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AIR EDUCATION AND TRAINING
COMMAND**

AETC INSTRUCTION 36-2605 VOLUME 2

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PERSONNEL

**FORMAL FLYING TRAINING
ADMINISTRATION AND
MANAGEMENT—CADET
AIRMANSHIP AND GRADUATE
FLYING/PARACHUTE TRAINING**

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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 United States Air Force Academy (USAFA) airmanship and Air Education and Training Command (AETC) formal flying training programs and units that fall under Nineteenth Air Force (19 AF). This instruction applies to Air Force Reserve Command (AFRC) units. This instruction does not apply to the Air National Guard (ANG). Subordinate units may supplement this instruction. Forward local supplements through 19 AF/DOUA for coordination prior to approval. Submit suggested changes to this instruction through command channels to 19 AF/DOV 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 Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. References to forms within this instruction also equate to electronic products when authorized. This instruction requires collecting and maintaining information protected by the Privacy Act (PA) of 1974. The authorities to collect and maintain the records prescribed in this publication are Title 37 United States Code, Section 301a, Special and Incentive Pays, and Executive Order 9397, which authorizes collection of social security numbers. PA system of records notices F011 AF XO A, Aviation Resource Management System (ARMS); F036 AF AETC B, Graduate Training Integration Management System

(GTIMS); and F036 AETC S, Flying Training Records 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 Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with (IAW) Air Force Records Information Management System Records Disposition Schedule (RDS). **Attachment 1** contains a glossary of the references and supporting information used in this publication.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include Tier Waiver Authorities have been identified for unit compliance items, paragraph **1.2.2** waiver process and authorities; paragraph **1.3** transition and reassign duties from AETC to 19AF; paragraph **1.3** updates commander review process and authorities; paragraph **1.3.8**, update registrar duties and coordination with USAFA; paragraph **2.2** revised administrative hold and training delay-medial; paragraph **2.4** (Added) AM-490I Flight CC CAP duties; paragraph **2.6** updated Entry factors, IA responsibilities and revised CR authorities; paragraph **2.8.1.4**, revised CR and UCMJ action; paragraph **4.2** revised training record contents; paragraph **4.3** revised AF Form 4293 documentation requirements.

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Chapter 1

GENERAL GUIDANCE

1.1. Introduction. Flying and parachuting programs, conducted by AETC at the USAF Academy, are comprised of airmanship programs for cadets and the formal training courses for officers, enlisted members, and authorized Department of Defense (DoD) civilian personnel who support airmanship programs. HQ AETC/19AF manages airmanship programs to support the USAFA Officer Development System and Air Force Reserve Officer Training Corps (AFROTC) training system as they prepare cadets to serve as commissioned officers in the USAF and other services. HQ AETC/19AF manages formal flying training programs to prepare officers, enlisted members and civilian personnel to serve as flying and parachuting instructors. Throughout this instruction, the term “cadet” refers to USAFA and AFROTC cadets enrolled in basic airmanship programs (AM201, AM-250, AM-251 and AM-490). The term “upgrade cadet” refers to USAFA cadets in advanced airmanship upgrade/instructor/team/jumpmaster programs (AM-461, AM-465, AM-471, AM-472, AM-473, AM-474, AM-475, AM-491, and AM-496). The term “Initial Flight Training (IFT) USAFA cadet” refers to USAFA cadets enrolled in IFT (AM-302). The term “student” refers to officers, enlisted members, and civilians who are enrolled in a formal flying and parachuting training program.

1.2. Waivers.

1.2.1. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. **(T-2)**. Coordinate T-2 waivers through 19AF/DOU as appropriate. Squadron commanders (SQ/CCs) will submit all T-2 waiver requests, using AF Form 679, Air Force Publication Compliance Item Waiver Request/Approval, through command channels via Task Management Tool (TMT) **(T-2)**. Waiver requests must provide justification why the individual or unit cannot comply with requirements **(T-2)**. 19AF/DOU and the units will file a copy of approved waivers to this volume according to AFI 33-360 **(T-2)**. For Tier 3 and non-tiered waivers, the requesting office will send a copy of the approved waiver to 19 AF/DOUA within 30 days of approval **(T-2)**.

1.2.2. Flying Training Group (FTG) Commander. The FTG/CC authorizing local supplements will handle waivers to unit supplemental guidance.

1.3. Responsibilities.

1.3.1. 19 AF Commander (19AF/CC).

1.3.1.1. Establishes policies and provides directives and resources for the conduct of USAFA airmanship and formal flying and parachute training programs.

1.3.1.2. Coordinates changes to USAFA airmanship programs with USAFA/CC.

1.3.1.3. Approves command developed and maintained USAFA airmanship and formal flying/parachute training syllabuses.

1.3.2. 19AF/DO.

1.3.2.1. Oversees execution of USAFA airmanship and flying/parachute training programs.

- 1.3.2.2. Is responsible for executing formal flying training operations within AETC.
- 1.3.2.3. Coordinates all changes to USAFA airmanship programs with USAFA/A3.
- 1.3.3. 19 AF Undergraduate Operations (19AF/DOU).
 - 1.3.3.1. Develops and publishes USAFA airmanship and formal flying/parachute training policies, syllabuses, and student management procedures.
 - 1.3.3.2. Assists 19AF/DOP with the production of flying training production metrics.
 - 1.3.3.3. Coordinates all changes to USAFA airmanship programs with USAFA/A3.
- 1.3.4. 19 AF Airmanship Program Manager (19AF/DOUA).
 - 1.3.4.1. Files a copy of approved waivers to this volume according to AFI 33-360.
 - 1.3.4.2. Develops and maintains syllabuses and this instruction.
 - 1.3.4.3. Serves as the Program Analyst.
- 1.3.5. 19 AF Pipeline Management (19AF/DOP).
 - 1.3.5.1. Programs and manages USAFA airmanship and flying training Programmed Flying Training (PFT).
 - 1.3.5.2. On behalf of AF/A1PT, coordinates with USAFA and AFROTC to collect requirements for the Five Year Defense Plan. Provides AETC inputs to the AF/A1PT data call.
 - 1.3.5.3. Works closely with AF/A1PT to produce the USAFA Airmanship Program Requirements Document, performs the Capacity and Resource Analysis, provides Shortfall Report, and proposed USAFA Airmanship Program Guidance Letter (UAPGL) to AF/A1PT.
 - 1.3.5.4. Once UAPGL is approved by AF/A1PT, translates the above documents into a requirements-based input into the Program Objective Memorandum process.
 - 1.3.5.5. Coordinates, publishes and manages the yearly Program Flying Training (PFT), based upon the UAPGL.
 - 1.3.5.6. Manages USAFA airmanship and flying training production metrics.
 - 1.3.5.7. Prior to the beginning of each Academic Year, uploads the PFT document to the Flying Training Production Analysis (FTPA) web-based input tool.
 - 1.3.5.8. Prior to the beginning of each Academic Year, publishes the Quota Management Worksheet.
 - 1.3.5.9. Validates requirements, then advocates for and programs resources to accomplish the published UAPGL.
 - 1.3.5.10. When requested by 306 FTG Registrar, coordinates loading of students in Oracle Training Administration (OTA).
 - 1.3.5.11. Programs and manages the command Flying Hour Program.
- 1.3.6. 306 FTG/CC.

- 1.3.6.1. Is the program executor for USAFA airmanship and AETC formal flying/parachute training programs assigned to the FTG.
- 1.3.6.2. Reviews waiver requests (AETC Form 6) according to the applicable syllabus **(T-2)**.
- 1.3.6.3. Serves as the Commander's Review (CR) Approving Authority (AA) for upgrade cadets in USAFA airmanship programs, IFT USAFA cadets and students in formal flying training and parachute upgrade courses **(T-2)**.
- 1.3.6.4. When required, serves as the Flying Evaluation Board (FEB) convening authority following the elimination of students (rated pilot/career jump inherent Air Force Specialty Code) from formal flying training and parachuting upgrade courses IAW AFMAN 11-402, Aviation and Parachutist Service **(T-2)**.
- 1.3.6.5. Establishes a registrar to oversee/perform student administrative duties for formal course training **(T-2)**. See paragraph **1.3.8**.
- 1.3.6.6. Ensures cadets, upgrade cadets, IFT USAFA cadets and students meet Air Force and/or USAFA requirements of standards and discipline **(T-2)**.
- 1.3.7. 94 FTS, 98 FTS, and 557 FTS Squadron Commanders:
- 1.3.7.1. Oversee and are ultimately responsible for the Commander's Awareness Program (CAP), CR process, progress checks (PCs), and elimination checks (ECs) **(T-2)**.
- 1.3.7.2. Forward syllabus waiver requests (AETC Form 6) IAW the applicable syllabus.
- 1.3.7.3. Document all syllabus deviations in the cadet's training records and report them to 19AF/DOU **(T-2)**.
- 1.3.7.4. Are the Reviewing Authority (RA) for upgrade cadets, IFT USAFA cadets, and the Initiating Authority (IA) for students according to paragraph **2.6 (T-2)**.
- 1.3.8. The 306 FTG Registrar.
- 1.3.8.1. In addition to those identified in AETCI 36-2605V1, specific duties include:
- 1.3.8.2. Administers and tracks cadet/upgrade cadet/IFT USAFA cadet entry into and completion of USAFA airmanship courses and tracks student entry into and completion of formal flying training courses, maintaining accurate records in appropriate database(s) **(T-2)**.
- 1.3.8.2.1. Ensures cadets are scheduled through USAFA/DFR **(T-3)**.
- 1.3.8.2.2. Ensures all administrative prerequisites are met by enrolled cadets/upgrade cadets/IFT USAFA cadets prior to the start of an airmanship course **(T-3)**.
- 1.3.8.2.3. Updates FTPA database with actual class entries, attritions, gains, losses, graduation numbers, and notes of explanation for wash-backs, attritions, and class changes **(T-2)**. These updates should be completed no later than five duty days after class start dates, and class completion dates.
- 1.3.8.2.4. Reports cadets, upgrade cadet, IFT USAFA cadet course grades to USAFA/DFR **(T-3)**.

- 1.3.8.2.5. Ensures USAFA/A3O maintains a class graduation roster of airmanship courses for the period of assignment at USAFA or three years for AFROTC cadets **(T-2)**.
- 1.3.8.3. Oversees and tracks 306 FTG (assigned and attached), active duty/reserve/DoD civilian student entry into and completion of formal flying training courses **(T-2)**.
- 1.3.8.3.1. Through 19AF/DOP, ensures active duty/reserve students are loaded into OTA prior to the start of a formal course **(T-2)**.
- 1.3.8.3.2. Through 10 FSS, ensures all administrative prerequisites, including an appropriate ADSC or a signed AF Form 63, ADSC Acknowledgement Statement, are completed for formal flying training students **(T-2)**.
- 1.3.8.3.3. Maintains class graduation rosters of all active duty/reserve/DoD civilian qualification courses for three years **(T-2)**.
- 1.3.8.3.4. The Registrar will notify affected units of quota changes **(T-2)**.
- 1.3.9. Flying Training Squadron Flight Commanders (FLT/CCs)/Program Managers:
- 1.3.9.1. Supervise and monitor all cadet, upgrade cadet, IFT USAFA cadet and student training **(T-2)**.
- 1.3.9.2. Assist flying training squadron leadership in the administration of the training review process while providing for discipline, physical and mental well-being, and general welfare of cadets, upgrade cadets, IFT USAFA cadet and students **(T-2)**. FLT/CCs/Program Managers must be aware of each cadet's, upgrade cadet's, IFT USAFA cadet's and student's progress in all areas and inform squadron leadership of training discrepancies as they arise **(T-2)**.
- 1.3.9.2.1. Initiate and manage upgrade cadet, IFT USAFA cadet and student administrative hold according to paragraph **2.3 (T-2)**.
- 1.3.9.2.2. Assist in management of the CAP and counsel cadets, upgrade cadets, IFT USAFA cadets and students according to paragraph **2.5 (T-2)**.
- 1.3.9.2.3. Manage upgrade cadet, IFT USAFA cadet and student PC and EC procedures according to paragraph **2.6 (T-2)**.
- 1.3.9.2.4. Serve as the CR Initiating Authority for upgrade cadets, IFT USAFA cadets, and assist in the management of the CR process for upgrade cadets, IFT USAFA cadets and students according to paragraph **2.7 (T-2)**.
- 1.3.9.3. Report course entry roster discrepancies, additions, and deletions to the Registrar according to paragraph **1.5 (T-3)**.
- 1.3.9.4. Cadet, upgrade cadet, IFT USAFA cadet and student syllabus completion specifics (AETC completion criteria) and course grades (cadet/upgrade cadet/IFT USAFA cadet) should be reported to the Registrar within two duty days of course completion, or the event affecting active enrollment in the airmanship or formal course (e.g. withdrawal, admin hold, etc.) **(T-3)**.
- 1.3.9.5. Ensure training records management, maintenance, and distribution according to paragraph **2.9** and **Chapter 4**.

1.4. Entry Prerequisites.

1.4.1. Team Selection. Each airmanship team syllabus (ex: AM-461, AM-465 and AM-491) will specify team selection criteria and processes **(T-2)**.

1.5. Quota Management. The PFT document establishes the baseline for student quota management. 19AF/DOP maintains the quota management worksheets, which reflect real-time changes and are primary source documents for AETC flying training course class entry, student load, and production schedules.

1.5.1. Class Entry Rosters.

1.5.1.1. Units should obtain airmanship and formal flying training course class entry rosters not later than two weeks before class entry.

1.5.1.2. Units will report roster discrepancies, changes, or other modifications to the 306 FTG Registrar as soon as they are discovered, but no later than two calendar days following the class start date **(T-3)**. The Registrar will correct airmanship roster discrepancies and report formal training course roster changes, discrepancies, and graduation delays to 19AF/DOP within five calendar days. The registrar will coordinate changes to cadet airmanship program rosters with USAFA/DFR **(T-3)**.

1.5.2. Class Quotas. HQ AETC provides yearly class quotas via electronic PFT pages published on the 19 AF/DO home page and/or via messages.

Chapter 2

STUDENT MANAGEMENT

2.1. Fitness Program. Cadet, upgrade cadet, and IFT USAFA cadet physical training is based on the requirements specified in USAFA Instruction 36-2002, Cadet Weight and Fitness Programs. Students in formal flying training courses must adhere to the standards in Air Force Instruction 36-2905, Personnel Fitness Program (**T-2**).

2.1.1. Cadets, upgrade cadets, and IFT USAFA cadets enrolled in all airmanship programs must meet the fitness standards or athletic probation requirements specified in the respective syllabus.

2.2. Administrative Hold (Admin Hold – Other or Training Delay – Medical).

2.2.1. Students. Refer to AETCI 36-2605V1 for information on Admin Hold-Other and Training Delay Medical.

2.2.2. Upgrade Cadets /IFT USAFA Cadets.

2.2.2.1. Admin Hold. Flying training squadron program or training managers may place upgrade cadets and IFT USAFA cadets whose training has been suspended for other than medical reasons and for more than 15 calendar days on administrative hold. Administrative hold should be used judiciously for extenuating circumstances to include family serious illness, death or other personal problems beyond the individual's control. If an upgrade cadet/IFT USAFA cadet is on administrative hold for more than 30 calendar days or may reach this threshold, flying training squadron commanders or designated representatives will notify the 306 FTG Registrar, who will in turn notify 19 AF/DO (**T-2**). The flying training squadron commander, or designated representative, will work with 19 AF/DO and USAFA/CW (upgrade cadet or IFT USAFA cadet) in determining appropriate actions for upgrade cadet or IFT USAFA cadet status, and notify the Registrar of final action taken (**T-2**).

2.2.2.2. Training Delay-Medical (TDM). Upgrade cadets or IFT USAFA cadets placed in duties not involving flying (DNIF) status or its equivalent for more than 30 calendar days either will be placed in TDM status or be considered for course disenrollment or elimination (**T-2**).

2.2.3. Basic Airmanship Cadets. Will not be placed on administrative hold or TDM. (Exception: 98 FTS may place AM-490 cadets on administrative hold or TDM) (**T-2**).

2.3. End-of-Course Critiques. The 306 FTG/CC will approve an end-of-course critique program (**T-2**). As a minimum, the critique will include questions directly inquiring about unprofessional relationships, maltraining, maltreatment and others as directed by 19 AF/CC (**T-2**). The 306 FTG will compile the results of the critiques and answers to these specific topics and provide the responses to 19 AF/DOU quarterly (**T-2**). Administer the critique within 15 duty days of course completion/graduation. (Exception: USAFA Flying Team will administer end of course critiques at the conclusion of Initial Qualification Training.) (**T-3**). Use AETC Form 673, Student Critique, or a 306 FTG/CC-approved paper or electronic equivalent as prescribed in AETCI 36-2605 Vol. 1. The individual flying training squadron commander, or their designated representative, will review the end-of-course critiques and initiate corrective action as necessary

(T-2). Electronic critiques administered by USAFA/A9A for cadet airmanship courses meet this requirement as long as the results are provided to the respective unit commanders for action and forwarded to 19 AF and HQ AETC as directed above.

2.4. Commander's Awareness Program.

2.4.1. Objective. CAP's objective is to focus supervisory attention on a cadet's, upgrade cadet's, IFT USAFA cadet's or student's progress, specific deficiencies, and potential to complete the course. CAP may also be used to monitor personal issues requiring supervisory attention.

2.4.2. Categories. CAP is divided into the following categories:

2.4.2.1. Airmanship. Cadets, upgrade cadets, IFT USAFA cadets or students demonstrating performance deficiencies in the flying or parachuting courses.

2.4.2.2. Procedural. Cadets, upgrade cadets, IFT USAFA cadets or students exhibiting substandard general or emergency procedure knowledge.

2.4.2.3. Academic. Cadets, upgrade cadets, IFT USAFA cadets or students exhibiting substandard academic performance.

2.4.2.4. Airsickness/Physiological Incidents. Cadets, upgrade cadets, IFT USAFA cadets or students exhibiting chronic, unresolved airsickness, manifestation of apprehension (MOA), G-Induced Loss of Consciousness (G-LOC), etc.

2.4.2.5. Military. Cadets, upgrade cadets, IFT USAFA cadets or students exhibiting substandard military or professional behavior.

2.4.2.6. Other. Cadets, upgrade cadets, IFT USAFA cadets or students with personal issues requiring supervisory attention.

2.4.3. Syllabus Guidance. The flying training squadron commander will execute the CAP as specified in this instruction and the applicable syllabus (T-2).

2.4.4. CAP Procedures. The flying training squadron commander or designated representative will place cadets, upgrade cadets, IFT USAFA cadets or students on CAP when warranted and remove them when sustained normal progress is demonstrated or when personal issues are resolved (T-3). Removal should not be strictly event-based i.e., pass the check, particularly when individual weak areas can carry over into the next unit of instruction.

2.4.4.1. For cadets, upgrade cadets, IFT USAFA cadets and students placed on CAP, the flying training squadron commander or designated representative will complete AF Form 4293, Student Activity Record, (or 306 FTG/CC-approved, locally produced equivalent) (T-2).

2.4.4.2. While cadets, upgrade cadets, IFT USAFA cadets or students are on CAP, the unit will tailor training to address the cadet's, upgrade cadet's, IFT USAFA cadet's or student's particular situation within the limits of the syllabus (T-2). The flying training squadron commander or designated representative will closely monitor instructor continuity (T-2). Proficiency standards must not be compromised to permit CAP cadets, upgrade cadets, IFT USAFA cadets or students to progress in the course (T-2). Additional sorties to clear training deficiencies must not exceed those authorized in the syllabus.

2.4.4.3. Flight commanders (FLT/CCs) (or program managers and AM-490I) will provide counseling when cadets, upgrade cadets, IFT USAFA cadets or students are placed on or removed from CAP (T-2).

2.4.4.4. The unit's initial CAP counseling to a cadet, upgrade cadet, IFT USAFA cadets or student, must cover CAP objectives, individual training plan, instructor continuity, and CAP removal goals (T-2). FLT/CCs (or program managers and AM-490I) or above determine when to conduct additional counseling (T-2). Additional counseling is required if cadets, upgrade cadets, IFT USAFA cadets or students fail to meet the CAP removal goal (T-2). FLT/CCs and supervisors update goals appropriately. Document all counseling in the cadet's, upgrade cadet's, IFT USAFA cadet's or student's training records on AF Form 4293 (T-2).

2.4.4.5. Generally, CAP is intended as a short-term program. Cadets, upgrade cadets, IFT USAFA cadets or students requiring an extended period of increased supervision or repeated placement on CAP should be considered for a Progress Check, Elimination Check, and/or a Commander's Review IAW the appropriate syllabus and this instruction. The cadet's, upgrade cadet's, IFT USAFA cadets or student's FLT/CC (or program manager) briefs squadron leadership as required, weekly on their progress (T-2). As a minimum, this briefing includes the cadet's, upgrade cadet's, IFT USAFA cadet's or student's strong and weak areas, additional training (AT) details, and anticipated removal date from CAP (T-3).

2.5. Progress Check (PC) and Elimination Check (EC) Procedures. (Note: Not applicable to cadets enrolled in basic airmanship courses.) The PC and EC are key events in determining if an upgrade cadet, IFT USAFA cadet or student will continue in training. Triggers for these events are defined in the applicable syllabus. The flying training squadron commander is the ultimate authority for PC/EC decisions. The FLT/CC (or program manager) coordinates with the flying training squadron commander or designated representative to ensure all additional training events and requirements are completed prior to a PC/EC (T-2). The scheduler or designated representative coordinates scheduled PC and EC flights with the flying training squadron commander or designated representative (T-3).

2.5.1. Authorized PC and EC Pilots. Refer to the syllabus for authorized PC and EC pilots. The flying training squadron commander will designate and certify PC and EC pilots (T-2).

2.5.2. Ground Evaluations.

2.5.2.1. PC/EC ground evaluations may be conducted as a result of unsatisfactory general knowledge, emergency procedures knowledge or as the result of a FLT/CC (or program manager) directed evaluation for failure to progress/meet syllabus standards in procedural knowledge.

2.5.2.2. The designated PC/EC instructor conducts the briefing, ground evaluation execution, debriefing, and assigns the overall grade (T-2). The ground evaluation should be of sufficient length to evaluate the upgrade cadet's, IFT USAFA cadet's or student's overall procedural knowledge.

2.5.3. PC/EC Guidance.

2.5.3.1. For PCs generated within a unit, instructor pilots (IPs) will give appropriate instruction in all sub-standard areas and upgrade cadets, IFT USAFA cadets or students accomplish the items that precipitated the PC **(T-3)**.

2.5.3.2. If an unsatisfactory check generates a PC, instructors may not offer instruction on items that triggered the PC **(T-2)**. When assigning an overall grade, instructors consider the upgrade cadet's, IFT USAFA cadet's or student's overall proficiency and situational awareness.

2.5.3.3. During an EC, upgrade cadets, IFT USAFA cadets or students may repeat maneuvers and receive instruction from the IP in all areas. In all cases, accomplish the items that precipitated the EC **(T-2)**. When assigning an overall grade for an aircraft EC, check pilots assess the upgrade cadet's, IFT USAFA cadet's or student's ability to accept instruction, potential to complete the course and, where applicable, succeed in follow-on training **(T-2)**.

2.5.4. Grade a PC or EC IAW syllabus guidance. A satisfactory PC or EC completes the mission that triggered the check if all original mission objectives are met **(T-2)**. If the next scheduled mission is the check, all check objectives were satisfied, and the upgrade cadet, IFT USAFA cadet or student demonstrated the abilities and potential to successfully complete training on the PC or EC, then the PC or EC counts as the check **(T-2)**. Note: A PC or EC does not count for an evaluation required by AFI 11-202V2, Aircrew Standardization/Evaluation Program **(T-2)**.

2.5.5. A PC/EC is incomplete only if the mission tasks and objectives could not be completed and a reasonable evaluation of upgrade cadet, IFT USAFA cadet or student performance could not be made **(T-2)**. It is not acceptable to incomplete an aircraft PC/EC for non-flying or ground items with a recommendation that another qualified PC/EC instructor administer additional ground events to determine the outcome of the PC/EC **(T-2)**.

2.6. Commander's Review Process.

2.6.1. Overview. The CR recommends an upgrade cadet's, IFT USAFA cadet's or student's elimination or retention in the course. The CR process must be completed within 10 duty days from the date the Initiating Authority (IA) signs the applicable AETC Form 126A, Record of Commander's Review Action **(T-2)**.

2.6.2. Entry. Enter upgrade cadets, IFT USAFA cadets or students failing to progress for training deficiencies (does not include factors beyond the trainee's control such as weather attrition or IP availability) in the normal syllabus flow into the CR process IAW the appropriate syllabus. Cadets enrolled in Basic Airmanship programs, where there is no follow on training, will not be entered in the CR process **(T-3)**. The flying training squadron commander (IA) enters students into the CR process **(T-2)**. The FLT/CC or program manager (IA) enters upgrade cadets and IFT USAFA cadets into the CR process as outlined in the syllabus. For students, refer to AETCI 36-2605V1.

2.6.3. Initiating Authority. The IA:

2.6.3.1. The flying training squadron commander (IA) enters students into the CR process **(T-2)**. The FLT/CC or program manager (IA) enters upgrade cadets and IFT USAFA cadets into the CR process as outlined in the syllabus. For students, refer to AETCI 36-

2605 Vol. 1. The IA notifies upgrade cadet, IFT USAFA cadet or student in writing of their consideration for elimination (**Attachment 2**) (T-2).

2.6.3.2. Briefs the upgrade cadet, IFT USAFA cadet or student on the CR process (**Attachment 3**) (T-2).

2.6.3.3. Removes the upgrade cadet, IFT USAFA cadet or student from training. The IA may elect to continue the upgrade cadet, IFT USAFA cadet or student in academic training with the concurrence of the RA.

2.6.3.4. Completes Section I of AETC Form 126A and ensures the upgrade cadet, IFT USAFA cadet or student completes Section II (T-2).

2.6.3.5. Sends the RA the completed AETC Form 126A along with the upgrade cadet's, IFT USAFA cadet or student's memorandum, training records, and any attachments (T-2).

2.6.4. Reviewing Authority. The 306 FTG Deputy Commander is the RA for students (T-2). The flying training squadron commander is the RA for upgrade cadets and IFT USAFA cadets (T-2).

2.6.4.1. Examines the upgrade cadet's, IFT USAFA cadet's, or student's training records and, interviews the associated FLT/CCs, instructor pilots, operations officer (DO), and/or SQ/CC as appropriate (T-2). The RA recommends elimination from or retention in airmanship or formal course (T-2).

2.6.4.2. Completes Sections III and V (if applicable) of AETC Form 126A and forwards the form with all applicable records to the AA for final review (T-2). The records include a written summary of the significant facts and specific rationale used in arriving at the recommendations (T-2).

2.6.4.3. Terminates or completes the CR when it becomes apparent circumstances require notification of USAFA/CW for cadet disciplinary action, convening an investigation under the provisions of AFI 51-602, Boards of Officers, for a formal training student, or when information surfaces that would cause the upgrade cadet, IFT USAFA cadet, or student to be medically disqualified (T-2).

2.6.5. Approving Authority. The 306 FTG/CC (or designated deputy commander) is the AA for upgrade cadets, IFT USAFA cadets and students (designated representative not applicable for students) (T-2). The AA will eliminate or reinstate the upgrade cadet, IFT USAFA cadet or student (T-2).

Table 2.1. Commander Review Authorities.

If the member is a:	The IA is:	The RA is:	The AA is:
Cadet	FLT/CC or Program Manager	SQ/DO	SQ/CC
Upgrade Cadet/IFT USAFA Cadet	FLT/CC or Program Manager	SQ/CC	FTG/CC (Or Designated FTG/CD)
Student	SQ/CC	FTG/CD	FTG/CC

2.7. Cadet/Upgrade Cadet/ IFT USAFA Cadet /Student Eliminations.

2.7.1. Eliminate cadets, upgrade cadets, IFT USAFA cadet or students if they:

2.7.1.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course because of physical, psychological, or personality factors (T-2). LOA eliminees require an evaluation from both medical and rated personnel (T-2). This category includes airsickness and manifestation of apprehension (MOA). Annotate specific deficiencies in the remarks section of AF Form 4293 (T-2).

2.7.1.2. Fail to meet proficiency standards of the syllabus in flying/parachuting, academics, or procedures (T-2).

2.7.1.3. Fail to demonstrate the potential to complete the course within syllabus constraints (T-2).

2.7.1.4. Fail to maintain Cadet in Good Standing requirements, as defined by AFCWMAN 36-3501, The Cadet Sight Picture (T-2).

2.7.1.5. Drop on Request (DOR) (cadet/upgrade cadet/IFT USAFA cadet) outside of normal USAFA course drop/add policy or attempt to DOR (student in a formal flying course). Cadets attempting to DOR will be processed in accordance with the applicable syllabus instructions (T-2). Rated officers attempting to DOR from a formal training course fall under the provisions in AFMAN 11-402 and will be removed from the formal training course via a CR prior to implementing AFMAN 11-402 procedures (T-2). Note: Attempting to DOR will trigger an FEB, which opens the member to permanent disqualification from aviation service and may prohibit wearing the aviation badge.

2.7.1.6. Become medically disqualified (T-2).

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

2.7.1.8. Become involved in drug abuse substantiated by reliable evidence (T-2).

2.7.1.9. Receive adjudication for being absent without leave (AWOL), are confined, or have deserted (T-2).

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

2.7.1.11. Are recalled (students) or removed (cadet, upgrade cadet or IFT USAFA cadet) by the parent unit or higher headquarters (T-2). Note: Units will not allow students to be recalled without prior coordination with 19AF/DO.

2.8. Dispositions.

2.8.1. Upgrade cadets, IFT USAFA cadets or students reinstated by the CR process will re-enter training as dictated by the appropriate syllabus (T-2). An EC or equivalent may apply following completion of additional training. Upgrade cadets, IFT USAFA cadets or students reinstated after academic deficiencies repeat the examination after appropriate AT (T-2). Students reinstated following a flying evaluation board will complete AT directed by the final approval authority (T-2).

2.9. CR Records Distribution.

2.9.1. The 306 FTG Training Officer or designated authority maintains original cadet, upgrade cadet, IFT USAFA cadets and student CR records according to AF RDS and distributes them within 10 duty days of completion of the CR (T-2). The program manager will maintain all USAFA/ROTC cadet CR records for one year after completion of training (T-2). These records will be available for review (T-2).

2.9.2. Distribute eliminated cadet's, upgrade cadet's, IFT USAFA cadet's and student's CR records as outlined in **Table 2.2** and maintain according to AF RDS (T-2). (Note: Upgrade cadet/IFT USAFA cadet CRs will be maintained by the initiating squadron and distributed to either the AOC or Det Commander.)

2.9.3. The Registrar ensures eliminations are updated in the appropriate training management database with the proper elimination code (T-2).

Table 2.2. ROTC Cadet, Upgrade Cadet and Student CR Records Distribution.

<i>ITEM</i>	<i>Document</i>	<i>Member</i>	<i>Distribution</i>
1	AETC Form 126A (Note 1)	AF Active Duty	306 FTG/CC 19 AF/DO
		Civilian	AFPC/DPSIP & AFPC/DPAOT3 each (Note 2)
		AFRC	306 FTB/CC 19 AF/DO HQ AFRC/A1 (Note 4)
2	AETC Form 126A (Note 1)	Upgrade Cadet/IFT USAFA Cadet	306 FTG/CC USAFA/CWVVD
		ROTC Cadet (Note 5)	AFROTC/DOX
3	Notification memorandum (Note 3)	All	306 FTG/CC 19 AF/DO
4	Student's show cause memorandum (Note 3)		
5	Student's training folder (Note 3)		
6	SF 502, <i>Medical Record—Narrative Summary (Clinical Résumé)</i> or an equivalent form, if applicable (IAW AFI 41-210, <i>Patient Administration Functions</i>) (Note 3)		
Note:			

1. Suspense is 10 duty days after completing the CR.
2. For CR packages, attach items 3 through 6 of this table to the AETC Form 126A. Suspense is 10 duty days after CR completion **(T-2)**.
3. For CR packages for eliminated upgrade cadets, the Registrar or designated authority maintains items 3 through 6 of this table and makes them available to the offices in column C when requested **(T-2)**.
4. HQ AFRC/A1, 555 Robins Parkway, Robins AFB, GA 31098-2005.
5. AFROTC cadet CR packages will be made available to the 306 FTG/CC, AFROTC/DOX and the 306 FTG Registrar on request **(T-2)**.

2.10. AFRC Student Disposition.

2.10.1. Units will notify the 19 AF/CCR via electronic mail (E-mail) when an AFRC student requires a PC or an EC, enters the commander's review (CR) process, is placed on administrative hold, or is eliminated from or reinstated in training **(T-2)**. In addition, notify 19 AF/CCR when there is a reasonable doubt about a student's potential to complete a training syllabus **(T-2)**. Include 340 FTG/CC, 70 FTS/CC, and AFRC/A3RB, as applicable, as addressees on the E-mails **(T-2)**.

Chapter 3

MEDICAL MANAGEMENT REQUIREMENTS

3.1. Airsickness Procedures.

3.1.1. Cadets, upgrade cadets, IFT USAFA cadets and students must meet course training standards (CTS) to continue training (T-2). Grade them against the absolute rating scale, regardless of the effect of airsickness (T-2). Early in the course, the instructor may change the profile, momentarily take control of the aircraft, or if necessary, terminate the mission to help cadets, upgrade cadets, IFT USAFA cadets and students overcome the effects of airsickness. As cadets, upgrade cadets, IFT USAFA cadets or students progress in training, instructor assistance decreases.

3.1.2. Refer cadets, upgrade cadets, IFT USAFA cadets or students who experience active or passive airsickness to the flight surgeon or other designated individual for examination, counseling, and appropriate treatment IAW the syllabus (T-2). Document episodes of airsickness on AF Form 4293 or 306 FTG/CC-approved, locally produced equivalent (T-3).

3.1.3. Upgrade cadets, IFT USAFA cadets or students who become airsick on a post-solo sortie receive an overall grade of Unsatisfactory (reference applicable syllabus) (T-2).

3.1.4. Cadets, upgrade cadets, IFT USAFA cadets or students are not allowed to solo on the next sortie after a sortie on which they have become airsick (passive or active) (reference applicable syllabus) (T-2).

3.2. Manifestation of Apprehension Procedures. The SQ/CC or FLT/CCs (or program managers) request a flight surgeon examination (except where syllabus provides other guidance) for a cadet, upgrade cadet, IFT USAFA cadet or student with MOA symptoms (T-2). If no psychological or physical pathology are present, the cadet, upgrade cadet, IFT USAFA cadet or student is deemed medically qualified for flying/jumping duties. The decision to eliminate a cadet, upgrade cadet, IFT USAFA cadet or student for MOA reasons is an operational decision based on mission impairment and operational risk management (T-2). If the decision is made to recommend elimination, conduct a CR (T-2). Cadets enrolled in Basic Airmanship programs, where there is no follow on training, will not be entered in the CR process (T-3).

3.3. G-Induced Loss of Consciousness (G-LOC) Procedures. All G LOCs must be evaluated by the flight surgeon for clearance to fly and written up in the cadet's, upgrade cadet's, IFT USAFA cadet's or student's training folder (T-2). Fly the next sortie dual (T-2). Flight surgeons conduct medical evaluations of all G LOCs. If G LOC occurs, grade the sortie U overall for safety of flight (T-2).

Chapter 4

TRAINING RECORDS AND DOCUMENTATION

4.1. Introduction. Training records are for the exclusive use of the cadet's, upgrade cadet's, IFT USAFA cadet's or student's FLT/CC or program manager immediate chain of command and instructors and USAFA Airmanship Program Manager (USAFA/A3O) (all cadets and USAFA-assigned students). Specify procedures in local unit guidance **(T-3)**.

4.1.1. All personnel will secure training records and personal information folders to prevent unauthorized access **(T-2)**. Information affecting cadet, upgrade cadet, IFT USAFA cadet or student performance that is inappropriate for public access or sensitive in nature is documented in this folder **(T-2)**. Keep training records in a secure location **(T-2)**. When required, FLT/CCs/supervisors maintain personal information folders on cadets, upgrade cadets, IFT USAFA cadet and students to protect information of a personal nature not appropriate for the training folder **(T-2)**. Cadets, upgrade cadets, IFT USAFA cadet or students can only access their own training folder **(T-2)**.

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

4.2. Content. The following items are included in the cadet's, upgrade cadet's, IFT USAFA cadet's or student's training folder. (Units will comply with syllabus directed training documentation or applicable mission design series guidance.) (Note: The 98 FTS jump programs are exempt from the requirements listed under 4.2 and items specifically relating to GTIMS. For example, the 98 FTS 490 Grade Card is an appropriate means to document student training) **(T-3)**.

4.2.1. AF Form 4293. (Note: cadet initials are not required, even if specified in individual syllabi, for any 4293 if the cadets do not have .mil accounts) **(T-3)**.

4.2.2. Grade sheets. (GTIMS or 98 FTS paper grade cards) **(T-3)**.

4.2.2.1. Instructors will (except where syllabus provides other guidance) provide postflight comments in the comment column of the grade sheet on individual maneuvers **(T-3)**. Write comments in a way that provides continuity from one IP to the next and alerts IPs to the areas and objectives they should concentrate on for the ensuing sortie **(T-3)**.

4.2.2.1.1. As a minimum, (except where syllabus provides other guidance) provide comments for any maneuver graded below the previous unit maneuver item file (MIF) proficiency level **(T-3)**. Ensure comments are consistent with assigned grades and the course training standards (CTS) **(T-2)**.

4.2.2.1.2. 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 any weak areas that need to be highlighted **(T-3)**. Consolidate comments in the "Overall Comments" section under the "Comments" tab **(T-3)**. Comments will follow the cause-and-effect format to document the substandard performance and identify the root cause **(T-3)**. Each MIF item will be addressed separately **(T-3)**. 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. **(T-3)**. Do not bundle multiple MIF items under a single MIF item **(T-3)**.

- 4.2.2.1.3. Units may use the AF Form 4293 instead of the grade sheet to document substandard performance outlined in paragraph 4.3. The SQ/CC will ensure the documentation methodology is standardized in each MDS (T-3).
- 4.2.2.2. As a minimum, in the “Overall Comments” section under the “Comments” tab, instructors will include the mission profile, overall assessment of the cadet/upgrade cadet/IFT USAFA cadet/student’s characteristic performance, and any recommendations for the next IP (T-3).
- 4.2.2.3. Log all cadet/upgrade cadet/ IFT USAFA cadet/student flown landings and patterns during the aircraft sortie (T-3). (Note: Once the GTIMS software is updated, the résumé should reflect all landings and patterns accomplished.)
- 4.2.2.4. Grade sheet Review (T-3). Document grade sheet reviews in the “Grade Sheet Reviews” section under the “Docs” tab (T-3).
 - 4.2.2.4.1. If the lesson is incomplete, the approval authority for the incomplete sortie will indicate approval by documenting a formal review (T-3).
 - 4.2.2.4.2. If the overall lesson grade is fair (F) or unsatisfactory (U), the individual’s assigned IP and the FLT/CC will review the grade sheet and document the formal review (T-3).
- 4.2.3. AETC Form 6 (T-3).
- 4.2.4. AETC Form 126A (T-3). (Not applicable for Cadets).
- 4.2.5. Messages (T-3).
- 4.2.6. Summary of training (T-3). (Only required if specifically mandated by a syllabus for follow on training).

4.3. Use of AF Form 4293. Use AF Form 4293 to document cadet, upgrade cadet, IFT USAFA cadet, or student training in the training records (T-3). Instructors will provide a concise summary of the cadet’s, upgrade cadet’s, IFT USAFA cadet’s or student’s training and ensure entries clarify any training action (T-3). Begin each entry with the date, mission number (if applicable) and reason for the entry. End each entry with the signature, printed name, grade, and duty title of the instructor making the entry (T-3). The FLT/CC (or program manager) initials all AF Form 4293 entries prior to the next syllabus-required event (T-3). Documentation is required for the following unless exempted in syllabus: (Note: The 98 FTS AM-490 Student Grade Card is an approved substitute for the AF Form 4293.)

- 4.3.1. Temporary medical disqualification or medical hold (T-3).
- 4.3.2. Failure of any academic test, category check, flight evaluation, PC, or EC (T-3).
- 4.3.3. Counseling sessions concerning training progress (T-3). Note: Document sessions concerning sensitive personal problems on AF Form 174, Record of Individual Counseling (T-3). The supervisor maintains these forms in the personal information folders (T-3). Annotate in the cadet’s, upgrade cadet’s, IFT USAFA cadet’s or student’s training folder on an AF Form 4293 that a counseling session was conducted.

- 4.3.4. Initial assignment and change of primary instructor and/or FLT/CC **(T-3)**. Note: Flight/CC or PMs are considered to be the cadet's/ upgrade cadet's/ IFT USAFA cadet's/student's FLT/CC and does not require documentation on an AF Form 4293.
- 4.3.5. Assignment to and removal from CAP **(T-3)**.
- 4.3.6. Training folder review prior to a PC, EC, or CR **(T-3)**.
- 4.3.7. Incomplete missions or maneuvers deferred to the next mission **(T-3)**.
- 4.3.8. Authorization for AT **(T-3)**.
- 4.3.9. Document any substandard performance **(T-3)**.
- 4.3.10. Removal from or reinstatement into training **(T-3)**.
- 4.3.11. Syllabus deviations or training waivers **(T-3)**.
- 4.3.12. Airsickness or MOA episodes **(T-3)**.
- 4.3.13. Unusual occurrences that could affect the cadet's, upgrade cadet's, IFT USAFA cadet's or student's progress **(T-3)**.
- 4.3.14. Missions graded overall fair (F) or unsatisfactory (U) **(T-3)**. Document each item graded below CTS.

4.4. Documents. 306 FTG/CC will ensure cadet, upgrade cadet, IFT USAFA cadet and student training are properly documented **(T-3)**.

4.4.1. AETC Form 6.

4.4.1.1. Use this form for syllabus waiver requests **(T-2)**. Ensure applicable waivers are readily available to appropriate personnel while the individual is in training and maintained in the cadet's, upgrade cadet's, IFT USAFA cadet's or student's training folder **(T-3)**.

4.4.1.2. Ensure the "Remarks/Justification" and "Proposed Course of Action" blocks include sufficient information for the waiver authority to make the appropriate decision **(T-2)**.

4.4.2. AETC Form 126A.

4.4.2.1. Refer to paragraph [2.7](#). Commander's Review (CR) Process for details.

4.4.2.2. Refer to [Table 2.2](#) for distribution guidance.

4.4.3. AF Form 174. Refer to paragraph [4.3.3](#) for details.

4.4.4. AETC Form 673 or 306 FTG/CC-approved, locally produced equivalent. Document end-of-course critiques on this form **(T-3)**.

4.4.5. AF Form 1256, Certificate of Training (LRA), or 306 FTG/CC approved locally produced equivalent. Units complete this form for upgrade cadets, IFT USAFA cadets and students who successfully complete airmanship and formal training courses **(T-3)**. Note: Not required for cadets in basic airmanship programs with the exception of AM-490.

4.4.6. AF Form 4293 or a 306 FTG/CC-approved, locally produced form. Refer to paragraph [4.3](#) for details.

Chapter 5

TRAINING MANAGEMENT

5.1. Requirements.

5.1.1. Certified instructors conduct training (T-2).

5.1.2. Instructors use an AETC-approved syllabus (T-2).

5.2. Crew Rest and Flight Duty. Cadets, upgrade cadets, IFT USAFA cadets or students comply with AFI 11-202V3, General Flight Rules (T-2).

5.3. Training Duration. Cadets, upgrade cadets, IFT USAFA cadets or students complete courses within the time-frame stipulated in the syllabus (T-2).

5.4. Mishaps. In the event of a mishap, personnel report through their immediate supervisors, all mishaps to their program administrator who, in turn, sends this information to 306 FTG/SE, 19 AF/DO, 19AF/DOU, 19AF/SE and AETC/SEF (T-2). Mishap reporting is IAW AFI 91-204 Safety Investigations and Reports, and AF Form 978, Supervisor Mishap Report. Staffs forward reports to their respective senior leadership. Note: Additionally, parachuting programs will report all applicable jump incidents IAW procedures outlined in AFI 11-410, Personnel Parachute Operations.

CRAIG D. WILLS, Maj Gen, USAF
Commander, 19th Air Force

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

AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, 06 Dec 2018

AFI 11-202V2_AETCSUP, *Aircrew Standardization/Evaluation Program*, 8 May 2020

AFMAN 11-202V3, *General Flight Rules*, 10 Aug 2016

AFMAN 11-402, *Aviation and Parachutist Service*, 25 Jan 2019

AFI 11-402_AETCSUP, *Aviation and Parachutist Service Aeronautical Ratings and Aviation Badges*, 11 July 2012

AFI 11-410, *Personnel Parachute Operations*, 4 August 2008

AFI 11-410_AETCSUP, *Personnel Parachute Operations*, 14 April 2010

AFI 33-360, *Publications and Forms Management*, 02 December 2015

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 17 July 2011 and AETC Supplement, 20 Apr 2012

AFI 36-2905, *Fitness Program*, 22 October 2013

AFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*, 24 Jan 2019

AFPD 90-2, *Inspector General – The Inspection System*, 13 Jul 2018

AFI 91-204, *Safety Investigation and Hazard Reports*, 28 Apr 2018

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

AFPD 36-26, *Total Force Development*, 19 Mar 2019

AETCI 36-2605V1, *Formal Flying Training Administration and Management*, 17 Feb 2016

AFCWMAN 36-3501, *The Cadet Sight Picture*, 2 August 2008

USAFAI 36-2002, *Cadet Weight and Fitness Program*, 18 Oct 2018

Adopted Forms

AETC Form 6, *Waiver Request*

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

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

AF Form 174, *Record of Individual Counseling*

AETC Form 673, *Student Critique*

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 978, *Supervisor Mishap Report*

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

AF Form 4293, *Student Activity Record*

Abbreviations and Acronyms

AA—Approving Authority

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFROTC—Air Force Reserve Officer Training Corps

AM-490I—Cadet Airmanship 490 Instructor

AT—additional training

AWOL—absent without leave

CAP—commander’s awareness program

CC—commander

CD—deputy commander

CR—commander’s review

CRM—cockpit/crew resource management

CTS—course training standard

DNIF—duty not including flying

DoD—Department of Defense

DO—director of operations/operations officer

DOR—drop-on-request

EC—elimination check

FEB—flying evaluation board

FLT/CC—flight commander

FTG—flying training group

FTPA—flying training production analysis

FTS—flying training squadron

G-LOC—G—induced loss of consciousness

IA—initiating authority

IFT—Initial Flight Training

IP—instructor pilot

LOA—lack of adaptability

MAJCOM—major command

MIF—maneuver item file

MOA—manifestation of apprehension

OPR—office of primary responsibility

OTA—oracle training administration

PC—progress check

PFT—programmed flying training

RA—reviewing authority

RDS—records disposition schedule

SQ/CC—squadron commander

TMT—task management tool

UCMJ—Uniform Code of Military Justice

USAFA—United States Air Force Academy

UAPRD—USAFA Airmanship Program Requirements Document

Terms

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

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

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

Maltraining—Any practice by an instructor, staff member, or cadet training assistant involving a trainee, cadet, or student, with no reasonable connection towards a course training objective and that recklessly or intentionally causes, or is likely to result in, unlawful physical, emotional, psychological, or financial harm.

Medium—Media include aircraft, devices and ground training.

Attachment 2

**SAMPLE UPGRADE CADET/IFT USAFA CADET/STUDENT NOTIFICATION
MEMORANDUM**

Table A2.1. Sample Upgrade Cadet/IFT USAFA Cadet/Student Notification Memorandum.

<p>(Not required for cadets from Basic Airmanship Courses)</p> <p>(Date)</p> <p>MEMORANDUM FOR (Upgrade Cadet IFT USAFA Cadet/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 evaluates all circumstances relating to your training and makes recommendations regarding your retention in or elimination from training.</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. Pursuant to 10 USC§ 8013, the approving authority uses your memorandum and/or written statements. These documents become part of a case file kept at 19 AF/DO and are destroyed one year after completion of training in accordance with the AF 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 2 duty days after receipt of this memorandum.</p> <p>(Initiating Authority's Signature)</p> <p>1st Ind</p> <p>TO: (Initiating Authority) (Date)</p> <p>Receipt acknowledged.</p> <p>(Upgrade Cadet's/ IFT USAFA Cadet's/Student's Signature)</p>
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Attachment 3

COMMANDER'S REVIEW CHECKLIST AND BRIEFING GUIDE

Table A3.1. Commander's Review Checklist and Briefing Guide.

<p>Not Required for cadets from Basic Airmanship Courses</p> <p>Commander's Review Checklist and Briefing Guide</p> <ol style="list-style-type: none"> 1. The Initiating Authority (IA) <ol style="list-style-type: none"> 1.1. Informs the upgrade cadet, IFT USAFA cadet or student that review action is being initiated. States reasons for action. 1.2. Explains the initial review process to the upgrade cadet, IFT USAFA cadet or student. 1.3. Removes the upgrade cadet, IFT USAFA cadet, or student from training pending the AA's decision. 1.4. Completes AETC Form 126A, Section I and clearly states reason when upgrade cadet, IFT USAFA cadet or student is considered for elimination. 1.5. Advises that the upgrade cadet, IFT USAFA cadet or student may submit a "show-cause" memorandum within two duty days after receiving written notification from the IA of the upgrade cadet's, IFT USAFA cadet, or student's consideration for elimination. The memorandum should address why the upgrade cadet, IFT USAFA cadet, or student should not be eliminated. Cite specific reasons and provide any information, which may have a bearing. 1.6. Ensures the upgrade cadet, IFT USAFA cadet, or student completes AETC Form 126A, Section II. 1.7. Forwards completed AETC Form 126A with upgrade cadet's, IFT USAFA cadet or student's show cause memorandum (if submitted), training records, and any attachments to the RA not later than four duty days after notifying the student. 2. The Reviewing Authority (RA) <ol style="list-style-type: none"> 2.1. Reviews the upgrade cadet, IFT USAFA cadet or student's training. Recommends elimination from/retention in training. 2.2. Completes AETC Form 126A, Sections III and V, and forwards 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. Informs the upgrade cadet, IFT USAFA cadet or student of the CR sequence of events. 2.4. Informs the upgrade cadet, IFT USAFA cadet or student of individual rights for legal assistance and representation if the review is convened under AFMAN 51-507. 2.5 Forwards recommendations and documentation to the AA for final decision. 3. The Approving Authority (AA) <ol style="list-style-type: none"> 3.1. Reviews the upgrade cadet's, IFT USAFA cadet's or student's records and RA's
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recommendations.

3.2. Decides whether the upgrade cadet, IFT USAFA cadet or student is retained in or eliminated from training.

3.3. Completes AETC Form 126A, Section IV. Include remarks on the upgrade cadet's, IFT USAFA cadet's or student's officership and, in the event of a student elimination, recommends a follow-on career field.

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

I have briefed the student on all items listed above.

(Signature)

(Date)

(Briefing Officer's Name, Grade and Title)

I have been briefed on all items listed above.

(Signature)

(Date)

(Upgrade Cadet's, IFT USAFA cadet, or Student's Name and Grade)