.6.3.1. 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 and only applies to initial CEAs (T-2). Specific deficiencies are annotated on AF Form 174, *Record of Individual Counseling*.

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

2.6.3.3. Are diagnosed with a condition listed in AFI 36-3208, *Administrative Separation of Airmen*, as a condition interfering with military service.

2.6.4. Students are **disenrolled** if they:

2.6.4.1. Are recalled by the parent unit or higher headquarters (T-2). **Note:** Training units will not allow students to be recalled without notifying the 19 AF Graduate Training Division (T-2).

2.6.4.2. Have not met course entry prerequisites or have not received an approved entry waiver (T-2).

2.7. Drop on Request (DOR). DORs are not allowed IAW AFMAN 11-402. Follow procedures for student elimination outlined in AFMAN 11-402. The Flight Commander or Flight Chief will counsel students on the potential outcomes of elimination (i.e., permanent disqualification from flying status and possible reclassification proceeding) (T-2). As part of this discussion, the Flight Commander or Flight Chief will ensure the student demonstrates that the student understands these principles.

Chapter 3

STUDENT MANAGEMENT

3.1. Commander's Awareness Program (CAP):

3.1.1. **Intent.** CAP is intended as a short-term program. A student requiring an extended period of increased supervision or repeated placement on CAP should be considered for a progress check (PC).

3.1.2. CAP Procedures.

3.1.2.1. CAP Placement. The, SQ/CC, SQ/DO, FLT/CC, or designated supervisor places a student on CAP when substandard performance, personal issues, or lost training requires close monitoring of individual progress (T-2). A unit supervisor will counsel students placed on CAP (T-3). Initial counseling will address the reason for CAP placement, CAP objectives, student training plan, IP continuity, and CAP removal goals (T-3).

3.1.2.2. CAP Student Activities. While students are on CAP, units will:

3.1.2.2.1. Tailor training to address the student's particular situation within syllabus limits (T-3).

3.1.2.2.2. Closely monitor instructor continuity (T-3).

3.1.2.2.3. Not compromise proficiency standards to permit CAP students to progress in training (T-3). Additional sorties to clear flight deficiencies are not to exceed those authorized by the syllabus.

3.1.2.2.4. Provide additional counseling as required (T-3). Additional counseling is done at the discretion of immediate supervisors but is required if students fail to meet the CAP removal goal (T-3).

3.1.2.2.5. Update any intermediate goals and CAP removal goals appropriately (T-3).

3.1.2.2.6. Regularly brief squadron leadership on a CAP student's progress toward CAP removal (T-3). This briefing should include student's strong and weak areas and CAP removal criteria.

3.1.2.2.7. Maintain documentation of all counseling in the student's grade book (T-3). Details of the counseling will be included in end-of-course training reports, if appropriate (T-3).

3.1.2.3. CAP Removal. SQ/CC will remove a student from CAP when the student meets CAP removal goals, demonstrates sustained normal progress, or resolves personal issues (T-3). Removal should not be strictly event based, particularly when individual weak areas can carry over into the next phase or module. Immediate supervisors counsel students when removed from CAP (T-3).

3.2. Commander's Review Process. This process determines whether to continue, modify, or terminate training. Each syllabus is unique, which may require different review criteria and procedures; however, use the following guidance unless otherwise directed:

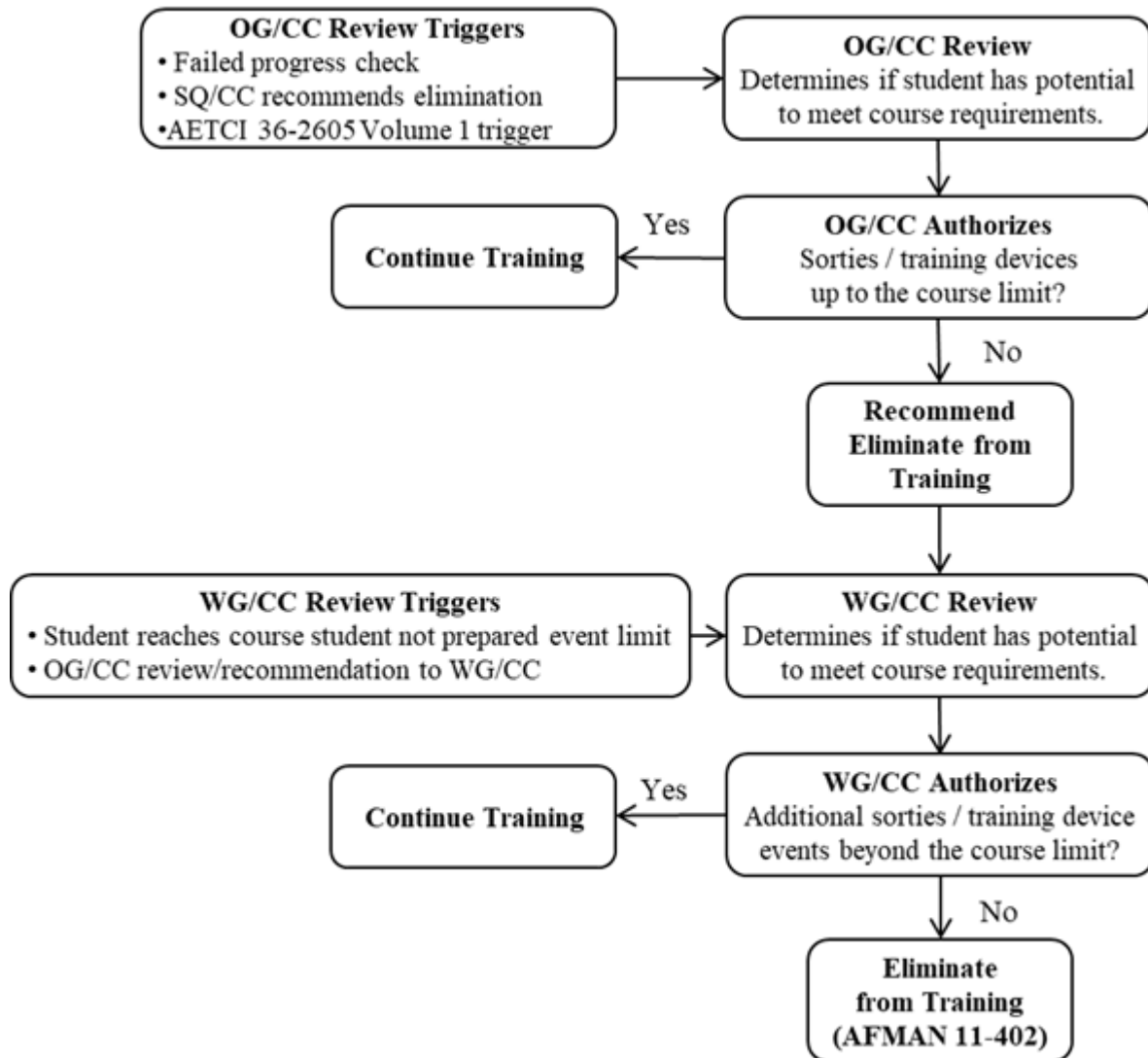
3.2.1. The CR process attempts to resolve training deficiencies at the lowest practical level and ensure significant substandard performance is brought to leadership's attention. The intent

is to allow students to continue in training until their ability to complete the course comes into question. Each syllabus provides additional guidance on causes for elimination.

3.2.1.1. Commanders will thoroughly review a student's training prior to entering the student in the CR process (T-2). In addition, the OG/CC and WG/CC will review the student's training at points specified in [Figure 3.1](#) (T-2).

3.2.1.2. The WG/CC and OG/CC reviews must be completed within five (5) duty days (T-2).

Figure 3.1. CR Process.



3.2.2. **Progress Check.** A PC is a unit commander's instrument to assess a student's overall flying skills and potential to meet syllabus requirements. The SQ/CC may direct a PC at any time and should consider a PC for sustained substandard performance or doubtful potential to complete formal training. The student must meet CTS for that syllabus event in order to continue in training (T-2).

3.2.2.1. A PC can result in the student passing and continuing in training or a commander's review. Squadron supervisors, as determined by the SQ/CC, will fly PCs (T-3). Flying PCs are considered instructional sorties.

3.2.2.2. Designate PC sorties in accordance with syllabus guidance. Schedule any student who fails a syllabus "XX" event for a flying PC unless syllabus guidance dictates otherwise (T-2).

3.2.2.3. The SQ/CC may direct training device PCs any time student performance warrants consideration for elimination. Device PCs will be conducted by a Squadron supervisor who will decide whether the student should continue training (T-2).

3.2.2.4. PC ground evaluations may be conducted as a result of unsatisfactory general knowledge/emergency procedures knowledge or as the result of a FLT/CC-directed evaluation for failure to meet syllabus standards in procedural knowledge. The ground evaluation is not a collaborative effort. In all cases, only the designated PC instructor conducts the briefing, ground evaluation execution, debriefing, and assigns the overall grade (T-2).

3.2.2.5. A PC is *incomplete* only if the mission tasks and objectives could not be completed and a reasonable evaluation of student performance could not be made. Do not *incomplete* an aircraft PC for nonflying or ground items with a recommendation that additional ground events be administered by another qualified PC instructor to determine the outcome of the PC (T-2).

3.3. Fitness Training Participation. Student physical training regimens may be designed into each syllabus. If not specifically described in the syllabus, students attend physical training with their assigned squadron when such training does not interfere with formal training academics, scheduled lessons, or sorties (T-3).

3.4. Student Disposition After Elimination. Eliminated students are processed under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, AFI 36-3207, *Separating Commissioned Officers*, AFI 36-3208 *Administrative Separation of Airmen*, AFI 36-2110, *Total Force Assignments*.

Chapter 4

STUDENT GRADE BOOKS

4.1. Introduction.

4.1.1. Secure grade books (both paper and electronic) and personal information folders to prevent unauthorized access (T-2). Document information related to student training that is inappropriate for public access or sensitive in nature in personal information folders (T-2). Student grade books are for the exclusive use of each student, instructors providing training, and unit supervisors. Additional procedures are specified in local unit guidance.

4.1.2. Record each aircraft, academic, and ground training event in the grade book (T-2).

4.2. Content. GTIMS dictates the forms to be used in each grade book. If electronic grade books are not used, the following items will be included in the grade book, as applicable:

4.2.1. Grade Book Discrepancy Log/Record of Grade Book review (locally produced) (T-2).

4.2.2. AETC Form 903/903P, *Unaccomplished Task/Milestone Regression Log* (T-2).

4.2.3. AETC Form 902, *Student Activity Record* (T-2).

4.2.4. AETC Form 900, *Individual Mission Gradesheet* (T-2).

4.2.5. AF Form 174, *Record of Individual Counseling* (T-2).

4.2.6. Student officer's biography (T-3).

4.2.7. Additional forms required for weapons qualification or other requirements determined locally (i.e., solo clearance logs, CTS requirement logs, etc.) (T-3).

4.2.8. AETC Form 6, *Waiver Request* (T-2).

4.3. Documentation. Grade sheets are used by instructors to document student training in the grade book (T-2). Instructors provide grades to applicable mission tasks, a concise summary of the student's training, and ensure entries clarify any training action (T-2). In addition, documentation is required for the following:

4.3.1. Unusual occurrences that could affect the student's progress (T-2).

4.3.2. Syllabus deviations (T-2).

4.3.3. Additional training authorization ("X" sortie/simulator) (T-2).

4.3.4. Grade book review prior to a PC (T-2). Document any training anomalies, deviations, etc (T-2).

4.3.5. Removal from or reinstatement into training (T-2).

4.3.6. Syllabus prerequisite waivers or syllabus waivers (T-2).

4.3.7. Failure of any academic test, flight evaluation, or PC (T-2).

4.3.8. Counseling sessions (T-2). **Note:** Document sessions concerning sensitive personal problems on AF Form 174. Forms should be kept in personal information folders maintained by the supervisor. Electronic mail messages are not suitable documentation for counseling sessions (T-2).

4.3.9. Administrative hold (T-2).

4.3.10. Assignment to and removal from CAP (T-2).

4.4. Disposition of Student Training Records.

4.4.1. Unit registrars maintain student training records according to the records disposition schedule. Include all grade sheets, student activity records, and additional grade book forms and logs (T-2). Units will make a copy of the training records to include AETC Form 904, GTIMS Training Jacket and forward all records to the student's gaining unit or follow-on training unit no later than 10 duty days after class graduation date or individual student's graduation date, whichever is later (T-3). For students with follow-on training at the same base, records will be forwarded after graduation from the last course attended (T-3). Forward all AETC Forms 904 to 19 AF Graduate Training Division no later than 10 duty days after class graduation date or student's actual graduation date, whichever is later (T-2).

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

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

AFPD 36-26, *Total Force Development and Management*, 18 March 2019
AFI 11-202, Volume 3, *General Flight Rules*, 10 August 2016,
AFMAN 11-402, *Aviation and Parachutist Service*, 24 January 2019
AFI 33-360, *Publications and Form Management*, 1 December 2015
AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 22 October 2018
AFI 36-2110, *Total Force Assignments*, 5 October 2018
AFI 36-2905, *Fitness Program*, 20 October 2013
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*, 9 July 2004
AETCI 36-2206, *Aircrew Graduate Evaluation Program*, 04 December 2013
AETCI 36-2605V1, *Formal Flying Training Administration and Management*, 17 September 2019

Prescribed Forms

No Forms Prescribed

Adopted Forms

AF Form 174, *Record of Individual Counseling*
AF Form 475, *Education/Training Report*
AF Form 847, *Recommendation for Change of Publication*
AETC Form 6, *Waiver Request*
AETC Form 126G, *Record of Commander's Review Action*
AETC Form 900, *Individual Mission Gradesheet*
AETC Form 902, *Student Activity Record*
AETC Form 903, *Unaccomplished Task/Milestone Regression Log*
AETC Form 903P, *Unaccomplished Task/Milestone Regression Log (Portrait version)*
AETC Form 904, *Training Summary*

Abbreviations and Acronyms

AA—approval authority

AETC—Air Education and Training Command
AFI—Air Force instruction
AFRC—Air Force Reserve Command
ANG—Air National Guard
ARC—Air Reserve Components (ANG and AFRC)
ATKS—Attack Squadron
CAP—Commander’s Awareness Program
CEA—Career Enlisted Aviators
CR—Commander’s Review
CSD—class start date
CTS—course training standards
DO—Operations Officer/Director of Operations
FLT/CC—Flight Commander
FTU—formal training unit
GTIMS—Graduate Training Information Management System
IMSO—international military student office
IP—instructor pilot
LOA—lack of adaptability
MilPDS—Military Personnel Data System
NGB—National Guard Bureau
OG/CC—Operations Group Commander
OPR—office of primary responsibility
PA—Privacy Act
PC—progress check
RA—reviewing authority
RPA—remotely piloted aircraft
SGTO—small group tryout
SQ/CC—squadron commander
SQ/DO—squadron operations officer
TRS—Training Squadron
WG/CC—Wing Commander

Terms

Disenrollment—When a student is disenrolled, he/she may be given the opportunity to re-enter training by remaining in the assigned class or entering a new class for that course.

Eliminations—As it pertains to flying training, a student eliminated from training will normally not have the opportunity to re-enter training for the course eliminated from.

Flight Duty Period—The period of time conducting official duties according to AFI 11-202V3, and its AETC supplement.

Attachment 2

BRIEFING GUIDE AND CHECKLIST FOR THE CR PROCESS

A2.1. Initiating Authority (IA). The student's SQ/CC is the IA. **Note:** Prior to the class start date, the TRS/CC conducts the CR in coordination with the flying SQ/CC. Once a student begins training, the flying SQ/CC conducts the CR. The IA will:

A2.1.1. Inform the student that the CR process is being initiated and state reasons for the action **(T-2)**.

A2.1.2. Explain the CR process to the student **(T-2)**.

A2.1.3. Enter the student in the CR process NLT three (3) duty days after meeting the syllabus trigger **(T-3)**. Remove the student from training pending the AA's decision **(T-3)**. **Note:** The IA may elect to continue the student in academics only training with Reviewing Authority (RA) concurrence.

A2.1.4. Notify the student in writing of consideration for elimination (**Attachment 3**) **(T-2)**.

A2.1.5. Inform the student of individual rights for legal assistance and representation **(T-2)**.

A2.1.6. Advise the student to submit a memorandum within two (2) duty days identifying any factors that may have affected training **(T-2)**.

A2.1.7. Complete AETC Form 126G, Section I and clearly state the reason(s) **(T-2)**. Indicate whether the student is an Initial CEA or a Qualified CEA **(T-2)**. Complete Section V with applicable information **(T-2)**.

A2.1.8. Ensure the student completes AETC Form 126G, Section II **(T-2)**.

A2.1.9. Forward the completed AETC Form 126G with the student's memorandum, training record, any attachments and written documentation (if applicable) to the RA no later than four (4) duty days after notifying the student **(T-3)**.

A2.1.10. Notify AETC/A3G (for ANG) or AETC/A3H (AFRC) and NGB/A3O or AFRC/A3TB as applicable for AFRC and ANG students **(T-2)**.

A2.1.11. Notify the base IMSO for international students **(T-2)**.

A2.1.12. Notify the Host Aviation Resource Management office to suspend the student's aeronautical orders according to AFMAN 11-402.

A2.2. Reviewing Authority (RA). The OG/CC is the RA. The RA will:

A2.2.1. Review the student's training and determines if any training irregularity would warrant retention in training **(T-2)**. **Note:** The OG/CC may delegate this review and recommendation authority to the operations group deputy commander. The RA will discuss the circumstances of the elimination with the IA **(T-2)**. The RA may interview the student, as necessary.

A2.2.2. Complete AETC Form 126G, Section III **(T-2)**. When applicable, make comments as to the student's retention in training.

A2.2.3. For medical eliminees, provide a statement evaluating the student's ability to complete training if medically requalified **(T-2)**.

A2.2.4. Forward the AETC Form 126G with all applicable records to the AA for final review (T-2).

A2.2.5. Notify 19 AF Graduate Training Division if recommending elimination (T-2).

A2.3. Approving Authority (AA). The WG/CC is the AA. The AA will:

A2.3.1. Review the student's records and RA's comments (T-2).

A2.3.2. Decide whether the student will be reinstated or eliminated from training (T-2).

A2.3.2.1. For Initial CEA students - marking the "eliminate" block indicates the final decision on elimination and the student is permanently removed from the course (T-2).

A2.3.2.2. For Qualified CEA students - marking the "FEB" block requires initiation of an FEB according to AFMAN 11-402.

A2.3.2.3. Notify the base IMSO for international students (T-2).

A2.3.2.4. Notify the Host Aviation Resource Management office to reinstate the student's aeronautical orders if the student is being retained in training (T-2).

A2.3.2.5. If eliminating, inform the student of the opportunity to indicate personal desires for retention in service and future training according to AFI 36-2110. Explain the possibility of reassignment action or release from extended active duty under the separation policies (T-2).

A2.3.3. Complete Section V of AETC Form 126G, annotating any recommendations of follow-on training for the student (T-2). The AA may also recommend lateral flow of enlisted initial CEA students to other aircraft or crew positions. The WG/CC ensures coordination of lateral training requirements through 19 AF Graduate Training Division (T-2). **Note:** Do not recommend students eliminated for manifestation of apprehension for any other flying training (T-2).

Attachment 3

SAMPLE STUDENT NOTIFICATION MEMORANDUM

Table A3.1. Sample Student Notification Memorandum.

<p>MEMORANDUM FOR (Student's Name)</p> <p>FROM: (Initiating Authority)</p> <p>(Address)</p> <p>SUBJECT: Commander's Review</p> <p>1. You are being entered into the commander's review. This review will evaluate all circumstances relating to your training and make recommendations regarding your retention in or elimination from training. The potential outcomes of an elimination from training can include, but are not limited to, permanent disqualification from flying status, reclassification, separation from the Air Force, and/or the prohibition from wearing an aviation badge.</p> <p>2. You are entitled to submit a memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. Your memorandum and/or written statements will be used by the approving authority pursuant to 10 USC § 8013. These documents will become part of a case file and will be destroyed 1-year after completion of training in accordance with 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 receipt of this memorandum.</p> <p>(Initiating Authority's Signature)</p> <p>1st Ind</p> <p>MEMORANDUM FOR (Initiating Authority)</p> <p>(Date)</p> <p>I acknowledge receipt of this memorandum and that I was briefed on the commander's review process in accordance with AETCI 36-2605, Volume 16.</p> <p>(Student's Signature)</p>
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