

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



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COMMAND INSTRUCTION 36-2605,  
VOLUME 3**

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**PERSONNEL**

**FORMAL FLYING TRAINING  
ADMINISTRATION AND  
MANAGEMENT—INITIAL FLIGHT  
TRAINING (IFT)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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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, and provides management guidelines for all Air Education and Training Command (AETC) initial flight training (IFT) programs and units. This instruction applies to Regular Air Force, Air National Guard (ANG) and Air Force Reserve Command (AFRC) undergraduate flying training (UFT) candidates selected to attend IFT. This instruction does not apply to United States Space Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See Department of the Air Force Instruction (DAFI) 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,

utilizing guidance identified in DAFI 33-360. Unless otherwise specified, 19 AF/DO is the waiver authority for non-tiered compliance items in this instruction. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. 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>.

### ***SUMMARY OF CHANGES***

Interim Change 1 revises AETCI36-2605V3 by removing all references to elimination from training due to Uniform Code of Military Justice (UCMJ) action. Interim Change 2 updates the Commander's Review process for Remote-pilot Flight Training (RFT) students to comply with the aviation service requirements of AFMAN 11-402, *Aviation and Parachutist Service*. It also updates student elimination guidance based on a change to AETCI 36-2605, Volume 1. A margin bar (|) indicates newly revised material.

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## Chapter 1

### GENERAL GUIDANCE

**1.1. Introduction.** IFT prepares pilot, remotely piloted aircraft (RPA) pilot, combat systems officer (CSO), and International Military Student (IMS) pilot candidates for UFT. IFT encompasses several training programs, including pilot IFT, pilot IFT for civilian Part 61/141 flight schools, RPA pilot IFT (also called RFT), RPA pilot IFT for civilian Part 61/141 flight schools, CSO IFT, CSO IFT for civilian Part 61/141 flight schools, and IMS IFT. Pilot IFT, RPA pilot IFT, CSO IFT, and IMS IFT are conducted through contracted training at Pueblo, CO. 306<sup>th</sup> Flying Training Group Commander (306 FTG/CC)-approved or designated representative-approved flight schools throughout the US conduct pilot IFT for civilian Part 61/141 flight schools, RPA pilot IFT for civilian Part 61/141 flight schools, and CSO IFT for civilian Part 61/141 flight schools. (Any reference to civilian flight schools in this instruction refers to the 306 FTG/CC-approved schools. Other flight training conducted at civilian flight schools under small group tryout or other contracted vehicles is not covered by the AETCI.) These programs are collectively referred to as IFT throughout this instruction. IFT is administered to all USAF pilot, RPA pilot, and CSO candidates and is a prerequisite for UFT. Pilot, RPA pilot, IMS pilot and CSO candidates with a private pilot certificate (PPC) are exempt from IFT (**T-2**). Pilot, RPA pilot, or CSO candidates with a PPC and extenuating circumstances may request a prerequisite waiver from 19 AF/DO to attend IFT (e.g., has not flown as a pilot in command in several years) (**T-2**).

**1.2. Roles and Responsibilities:** Three separate chains of responsibility are required to execute the IFT mission: a contracting chain, which is responsible for ensuring the contractor fulfills the requirements specified in the IFT contract; a USAF command chain, which is responsible for the IFT students, the USAF personnel who support the IFT program, and the administration of USAF requirements; and a program management chain that ensures the program meets USAF production and training requirements. The contracting chain (see AFI 63-138, *Acquisition of Services*) proceeds from the USAF Program Executive Office/Combat and Mission Support (PEO/CM), through the IFT Contracting Officer (CO), who is supported by the Functional Services Manager (FSM) to the IFT Chief Contracting Officer's Representative (COR), to the CORs. (**Note:** only the IFT CO can task the contractor to take any action that is not specifically required in the contract or to not perform any action that is required by the contract.). The USAF chain of command proceeds from the Air Education and Training Command Commander (AETC/CC), through 19th Air Force Commander (19 AF/CC), the 12th Flying Training Wing Commander (12 FTW/CC), and 306 FTG/CC, to the 1st Flying Training Squadron Commander (1 FTS/CC) who is responsible for the IFT students. Personnel in the 1 FTS who serve as CORs work within both the contracting chain of responsibility as well as the USAF chain of command. The program management chain proceeds from 19 AF/CC (requirement owner) to 19 AF/DOU to 19 AF/DOUA (IFT Program Analyst). 19 AF/DOUA will coordinate with 19 AF/DOP (Pipeline Manager) on the annual programmed flying training (PFT). The Program Analyst, if delegated contracting responsibilities by the FSM or CO, has responsibilities in both the contracting and program management chains. A separate command chain includes coordination with the Air Force Security Assistance and Training Squadron Commander (AFSAT/CC) for issues involving the commander's review (CR) process for international students.

#### 1.2.1. 19 AF/CC:

1.2.1.1. Serves as the approval authority (AA) for removing students from IFT for “cause” and/or misconduct. (Refer to AETCI 36-2605V1 for further guidance.)

1.2.1.2. Determines if a student should be eliminated from IFT for misconduct which results in or warrants nonjudicial punishment.

1.2.1.3. Makes recommendations to the Air Force Personnel Center (AFPC) concerning reclassification and discharge of these officers.

1.2.1.4. Ensures IFT incidents, unusual events, and mishap reports are provided to AETC Safety and 19 AF/DOUA.

1.2.2. 19 AF/DO:

1.2.2.1. Establishes policies and provides directives and resources for the conduct of IFT.

1.2.2.2. Approves or disapproves waivers that change the intent of the policies/procedures outlined in this instruction, except those specifically identified as T-3.

1.2.2.3. Appoints the IFT FSM in coordination with the IFT Contracting Officer.

1.2.3. 19 AF/DOU:

1.2.3.1. Defines the mission requirements for IFT.

1.2.3.2. Approves command-developed and command-maintained formal flying training syllabuses.

1.2.3.3. Develops and publishes IFT policies that supplement this instruction, syllabuses, student management procedures, and standardization guidance.

1.2.3.4. Manages the aircrew graduate evaluation program.

1.2.3.5. Approves or disapproves syllabus waiver requests (AETC Form 6, *Waiver Request*.)

1.2.3.6. Serves as the approval authority for individual personnel exceptions to policies outlined in this instruction caused by special or unusual circumstances (e.g., PPC waiver).

1.2.4. 19 AF/DOUA:

1.2.4.1. Files a copy of approved waivers to this volume according to AFI 33-360.

1.2.4.2. Develops and maintains IFT flying training syllabuses.

1.2.4.3. Provides the IFT Program Analyst.

1.2.5. 19 AF/DOP:

1.2.5.1. Programs for and manages the IFT PFT.

1.2.5.2. Builds PFT and maintains the quota management worksheets (QMW).

1.2.5.3. Manages flying training production metrics, with assistance from the IFT Program Analyst. At the beginning of each fiscal year, 19 AF/DOP uploads the PFT document to the Flying Training Production Analysis (FTPA) web-based input tool and will provide flying training production metrics to 19 AF/DOU upon request.

1.2.6. AFSAT: IAW AFI 16-105, *Joint Security Cooperation, Education and Training*.

1.2.6.1. Provides the International Military Student Officer (IMSO), IFT Registrar, 19 AF/DOP and 19 AF/DOUA with IMS candidate information.

1.2.6.2. Approves or disapproves IMS-IFT waiver requests (AETC Form 6) and forwards copies of AETC Form 6 to 19 AF/DOU.

1.2.6.3. Monitors IMS student progress through the 1 FTS IMSO.

1.2.6.4. Takes action on any concerns/issues raised by the 306 FTG/CC or 19 AF/DOU.

1.2.7. 12 FTW/CC:

1.2.7.1. Oversees the execution of the 306 FTG/CC's and 1 FTS/CC's IFT program responsibilities **(T-2)**.

1.2.7.2. When an IFT student is considered for elimination for "cause" and/or misconduct or when an IFT student's misconduct is serious enough to warrant nonjudicial punishment or discharge action, serves as the reviewing authority (RA) and coordinates with and makes recommendations to the 19 AF/CC (Refer to AETCI 36-2605, Vol 1 for further guidance) **(T-2)**.

1.2.7.3. Forwards IFT incidents, unusual events, and mishap reports to 19 AF/CC **(T-2)**.

1.2.8. 306 FTG/CC:

1.2.8.1. Oversees the execution of the 1 FTS/CC's IFT program responsibilities **(T-2)**.

1.2.8.2. Exclusive of the requirements fulfilled by the IFT contractor IAW the IFT contract, the 306 FTG/CC is the program administrator for IFT conducted at the IFT contractor's facility and for IFT conducted at civilian flight schools **(T-2)**.

1.2.8.3. When an IFT student is considered for elimination for "cause" and/or misconduct or when an IFT student's misconduct is serious enough to warrant nonjudicial punishment or discharge action, serves as the initiating authority (IA) and coordinates with and makes recommendations to the 12 FTW/CC. (Refer to AETCI 36-2605, Vol 1. for further guidance) **(T-2)**.

1.2.8.4. Serves as the AA, reviews recommendations for elimination of students and completes AETC Form 141, *Record of Commander's Review Action (IFT)*, as appropriate **(T-2)**.

1.2.8.5. Forwards IFT incidents, unusual events, and mishap reports to 12 FTW/CC and 19 AF/DOU **(T-2)**.

1.2.8.6. Establishes a registrar function. See [paragraph 1.2.10](#) **(T-2)**.

1.2.8.7. Approves civilian Part 61/141 flight schools to conduct IFT **(T-2)**. This authority may be delegated.

1.2.8.8. Coordinates student recalls to their home units prior to their disenrollment and/or departure IAW AFI 11-202V1, *Aircrew Training*. Notifies 19 AF/DOP and 19 AF/DOU of all student recalls **(T-2)**. This authority may be delegated. **Exception:** Students recalled from the contracted training at Pueblo may depart in emergency situations, but their flying and/or training records will be held and maintained by the 1 FTS until the recall is coordinated/completed **(T-2)**.

## 1.2.9. 1 FTS/CC:

1.2.9.1. Exercises administrative control (ADCON) of USAF IFT students in temporary duty status at the contractor's facility **(T-2)**.

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

1.2.9.3. Will not normally be appointed as a COR.

1.2.9.4. Selects and nominates personnel to serve as CORs and coordinates the selections with the Chief COR **(T-2)**. May be delegated to the Chief COR.

1.2.9.5. Restricts or prohibits student flying training anytime safety is or will be compromised **(T-2)**.

1.2.9.5.1. Coordinates, as soon as possible, any Government-directed restrictions or cessation of student flying with the 306 FTG/CC, Chief COR, IFT FSM, and IFT Program Analyst **(T-2)**.

1.2.9.6. Oversees and is ultimately responsible for the Commander's Awareness Program (CAP) (reference AETCI 36-2605V1), progress checks (PCs), and elimination checks (ECs) **(T-2)**.

1.2.9.7. Forwards syllabus waiver requests (AETC Form 6) according to the applicable syllabus.

1.2.9.8. Recommends IFT students for elimination according to the applicable syllabus.

1.2.9.9. Submits operational reports according to AFI 10-206/AETC Supplement, *Operational Reporting*.

1.2.9.10. Forwards IFT incidents, unusual events, and mishap reports to 306 FTG/CC, the FSM, and the IFT Program Analyst **(T-2)**.

1.2.9.11. Submits all waiver requests (AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*) through command channels via Task Management Tool and coordinates those waiver requests through 19 AF/DOUA **(T-2)**. Waiver requests must provide justification why the individual or unit cannot comply with requirements **(T-2)**.

## 1.2.10. IFT Registrar. The IFT Registrar or equivalent.

1.2.10.1. Oversees student administrative duties, tracks UFT candidates' entry into and completion of IFT, and maintains accurate candidate records in the appropriate database **(T-2)**.

1.2.10.2. Ensures all student data are input into Military Personnel Data Systems (MilPDS) or Oracle Training Administration (OTA) not later than five duty days after the class start date **(T-2)**. Reports all changes, discrepancies, and graduation delays to the IFT Program Analyst, 19 AF/DOP, AFPC/DP2LT, NGB/A3OC, and/or AFRC/A3TB. All reports will be info copied to the 19 AF/DOU ([AETC.19AF.A3@us.af.mil](mailto:AETC.19AF.A3@us.af.mil)) for situational awareness **(T-2)**.

1.2.10.3. Ensures the following biographical data for each student, as a minimum, are entered in the contractor-supplied student management system and/or Training Integration

Management System/Graduate Training Integration Management System (TIMS/GTIMS) no later than five duty days after the class start date:

- 1.2.10.3.1. Name (first, middle initial, last) **(T-2)**.
  - 1.2.10.3.2. Rank **(T-2)**.
  - 1.2.10.3.3. Gender **(T-2)**.
  - 1.2.10.3.4. Race/Ethnicity **(T-2)**.
  - 1.2.10.3.5. Commission source **(T-2)**.
  - 1.2.10.3.6. Scheduled IFT graduation date **(T-2)**.
  - 1.2.10.3.7. Civilian flying hours **(T-2)**.
- 1.2.10.4. Provides an information package or briefing that outlines program guidelines to all IFT candidates and their immediate supervisors **(T-2)**.
- 1.2.10.5. Reviews student prerequisites for entry (i.e.; medical, fitness standards, etc.) and ensures students meet entry requirements.
- 1.2.10.6. Promptly notifies the IFT Program Analyst, 19 AF/DOP, AETC/FMAM, 19 AF/DOU, NGB/A3OC, and/or AFRC/A3RB, and the servicing military personnel flight (for Regular Air Force students, advise the student's STUS Flt/CC (or equivalent); for AFRC students, advise the 340 FTG) of every student training delay over seven calendar days **(T-2)**.
- 1.2.10.7. Notifies AFPC/DP2LT, NGB/A3OC, or AFRC/A3RB, as appropriate, of all failures and drop-on-request (DOR) as soon as possible **(T-2)**. For ANG and AFRC students also notify the student's home unit **(T-2)**.
- 1.2.10.8. Ensures the student training folder is closed out no later than 10 duty days after the class graduation date **(T-2)**.
- 1.2.10.9. Updates MilPDS or OTA no later than five duty days after each student completes training or departs **(T-2)**.
- 1.2.10.10. Sends completed AF Form 1256, *Certificate of Training*, or its equivalent, to graduated students **(T-2)**.
- 1.2.10.11. Updates FTPA with actual class entries, attritions, gains, losses, and graduation numbers, and notes of explanation for wash-backs, attritions, or class changes **(T-2)**. These updates are due no later than five duty days after class start dates and graduation dates or training folder close-out dates **(T-2)**.
- 1.2.10.12. Files a copy of approved waivers to this volume according to AFI 33-360.
- 1.2.11. Immediate Military Supervisor for Students at Civilian Flight Schools. The IFT student's immediate military supervisor is the critical link to the success of the IFT at civilian flight schools program and is responsible for day-to-day monitoring of the student's progress. The immediate military supervisor:
- 1.2.11.1. Acknowledges receipt and understanding of the 306 FTG/CC (or designated representative) -approved IFT information package or briefing **(T-3)**.



1.2.11.2. Ensures a smooth flow of students into IFT. The immediate supervisor and candidate must begin initial preparatory steps immediately after receiving program instructions. To prevent scheduling difficulties, immediate supervisors enter their IFT candidates as soon as possible after being notified. Immediate supervisors must realize IFT is a top priority for awaiting pilot training officers. Therefore, leave, temporary duty, and deployment duties of these officers must be secondary **(T-3)**.

1.2.11.3. Identifies a suitable vendor for students attending civilian flight schools. The candidate's immediate supervisor plays an active role in this critical first-step identification process to ensure the provider selected can offer a safe and professional training environment. Once a potential vendor is identified, the immediate supervisor provides this information to the IFT Registrar for final approval and funding authorization **(T-3)**.

1.2.11.4. Continues to monitor the student's progress through IFT completion. Training can begin once the vendor is approved and funding is authorized. When IFT students complete 12 hours of flying training, the immediate supervisor meets with the certified flight instructor (CFI) to review the candidate's progress **(T-2)**. If the candidate is experiencing difficulty, the immediate supervisor closely monitors the candidate's progress and forwards a report to the IFT Registrar (ANG and AFRC reports are routed through the functional major command point of contact) **(T-2)**. The report identifies student problem areas and what the CFI is doing to correct noted weaknesses.

1.2.11.5. Ensures incidents, unusual events, and mishaps are quickly and properly reported to 306 FTG/CC, 1 FTS/CC, IFT Registrar, the FSM, and the IFT Program Analyst **(T-3)**.

1.2.11.6. Completes AETC Form 6 and forwards syllabus waiver requests through 1 FTS/CC and 306 FTG/CC to 19 AF/DOUA **(T-3)**.

1.2.11.7. Provides a safety briefing before a student begins IFT according to AFI 91-202/AETC Supplement, *The US Air Force Mishap Prevention Program*, and documents this safety training on AETC Form 410, *High-Risk Activities Worksheet*. **Note:** The IFT Registrar must receive a copy of this form before approving any purchases or flying **(T-3)**.

1.2.11.8. Recommends IFT students for elimination according to the applicable syllabus.

1.2.12. Squadron Commander for students at civilian flight schools:

1.2.12.1. Manages the commander's review process **(T-2)**.

1.2.12.2. Forwards syllabus waiver requests (AETC Form 6) according to the applicable syllabus **(T-2)**.

1.2.12.3. Recommends IFT students for elimination according to the applicable syllabus.

1.2.12.4. Submits operational reports according to AFI 10-206, AETC Supplement, *Operational Reporting*.

1.2.12.5. Files a copy of approved waivers to this volume according to AFI 33-360. May be delegated.

1.2.13. IFT Contracting Officer.

- 1.2.13.1. Serves as the United States Government representative for entering into, administering and terminating the IFT contract and, as such, is the only person who can legally bind the Government.
- 1.2.13.2. Enforces the IFT contract, ensuring the contractor meets the requirements specified in the IFT contract and performance work statement (PWS).
- 1.2.13.3. Appoints CORs with inspection authority.
- 1.2.13.4. Oversees the CORs and, when appropriate, sends COR information to the FSM and Program Analyst.
- 1.2.13.5. Approves/disapproves requests by government personnel to visit the contractor's facilities, unless the contractor initiated the request.
- 1.2.14. Functional Services Manager (see AFI 63-138) must work through the CO to ensure the contractual requirements, as defined in the contract PWS, are met.
  - 1.2.14.1. Supports the CO by identifying mission requirements, mission essential services, and provides management and oversight of the IFT contracted services **(T-2)**.
  - 1.2.14.2. Assures the government's assessment program remains effective and adequate through the contract acquisition and execution **(T-2)**.
  - 1.2.14.3. Establishes, leads, and maintains the IFT Multi-Functional Team (MFT) **(T-2)**.
  - 1.2.14.4. Provides guidance for the development of the government's assessment of the contractor's performance **(T-2)**.
  - 1.2.14.5. Reviews the Chief COR's monthly reports and Corrective Action Requests unless delegated to the 1 FTS/CC **(T-2)**.
  - 1.2.14.6. Coordinates with the IFT CO, Chief COR, and, when appropriate, the IFT Program Analyst to resolve contract issues **(T-2)**.
  - 1.2.14.7. When necessary, reviews and approves COR nominations and forwards the nominations to the IFT CO, who will appoint the CORs unless delegated to the 1 FTS/CC **(T-2)**.
  - 1.2.14.8. Manages and oversees the contract acquisition process **(T-2)**.
  - 1.2.14.9. Is responsible for the conduct of program management reviews (PMRs) **(T-2)**.
  - 1.2.14.10. Is responsible for the annual execution review (AER) briefing **(T-2)**.
- 1.2.15. Program Analyst.
  - 1.2.15.1. Ensures the IFT program meets cost, schedule, and performance requirements, through day-to-day management and coordination with 19 AF/DOU/DOP, AETC/FM, AFPC, ANG, AFRC, 1 FTS, FSM, CO, and the contractor.
  - 1.2.15.2. Responsible for the development of and changes to the IFT performance work statement.
  - 1.2.15.3. Supports, as required, contract reacquisition efforts.
  - 1.2.15.4. Coordinates with and supports the IFT CO and FSM to ensure the program meets production and training requirements.

1.2.15.5. Facilitates the MFT and associated meetings.

1.2.15.6. Supports the FSM as required to conduct PMRs and give the AER briefing.

1.2.15.7. Assists 19 AF/DOP with the production of flying training production metrics.

1.2.15.8. Coordinates, as required, with the appropriate offices in the three IFT chains of responsibility, AETC, 19 AF, ANG, AFRC, and Headquarters AF to improve, modify, and execute the program.

#### 1.2.16. IFT IMSO

1.2.16.1. Oversees student administrative duties and monitors the students' daily activities **(T-2)**. Along with the IFT Registrar, tracks IMS-IFT students' entry into and completion of IMS-IFT and maintains accurate student records in the appropriate database(s) **(T-2)**.

1.2.16.2. Provides an information package or briefing outlining program guidelines to all IMS-IFT students **(T-2)**.

1.2.16.3. Provides student updates to AFSAT Program Manager as required or as necessary and whenever an IMS student is placed in the CR process **(T-2)**.

1.2.16.4. Provides completed AF Form 1256, or its equivalent, to graduated students **(T-2)**.

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

#### 1.3.1. Class Entry Rosters:

1.3.1.1. The Registrar obtains class entry rosters in MilPDS or OTA not later than 10 duty days before class entry **(T-2)**.

1.3.1.2. The Registrar reports roster discrepancies as soon as they are discovered, but no later than five duty days following the class start date **(T-2)**. Report changes, discrepancies, and graduation delays to the IFT Program Analyst and 19 AF/DOP, AFPC/DP2LT or 19 AF/DOUR (for RPA pilot candidates), as appropriate. Send an info copy to 19 AF Operations Division workflow ([19AF.formal.training@us.af.mil](mailto:19AF.formal.training@us.af.mil)) for situational awareness **(T-2)**.

#### 1.3.2. Administrative Hold:

1.3.2.1. Place students whose training has been suspended for more than five calendar days for other than medical reasons on administrative hold **(T-2)**. Administrative hold should be used judiciously for extenuating circumstances to include family serious illness or death or other personal problems beyond the individual's control. If a student is on administrative hold for more than 10 calendar days or may reach this threshold, notify the IFT Program Analyst and 19 AF/DOUR (for RPA pilot candidates). The 1 FTS/CC, or designated representative, works with the IFT Program Analyst, 19 AF/DOUR (for RPA pilot candidates) and AFPC/DP2LT to determine the disposition of these students. A CR may be warranted for students experiencing extended time on administrative hold.

1.3.2.2. The Registrar notifies AETC/FMAM, NGB/A3OC, or AFRC/A3TB, as appropriate, of every student training delay over seven calendar days. The servicing military personnel flight amends orders for all delays over seven calendar days **(T-2)**.

1.3.2.3. For IMSs, the IMSO notifies AFSAT and 19 AF/DOUA as appropriate, of every student training delay over one calendar day **(T-2)**.

## Chapter 2

### STUDENT MANAGEMENT

#### *Section 2A—Applicable to IFT Students Trained at the IFT contractor's facility*

**2.1. Fitness Program.** Students must participate in a scheduled physical training (PT) program based on the provisions of AFI 36-2905, *Fitness Program*, guidance from AETC, and the IFT syllabus (T-2). **Note:** See **Section 2B** for civilian flight school students.

2.1.1. Schedule students for a minimum of three PT sessions each week at times most compatible with student training activities (T-3). Group (flight, class, etc.) PT is highly encouraged to build esprit de corps but is not required.

2.1.2. Students unable to complete PT during the scheduled times must complete it during off-duty time (T-3). PT during off-duty hours does not violate crew rest.

**2.2. End-of-Course Critiques.** The contractor develops the end-of-course critique content and medium, which must be approved by the 1 FTS/CC (T-3). The critique must be administered to students prior to their departure at the completion of training (T-3). The contractor must provide a compilation of each class's end-of-course critique to the 1 FTS/CC no later than two weeks after the last student in the class completes the program (T-3). The contractor's chief pilot and 1 FTS/CC, or their delegated representatives, review reports and initiate corrective action as necessary (T-3).

**2.3. Commander's Awareness Program:** See AETCI 36-2605V1 for the program's objectives, category definitions, and additional guidance.

2.3.1. Local Guidance. The 1 FTS/CC approves specific CAP guidance and may delegate some CAP administration to the military flight commander (FLT/CC), military training officer (MTO), contractor's chief pilot, contractor's civilian FLT/CC, or equivalent (T-3). This guidance addresses such topics as tailored criteria for the different CAP categories, student and supervisor notification processes, student training restrictions, documentation requirements, placement and removal procedures, and instructor continuity requirements (T-3).

2.3.2. CAP Procedures. The civilian or military FLT/CC/MTO, or above, places students on CAP when it is warranted and removes them from CAP when sustained normal progress is demonstrated or when personal issues are resolved (T-3). Removal should not be strictly event-based (for example, solo), particularly when individual weak areas can carry over into the next unit (T-3).

2.3.2.1. For students placed on CAP, the 1 FTS/CC or designated representative completes an AETC Form 101, *Student Performance Summary* or document in TIMS/GTIMS (T-3). AETC Form 101 or its TIMS/GTIMS equivalent is a permanent part of a student's IFT training folder.

2.3.2.2. While students are on CAP, tailor training to address the student's particular situation within the limits of the syllabus and closely monitor instructor continuity (T-2). Proficiency standards must not be compromised to permit CAP students to progress in training (T-2). Do not exceed additional sorties authorized in the syllabus to clear flight deficiencies.

2.3.2.3. Civilian FLT/CCs provide counseling when students are placed on or removed from flying, procedural, academic, or airsickness CAP (T-3). Inform military FLT/CCs/MTOs of the counseling (T-3).

2.3.2.4. Military FLT/CCs/MTOs provide counseling when students are placed on or removed from military or other CAP (T-3). Inform civilian FLT/CCs of the counseling (T-3).

2.3.2.5. Initial counseling covers CAP objectives, student training plan, IP (instructor pilot) continuity, and CAP removal goals. (T-3). Civilian or military FLT/CCs/MTOs, or above, determine when to conduct additional counseling. Additional counseling is required if students fail to meet the CAP removal goal (T-3). FLT/CCs and supervisors update goals appropriately (T-3). Document all counseling in the students' training folders on AF Form 4293, or in TIMS/GTIMS equivalent documentation (T-3).

2.3.2.6. Generally, CAP is intended as a short-term program. Students requiring an extended period of increased supervision or repeated placement on CAP should be considered for a PC or EC. The students' military FLT/CCs/MTOs brief squadron leadership weekly on their students' progress (T-3). As a minimum, this briefing includes the students' strong and weak areas, additional training (AT) details, and anticipated removal date from CAP (T-3).

**2.4. Progress Check and Elimination Check Procedures.** The PC and EC are key events in the training process. Triggers for these events are defined in the applicable syllabus. The 1 FTS/CC is responsible for PC and EC processes, as described in the individual syllabuses and this volume. The contractor is normally responsible for student scheduling and conducting student training outside the PC and EC process, but, at the 1 FTS/CC's discretion, the contractor may be involved in the PC and EC process, IAW the syllabus. The contractor coordinates with the 1 FTS/CC or designated representative to ensure all AT events and requirements are completed prior to a PC or EC. The contractor's scheduler, chief pilot, or designated representative coordinates scheduled PC and EC flights with the 1 FTS/CC or designated representative. Coordinate the 1 FTS/CC's, or a designated representative's, PC and EC related requests through the contractor's chief pilot or designated representative. The PC and EC processes require close coordination and partnering between the Air Force leadership and the contractor leadership. The Air Force leadership is responsible for oversight of the contractor and the final decision regarding the student's rated future. This shared responsibility creates overlapping areas of accountability. The contractor and Air Force leadership will develop processes to ensure there is a clear delineation of specific responsibilities so students can be properly evaluated and both parties can fulfill their general responsibilities (T-3).

2.4.1. Authorized PC and EC Pilots. Refer to the IFT syllabus for authorized PC and EC pilots.

2.4.2. Ground Evaluations. PC and EC ground evaluations will be conducted IAW the appropriate syllabus.

2.4.3. Grading. Grade a PC or EC according to syllabus guidance.

2.4.4. Incomplete PC or EC. Refer to IFT syllabus for guidance on incomplete PC or EC sorties.

## 2.5. Commander's Review (CR) Process:

2.5.1. Overview. The CR recommends a student's elimination or retention in IFT. The CR process must be completed within 5 duty days from the date the AA signs the AETC Form 141. (T-2).

2.5.2. Enter students unable to meet syllabus requirements into the CR process NLT three duty days after meeting the syllabus trigger (T-2). The military FLT/CC/MTO, or above, enters the student in the CR process as outlined in the syllabus (T-2).

2.5.3. The IA is a military FLT/CC/MTO with administrative control of the student. The IA:

2.5.3.1. Notifies students in writing of their consideration for elimination ([Attachment 2](#)) (T-2).

2.5.3.2. Briefs the student on the CR process ([Attachment 3](#)) (T-2).

2.5.3.3. Removes the student from training (T-2). **Exception:** The IA may elect to continue the student in academic training with the concurrence of the RA.

2.5.3.4. Completes Section I of AETC Form 141 and ensures the student completes Section II (T-2).

2.5.3.5. Sends the completed AETC Form 141 to the RA along with the student's memorandum, training records, and any attachments (T-2).

2.5.3.6. Notifies, as soon as possible, the registrar and the student's home unit and NGB/A3OC or AFRC/A3RB, as appropriate, of the initiation of the CR process (T-2).

2.5.4. The 1 FTS/CC is the RA. The RA:

2.5.4.1. Notifies RFT students (in writing) of their suspension from aviation service pending the final determination of the CR in accordance with AFMAN 11-402, Chapter 6 (T-2).

2.5.4.2. Examines the student's training records and, as necessary, interviews the student and the student's civilian and military FLT/CCs/MTOs, instructor pilots, or the squadron operations officer (T-2). The RA recommends elimination from or retention in training, consideration for reinstatement in IFT at a later date, and consideration for follow-on CSO, RPA, or air battle manager (ABM) training (T-2). **Note:** For RFT students, considerations for reinstatement in RFT and considerations for follow-on rated training may be limited by aviation service actions resulting from the CR.

2.5.4.3. Completes Sections III and V (if applicable) of AETC Form 141 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.

2.5.4.4. Terminates or completes the CR when it becomes apparent circumstances require convening an investigation under the provisions of DAFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*, or when information surfaces that would cause the student to be medically disqualified (T-2). Reconvene as appropriate to complete the CR process (T-2). Refer to the guidance for commanders in AETCI 36-2605V1 when students face aviation service actions.

2.5.4.5. Notifies an RFT student's servicing Host Aviation Resource Management office (in writing) when students are both suspended from aviation service and eliminated from training through the CR in accordance with AFMAN 11-402 (T-2).

2.5.4.6. Notifies an RFT student's servicing Host Aviation Resource Management office (in writing) to remove an RFT student's suspension from aviation service when RFT students are reinstated into training following a CR in accordance with AFMAN 11-402 (T-2).

2.5.5. AA. The 306 FTG/CC, or designated representative, is the AA. The AA:

2.5.5.1. Eliminates or reinstates the student (T-3).

2.5.5.2. Completes Section IV of AETC Form 141 and annotates any recommendations for follow-on training for the student (T-2). The AA will not recommend students eliminated for academic deficiency, military deficiency, lack of adaptability (LOA), manifestation of apprehension (MOA), or DOR for any other flying training (T-2). Refer to AFI 36-2105, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs*.

## 2.6. Student Eliminations:

2.6.1. Eliminate students if they:

2.6.1.1. Exhibit LOA, which is the inability to complete the course because of physical, psychological, or personality factors (T-2). Students eliminated for LOA require an evaluation from both medical and rated personnel (T-2). This category includes airsickness and MOA. Medical and rated personnel conducting the evaluations will document the results in the student's training folder (T-2). They will annotate specific deficiencies in Section IV of AETC Form 141 (T-3).

2.6.1.2. Fail to meet proficiency standards of the syllabus in flying, academics, or procedures.

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

2.6.1.4. DELETED

2.6.1.5. DOR. Military FLT/CCs/MTOs will counsel the student on the ramifications of DOR (i.e., permanent disqualification from flying status and possible reclassification proceeding) prior to entering him or her into a CR (T-2). Once the student is counseled and signs the AETC Form 141, he or she is ineligible for reinstatement (T-2). **Note:** Students with aeronautical rating cannot DOR. Rated officers and CEAs attempting to DOR from a formal training course fall under the provisions in AFMAN 11-402, *Aviation and Parachutist Service*, and will be removed from the formal training course via a CR prior to implementing AFMAN 11-402 procedures (T-2). Attempting to DOR will trigger an FEB which opens the member to permanent disqualification from aviation service and may prohibit wearing the aviation badge.

2.6.1.6. Become medically disqualified.

2.6.1.7. Initiate action to separate from the service.



2.6.1.8. Are recalled by the parent unit, higher headquarters, or home country. Students are not recalled without prior coordination with 19 AF/DOU per AFMAN 11-202V1. Courtesy copy 19 AF/DOU for situational awareness. Reference AETCI 36-2605, Vol 1 for further guidance.

2.6.1.9. (Not applicable to RFT) The member is under investigation or pending action for alcohol-related misconduct, substance abuse (to include alcoholism), or self-identifies as an illegal substance user. **Note:** Eliminated students may be considered for reinstatement at a later date pending the outcome of any investigation or pending action, and only if the relevant commander determines the student would be eligible for continued aviation service under AFMAN 11-402.

2.6.1.10. (Not applicable to RFT) The member is under investigation or pending action for a violation of the UCMJ. **Note:** Eliminated students may be considered for reinstatement at a later date pending the outcome of any investigation or pending action, and only if the relevant commander determines the student would be eligible for continued aviation service under AFMAN 11-402.

2.6.1.11. Become medically unable to fly, and their condition is not expected to be resolved within five duty days **(T-2)**. Students may be considered for reinstatement at a later date.

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

2.6.1.13. Are on or are expected to be on extended administrative hold, as described in **paragraph 1.3.2** Students who are eliminated for extended administrative hold may be considered for reinstatement at a later date.

2.6.2. Forward info copies of AETC Forms 141 to 19 AF/DOU for situational awareness **(T-2)**.

2.6.3. IMS procedures are aligned with the exception that the 1 FTS/CC will coordinate with the AFSAT/CC prior to finalizing the AETC Form 141 **(T-2)**. Eliminating an IMS may have potential political ramifications that the AFSAT/CC is required to manage.

## 2.7. Student Dispositions:

2.7.1. Students reinstated into training after a CR precipitated by flying deficiencies complete an EC following completion of any AT **(T-2)**. Students reinstated after academic deficiencies repeat the examination after appropriate AT **(T-2)**.

2.7.2. After completing AETC Form 141, process eliminated students under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, AFI 36-3207, *Separating Commissioned Officers*, or AFI 36-2110, *Total Force Assignments*. Students with a previous aeronautical rating will be processed according to AFMAN 11-402. Process international students according to AFI 16-105.

2.7.3. Return eliminated students to their assigned unit. Students being processed according to AFMAN 11-402 will not be returned to their assigned unit until the FEB process is completed.

**2.8. CR Records Distribution.** The school registrar or designated authority:

2.8.1. Maintains original CR records according to the Air Force RDS and distributes them within 10 duty days of completing the CR **(T-2)**. These records must be available for review **(T-2)**.

2.8.2. Distributes eliminated students' CR records as outlined in **Table 2.1** and maintains them according to the Air Force RDS **(T-2)**. **Note:** For RFT eliminations, the 1 FTS/CC distributes the AETC Form 141 to the student's servicing Host Aviation Resource Management office and requests publication of an aeronautical order in accordance with AFMAN 11-402. This responsibility may not be delegated **(T-2)**.

2.8.3. Ensures eliminations are updated in the appropriate training management database using the proper elimination code **(T-2)**.

2.8.4. All elimination CR student packages will consist of the following documents:

2.8.4.1. AETC Form 141.

2.8.4.2. Notification Memorandum.

2.8.4.3. Student's show-cause memorandum.

2.8.4.4. Student's training folder.

2.8.4.5. *SF 600, Health Record—Chronological Record of Medical Care* (for medical eliminees)

**Table 2.1. Student CR Records Distribution.**

Type of Student	Copy Distribution (note 3)
Regular Air Force	306 FTG/CC—1 19 AF/DOUA or 19 AF/DOP—1 AFPC/DP2LT and DPAOT-3—1 each (note 4)
IMS	306 FTG/CC—1 19 AF/DOUA—1 AFSAT/CC—1
ANG	306 FTG/CC—1 19 AF/DOUA or 19 AF/DOP —1 NGB/A3OC—1 (note 5) AETC/CG—1
AFRC	306 FTG/CC—1 19 AF/DOUA or 19 AF/DOP —1 AFRC/A3RB —1 (note 6)

**Notes:**

1. For CR packages, the registrar or designated authority maintains documents in paragraphs 2.8.4.1-2.8.4.5. Provide package to 19 AF/DOG for RFT students.
2. If a student elects to not submit a show-cause memorandum, the package will include a memorandum indicating this.
3. Suspense of distribution is 5 duty days after completing the CR.
4. AFPC/DP2LT and DPAOT-3, 550 C St West, Ste 21, Randolph AFB, TX 78150-4723.
5. NGB/A3OC, 3500 Fetchet Ave, Joint Base Andrews, MD, 20762
6. AFRC/A3RB, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635.

**Section 2B—Applicable to IFT Students Trained at Civilian Flight Schools**

**2.9. Civilian Flight Schools' Expenditures.** 1 FTS/CC will ensure SF 182, *Authorization, Agreement and Certification of Training*, and its addendum; which provides the terms and conditions of service to the student and the IFT provider for students training at civilian flight schools; is completed **(T-2)**. In lieu of SF 182, students and civilian flight schools may use AF Form 9, *Request for Purchase*, or any of the following AETC forms: AETC Form 127A, *Initial Flight Training Enrollment*; AETC Form 129, *Introductory Flight Training Invoices*; AETC Form 130, *Provider Consent Agreement*; and AETC Form 131, *Receipt Verification*. Submit forms to the IFT Registrar **(T-2)**. (**Note:** Providers must be willing to accept a government credit card number as payment.) Students use SF 1164, *Claim for Reimbursement for Expenditures on Official Business*, to get reimbursed for expenditures normal IFT billing doesn't cover **(T-2)**.

**2.10. CR Process:**

2.10.1. Overview. The CR recommends a student's elimination or retention in IFT. The CR process must be completed within 5 duty days from the date the AA signs the AETC Form 141 **(T-2)**.

2.10.2. Entry. Enter students who fail to progress in the normal syllabus flow into the CR process **(T-2)**. The IFT student's military supervisor places the student in the CR process **(T-3)**.

2.10.3. IA. The IA is the military supervisor with administrative control of the IFT student. The IA:

2.10.3.1. Notifies students in writing of their consideration for elimination (**Attachment 2**) **(T-3)**.

2.10.3.2. Briefs the student on the CR process (**Attachment 3**) **(T-3)**.

2.10.3.3. Removes the student from training **(T-3)**.

2.10.3.4. Completes Section I of AETC Form 141 and ensures the student completes Section II **(T-2)**.

2.10.3.5. Sends the completed AETC Form 141 to the RA along with the student's memorandum, training records, and any attachments **(T-2)**.

2.10.4. RA. The student's squadron commander is the RA. The RA:

2.10.4.1. Examines the student's training records and, as necessary, interviews the student and the student's military supervisor, instructor pilots, or the flight school's chief pilot **(T-2)**. The RA recommends elimination from or retention in training, consideration for reinstatement in IFT at a later date, and consideration for follow-on CSO or ABM training **(T-2)**.

2.10.4.2. Completes Sections III and V (if applicable) of AETC Form 141 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.

2.10.4.3. Terminates or completes the CR when it becomes apparent circumstances require convening an investigation under the provisions of DAFMAN 51-507 or when information surfaces that would cause the student to be medically disqualified **(T-2)**.

2.10.5. AA. The 306 FTG/CC or the 306 FTG/CC's designated representative is the AA. The AA:

2.10.5.1. Eliminates or reinstates the student **(T-2)**.

2.10.5.2. Completes Section IV of AETC Form 141, annotating any recommendations for follow-on training for the student **(T-2)**. The AA will not recommend students eliminated for academic deficiency, or DOR for any other flying training according to AFI 36-2105. The AA will not recommend students eliminated for LOA for any other flying training **(T-2)**.

## 2.11. Student Eliminations:

2.11.1. Eliminate students if they:

2.11.1.1. Exhibit LOA, which is the inability to complete the course because of physical, psychological, or personality factors. Students eliminated for LOA require an evaluation from both medical and rated personnel. This category includes airsickness and MOA. Medical and rated personnel conducting the evaluations will document the results in the student's training folder. They will specify the physical, psychological, or personality factors that led to the LOA determination. In addition, they will annotate specific deficiencies in Section IV of AETC Form 141. Info copy 19 AF/DOU for situational awareness **(T-2)**.

2.11.1.2. Fail to meet proficiency standards of the syllabus in flying, academics, or procedures.

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

2.11.1.4. DELETED

2.11.1.5. DOR. The military supervisor with administrative control of the IFT student will counsel the student on the ramifications of DOR (i.e., permanent disqualification from flying status and possible reclassification proceeding) prior to entering him or her into a CR **(T-2)**. Once the student is counseled and signs the AETC Form 141, he or she is ineligible for reinstatement **(T-2)**. **Note:** Students with aeronautical rating cannot DOR.

Rated officers and CEAs 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. Attempting to DOR will trigger an FEB which opens the member to permanent disqualification from aviation service and may prohibit wearing the aviation badge.

2.11.1.6. Become medically disqualified (T-3).

2.11.1.7. Initiate action to separate from the service (T-3).

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

2.11.1.9. Receive adjudication for being AWOL, are confined, or have deserted (T-2).

2.11.1.10. Become medically unable to fly, and their condition is not expected to be resolved within 10 days (T-2). Students may be considered for reinstatement at a later date.

2.11.1.11. Demonstrate improper 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.

2.11.1.12. Are on or are expected to be on extended administrative hold, as described in [paragraph 1.3.2](#) (T-2). Students who are eliminated for extended administrative hold may be considered for reinstatement at a later date.

## 2.12. Student Dispositions:

2.12.1. Students reinstated into training after a CR complete an EC following completion of any AT (T-2). Students reinstated after academic deficiencies repeat the examination after appropriate AT (T-2).

2.12.2. After completing AETC Form 141, process eliminated students under AFI 36-3206, AFI 36-3207, or AFI 36-2110. Students with a previous aeronautical rating will be processed according to AFMAN 11-402. Process international students according to AFI 16-105.

## 2.13. CR Records Distribution:

2.13.1. The school registrar or designated authority:

2.13.1.1. Maintains original CR records according to the Air Force RDS and distributes them as required. These records must be available for review.

2.13.1.2. Distributes eliminated students' CR records as outlined in [Table 2.1](#) and maintain according to Air Force RDS.

2.13.2. The course registrar or designated authority will update the appropriate training management database with the proper elimination code (T-2).

## Chapter 3

### MEDICAL MANAGEMENT

#### 3.1. Airsickness Procedures:

3.1.1. Students must meet course training and maneuver item file (MIF) standards to continue flight training. Grade individual MIF items against the absolute grading scale, regardless of the effect of airsickness. Reference the appropriate syllabus for specific airsickness guidance.

3.1.2. Civilian FLT/CCs, military FLT/CCs/MTOs, military supervisors, or instructors refer students who experience active airsickness (vomiting) or passive airsickness (disabling or disruptive nausea) to the flight surgeon, aeromedical examiner, medical technician, aerospace physiologist, aerospace physiologist technician, or independent duty medical technician for examination, counseling, education, and appropriate treatment as soon as practical (**T-2**). This should normally occur on the same day or the next duty day following the flight in which the airsickness occurred, and before the next flight. Document episodes of airsickness on AF Form 4293, 306 FTG/CC-approved equivalent, or in TIMS/GTIMS (**T-3**).

3.1.3. While resolving airsickness problems, students continue the normal syllabus flow, including flying (**T-3**).

3.1.4. Students who become airsick on a post-solo sortie receive an overall grade of unsatisfactory (U) in accordance with the syllabus.

**3.2. Manifestation of Apprehension (MOA) Procedures.** The squadron commander or civilian or military FLT/CC (MTO) requests a flight surgeon, aeromedical examiner, medical technician examination, or independent duty medical technician for a student with MOA symptoms (**T-2**). If no psychological or physical problems are present, the student is deemed medically qualified for flying duties. The decision to eliminate a student for MOA reasons is an operational decision based on mission impairment and operational risk management. The squadron commander reviews the student's training record and enters justification for recommending elimination for MOA (**T-2**).

#### 3.3. Medical Elimination:

3.3.1. The IA, with the concurrence of the attending flight surgeon, aeromedical examiner, medical technician, or independent duty medical technician makes a recommendation for medical elimination (AETC Form 141) (**T-2**). The RA recommends whether or not the student should be considered for reinstatement at a later date.

3.3.2. Eliminate students placed in duty not including flying status or its equivalent for more than five duty days (**T-3**). The 1 FTS/CC or the student's assigned unit commander (civilian flight school students) notifies 306 FTG/CC (may be delegated) and AETC/FMAM, NGB/A3OC, or AFRC/A3TB, as appropriate, as soon as the medical elimination status becomes probable. Under normal circumstances, students medically eliminated return to their AT base or permanent station until the medical condition is resolved and the student has been cleared through appropriate flight surgeon channels to return to flying (**T-3**).

3.3.3. If the medical condition is resolved, the 306 FTG/CC (may be delegated), in consultation with the student's home-base commander, 1 FTS/CC, 19 AF/DOU, and AFPC/DP2LT, NGB/A3OC, or AFRC/A3RB, as appropriate, determines where and when to reinstate the student in the training program or what action to take (for example, course waiver)

**(T-2)**. Record the 306 FTG/CC's decision in the student's training folder on an AF Form 4293, its 306 FTG/CC-approved equivalent, or TIMS/GTIMS **(T-2)**. Reinstatement documentation is included in the student's training folder **(T-2)**.

## Chapter 4

### TRAINING FOLDERS AND DOCUMENTATION

#### *Section 4A—Applicable to IFT Students Trained at the IFT contractor’s facility*

##### **4.1. Introduction.** **Note:** See **Section 4B** for civilian flight school students.

4.1.1. Each student will have a training folder **(T-2)**. The training folder will consist of the contractor-supplied student management system and/or TIMS/GTIMS training folder and other required training documents not maintained in TIMS/GTIMS **(T-2)**. If a backup version of the TIMS/GTIMS training folder is maintained, the unit will address procedures in local unit guidance. Students will only have access their own training folder **(T-3)**.

4.1.2. Student training folders are for the exclusive use of the student’s civilian and military FLT/CC/MTO, contractor supervisor, and immediate chain of command **(T-2)**. The FLT/CC will ensure training folders and personal information folders are secured to prevent unauthorized access **(T-3)**.

4.1.3. In addition to the training folder, the FLT/CC will maintain personal information folders (if required) on students to protect information of a personal nature, inappropriate for public access, or sensitive in nature, and thus not appropriate for the training folder **(T-2)**. Use AF Form 174, *Record of Individual Counseling* or AETC Form 173, *Student Record of Academic/Nonacademic Counseling and Comments*, to record counseling entries maintained in the personal information folder **(T-2)**. Annotate on an AF Form 4293 in the student’s training folder when a counseling session is conducted **(T-3)**.

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

##### **4.2. Content.** The following items are included in the training folder, as applicable: **(Note:** AETC Forms 6 and 141 may be stored separately from the other folder items.

4.2.1. AETC Form 101 (or 306 FTG/CC-approved equivalent). **(Note:** A memorandum for record maintained in TIMS/GTIMS may be substituted for the AETC Form 101) **(T-3)**.

4.2.2. AF Form 4293 (or 306 FTG/CC-approved equivalent) **(T-3)**.

4.2.3. Grade sheets **(T-3)**.

4.2.4. AETC Form 6 **(T-3)**.

4.2.5. CR process paperwork, including the AETC Form 141 **(T-3)**.

4.2.6. Messages and/or email (if applicable) **(T-3)**.

4.2.7. Student résumé **(T-3)**.

4.2.8. Summary of training **(T-3)**.

##### **4.3. Documentation.**

4.3.1. Use AF Form 4293, 306 FTG/CC-approved equivalent, or contractor-supplied student management system to document student training in the training folders **(T-2)**. Instructors provide a concise summary of the student’s training and ensure entries clarify any training action **(T-3)**. If using an AF Form 4293, include the date, mission number (if applicable), and



reason for the entry **(T-3)**. End each entry with the signature, printed name, grade, and duty title of the instructor making the entry **(T-3)**. The student and civilian FLT/CC initial all AF Form 4293 or equivalent entries prior to the next syllabus-required event **(T-3)**. Documentation is required for the following:

4.3.1.1. Non-permanent medical disqualification **(T-3)**.

4.3.1.2. Failure of any academic test, category check, flight evaluation, PC, or EC. (Update AETC Form 101, if used) **(T-3)**.

4.3.1.3. Counseling sessions concerning training progress. **Note:** Document sessions concerning sensitive personal problems on AF Form 174.

4.3.1.4. Initial assignment and change of primary instructor or civilian FLT/CC **(T-3)**.

4.3.1.5. Assignment to and removal from CAP **(T-3)**.

4.3.1.6. Training folder review prior to a PC, EC, or CR **(T-3)**.

4.3.1.7. Incomplete missions or maneuvers deferred to the next mission **(T-3)**.

4.3.1.8. Authorization for AT **(T-3)**.

4.3.1.9. Accomplishment of AT sortie. Document any substandard performance **(T-3)**.

4.3.1.10. Removal from or reinstatement into training **(T-3)**.

4.3.1.11. Syllabus deviations or training waivers **(T-3)**.

4.3.1.12. Airsickness or MOA episodes **(T-3)**.

4.3.1.13. Unusual occurrences that could affect the student's progress **(T-3)**.

4.3.1.14. Medical Restrictions and Medical Clearances affecting flying training **(T-3)**.

4.3.1.14.1. Medical Restriction and Medical Clearance write-ups must not contain any information applicable to the Health Insurance Portability & Accountability Act (HIPAA) **(T-2)**.

4.3.2. Grade sheets in the contractor-supplied student management system or TIMS/GTIMS may be used instead of the AF Form 4293 to document Fair (F), Unsatisfactory (U), AT events and incomplete syllabus events **(T-3)**.

4.3.2.1. If the overall lesson is graded F or U, instructors will provide line-item comments on all maneuvers graded below the previous unit MIF and weak areas that directly caused the F or U overall grade **(T-3)**.

4.3.2.1.1. Line-item comments will follow the cause-and-effect format to document the substandard performance and identify the root cause **(T-3)**.

4.3.2.1.2. Each MIF item will be addressed separately **(T-3)**. One MIF item may not be used to justify a downgrade of other MIF item(s) without a corresponding down grade of the first MIF item **(T-3)**. Do not grade performance deficiencies on multiple MIF items under a single MIF item **(T-3)**.

4.3.2.2. A formal review is required by the student and the next IP on all grade sheets **(T-2)**. Document grade sheet reviews in the "Grade sheet Reviews" section in the "Docs" tab in TIMS/GTIMS **(T-3)**.

4.3.2.2.1. If the lesson is incomplete, the approval authority for the incomplete sortie will indicate approval by documenting a formal review (T-3).

4.3.2.2.2. If the overall lesson grade is Fair (F) or Unsatisfactory (U), the student's FLT/CC and assigned IP will review the grade sheet and document the formal review (T-3).

**4.4. Student Training Records Disposition.** The IFT Registrar maintains student training records (T-2). Include student résumés, all grade sheets, waivers, and all copies of AF Form 4293 or 306 FTG/CC-approved equivalent. Refer to **Table 4.1** for training documents distribution, including forms, records, and reports.

**Table 4.1. Training Documents Distribution (T-2).**

Document	Student	Copy Distribution
Summary of training (note 1)	US Air Force	Original—according to Air Force RDS
	ANG and AFRC	Original—according to Air Force RDS NGB/A3OC or AFRC—1 (note 2)
Student training folder, AF Form 4293 (note 1)	US Air Force, ANG, and AFRC	Original—according to Air Force RDS
AF Form 1256	US Air Force, ANG, and AFRC, and IMS	Original or copy to student—1
Student Record of Training	IMS Only	Original loaded into Security Assistance Network (SANWEB) – DO NOT release to student

**Notes:**

1. Suspense is 30 duty days after the student graduates or has been eliminated.
2. Send this form to NGB/A3OC, NGB/A3OC, 3500 Fetchet Ave, Joint Base Andrews, MD, 20762 or AFRC/A3RB, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635, as applicable.

**4.5. IFT Documents.** The 306 FTG/CC standardizes student documentation and content. Refer to **Table 4.1** for information on distributing training documents.

4.5.1. AETC Form 6:

4.5.1.1. This form is used for syllabus waiver requests. When applicable, the contractor's chief pilot initiates the form. Ensure applicable waivers are added to a student's training folder NLT five duty days after the waiver is received (T-2). Annotate waiver actions in the student's training folder, on AF Form 4293, 306 FTG/CC-approved equivalent, or in TIMS/GTIMS (T-3). Other organizations may initiate a Form 6 waiver for course prerequisites or other policy issues.

4.5.1.2. Ensure the Remarks/Justification and Proposed Course of Action blocks include sufficient information for the waiver authority to make the appropriate decision (T-3).

4.5.2. AETC Form 101, 306 FTG/CC-Approved Equivalent, or Recorded in TIMS/GTIMS. A student's supervisor:

4.5.2.1. If applicable, uses this form to record and monitor student deficiencies during the course (T-3).

4.5.2.2. Documents specific military deficiencies (T-3). These deficiencies may include unexcused tardiness or absences, traffic tickets, unaccompanied quarters inspection failures, weight program, violations, and dress and appearance according to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

4.5.3. AETC Form 141:

4.5.3.1. Use this form to document the CR process (T-2). Refer to [paragraph 2.5](#) for details.

4.5.3.2. Refer to [Table 2.1](#) for distribution guidance.

4.5.4. AF Form 174:

4.5.4.1. Civilian or military FLT/CCs/MTOs, use this form to counsel students whose attitude and behavior do not meet Air Force standards. Document this counseling on AF Form 174 if it was not previously documented on AF Form 4293, AETC Form 101, or their 306 FTG/CC-approved equivalents. Document counseling sessions concerning sensitive personal problems on AF Form 174 and maintain in a secure location separate from training folders (T-3).

4.5.5. AF Form 475, *Education/Training Report*:

4.5.5.1. The contractor Flight commander completes this form for international students IAW AFI 16-105. Provide the AF Form 475 to the IMSO for upload into the Security Assistance Network (T-3).

4.5.6. AETC Form 673, *Student Critique*, or a 306 FTG/CC-Approved Equivalent.

4.5.6.1. Use this form to document end-of-course critiques (T-3).

4.5.7. AF Form 1256.

4.5.7.1. The registrar completes this form for students who successfully complete IFT (T-3).

4.5.8. AF Form 4293 or a 306 FTG/CC-Approved Equivalent.

4.5.8.1. Use this form to document information in a student's training folder (T-3).

#### ***Section 4B—Applicable to IFT Students Trained at Civilian Flight Schools***

#### **4.6. Civilian Flight School Documents:**

4.6.1. IFT Grade Sheet.

4.6.1.1. Student and the student's CFI complete the two-page grade sheet, which documents the student's IFT progress (T-3). The IFT Registrar maintains the grade sheet and ensures all syllabus deviations and waivers are documented (T-3).

4.6.2. AETC Form 127A.

4.6.2.1. The 306 FTG/CC uses this form to manage IFT at civilian flight schools. The student, the student's supervisor, and the contracted flight school completes the form **(T-3)**. The IFT Registrar maintains the form and ensures it is properly signed by the student, the student's supervisor, and the appropriate flight school personnel **(T-3)**.

4.6.3. AETC Form 129.

4.6.3.1. The IFT Registrar, as appropriate, uses this form to document contract payment information for flight schools providing approved services to IFT students. Flight school personnel complete this form **(T-3)**.

4.6.3.2. Flight school personnel attach an IFT grade sheet when billing for instructor or aircraft hours **(T-2)**. The IFT grade sheet is not required when billing for supplies only.

4.6.4. AETC Form 130.

4.6.4.1. Personnel at flight schools providing approved services to IFT students complete this form to document their agreement to follow this instruction and the syllabus **(T-2)**. The IFT Registrar, retains this form **(T-3)**.

4.6.4.2. New students are not required to complete another AETC Form 130 if IFT Registrar has a form on file from a previous student, and the contact information has not changed.

4.6.5. AETC Form 131.

4.6.5.1. Personnel at flight schools providing approved services to IFT students complete this form **(T-2)**. Attach invoices to the bottom of the form. The IFT Registrar maintains the forms **(T-3)**.

4.6.5.2. Send the completed form to the IFT Registrar within two duty days of providing services **(T-3)**.

4.6.6. AF Form 1256. The IFT Registrar completes this for civilian flight school students who successfully complete IFT **(T-3)**.

## Chapter 5

### FLYING OPERATIONS

#### 5.1. Requirements:

5.1.1. While participating in the IFT program, students are allowed to fly orientation flights in military aircraft, but they must obtain 1 FTS/CC approval for the type and extent of their flying activities (T-3).

5.1.2. During IFT, students are prohibited from receiving any other flight instruction (T-2).

**5.2. Crew Rest and Flight Duty.** IFT candidates must comply with AFI 11-202V3, *General Flight Rules*, crew rest and flight duty period requirements and restrictions.

#### 5.3. Mishaps:

5.3.1. Mishaps resulting in injury to Air Force students participating in IFT and other contracted flight training (e.g., civilian flight schools) are considered aircraft flight mishaps and investigations of these mishaps will be conducted IAW AFI 91-204, *Safety Investigations and Reports*, and AFMAN 91-223, *Aviation Safety Investigations and Reports*.

5.3.2. Report IFT mishaps according to 49 Code of Federal Regulations (CFR) Part 830, *Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records* to the nearest National Transportation Safety Board field office (<http://www.nts.gov/about/pages/officelocation.aspx>).

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

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

AFPD 36-26, *Total Force Development*, 18 March 2019

49 CFR Part 830, *Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records*, 01 October 2011

AFI 11-202V3, *General Flight Rules*, 10 August 2016

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 25 Mar 2019 and AETCSUP, 10 June 2019

AFI 16-105, *Joint Security Cooperation, Education and Training*, 03 January 2011

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

AFI 33-360, *Publications and Forms Management*, 01 December 2015

AFI 36-2110, *Total Force Assignments*, 05 October 2018

AFI 36-2105, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs*, 25 May 2018

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 Jul 2011

AFI 36-2905, *Fitness Program*, 21 October 2013

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 08 June 2004

AFI 63-138, *Acquisition of Services*, 11 May 2017

AFI 91-202/AETC Supplement, *The US Air Force Mishap Prevention Program*, 23 June 2015

AFI 91-204, *Safety Investigations and Reports*, 27 April 2018

AFMAN 10-206/AETC Supplement, *Operational Reporting*, 18 June 2018

AFMAN 11-202V1, *Aircrew Training*, 26 September 2019

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

AFMAN 33-363, *Management of Records*, 01 March 2008

AFMAN 91-223, *Aviation Safety Investigations and Reports*, 14 September 2018

AETCI 36-2605V1, *Formal Flying Training Administration and Management*, 16 September 2019

DAFI 33-360, *Publications and Forms Management*, 15 December 2018

DAFMAN51-507, *Enlisted Discharge Boards and Boards of Officers*, 24 January 2019

***Prescribed Forms***

AETC Form 127A, *Initial Flight Training Enrollment*

AETC Form 129, *Introductory Flight Training Invoices*

AETC Form 130, *Provider Consent Agreement*

AETC Form 131, *Receipt Verification*

AETC Form 141, *Record of Commander's Review Action (IFT)*

AETC Form 410, *High-Risk Activities Worksheet*

### ***Adopted Forms***

SF 182, *Authorization, Agreement and Certification of Training*

SF 600, *Health Record—Chronological Record of Medical Care*

SF 1164, *Claim for Reimbursement for Expenditures on Official Business, DoD Overprint 4/2002, Rev 11-77*

AF Form 9, *Request for Purchase*

AF Form 174, *Record of Individual Counseling*

AF Form 475, *Education/Training Report*

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 1256, *Certificate of Training*

AF Form 4293, *Student Activity Record*

AETC Form 6, *Waiver Request*

AETC Form 101, *Student Performance Summary*

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

AETC Form 673, *Student Critique*

### ***Abbreviations and Acronyms***

**AA**—approving authority

**ABM**—air battle manager

**ADCON**—administrative control

**AER**—annual execution review

**AETC**—Air Education and Training Command

**AFMAN**—Air Force Manual

**AFPC**—Air Force Personnel Center

**AFPD**—Air Force Policy Directive

**AFI**—Air Force Instruction

**AFPC**—Air Force Personnel Center

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AFSAT**—Air Force Security Assistance and Training Squadron

**ANG**—Air National Guard

**ARMS**—Aviation Resource Management System

**AT**—additional training

**AWOL**—absent without leave

**CAP**—commander’s awareness program

**CC**—commander

**CFI**—certified flight instructor

**CFR**—Code of Federal Regulations

**CM**—combat mission

**CO**—contracting officer

**COR**—contracting officer representative

**CR**—commander’s review

**CSO**—combat systems officer

**DOR**—drop on request

**EC**—elimination check

**F**—fair

**FLT**—flight

**FSM**—functional services manager

**FTG**—flying training group

**FTPA**—Flying Training Production Analysis

**FTS**—flying training squadron

**GTIMS**—Graduate Training Integration Management System

**IA**—initiating authority

**IAW**—in accordance with

**IFT**—initial flight training

**IMS**—international military student

**IMSO**—international military student officer

**LOA**—lack of adaptability

**MFT**—multi-functional team

**MIF**—maneuver item file

**MilPDS**—Military Personnel Data Systems



**MOA**—manifestation of apprehension  
**MTO**—military training officer  
**OTA**—Oracle Training Administration  
**PA**—privacy act  
**PC**—progress check  
**PEO**—program executive office  
**PFT**—programmed flying training  
**PPC**—private pilot certificate  
**PMR**—program management review  
**PWS**—performance work statement  
**PT**—physical training  
**QMW**—quota management worksheets  
**RA**—reviewing authority  
**RDS**—Records Disposition Schedule  
**RFT**—remote-pilot flight training  
**RPA**—remotely piloted aircraft  
**TIMS**—Training Integration Management System  
**U**—unsatisfactory  
**UCMJ**—Uniform Code of Military Justice  
**UFT**—undergraduate flying training

## Attachment 2

## SAMPLE STUDENT NOTIFICATION MEMORANDUM

Table A2.1. Sample Student Notification Memorandum.

(Date)

MEMORANDUM FOR *(Student's Name)*FROM: *(Initiating Authority)**(Address)*

SUBJECT: Commander's Review

1. You are being entered into the commander's review. This review evaluates all circumstances relating to your training and makes recommendations regarding your retention in or elimination from training.
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 Title 10, U.S.C., Section 8013, the approving authority uses your memorandum and/or written statements. These documents become part of a case file kept by the IFT Registrar and are destroyed 1 year after completion of training in accordance with the Air Force Records Disposition Schedule. The case file may be disclosed to any Department of Defense component and may be used for other lawful purposes including litigation. Note: You are not required to submit a memorandum or written statement.
3. Submit any written documentation no later than 2 duty days after receipt of this memorandum.

*(Initiating Authority's Signature)*

1st Ind

(Date)

MEMORANDUM FOR *(Initiating Authority)*

Receipt acknowledged.

*(Student's Signature)*

## Attachment 3

## COMMANDER'S REVIEW CHECKLIST AND BRIEFING GUIDE

Table A3.1. Commander's Review Checklist and Briefing Guide (T-2).

Commander's Review Checklist and Briefing Guide	
<b>1. The Initiating Authority (IA):</b>	
1.1. Informs the student that review action is being initiated and states reasons for the action.	
1.2. Explains the initial review process to the student.	
1.3. Removes the student from training pending the approving authority's (AA) decision.	
1.4. Completes AETC Form 141, Section I, and marks the appropriate block when student is considered for elimination.	
1.5. Advises that the student may submit a show-cause memorandum within 2 duty days after receiving written notification from the IA of the student's consideration for elimination. The memorandum should address why the student should not be eliminated by citing specific reasons and providing any information, which may have a bearing.	
1.6. Advises students who DOR that they will be permanently disqualified from flying status and ineligible for reinstatement as soon as they sign the AETC Form 141.	
1.7. Ensures the student completes AETC Form 141, Section II.	
1.8. Forwards the completed AETC Form 141 with the Student Notification Memorandum, training records, and any attachments to the reviewing authority (RA) not later than 4 duty days after notifying the student.	
<b>2. The RA:</b>	
2.1. Reviews the student's training and recommends elimination from or retention in training.	
2.2. Completes AETC Form 141, Sections III and V, and forwards the form with all applicable records to the AA for final decision. Includes a written summary of significant facts and specific rationale used to arrive at the recommendations.	
2.3. Informs the student of the commander's review sequence of events.	
2.4. Informs the student of individual rights for legal assistance and representation if the review is convened under DAFMAN 51-507.	
2.5. Forwards recommendations and documentation to the AA for final decision.	
<b>3. The AA:</b>	
3.1. Reviews the student's records and RA's recommendations.	
3.2. Decides whether the student is retained in or eliminated from training.	
3.3. Completes AETC Form 141, Section IV. Includes remarks on the student's officership and, in the event of 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, <i>Assignments</i> . 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)

<i>(Briefing Officer's Name, Grade and Title)</i>	
I have been briefed on all items listed above.	
<i>(Signature)</i>	<i>(Date)</i>
<i>(Student's Name and Grade)</i>	