## COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management*. It establishes guidance for student administration, conduct and documentation, information management system responsibilities and provides management guidelines for all Air Education and Training Command (AETC) undergraduate pilot training (UPT) courses and graduate pilot training (GPT) courses in the T-1A, T-6A, T-7A, and T-38C aircraft; to include Air Mobility Fundamentals, Introduction to Fighter Fundamentals (IFF), and graduate combat system officer courses in the T-38C and T-7A. It applies to all undergraduate and graduate flying training wings and groups conducting UPT or GPT in these aircraft and to members of the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) enrolled in applicable AETC flying courses. This publication does not apply to the United States Space Force. The Euro-NATO Joint Jet Pilot Training (ENJJPT) plan of operation, memorandum of understanding, and steering committee guidance, as applicable, takes precedence over the guidance established in this publication. This publication requires collecting and maintaining information protected by the Privacy Act (PA) of 1974 authorized by U.S.C. 9013, *Secretary of the Air Force*. PA system of records notices F011 AF XO A, Aviation Resource Management System (ARMS) and F036 AF AETC B, Graduate Training Integration Management System (G/TIMS) apply and are available on line at **http://dpcld.defense.gov/privacy/sorns.aspx**. Ensure all records created as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with (IAW) the Air Force Records Disposition Schedule (RDS), which

is located in the Air Force Records Information Management System. Submit suggested changes to this instruction on the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*, through command channels, to Nineteenth Air Force Standardization and Evaluation (19 AF/A3V) workflow email. Subordinate units may supplement this instruction. All supplements must be coordinated with the OPR prior to certification and approval, and a finalized copy forwarded to Nineteenth Air Force Undergraduate Training Division (19 AF/A3F) after 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 Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for tier waiver approval authorities, processes, and limitations. Submit requests for non-tiered compliance items to Nineteenth Air Force Director of Operations (19 AF/A3). References to forms within this instruction also equate to electronic products when authored.

*SUMMARY OF CHANGES*

Major changes include integration of pilot training transformation initiatives; *Introduction to Fighter Fundamentals* (IFF), for both pilot and Combat System Officer (CSO) aircrew positions; T-7A training; and *Air Mobility Fundamentals*. Command definitions and descriptions of Undergraduate and Graduate level training, and student roles and types are established to provide clear applicability of policy and processes. Clarified or updated guidance to align with pilot training evolution and higher headquarters policy changes includes compliance statement tiering, Course Exit Administration, General Training Scheduling, Maximum Sortie or Flying Hour Thresholds, delineation of student and training management authorities, duty supervision, Physical Fitness Training Program, TDY-to-training student management, fighter-allocated AFRC/ANG student management, training documentation, AFRC and ANG reporting (to include updated office symbols and emails), Commander's Awareness Program, standardized processing and documentation of Commander's Review, Commander's Review alignment with AFMAN 11-402 guidance (causes and reasons for disenrollment considerations), records disposition and distribution requirements, airsickness management for graduate pilot students, supervisory roles and definitions, flight commander responsibilities, Additional Training descriptions and standardized coding, Formal Briefing and Standardization Program requirements (integrating AMF, *T-38C Pilot Training*, and *T-1A Undergraduate Pilot Training*), incomplete event determinations, check event guidance, pipeline follow-on training and assignment processing, and distinguished graduate determinations. New material, guidance, or processes include discussion of Graduate CSO training related to T-38C and T-7A programs, Graduate Pilot Training definition, Pipeline Student definition, restrictions to start training without approved waivers, guidance to ensure adherence to HAF and AETC allocation and production tasking orders, application of crew rest principles to Aircrew Training Device events, prohibition on dual enrollment in formal training courses, inclusion of a Roles and Responsibilities chapter, recall, Air Force Specialty Code (AFSC) guidance and associated Attachment, training report guidance to align with DAFI 36-2406, additional duty utilization of enrolled students, alignment of student fitness testing guidance with DAFMAN 36-2905, washback and G/TIMS syllabus version, international student English language assessments and associated attachment, flight commander ranking matrix and student grade sheet template attachments.

**Chapter 1**

**GENERAL**

**1.1. Introduction.** AETC conducts formal undergraduate and graduate level pilot training in the T-1A, T-6A, T-7A and T-38C, to include Air Mobility Fundamentals, to produce and prepare pilots for follow-on graduate-level pilot training and to support user commands. The T-38C and T-7A are also utilized for formal graduate combat systems officer training. The training is defined and resourced by HQ AETC and described by HQ AETC formal syllabi, outlining minimum standards for completion, entry requirements, and objectives. Each unit must institute procedures and processes to ensure pre-/post-enrollment management, conduct of training, documentation, practices, and procedures are accomplished IAW this instruction. Additionally, the Education and Training Course Announcements (ETCA) website, **https://usaf.dps.mil/teams/app10-etca/SitePages/home.aspx**, references prerequisite policy requirements and location-specific reporting instructions for each course syllabus. This instruction complements AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management*.

1.1.1. **Undergraduate Pilot Training.** Undergraduate Pilot Training (UPT) refers to any formal pilot training course leading to or resulting in the awarding of the aeronautical rating of USAF pilot. This includes, but is not limited to, *T-6A Undergraduate Pilot Training* (UPT), combined undergraduate T-6A and T-38C Euro-NATO Joint Jet Pilot Training (ENJJPT) courses, *Aviation Leadership Program* (ALP), *T-1A Undergraduate Pilot Training* (UPT), and *Air Force Fundamentals* (AFF).

1.1.2. **Graduate Pilot Training.** Graduate Pilot Training (GPT) refers to any formal training course eligible to only **rated military pilots**. This includes, but is not limited to, *Air Mobility Fundamentals* (AMF), *T-38C Pilot Training*, *Fighter/Bomber Fundamentals* (FBF), *Introduction to Fighter Fundamentals* (IFF), all Pilot Instructor Training (PIT) courses to include requalification, *T-38C Transition*, Mission Design Series (MDS)-specific qualification courses (to include international and lead-in), and Senior Officer Qualification.

1.1.3. **Graduate Combat Systems Officer Training** (T-38C and T-7A only). See AETCI 36-2605, Volume 5, *Formal Flying Training Administration and Management—Combat Systems Officer (CSO)* for Undergraduate CSO Training and associated graduate training. References and application of Graduate Combat System Officer Training (GCT) in this volume apply only to formal courses eligible to **rated CSOs**, conducted in the T-38C or T-7A. This includes, but is not limited to IFF, FBF, and instructor IFF/FBF CSO qualification courses.

**1.2. Waivers.** Waivers that change the intent of the guidance outlined in this instruction are not authorized without appropriate tier waiver authority. Unless otherwise stated in this document, "T-3" approval authority will not be delegated and is the Wing Commander (WG/CC) for *individual* personnel exceptions to the guidance outlined in this instruction caused by special or unusual circumstances. **(T-2)**

1.2.1. Commanders will coordinate T-0, T-1, T-2, and non-tiered waiver requests to this publication through 19 AF/A3F on the DAF Form 679, *Air Force Publication Compliance Item Waiver Request/ Approval,* through command channels. **(T-2)** For T-3 waivers, the approving office will send a copy of the approved waiver to 19 AF/A3F within 30 days of approval. **(T-2)** Waiver requests and approved T-3 waivers must provide justification why the

individual or unit cannot comply with requirements and mission impact if the waiver is or was not approved. **(T-2)** File approved waiver requests IAW DAFMAN 90-161.

1.2.2. Syllabus Waivers. Refer to AETCI 36-2605, Volume 1, the applicable HQ AETC syllabus, or 19 AF/CC guidance. Units will use the AETC Form 6, *Waiver Request*, for all formal course syllabus waivers. **(T-2)**

**1.3.  Specific Use.**  For purposes of this instruction, "students" are defined and categorized based on awaiting training entry, enrolled in training, or awaiting further (follow-on) disposition:

1.3.1. Undergraduate Pilot Student. Officer awaiting or enrolled in Initial Flight Training (IFT) or UPT.

1.3.2. Graduate Pilot or CSO Student. Rated pilot or CSO enrolled in or awaiting GPT or GCT.

1.3.3.  Awaiting Pilot Training (APT) Student. Officer that has reported to the training location and is *awaiting* enrollment in *either* IFT or the initial UPT course, most commonly T-6A UPT or T-6A ENJJPT.

1.3.4. Casual Student. Any student temporarily or permanently assigned at the training location not enrolled in a formal training course.

   1.3.4.1.  Short-term. Less than 90 calendar days from enrollment or further disposition.

   1.3.4.2.  Long-term. Greater than 90 calendar days from enrollment or further disposition.

1.3.5. Administrative Hold Student. An enrolled student whose training has been formally interrupted or suspended for greater than 7 calendar days.

1.3.6.  Pipeline Student. Any student enrolled in the pilot or CSO training pipeline which runs from IFT through initial formal aircraft qualification training in an MDS or Major Weapon System (MWS). This includes First Assignment Instructor Pilots (FAIP) until completion of PIT.

**1.4.  Student Management Authority.** The WG/CC will designate a single unit at each geographic location responsible for overall student administration and management. **(T-2)** Normally, the Student Squadron (STUS), Training Squadron (TRS) or Operational Support Squadron (OSS) is assigned the unit student management mission. **Note:** "STUS" is used interchangeably in this instruction to also describe the TRS or OSS, as designated by the WG/CC.

**1.5.  Casual Student Management.**  The STUS/CC will categorize casual students based on the time available prior to training start or Permanent Change of Station (PCS) or home-station return. Assign duties within the wing or base-assigned commensurate with grade, experience, and duty-period availability, to include considerations for supervisory periods to facilitate performance reporting IAW DAFI 36-2406, *Officer and Enlisted Evaluations Systems*. Short-term APT students should be assigned within the operations group to facilitate and monitor early access course requirements, goals, and progress. See **Chapter 3**, General Student Administration, for additional guidance applicable to all students. **(T-3)**

1.5.1. Casual students will be relieved of duties or details no later than 4 calendar days prior to the formal training course start date (CSD) or beginning Temporary Duty (TDY)/PCS travel. **(T-3)**

1.5.2.  If the supervision period does not result in a requirement to formally document officer performance, supervisors are encouraged to generate an DAF Form 77, *Letter of Evaluation*. Supervisors should provide a copy directly to the STUS/CC for consideration of inclusion to aid in generating the next training or officer performance evaluation.

1.5.3.  Accountability. The STUS/CC or designated STUS supervisor is responsible for maintaining accountability of casual students during all non-duty and duty periods. This includes accomplishing any initial and recurring briefings and documentation of high-risk activities. Accountability during duty periods may be delegated to the assigned unit's duty supervision when casual students are assigned duties or details outside of the STUS. **(T-3)**

1.5.4.  Fitness Program. Casual students will participate in the STUS fitness program. See **Chapter 3**, General Student Administration. **(T-2)**

1.5.5.  Mentoring, Commander's Calls, and Safety Meetings. Casual students will be released from assigned duties/details and attend these events as determined by the STUS/CC and supervision. **(T-3)**

**1.6. Course Entry Administration.** Air Force Personnel Center Military Accessions (AFPC/DPMLT) schedules and allocates APT students for IFT and UPT to accommodate customer requirements and minimize "casual" time prior to entering the training pipeline. Training wings schedule and allocate pipeline GPT students as directed by Programmed Flying Training (PFT) documents, with approved HQ AETC adjustments communicated through Quota Management Worksheets (QMW).

1.6.1.  Backfill Roster. The unit will not change any HQ-programmed IFT, UPT or GPT/GCT CSD or class graduation date (CGD). **(T-2)** The STUS will maintain a roster of candidates available to backfill any UPT course allocations that may go unfilled. The roster will consist of officer candidates assigned a pre-existing UPT allocation that meet the prerequisites for the applicable course. The STUS will coordinate all allocation adjustments with AFPC/DPMLT at DSN 665-2102. **(T-2) Note:** as applicable, units are encouraged to generate and maintain backfill rosters for GPT courses.

1.6.2.  Records Review. Each training unit will review incoming student records to verify they are complete and accurate. Students must meet course entry prerequisites established by the syllabus. If a student does not meet course entry prerequisites, contact 19 AF/A3F before entering the student into training. Training or audit of syllabus or course events will not be initiated without an approved prerequisite waiver in accordance with the applicable formal course syllabus. **(T-2)** As a minimum, units will review the following student records (or their equivalents) prior to any formal training:

1.6.2.1. Standardization and Evaluation (Stan/Eval) Records. These records are maintained in the flight evaluation folder (FEF). Depending on aircrew specialty, some individuals may not yet possess an FEF. Review ETCA to determine delivery method to the training unit for Stan/Eval records. See **paragraph 1.7** for disposition of Stan/Eval records upon course completion. **(T-3)** As a minimum, PIT and IFF units will review the FEF prior to student enrollment in instructor courses to ensure candidates meet Q-2/Q-3 evaluation history course prerequisites. **(T-2)**

1.6.2.2. Training Folders or Records from Previous Courses (Pipeline students only). Verify prerequisite course completion, rating award, Air Force Specialty Code (AFSC),

and Active Duty Service Commitment requirements. See AETCI 36-2605, Volume 1. **(T-2)**

1.6.2.3. International Military Student Records. Minimum course English language requirements are critical to success of international military student (IMS) candidates in USAF formal pilot training. If records are not available contact AFSAT and 19 AF/A3F. (**T-2**) For non-pipeline IMS, contact 19 AF/A3F if equivalent pilot and instrument ratings cannot be verified.

1.6.2.4. Physiological Training Requirements. If records are not available, coordinate with the nearest servicing aerospace physiology flight or Nineteenth Air Force Aircrew Performance Branch (19 AF/A3OA). **(T-2)**

1.6.2.5. Flight Records. If verification of course prerequisite flying experience is not available, coordinate with the nearest servicing Host Aviation Resource Management (HARM) flight or Nineteenth Air Force HARM (19 AF/A3AV). **(T-2)**

1.6.3. G/TIMS Course Entry. See AETCI 36-2605, Volume 1. Not later than one day prior to class start, the registrar will load each student allocation to the G/TIMS syllabus version according to the *Syllabus Revision Status* on the AETC Flying Training Special Publications site at **https://trss3.randolph.af.mil/Bookstore/home/homePage.aspx**. **(T-2)**

1.6.4. *Anthropometric (Anthro) Standards*. See DAFMAN 48-123, *Medical Examinations and Standards.* Anthro standards refer to physical minimums necessary for candidates to safely operate specific aircraft due to their construction and manufacturing limitations. Examples are safe ejection envelopes based on aircraft seat capabilities, visibility constraints due to seat height, ability to actuate full flight control deflection due to mechanical adjustment limitations, ability to reach and operate aircraft systems in the flight deck environment, etc. Waivers are handled on a case-by-case basis. Air Force Recruiting Services submits requests to 19 AF for operational assessments. All anthro determinations are normally completed prior to AFPC allocation and official travel to the training location; however, must be accomplished prior to enrollment and initiating any formal training. The STUS/CC will screen all UPT candidates and ensure only qualified courses (to include follow-on GPT) and assignments are provided in accordance with individual anthro restrictions and in conjunction with Air Education and Training Command Rated Officer Assignments (AETC/A1KO). **(T-2)** 19 AF/CC is the approval authority for "Exception to Policy" (ETP) waivers for pipeline UPT and GPT candidates relating to weight-for-flight (ejection seat), in conjunction with user-command Surgeon General recommendations.

1.6.4.1. Prior to the first aircraft flight event, ejection seat ETP candidates will be briefed by the training unit on the capabilities and limitations of the ejection seats of the unit's aircraft. **(T-2)**

1.6.4.2. TDY-to-school funded candidates failing to meet anthro standards upon arrival at training will result in training allocation cancellation and return to home unit. The training unit will notify 19 AF/A3 Undergraduate Resources and Analysis (Undergrad R&A) and 19 AF/A3F, and in turn, 19 AF/A3 will notify Air Force Personnel Center Military Personnel Operations (AFPC/DPM), or the candidate's MAJCOM/A3T. **(T-2)**

1.6.4.3. UPT and GPT/GCT students outside the weight-for-flight range will not be enrolled or begin training until their weight is within standards. The WG/CC will initiate

action to reassign IAW the needs of the USAF for those candidates that exceed their UPT or pipeline GPT/GCT allocation by 90 days without meeting weight for flight or other anthro standard. **(T-3)** UPT Air National Guard (ANG), Air Force Reserve Command (AFRC) or international military student (IMS) candidates will be returned or transferred to their sponsor commands or organizations for disposition. **(T-2)**

1.6.4.4.  UPT and GPT/GCT students enrolled in training who do not meet weight for flight or other anthro standard will be entered into the Commander's Review (CR) process and the unit will notify 19 AF/A3F. **(T-2)**

1.6.5.  Quota Management. PFT source documents for CSD, CGD, assignment dates, student loads, and production schedule information are distributed electronically by HQ AETC. 19 AF/A3 Undergrad R&A maintains the QMW and notifies units of changes. Documents are available at: **https://usaf.dps.mil/teams/12732/SitePages/Home.aspx**.

1.6.5.1.  Units will obtain class entry rosters from the Military Personnel Data System (MilPDS) Oracle Training Administration (OTA) or the Defense Integrated Military Human Resources System before class entry. **(T-2)** Obtain rosters as early as possible to allow identification of excess capacity. Contact 19 AF/A3 Undergrad R&A and AFPC/DPMLT to fill excess capacity if identified with adequate lead time.

1.6.5.2.  Units will report roster discrepancies as soon as they are discovered but no later than three duty days following the class start date. **(T-2)** Report changes, discrepancies, and graduation delays to AFPC/ DPMLT and 19 AF/A3 Undergrad R&A. In addition, report graduation delays and changes impacting follow-on training and (or) aircraft assignment to Air Force Personnel Center Rated Training Management (AFPC/DPMOET).

1.6.5.3.  Units will not deviate from or alter PFT- or QMW-published UPT class sizes or loads without 19 AF/A3 approval. **(T-2)**

1.6.5.4. UPT to GPT Allocation Priority. The unit will not deviate from the QMW adjustment and priority without 19 AF/A3 approval. In cases where the follow-on complementary GPT course(s) allocations exceed the available number of UPT graduates, 19 AF Undergrad R&A will adjust and prioritize the QMW. **(T-2)**

1.6.6. *Training Delay-Medical (TDM).* UPT APT students requiring extended medical treatment beyond the allocated UPT CSD may be administratively entered into training and placed into duty not including flying (DNIF) status on the CSD, if DNIF status will accommodate the syllabus training plan without waiver and the medical issue is anticipated to be resolved to meet course event timelines. Adhere to TDM status timelines according to AETCI 36-2605, Volume 1. **(T-2)**

**1.7. Course Exit Administration.** Course exit administration refers to final processes and actions required to graduate or disenroll students from formal training enrollment, to include, but not limited to End-of-Course critiques, systems of record actions, training record close-out, formal performance reports, etc. As a minimum, see AETCI 36-2605, Volume 1, the applicable syllabus, ETCA, and DAFI 36-2406, *Officer and Enlisted Evaluations Systems.* For courses resulting in Air Force Manual (AFMAN) 11-202, Volume 2, *Aircrew Standardization and Evaluation Program*, qualification, flying training units are required to forward the applicable AF Forms 8, *Certificate of Aircrew Qualification*, and other Stan/Eval records and documents to the student's home or gaining unit upon completion of training. **(T-3)**

**1.8.  Production Metrics Report.**  19 AF/A3 Undergrad R&A is the point of contact (POC) for flying training production metrics. At the beginning of each fiscal year, 19 AF/A3 Undergrad R&A uploads the PFT document to the flying training production analysis (FTPA) web-based input tool. The OG/CC or designated POC will update the FTPA with *actual* entries, gains, losses, attritions, graduate numbers, and notes. **(T-2)** For UPT, *T-38C Pilot Training*, *Air Force Fundamentals*, *Air Mobility Fundamentals,* and *Fighter/Bomber Fundamentals*, class demographics for entries, graduates, and attritions must also be documented. **(T-2)** See AETCI 36-2605, Volume 1, for timeline input requirements.

**1.9.  Syllabus and  Courseware Availability.** Syllabi may be accessed through AETC Flying Training                Special                Publications                at **https://trss3.randolph.af.mil/Bookstore/home/homePage.aspx**. Courseware material may be accessed through AETC Flying Training Special Publications or Distributed Learning Portal at **https://bri.sso.cce.af.mil**.

**1.10.  Academic Instructor (AI).**  AIs should personalize their instructor guide (IG) to develop a complete lesson plan and ensure a smooth presentation. AIs must present all information in the IG unless it is specifically identified as optional. **(T-2)** IG sequence of topics may be altered. Guides may     be     accessed     through     AETC     Flying     Training     Publications     at **https://trss3.randolph.af.mil/Bookstore/home/homePage.aspx**.

**1.11.  Academic Training Scheduling.**  See AETCI 36-2605, Volume 1, for scheduling limits. Testable material may include instructor-based classroom and computer-aided delivery, and digitally-, electronically-, virtually-, or video-based subject matter. **(T-2)** Only subject-matter validated through proctored written or computer-taken examination is considered testable material. Students may accomplish self-initiated study beyond the maximum allowable scheduled hours. **(T-2)**

**1.12.  General Training Scheduling.**  HQ AETC training plans and programmatic forecasts are based on a student training during a consecutive 12-hour period. This is to maximize efficient use of training resources and to align with USAF flight duty period and crew rest policies. Individual student syllabus-prescribed training will *not normally* be scheduled to exceed 12 hours per day on any day of the HQ AETC-approved annual training calendar or during non-Operations and Maintenance (O&M) days (weekends, federal holidays, AETC Family Days).

1.12.1.  The OG/CC will establish policies providing for exceptions and unusual circumstances in which formal syllabus training may exceed 12 hours, to include post-flight briefings and debriefings. **(T-2)**

1.12.2. Students may accomplish self-initiated study beyond 12 hours; however, refer to AFMAN 11-202, Volume 3, *Flight Operations*, requirements.

1.12.3. Non-flying training events. Students will be provided no less than 12 hours of rest starting with completion of training on any given day and the first event on the following training day. **(T-2)** The OG/CC may reduce the period to 10 hours in unusual circumstances.

1.12.4.  Aircrew Training Device (ATD) training. Students will be provided no less than 12 hours of continuous uninterrupted rest prior to a training period that includes formal ATD/simulator events. **(T-2)**

1.12.5.  See AFMAN 11-202, Volume 3, for formal training flight duty period restrictions and crew rest requirements.

1.12.6.  See the course-specific syllabus for more restrictive guidance.

**1.13.  Course Enrollment Scheduling.** Students will not be enrolled or entered, nor attempt to complete training in two formal courses simultaneously, unless specifically prescribed or directed by the HQ AETC syllabus. **(T-2)** In event of a conflict, the current course enrolled takes precedence.

**1.14.  Maximum Sortie or Flying Hour Course Thresholds.** HQ AETC formal training plans are programmed through fixed annual flying hour programs. The programs account for historical attrition due to weather, maintenance, and operational factors; however, are funded and resourced for fiscal year aircrew production tasks and the associated sorties and hours prescribed by formal training syllabi. "Rate of learning" is not a planning factor, except as accounted for by each syllabus.

1.14.1.  If not published in the formal training syllabus, Maximum Sortie or Flying Hour Course Threshold determinations for each student are 115% of those prescribed by the syllabus. Sorties or hours to include are those required to be flown, or re-flown due to sub-standard performance, e.g., repeat end-of-block, element, phase, or category events; Progress and Elimination Checks; and syllabus-authorized additional training not as a result of training anomalies.

1.14.2.  Authorized International Military Student (IMS) additional training hours, as provided by the syllabus, and approved by AFSAT, should be included, and considered for training unit management and decision-making if utilized for sub-standard performance.

1.14.3.  Sorties and hours, not limited to Opportune Solo, break-in-training, adaptation to corrective lenses, and repeated incomplete events due to circumstances outside of the control of the training unit or student, should not be included in Maximum Sortie or Flying Hour Course Threshold determinations.

**Chapter 2**

**ROLES AND RESPONSIBILITIES**

**2.1. 19 AF Commander (19 AF/CC).** 19 AF/CC executes operational-level command and control of all formal aircrew training missions and establishes guidance and provides directives and resources for the conduct of the formal aircrew training programs within this publication. See AETCI 36-2605, Volume 1.

**2.2. 19 AF Director of Operations (19 AF/A3).** 19 AF/A3 oversees the conduct of formal training for all aircrew. See AETCI 36-2605, Volume 1.

**2.3. 19 AF/A3 Resource and Analysis (R&A).** 19 AF/A3 R&A is responsible for all AETC flying training student quota management as well as flying training analysis [Flying Training Production Analysis-Web (FTPA-W)] for programs within this publication. See AETCI 36-2605, Volume 1. Additionally, assists AFPC and HQ AETC Personnel Division (AETC/A1K) with undergraduate and graduate pipeline assignments.

**2.4. 19 AF Undergraduate Training Division (19 AF/A3F).** 19 AF/A3F manages and is the pertinent oversight authority for T-1A, T-6A, T-7A, T-38C, and Air Mobility Fundamentals. See AETCI 36-2605, Volume 1.

**2.5. 19 AF Standardization and Evaluation Division (Stan/Eval) (19 AF/A3V).** 19 AF/A3V is responsible for flying training guidance and standardization for programs within this publication. See AETCI 36-2605, Volume 1.

**2.6. Wing Commander (WG/CC).** WG/CCs are responsible for the designated formal aircrew training missions and establishment of local policies, to include supplemental guidance, for the conduct of student administration and management. The WG/CC or OG/CC, if delegated, approves waivers to unit supplemental guidance.

**2.7. Operations Group Commanders (OG/CC).** OG/CCs or Flying Training Group Commanders (FTG/CCs) are responsible for execution of formal course training. See AETCI 36-2605, Volume 1.

**2.8. Squadron Commander (SQ/CC).** See AETCI 36-2605, Volume 1.

**2.9. Management Authority.**

2.9.1. Student Management Authority. Designated unit responsible for overall student administration, supervision, and management at a particular geographic location. See AETCI 36-2605, Volume 1, and **paragraphs 1.4**, **3.1**, and **3.2**.

2.9.2. Training Management Authority. Operational or duty organization responsible for formal training course supervision or syllabus training administration. See **paragraph 3.2**.

2.9.3. Flight Commanders (FLT/CC) supervise students while awaiting or enrolled in training under the student or training management authorities. While in flightline phases of training, a flight commander under the student management authority (i.e., student squadron) may retain administrative supervision of student activities, while a flight commander under the training management authority (i.e., flying training squadron) may retain operational or duty supervision authority. Normally, the unit supplement will establish and delineate FLT/CC

administrative, operational, and duty supervision roles and responsibilities under the management authorities.

**2.10.  Registrar.**  See AETCI 36-2605, Volume 1.

**Chapter 3**

**GENERAL STUDENT ADMINISTRATION**

**3.1. Student Management.** The STUS/CC maintains administrative control (ADCON) over all students regardless of unit detailed to, supported, or assigned for formal training. **(T-3)** The STUS/CC will ensure students are prepared to start scheduled training, provide continuing professional development, and motivate students for flying careers. **(T-3)** ADCON includes, but is not limited to, the following actions:

3.1.1. Disciplinary Action. The STUS/CC is the first level authority for all Uniform Code of Military Justice (UCMJ) actions. **(T-3)** The STUS/CC will monitor each student's performance from the date of arrival until permanently departing the training location for follow-on assignment. **(T-3)**

3.1.2. Recall. See AFMAN 11-202, Volume 1, *Aircrew Training*. The WG/CC or MAJCOM/A3T will notify 19 AF/A3 of any recall actions, Command-initiated or otherwise. **(T-2)** 19 AF/A3 will coordinate with the initiating MAJCOM/A3T and approve all recall. **(T-2)**

3.1.3. Accountability. The STUS/CC is responsible for overall student accountability. **(T-3)** Student duty supervisors are responsible for maintaining accountability of enrolled students during all duty periods. The duty supervisor refers to the designated individual assigned operational control (i.e., FTS supervision during flightline syllabus training). **(T-3)**

3.1.4. Leave and Pass. Students will coordinate all leave and pass requests through their duty supervisor prior to submitting to the STUS for approval. **(T-3)**

3.1.5. Mishap Reporting. Duty supervisors will notify STUS supervision of any on- or off-duty student mishap. (**T-2**) If the AF Form 978, *Supervisor Mishap Report* is required, route it through the student's immediate duty supervisory chain of command, then to the STUS supervisor and STUS/CC. **(T-3)**

3.1.6. Education/Training Reports and Officer Performance Evaluations. See DAFI 36-2406.

3.1.6.1. Undergraduate ENJJPT U.S. students only. The DAF Form 475, *Education/Training Report*, will document the period and performance which includes both T-6A *and* T-38C courses; or through the period ending with disenrollment, whichever occurs first. **(T-2)**

3.1.6.2. T-6A UPT and T-1A UPT U.S. students only. The DAF Form 475 will only document the period and performance for the single applicable course; or through the period ending with disenrollment, whichever occurs first. **(T-2)**

3.1.6.3. GPT courses, such as *T-38C Pilot Training,* AMF, and FBF are separate to UPT. Complete the DAF Form 475, as applicable. **(T-2)**

3.1.6.4. Air Force Specialty Code (AFSC) Award and Documentation. See DAFI 36-2406 and the Air Force Officer Classification Directory (AFOCD). Successful completion of pipeline formal courses that are associated with the award of an aeronautical rating *or* determine follow-on MDS or MWS formal qualification training will result in award of AFSC. Document the appropriate "11X1X" AFSC on the DAF Form 475. **(T-2)** See **Attachment 7**, Pipeline Pilot Training Air Force Specialty Code Guide.

3.1.7.  Fitness Program**.** During formal training enrollment, students will participate in fitness programs as directed by their unit of duty assignment and formal training course. See **paragraph 3.5**. **(T-2)**

3.1.8.  Additional Duties. *Enrolled* students, except those in Admin Hold or TDM status, will not be assigned additional duties, except those required to facilitate the individual's or specifically assigned class's training requirements. **(T-2)** Students will be dedicated to the training program (i.e., give training requirements priority over non-training related duties). **(T-2)** A designated Class Leader or Senior Ranking Officer role may be assigned to facilitate communication, order, and discipline. Short-term details are not considered additional duties. See **paragraph 3.4** for students in Admin Hold or TDM status.

**3.2. Duty Supervisors.** The assigned formal training unit or training management authority normally assumes duty supervisory responsibility during student enrollment in formal UPT and GPT courses, and will assign a FLT/CC, Class Commander, or military training officer (MTO) as the primary duty supervisor. The supervisor assignment will be documented in the student training folder (see **paragraph 4.3.24**). **(T-2)** Students that are eliminated or disenrolled will be returned to the STUS or designated student management authority for duty supervision until they separate or depart (PCS or return to home station) from the training base. **(T-3)** During each transfer of duty supervisory responsibilities, the losing supervisor will brief the gaining supervisor on student progress, potential for success, and training status. **(T-3)**

**3.3.  Administrative (Admin) Hold – Other and Training Delay – Medical (TDM).** Units will place students whose training is anticipated to or has been interrupted for other than medical reasons for more than seven calendar days in Admin Hold – Other status. **(T-2)** Students on Admin Hold - Other are suspended from training and will not attend flightline activities or participate in any syllabus-prescribed training. **(T-3)** Refer to AETCI 36-2605, Volume 1, for Admin Hold - Other procedures.

3.3.1.  Unit will notify 19 AF/A3F (**19AF.AETC.UndergradUPT@us.af.mil**) when:

3.3.1.1.  UPT or PCS GPT students are on Admin Hold or TDM for more than 30 calendar days or may reach this threshold (see **paragraph 3.6**). **(T-2)**

3.3.1.2.  TDY-to-school funded students have a training delay over seven calendar days (see **paragraph 3.7**). **(T-2)**

3.3.1.3.  Pipeline GPT students are on Admin Hold – Other for acceleration (centrifuge) training failure (see **paragraph 6.6**.). Notification is required after each failure. **(T-2)**

3.3.1.4.  UPT Students are on Admin Hold – Other for a Physical Fitness Assessment (PFA) failure (see **paragraph 3.5.1.1**). **(T-2)**

3.3.1.5.  UPT and pipeline GPT students are on Admin Hold – Other if not having a *current* passing PFA by their programmed CGD (see paragraphs **3.5.2** and **3.5.3**). **(T-2)**

3.3.1.6.  Students are on Admin Hold or TDM status after enrollment and unable to continue training. Adhere to TDM status timelines IAW AETCI 36-2605, Volume 1, and see **paragraph 1.6.6**. **(T-2)**

3.3.2.  Admin Hold and TDM Status notifications will include:

3.3.2.1.  Student's name (last, first, middle initial). **(T-2)**

3.3.2.2.  Current class and scheduled course completion and (or) graduation date. **(T-2)**

3.3.2.3.  Date placed on hold and reason for training delay. **(T-2)**

3.3.2.4.  Expected return to training date. **(T-2)**

3.3.2.5. If sending Privacy Act and (or) Personally Identifiable Information, mark "Controlled Unclassified Information (CUI)" and digitally encrypt the email. ***Do not include*** information which may violate the Health Insurance Portability and Accountability Act of 1996 (HIPAA). **(T-2)**

**3.4.  Utilization of  Students in Admin Hold or TDM Status.** Commanders will assign students on Admin Hold or TDM status to duties commensurate with background, training, experience, ability, and grade. **(T-2)** Contact Nineteenth Air Force Air National Guard Advisor to the Commander (19 AF/CG) or coordinate through the Liaison Officer (LNO) or 340 FTG UFT for the disposition of ANG and AFRC students. **(T-3)**

**3.5.  Physical Fitness Training Program.**  Students participate in the program according to the appropriate syllabus; DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*; AFMAN 11-404, *Fighter Aircrew Acceleration Training Program*; Air Force Pamphlet (AFPAM) 11-419, *G-Awareness for Aircrew*, and *Comprehensive Readiness for Aircrew Flying Training* programs.

3.5.1.  USAF UPT students (including Title 10 ANG and AFRC), require a ***current*** passing (Satisfactory or Excellent) Physical Fitness Assessment (PFA) to advance from the UPT syllabus Preflight to the Primary or flying phase. If a student does not have a ***current*** passing PFA by the completion of the Preflight Phase or when opted for the first aircraft training event:

3.5.1.1.  Place on Admin Hold – Other, until successful retest. **Note*:*** UPT formal flying training will not resume until achieving a passing PFA. **(T-2)** If the student does not volunteer to retest in a shorter timeframe than required by DAFMAN 36-2905, the Admin Hold period will likely require washback action.

3.5.1.2.  If a second consecutive Unsatisfactory retest occurs disenroll the student through the CR process and notify 19 AF/A3F. **(T-2)** If no other training issues are present, the Approving Authority (AA) ***may*** recommend the student be considered for subsequent re-enrollment in UPT. See **paragraph 5.4.1.5**.

3.5.1.2.1.  ANG or AFRC. Notify 19 AF/CG or 340 FTG/UFT, and 19 AF/A3F, and return to the sponsor unit for disposition. The Admin Hold time-period associated with consecutive failed tests exceeds the resources available for the training allocation. A new allocation is required.

3.5.1.2.2.  Active Duty. Notify 19 AF/A3F. The unit will assign duties commensurate with rank and experience at the training location until successful retest. **(T-2)** Further disposition, reclassification, and/or specialty training will be assigned IAW the needs of the USAF, as coordinated by the WG/CC with 19 AF/A3 Undergrad R&A, and AFPC/DPM. **(T-2)** Otherwise, see DAFMAN 36-2905.

3.5.2.  USAF UPT students must have a ***current*** passing PFA to graduate from the UPT course. Upon completion of all syllabus-prescribed training, place on Admin Hold – Other until a passing PFA or entry into CR IAW **paragraph 3.5.1.2**. **(T-2)**

3.5.3.  Students will not be administratively graduated, awarded a rating, begin an Active Duty Service Commitment, or enrolled in any follow-on formal training until obtaining a passing PFA. **(T-2)**

3.5.4.  USAF UPT and PCS-to-training GPT graduates (including Title 10 ANG and AFRC) must have a *current* passing PFA for attendance, enrollment in, or to start travel to follow-on GPT, aerospace physiology, and survival, evasion, resistance, and escape training. **(T-2)**

**3.6.  PCS-to-Training Students.**  Suspension of aeronautical orders or CR may be warranted for students on Admin Hold - Other or TDM status for more than 30 calendar days. Refer to DAFMAN 11-401, *Aviation Management*; AFMAN 11-402, *Aviation and Parachutist Service*; and the applicable syllabus for students returning to training.

**3.7.  TDY-to-Training Students.** The assigned training unit will notify Air Education and Training Command Financial Management Central Programs Branch (AETC/FMAMT) and 19 AF/A3 Undergrad R&A or Grad R&A (as applicable) of any student training delays over seven calendar days and ensure student orders are amended (reference **paragraph 3.3.1.2** and AETCI 36-2605, Volume 1). **(T-2)** For student management accounting purposes, TDY-to-Training student MilPDS allocations will not be altered without approval by 19 AF/A3 Undergrad R&A or Graduate R&A, as applicable. If TDY-to-Training student training delay warrants washback to a later class, registrars will accomplish washback action in G/TIMS **only** to provide ability to track student training progress while simultaneously ensuring student funding of TDY orders. **(T-2)**

**3.8.  Washback.**  Accurate accounting of student progress measured against programmed course training schedules is critical to the formal UPT and GPT missions. Several systems of record (i.e., G/TIMS, MilPDS) are utilized simultaneously by unit, higher headquarters (HHQ) and direct reporting unit levels to track and forecast program progress. Student washback is an action of last resort, utilized for instances outside of the control of the training unit (DNIF, lack of resourcing, unusual circumstances, etc.).

3.8.1.  Reasonable attempts should be made to ensure groups of students originally allocated and assigned to the same programmed class, begin and complete training together; however, training quality and individual student management procedures take precedence.

3.8.2.  Washback should be considered if combined flying and ATD events remaining exceed remaining programmed training days by a factor of 2.5 to 1. Each course and individual student have different expectations, requirements and capabilities, and situations have unique factors to consider.

3.8.3. The WG/CC approves individual student washback and may delegate approval authority to the OG/CC. **(T-2)** The WG/CC will coordinate with and notify 19 AF/A3 of washback actions for entire classes or significant populations of students. **(T-2)**

3.8.4. The WG/CC will ensure processes are established between training units and the registrar to accomplish administrative and database washback processes. **(T-2)**

3.8.5.  The registrar will ensure systems of record are updated within 3 days of notification of student washback (**Note**: see **paragraph 3.7**). **(T-2)**

3.8.6.  Students will be washed back when it is apparent the prescribed course of training will not be completed by the programmed class or course allocation CGD. **(T-2) S**ee **paragraph 3.7**. For wash back actions within 30 days of CGD, the unit will notify 19 AF/A3 Undergrad

or Grad R&A (as applicable) to confirm any follow-on formal training allocations or assignments are cancelled, amended, or rescheduled. **(T-2)**

**3.9. Reporting.**

3.9.1. Graduate Pipeline Students Experiencing Difficulty. After MDS or MWS assignment notification, units will notify 19 AF Undergrad R&A and Grad R&A when any student is entered into Commander's Review (CR). **(T-2)**

3.9.2. PIT Students Experiencing Difficulty. Units will notify 19 AF Undergrad R&A when any student is entered into CR. **(T-2)**

**3.10. Special Reporting.** ANG or AFRC Students Experiencing Difficulty or Delayed in Training.

3.10.1. The unit will notify 19 AF/CG, for ANG students (**19af.cg.workflow@us.af.mil**), or the training unit Reserve LNO for AFRC students, for the following:

3.10.1.1. Student requires a progress check (PC) or an elimination check (EC). **(T-2)**

3.10.1.2. Student enters the CR process. **(T-2)**

3.10.1.3. Student is placed on Admin Hold or TDM status. **(T-2)**

3.10.1.4. Student washback. **(T-2)**

3.10.1.5. Student issue likely to result in elimination, disenrollment, or processing IAW AFMAN 11-402. **(T-2)**

3.10.1.6. ANG Only. Student entered into the Commander's Awareness Program (CAP) for disciplinary reasons. **(T-2)**

3.10.2. ANG Students. 19 AF/CG will notify the student's home unit and National Guard Bureau Air, Space, and Information Operations Directorate (NGB/A3). **(T-2)**

3.10.3. AFRC Students. The unit LNO will notify 340 FTG/UFT. If no unit LNO is assigned, the training unit will contact 340 FTG/UFT in all instances. **(T-2)**

**3.11. Special Instructions for ANG and AFRC Fighter-Bound Student Pilot Pipeline Eliminations.**

3.11.1. **Any** ANG or AFRC fighter pipeline training change must occur through the CR process. Additionally, see AFMAN 11-402 for rated officers.

3.11.2. The OG/CC, flying training unit commander (FTS/CC), LNO (AFRC students only), and FLT/CC or MTO will conduct a training review at any time an ANG or AFRC student lacks potential to complete designated follow-on T-38C or IFF training. This normally occurs during the CR process. **(T-2)**

3.11.3. The OG/CC will notify the student's sponsor unit, 19 AF/A3F, 19 AF/CG (for ANG students), or 340 FTG/UFT (for AFRC students). **(T-2)**

3.11.3.1. "Lacking potential" alone is not sufficient to eliminate from training. Consideration for training elimination or disenrollment will be triggered and conducted in accordance with the appropriate syllabus and CR policies (see **Chapter 5**). **(T-2)**

3.11.3.2.  Pilot-rated pipeline T-38C students entered into CR for failure to meet syllabus course standards may be recommended by the CR Approving Authority (AA) for multi-placed crew piloted aircraft training, such as *Air Mobility Fundamentals*. **Note:** This is a recommendation only. See AFMAN 11-402.

3.11.3.3.  Pipeline ENJJPT T-6A and T-38C undergraduate student pilots entered into CR for failure to meet syllabus course standards and recommended for elimination may only be recommended by the CR Approving Authority (AA) for alternative pipeline undergraduate training courses or reclassification. **(T-2)** See **paragraph 5.3.5.3**.

**3.12. ANG and AFRC Graduation Change Notification.** If HQ AETC changes the programmed PFT graduation date or unit washback results in a new class assignment and graduation date, the training unit will notify **NGB.A310TR-RATED-MGMT-ORG@us.af.mil** (for ANG students) or Air Force Reserve Command Aircrew Management (AFRC/A3RB) (for AFRC students) by email no later than 30 calendar days before the new date, or as soon as possible if inside of 30 days. **(T-2)** Send an information copy to 19 AF/CG or 340 FTG/UFT, as appropriate. If the new graduation date is within 30 days, the training unit will also notify 19 AF/CG or 340 FTG/UFT, as appropriate. See **paragraph 3.8.6** for additional guidance. **(T-2)**

**Chapter 4**

**TRAINING MANAGEMENT**

**4.1. Documentation.** G/TIMS is the HQ AETC-approved system of record and record-keeping system for documentation of all formal training applicable to this volume. **(T-2)** Other systems, if authorized by HQ AETC for specifically defined training documentation purposes, may be utilized; however, G/TIMS is critical for HHQ functions resulting in unit resourcing; training analyses; administrative boards and safety investigations; and functions as the permanent record of student performance to earn the USAF aeronautical rating of pilot.

4.1.1. All training records generated or associated with a student as a result of formal training enrollment, unless specifically exempted, will be uploaded, and stored in G/TIMS. **(T-2)** This includes documentation created outside of G/TIMS, such as prescribed formal training accomplished through other learning management systems, waivers, unit-developed overprints and tracking of formal training event completion, and temporary/supplemental HQ policies and guidance memorandums applicable to the formal syllabus during enrollment. **(T-2)**

4.1.2. Each student will have a G/TIMS training folder. **(T-2)** A backup version of the G/TIMS training folder will be maintained, and the unit will address procedures in local unit guidance. **(T-2)** Backup versions will be maintained IAW the Air Force records disposition schedule, but in no case for no less than 1 year. **(T-2)**

4.1.2.1. In addition to the training folder, the SQ/CC or 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)**

4.1.2.2. Use the DAF Form 174, *Record of Individual Counseling* or AETC Form 173, *Student Record of Academic Counseling and Comments,* to record counseling entries maintained in the personal information folder. Annotate on an AF Form 4293, *Student Activity Record*, in the student's G/TIMS training folder to record when a counseling session is conducted and maintained in the personal folder on the AETC Form 173 or DAF Form 174. **(T-2)**

4.1.3. The FLT/CC will ensure training folders and personal information folders are secured to prevent unauthorized access. **(T-2)**

4.1.4. Instructors will ensure each aircraft, aircrew training device (ATD), academic and ground training event is recorded in the training folder. **(T-2)**

4.1.4.1. Log *actual* training event durations. 19 AF/A3 and Nineteenth Air Force Plans (19 AF/A5) periodically audit training program times recorded for aircraft, ATD, academic and ground training events to inform HHQ and unit training resource determinations. **(T-2)**

4.1.4.2. The instructor providing the training or oversight of the event is the "instructor of record" and will submit the completed training documentation in the system of record unless the syllabus specifically allows the event to be logged by the student or other authorized personnel. **(T-2)** If the instructor of record is unable to submit the completed documentation due to unusual circumstances, the FLT/CC, SQ/DO, or SQ/CC may accomplish the task. See **paragraph 4.3.25**. **(T-2)**

4.1.5.  Units will establish procedures to conduct periodic student training folder reviews to ensure accurate and complete documentation of each student's training. **(T-2) Note:** Automatic "gradebook check" functions of electronic training management systems (e.g., G/TIMS) are partial tools and not capable or designed to ensure complete compliance with training folder records management policies.

**4.2.  Contents.**  At a minimum, include the following items in the training folder, as applicable.

4.2.1.  AETC Form 101, *Student Performance Summary*. (**Note**: A memorandum for record (MFR) maintained in G/TIMS may be substituted for the AETC Form 101.) **(T-2)**

4.2.2.  AF Form 4293. (G/TIMS provides an overprint.) **(T-2)**

4.2.3.  Academic examination grades summary. (G/TIMS automatically generates.) **(T-2)**

4.2.4.  Grade sheets. See **Attachment 6**. (G/TIMS automatically generates.) **(T-2)**

4.2.4.1.  Instructors will provide postflight comments in the comment column of the ATD or aircraft grade sheet on individual maneuvers. Write comments in a way that provides continuity from one instructor to the next and alerts instructors and the student to focus areas and objectives for ensuing training events. **(T-2)**

4.2.4.1.1.  As a minimum, provide comments for any maneuver graded below the previous unit maneuver item file (MIF) proficiency level. **(T-2)** For GPT courses, postflight comments are required only on items graded below the previous unit MIF standards or below the task proficiency requirements if in the instructor's judgment the student may have difficulty meeting training standards by the end of the unit. **(T-2)** Ensure comments are consistent with assigned grades and the course training standards (CTS).

4.2.4.1.2.  If the overall lesson grade is fair (F), unsatisfactory (U), or Student Non-Progression (SNP), instructors <u>will</u> provide comments on <u>all</u> maneuvers contributing to the overall grade, graded below the previous unit MIF standards, and any weak areas. **(T-2)** Consolidate comments in the "Overall Comments" section under the "Comments" tab. Comments will follow the cause-and-effect format to document substandard performance and identify the root cause. **(T-2)** Each MIF item contributing to the overall lesson grade will be addressed separately. **(T-3)** Do not use a MIF item to justify a downgrade of another MIF item(s) without a corresponding downgrade of the first MIF item. **(T-2)** Do not bundle multiple MIF items under a single MIF item. **(T-3)**

4.2.4.1.3.  Units may use the AF Form 4293 instead of the grade sheet to document substandard performance outlined in **paragraph 4.2.4.1.2**. The OG/CC will ensure the documentation methodology is standardized in each MDS. **(T-2)**

4.2.4.2.  International students only. UPT, and *T-38C Pilot Training*, AMF, and FBF students, must be assessed and graded on English language ability on each ATD and aircraft event. **(T-2)** See **Attachment 8,** specific IMS grading criteria. **Exception:** This does not apply to ENJJPT and international students from countries identified by the Defense Security Cooperation Agency (DSCA) as *Category 1, Exempt*, or in which English is the recognized official language.

4.2.4.3.  As a minimum for all aircraft events, instructors will include the mission profile, overall assessment of the student's characteristic performance, and any recommendations for the next instructor pilot (IP) in the "Overall Comments" section under the "Comments" tab. **(T-2)**

4.2.4.3.1. Refrain from characterizing or using comments that assess student performance relative to peers rather than CTS.

4.2.4.3.2. Comments using the word "average" should only be used to describe progress relating to expectations of progress in the course of training but are generally not appropriate for standards-based training.

4.2.4.4. For single-ship solo sorties, record the name of the IP(s) or supervisor(s) that provided the preflight briefing and conducted the postflight documentation of the grade sheet in the "Overall Comments" section under the "Comments" tab. **(T-2)** For solo formation sorties, record the name of the IP in the formation in the "Overall Comments" section under the "Comments" tab. **(T-2) Do not** record the supervisor's or IP's name in the "Grade sheet Details" portion of the G/TIMS grade sheet. **(T-2)**

4.2.4.5.  Log all student-flown landings, patterns, and approaches on each ATD and aircraft event. **(T-2)** (**Note**: The résumé should reflect all landings, patterns, and approaches accomplished by the student. Landings will only be logged for ATD events if appropriate based on the capabilities of the device **or** if the maneuver is a syllabus-defined objective of the ATD event. **(T-3)**

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

4.2.4.6.1. If the lesson is incomplete, the FTS FLT/CC will indicate approval by documenting a formal review. **(T-3)**

4.2.4.6.2. If the overall lesson graded is F, U, or SNP, the student, the student's assigned IP and the FTS FLT/CC will review the grade sheet and document the formal review. **(T-3)**

4.2.5. CR paperwork. At a minimum, the AETC Form 139, *Record of Commander's or Training Review Action (Euro-NATO Joint Jet and Undergraduate Pilot Training)* or AETC Form 140, *Record of Commander's Review Action (Graduate Pilot Training)*. **(T-2)**

4.2.6. Messages and (or) E-mails (international, ANG, and AFRC, if applicable). **(T-3)**

4.2.7. Student officer's biography (optional). **(T-3)**

4.2.8. Student résumé. (G/TIMS automatically generates.) **(T-2)**

4.2.9. Grade report for each category and training medium. (G/TIMS automatically generates) **(T-2)**

4.2.10. Record of emergency procedure (EP) training. (G/TIMS automatically generates) **(T-3)**

4.2.11. Record of special syllabus requirement accomplishment. (G/TIMS automatically generates) **(T-2)**

4.2.12. Acceleration Training (Centrifuge) Evaluation (T-38C pipeline courses). After completing centrifuge training, the centrifuge training facility should provide an evaluation regarding anti-G straining maneuver (AGSM) performance. Record the evaluation on the AF Form 4293 in the student training folder. **(T-3)**

4.2.13. AETC Form 6, *Waiver Request*. **(T-2)** Blanket syllabus waivers, Course Entry Prerequisite waivers, Syllabus Execution waivers, Syllabus Training waivers, and waivers resulting to remedy a syllabus deviation. **(T-2)**

**4.3.  Documentation.**  Accurate documentation of the student's performance is a core competency and integral to the student training process. Failure to do so places the integrity of the training program at risk and fails to portray an accurate picture of the student's actual performance. Instructors will use the AF Form 4293 to document student training according to the applicable syllabus and this instruction. **(T-2)** Include all AF Forms 4293 in the student's training folder. **(T-2)** Instructors will provide a concise summary of the student's training and ensure entries clarify any training action. **(T-2)** Begin each entry with date of the event, subject or syllabus lesson numbers, overall lesson grade, and lesson duration (if applicable). **(T-2)** End each entry with the name, grade, and duty title of the instructor making the entry. **(T-2)** The student, student's assigned IP, and the FTS FLT/CC must initial all entries. **(T-2)** If multiple entries are on a single AF Form 4293, each entry will comply with the above guidance. **(T-2)** As a minimum, the approval or authorization authority established by syllabus guidance or this instruction will be clearly annotated and initialed on the AF Form 4293, unless otherwise noted. **(T-2)** AF Form 4293 documentation is required for the following:

4.3.1.  Admin Hold – Other or TDM status. Entry should be updated if the status changes (e.g., TDM status extended from 6 months to 12 months). **(T-2)**

4.3.2.  Temporary medical disqualification (DNIF status). Units may substitute a scanned or electronic copy of the DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty,* in the G/TIMS training folder for the AF Form 4293 entry. **Note:** Ensure information provided on the form or DD Form 2992 complies with HIPAA requirements. **(T-2)**

4.3.3.  Failure of any academic examination, check event, flight evaluation, PC or EC. **(T-2)** **Note:** At ENJJPT, PC is referred to as initial progress check (IPC) and EC is a final progress check (FPC).

4.3.4.  Counseling session. **(T-2)** PC and EC Counseling sessions will clearly state the syllabus reason or trigger for the check. **(T-2)** Additionally, if the syllabus contains provisions to allow the PC or EC to be conducted in the aircraft, ATD **or** through ground evaluation, state how the check will be conducted with appropriate rationale.

4.3.5.  Initial IP assignment and change of assigned IP or flight (update the G/TIMS résumé to reflect the current assigned IP). **(T-2)** If a single AF Form 4293 is utilized to document multiple assigned IP or flight changes, the dates of change will be clearly annotated and initialed by the appropriate authority. **(T-2)**

4.3.6.  CAP Management. See **paragraph 5.1.2**. **(T-2)**

4.3.7.  Training folder review prior to a PC, EC, or CR. The reviewing instructor will document any training anomalies, syllabus deviations, etc. that were not previously documented. If no issues are noted, document the *lack* of findings. **(T-2)**

4.3.8.  Approval to fly the initial solo aircraft syllabus event for any primary UPT student who becomes airsick during any of the last five aircraft sorties preceding the initial solo event. **(T-2)**

4.3.9.  Authorization to proficiency advance or reallocate events to another unit. **(T-2)** See specific syllabus for other documented items required on the form.

4.3.10.  Authorization for additional training (AT). The authorization authority as prescribed by the syllabus *will generate and sign* the form, and cite the AT purpose (i.e., training anomaly, break-in-training due to federal holiday with insufficient events remaining in block, etc.). **(T-2)**

4.3.11.  Training folder review for students projected to exceed the syllabus or Maximum Sortie or Flying Hour Threshold (see **paragraph 1.14**.). Provide a comprehensive summary of events and reasons leading to exceeding the projected threshold. **(T-2)**

4.3.12.  Entry into the CR process and elimination from, or reinstatement into training. **(T-2)** If reinstated, the AF Form 4293 will reference the AETC Form 139 or AETC Form 140 included in the training folder. See **paragraph 4.2.5**. **(T-2)**

4.3.13.  Syllabus deviation. **(T-2)**

4.3.14.  Syllabus entry prerequisite waiver or syllabus waiver. **(T-2) Note**: AF Form 4293 entry should only cite reference to waiver(s) uploaded to the training folder. See **paragraph 4.2.13**.

4.3.15.  Airsickness or G-induced loss of consciousness episode. **(T-2)**

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

4.3.17.  Acceleration (Centrifuge) Training Evaluation (T-38C pipeline courses). **(T-2)**

4.3.18.  Training folder closeout statement. Include a closeout statement in every training folder. If the student was eliminated and (or) withdrawn from training, state so in the statement. **(T-2)**  Include follow-on training and MDS/MWS assignment (as applicable) for pipeline courses.

4.3.19.  Unusual or extended Breaks-in-Training (BIT) as defined by the syllabus, to include root cause(s). **(T-2)**

4.3.20.  Additional training directed by the final approval authority for students reinstated into training following a Flying Evaluation Board. **(T-2)**

4.3.21.  Termination of an incomplete element, phase, or category check event. **(T-2)** Include documented circumstance, rationale, and intended resolution. **(T-2)**

4.3.22.  Student "hands-on" flying during conduct of an observation aircraft sortie. **(T-3)**

4.3.23.  IMS only (non-ENJJPT). Initial assessment of English language skills. **(T-2)**

4.3.24.  Primary duty supervisor assignment. Normally, consists of statement of student assignment to a class, flight, and FLT/CC, MTO or Class Commander. **(T-2)**

4.3.25.  Training documentation completion on behalf of the instructor of record due to unusual circumstances. **(T-2)**

**4.4.  Student Training Records Disposition.** Training units normally electronically forward or students obtain their training records during out processing and hand-carry them to the gaining unit. If the record is incomplete upon student departure, the training unit will forward the record to the gaining unit via certified mail or E-mail within 10 duty days of the student's graduation.

**(T-2)** The training unit will use appropriate E-mail encryption features to properly safeguard information sent electronically and will verify the electronic file is received. **(T-2)** Refer to **Table 4.1** for appropriate distribution of UPT and GPT training documents, including forms, records, and reports. Upon completion of training or disenrollment, the training unit will maintain the student's records according to AETCI 36-2605, Volume 1. **(T-2)**

**Table 4.1.  Training Document Distribution.**

| Document | Student | Distribution (**Note** 1) |
|---|---|---|
| AETC Form 240-5, *Summary Record of Training* (**Note 2**) | USAF | Original – flight record folder (per AFMAN 11-421, *Aviation Resource Management*) |
| | ANG & AFRC | 1.  Original – flight records folder (per AFMAN 11-421) <br><br> 2. Student <br><br> 3.  NGB/A3 or AFRC (**Note 3**) |
| | International | 1. Non-ENJJPT: International military student office (IMSO) (**Note 4**) <br><br> 2. ENJJPT: Senior National Representative (SNR) (1) and Student (1) |
| | United States Navy (USN) | Student |
| Student training folder <br><br> (**Notes 5**, **6**, **7**, **8**) | USAF, ANG & AFRC | Original – according to RDS |
| | International | 1. Original – according to RDS <br><br> 2. Non-ENJJPT: IMSO (**Note 4**) <br><br> 3. ENJJPT: SNR <br><br> 4. Gaining training unit (**Note 8**) |
| | USN | Student |
| DAF Form 1256, *Certificate of Training* | All | Original - Student |
| AETC Form 1122C, *Summary Performance Report T-38C Pilot Training/ENJJPT* (**Note 6**) | T-38C Pilot Training, T-38C ENJJPT, FBF, & T-38C | Student |

| | International Qual | |
|---|---|---|
| | T-38C Pilot Training & T-38C ENJJPT with IFF follow-on; FBF | 1. Gaining IFF training unit<br><br>2. Gaining Fighter MDS/MWS training unit |
| AETC Form 904, *Training Summary* (**Note 9**) | T-38C IFF & FBF graduate | Gaining Fighter MDS/MWS training unit |
| DAF Form 475, *Education/Training Report* | All | 1. IAW DAFI 36-2406<br><br>2. Student (as available)<br><br>3. Gaining MDS/MWS training unit (as available) (**Note 10**) |

**Notes**:

1. Provide a copy in all cases unless "Original" is denoted.

2. Suspense is 10 duty days after course completion or disenrollment. Follow-on training schedule may require completion of an AETC Form 240-5 immediately after graduation if form is required for entry into training.

3. Send to NGB/A3OC, 3500 Fetchet Avenue, Joint Base Andrews, MD 20762 or AFRC Personnel Division (AFRC/A1K), 155 Richard Ray Blvd, Robins AFB GA 31098-1635, as applicable.

4. IMSO distribution procedures are IAW AFI 16-105, *Joint Security Cooperation Education and Training.*

5. Suspense is 10 duty days after course completion.

6. Upon graduation, the HARM or registrar forwards the student training folder to the gaining base or unit. If forwarded by the HARM, training folder, AETC Form 240-5 and AETC Form 1122C (if required) are sealed in an envelope and hand-carried by the student to the gaining location. The registrar should forward the training folder electronically. Use appropriate E-mail encryption features to properly safeguard information sent electronically. If student follow-on training is outside AETC, retain the training folder. The gaining unit HARM will send the training folder to the OG/CC for distribution to the appropriate FTS/CC. (**T-3**) The AETC training unit will maintain the record IAW the Air Force records disposition schedule, but in no case for no less than one year after course completion. (**T-2**) Handle international records according to this instruction.

7. IMSO will forward international military student (IMS) training documentation to HQ Air Force Security Assistance Training (AFSAT).

8. IFF graduate's T-6A, T-38C, and IFF Aircrew Training Jackets must be generated and forwarded to the Fighter MDS/MWS training unit for course entry.

9. IFF training units will generate the AETC Form 904 for all IFF graduates as part of the training folder. The AETC Form 904 may be required for Fighter MDS/MWS course entry.

10. If available, provide student copies of required DAF Forms 475 to hand-carry to the MDS/ MWS training unit for course entry.

**4.5.  Training Documents.**  OG/CCs will standardize student training documentation and training folder content. **(T-2)** The following documentation is required:

4.5.1.  Aeronautical Orders. The local HARM office will publish aeronautical orders according to AFMAN 11-421 and AFMAN 11-402, *Aviation and Parachutist Service*.

4.5.2.  AETC Form 173 or DAF Form 174. Use these forms to document counseling sessions concerning sensitive personal problems. Keep these forms in the personal information folders maintained by the FLT/CC.

4.5.3.  DAF Form 475. See DAFI 36-2406 and **paragraph 3.1.6**. The wording for comments on the DAF Form 475 should be similar to an officer performance evaluation (and may include DAF Form 77 information from casual duty if applicable) and should be signed by the SQ/DO or higher. A draft copy of the form intended to be submitted for HHQ personnel record purposes may be provided and used to meet intent of follow-on course entry requirements.

4.5.4.  DAF Form 679. Use this form to request a waiver to this publication. Completing this form is self-explanatory.

4.5.5.  DAF Form 1256. Award this form to graduates of AETC formal flying training courses. The training unit ensures graduates of the security assistance training program (SATP) receive an DAF Form 1256.

4.5.6.  AETC Form 6. Use this form to request a waiver to a syllabus. Completing this form is self-explanatory.

4.5.7.  AETC Form 31, *Certificate of Aeronautical Rating*. Award an AETC Form 31 to T-38C ENJJPT, *T-6A Undergraduate Pilot Training*, *T-1A Undergraduate Pilot Training*, *Alternate Path to Wings*, *Air Force Fundamentals*, and *Aviation Leadership Program* graduates. Completing this form is self-explanatory. To order this form, contact 19 AF/A3F.

4.5.8.  AETC Form 39, *Solo Briefing*. Use this form to accomplish briefing and training review requirements prior to all formal training solo aircraft events. All sections of the form must be completed. **(T-2)** An OG/CC-approved substitute may be used which documents the same information and is signed and dated by the individual that conducted the briefing. See **paragraph 7.6**.

4.5.8.1. The "CAP TYPE" section options are Flying (F), Other or Language (O/L), Academic (A), Military (M), and Procedural (P). Check all applicable CAP categories. Annotate "Other" CAP specifics in the form "ADDITIONAL COMMENTS" section.

4.5.8.2. The form must be manually or digitally signed by the instructor that conducts the briefing. **(T-2)** If digitally signed, the rank and printed name of the instructor may be omitted.

4.5.9. AETC Form 99, *Student Pilot Personnel Data*. All UPT and ENJJPT students will complete an AETC Form 99 upon course entry. **(T-3)** Completing this form is self-explanatory.

4.5.10. AETC Form 101. Generate an AETC Form 101 for any student entered into the CAP. **(T-2)** The form is a permanent part of the student's training record. Specify documented military deficiencies. These deficiencies may include unexcused tardiness or absences, traffic tickets, unaccompanied quarters inspection failures, weight program, violations, and dress and appearance according to DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*. Units may maintain an MFR in the student's G/TIMS training folder in lieu of the AETC Form 101. The MFR must address all areas listed on the AETC Form 101.

4.5.11. *T-6A Solo Certificate*. Units will present a locally designed solo certificate to UPT, ALP, and T-6A international military students following their initial T-6A solo. **(T-3)** A template is available at: **https://usaf.dps.mil/sites/aetc-19af/do/DOU/default.aspx**.

4.5.12. *T-38C Solo Certificate*. Units may present a locally designed solo certificate to ENJJPT and non-IFF GPT program students following their initial T-38C solo.

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

4.5.13.1. For international military students, enter numeric check, flight and (or) simulator evaluation scores rather than overall grades.

4.5.13.2. The Chief, HARM signs the "authentication" block.

4.5.13.2.1. Authenticate the AETC Form 240-5 after the training folder is closed out (i.e., marked as graduated in G/TIMS).

4.5.13.2.2. Authenticate the AETC Form 240-5 for students entered into the CR.

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

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

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

4.5.17. AF Form 1122C. This form provides follow-on training instructors and supervisors with an assessment of the T-38C student's overall ability and characteristic performance during training. T-38C units will prepare an AETC Form 1122C on all T-38C ENJJPT, Pilot Training, FBF, and International Qualification course graduates. **(T-2)** See **Table 4.1**. This form is not part of the graduate's permanent record. Use the following guidance when filling out the form:

4.5.17.1. *Check Results*. Enter the student's check results [Unsatisfactory (U), Good (G), Excellent (E)] for the initial attempt on each check. Enter "N/A" if the check is not applicable.

4.5.17.2. *End of Category/Phase Summary***.** Provide a candid assessment of the student's performance in each category, element, or phase, as applicable. Discuss strengths, weaknesses, progression, acceptance of instruction, and any other relevant factors. Evaluate the graduate's performance relative to the course training standards.

4.5.17.3. *Flight Commander Assessment*. Provide a subjective assessment of the graduate's overall airmanship and ability. Identify any areas that may require special attention or supervision. Comment on the graduate's officer qualities only if appropriate as they relate to or affect training and performance.

4.5.17.4. *Assessment.* Place an "X" in the appropriate block for each item. If an item was not flown or observed, leave the blocks blank. Optional item blocks are available for use at discretion of the instructor of record.

4.5.18. AETC Form 904, *Training Summary*. IFF units generate this form to document overall course performance. As a minimum, document syllabus track accomplished and general performance in each phase of training. Upload the form to the officer's training folder. **(T-2)**

**Chapter 5**

**STUDENT MANAGEMENT**

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

5.1.1. Squadron Commander Responsibilities**.** During the Preflight Phase of UPT, the STUS/CC will administer the CAP. **(T-3)** For GPT, and once a UPT student begins the flight line training portion of the course, the FTS/CC will administer the program. **(T-2)** Day-to-day CAP administration may be delegated to the FTS/DO, squadron assistant operations officer (SQ/ADO), FTS FLT/CC, flight supervisor, or designated student training manager, but the FTS/CC maintains overall authority and responsibility. **(T-2)** The STUS/CC may retain administrative authority of the academic and military CAPs during UPT and GPT, if specifically authorized in local guidance. The Class Commander or FLT/CC may place students in the military CAP if specifically authorized in local guidance. **(T-2)**

5.1.2. CAP Procedures**.** The FLT/CC, SQ/CC, or MTO places the student in the CAP and removes the student from the CAP when sustained normal progress is demonstrated or when issues are resolved. As a minimum, the SQ/CC will be briefed prior to removing a student from the CAP and will document approval by initialing the AF Form 4293. **(T-2)** A student requiring an extended period of increased supervision or repeated placement in the CAP should be considered for a PC or EC. See paragraphs **4.3** and **4.3.6**.

5.1.2.1. Utilize a separate AF Form 4293 for each new assignment and removal to the CAP. **(T-2) Exception:** Simultaneous assignment to or removal from multiple CAP categories may be documented on one AF Form 4293.

5.1.2.2. Document the designated instructors assigned to administer the program on the AF Form 4293. **(T-2)** The number of designated instructor pilots (IP) assigned to fly aircraft events for students placed in the CAP for flying, procedural or language issues will not exceed "4," unless further restricted by syllabus guidance. **(T-2)**

5.1.2.2.1. Designated IPs will be supervisors or designated "experienced" for international students placed in the CAP for procedural and flying issues. **(T-2)** Otherwise, designated IPs should be supervisors or "experienced" if possible. See the applicable AFMAN 11-2MDS-specfic, volume 1, for the definition of "experienced."

5.1.2.2.2. If a designated instructor becomes unavailable due to reasons beyond the control of the intended program outcomes or objectives, the SQ/CC may permanently replace with an alternate instructor and will document the change on the AF Form 4293. **(T-2)**

5.1.2.3. Criteria, goals, or objectives for CAP removal will be documented on the AF Form 4293. **(T-2)** Successful completion of syllabus-prescribed check events or evaluations should not be used to determine removal since these events are normally administered to validate having achieved syllabus standards.

5.1.2.4. As a minimum, the FLT/CC will document weekly student progress during enrollment in the CAP on the AF Form 4293. **(T-2)**

5.1.3.  Local Guidance. The SQ/CC will establish written CAP guidance which will include, as a minimum, delegation of authorities for CAP administration, general guidelines and expectations in which student supervisors will consider enrolling students in the program, and the SQ/CC's program goals and intent. **(T-2)** Delegation of CAP authorities and administration may be standardized across the training wing or group in a unit supplement.

**5.2.  Progress Checks and Elimination Checks.**  PCs and ECs are full mission-profile aircraft or ATD events during which a student's performance is observed, ability to complete the course within syllabus constraints is considered, and in the case of an EC, or as directed by the syllabus, rated or instructor potential may be evaluated. Conduct PCs and ECs according to the applicable syllabus. PCs and ECs are separate from the normal syllabus flow. Students must demonstrate proficiency during the PC or EC to the current stage, syllabus standards, and expectations of training. **(T-2)** PCs and ECs are key events potentially leading to the CR process, elimination, or a Flying Evaluation Board. Triggers for these events will be defined in the applicable syllabus. **(T-2)**

5.2.1.  PC and EC events will not be substituted or administered in lower *or* higher fidelity media unless specifically authorized by the syllabus. **(T-2)** Conduct the event as directed in the aircraft, in the ATD, or as a ground evaluation (to include partial tasks accomplished in the ATD, as required). **(T-2)**

5.2.2.  Authorized PC/EC instructors. Only duly appointed and qualified instructor pilots will administer a PC or EC. **(T-2)** Refer to the applicable syllabus for authorized PC/EC instructors. Normally do not fly the student with the same PC/EC instructor on consecutive and (or) subsequent PC/EC sorties.

5.2.3.  Ground Evaluation. PC and (or) EC ground evaluations may be conducted as a result of a failed category check, PC, or EC for unsatisfactory general knowledge, ground operations, mission planning or EPs, or as the result of a FLT/CC- or SQ/CC-directed evaluation for failure to progress or meet syllabus standards in procedural knowledge. (These evaluations may include underline partial task use of an ATD.) Refer to the applicable syllabus.

5.2.3.1.  The designated PC/EC instructor will conduct the entire briefing, ground evaluation execution, debriefing, and assign the overall grade. **(T-2)**

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

5.2.4.  Aircrew Training Device Utilization.

5.2.4.1.  Events conducted in an ATD should utilize a designated military or civilian instructor to serve as a dedicated console operator to facilitate the PC or EC event as directed by the PC or EC instructor. The console operator's participation is normally limited to assisting the PC/EC instructor in operating the device to facilitate mission execution, objectives, and goals.

5.2.4.2.  The PC or EC instructor will brief the designated console operator separately on roles, mission objectives, mission profile, event flow, desired scenarios, and areas of student weaknesses. **(T-2)** The actual student mission briefing, execution, debriefing, assignment of individual grades, and assessment of overall student performance is the sole responsibility of the designated PC or EC instructor. **(T-2)**

5.2.5.  Grading. Grade PCs and ECs according to syllabus guidance.

5.2.6.  Incomplete PC/EC. The PC/EC instructor determines if the event is complete. A PC/EC is "Incomplete" only if the mission tasks and objectives could not be completed to ascertain a reasonable evaluation of student performance and potential as described by **paragraph 5.2** and the applicable syllabus.

5.2.7.  Continuation Training (CT) Meetings. The FTS/CC or designated PC/EC instructor will conduct PC/EC instructor CT meetings at least quarterly to ensure command and squadron PC/EC philosophy is implemented and standardized. **(T-3)** All individuals who conduct PCs and (or) ECs are required to attend. **(T-3)**

5.2.7.1.  Document the meetings in enough detail to allow those who were unable to attend to read, initial the meeting minutes, and understand what transpired. Maintain copies of the meetings minutes and slides (if used) IAW the Air Force records disposition schedule, but in no case for less than one year. **(T-2)**

5.2.7.2.  As a minimum, each meeting should include a review of pass and fail rates by individual PC/EC instructors over the last quarter and year-to-date, quarterly, and annual PC/EC pass and fail rates by category, and at least one grading scenario brought to a logical conclusion. Grading scenarios should generate thoughtful discussion and reference to the individual CTS appropriate for the scenario. Document the final recommended grade for each grading scenario in the CT minutes and (or) slides.

5.2.7.3.  AMF and AFF only. The FTS/CC or designated PC/EC instructor will coordinate with and ensure the Military and/or Civilian Simulator Instructor (MSI/CSI) lead(s) and applicable MSI/CSI personnel attend the quarterly PC/EC instructor CT meeting. **(T-3)**

**5.3.  Commander's Review Process.**

5.3.1.  Overview. The CR recommends the student's withdrawal, elimination, or retention in training, and documents course disenrollment (as applicable). All students in a formal flying training course will go through a CR before being disenrolled, eliminated or withdrawn from training. **(T-2)** Additionally, the process is used for non-rated APT students that elect to opt out of HHQ-assigned pipeline training or a training allocation prior to the formal CSD or enrollment. Complete the CR process within 10 duty days (24 duty days for international students) of the date the initiating authority (IA) enters the student in the CR process by signing the AETC Form 139 or AETC Form 140 as appropriate. **(T-2) Exception:** ENJJPT utilizes a Training Review (TR) process to manage undergraduate students for elimination or training retention. The TR may convene a Training Review Board, as appropriate, to provide recommendations to the Convening (Recommending) and Approving authorities. (Refer to the appropriate ENJJPT syllabuses for specific guidelines.)

5.3.2.  Entry. The IA will enter the student in the CR/TR process not later than (NLT) three duty days after a decision or upon meeting the syllabus trigger. **(T-2)** Remove the student from training and place on Admin Hold - Other pending final approving authority (AA) decision. **(T-2)** Commanders will notify the HARM office to suspend Aeronautical Orders IAW AFMAN 11-402. **(T-2)** The IA may elect to continue the student in academic training with reviewing authority (RA) concurrence unless the CR/TR is due to an Academic Deficiency trigger. (**Note:** If continued in academic training, document in the student training folder on the AF Form 4293.) Instruct students not to attend flight line activities (aircraft or simulator)

until reinstated. Students projected to exceed the syllabus Maximum Sortie or Flying Hour Threshold because of overall sub-standard performance should be considered for a CR under failure to progress or meet syllabus standards triggers (see **paragraph 1.14**.). UPT students failing a combined three check events in a course of training (cumulative of syllabus-prescribed, EC, and PC) should be considered for a CR due to failure to progress or meet syllabus standards within syllabus constraints.

5.3.3.  IA. For APT students and during applicable courses' Preflight Phase, the STUS/CC is the IA. **(T-2)** Otherwise, the FTS/CC is the IA. **(T-2)** The IA will:

5.3.3.1.  Notify the student in writing of the consideration for elimination and brief the student on the CR process (**Attachment 2**) and implications of Drop on Request (DOR) (**Attachment 3**). **(T-2)** For international students, also notify the unit IMSO. **(T-2)** See **paragraph 3.9** for ANG and AFRC student notification requirements.

5.3.3.2.  Complete the IA portion of the CR or TR Process (**Attachment 3**). **(T-2)**

5.3.4.  RA. The OG/CC is the RA. **(T-2)** For ENJJPT, the RA may also be referred to as the Convening Authority (CA) for Training Review Board purposes, and both roles may be accomplished by the OG/CC. The RA will:

5.3.4.1.  Review the student's training and recommend elimination from or retention in training. **(T-2)** The OG/CC may delegate this authority to the deputy operations group commander (OG/CD). The RA will examine the student's training records and, if necessary, interview the student and FLT/CC or SQ/CC. **(T-2)**

5.3.4.2.  Complete the RA portion of the CR or TR Process (**Attachment 3**). **(T-2)**

5.3.4.2.1.  (ENJJPT only) **Training Review Board.** For specifically defined triggers the RA (CA) will convene a panel of officers to review the student's circumstances and training; and submit recommendations to the RA and AA regarding reinstatement, elimination and (if appropriate) subsequent training. **(T-2)**

5.3.4.2.2.  (ENJJPT only) The unit will establish Training Review Board guidance. **(T-2)**

5.3.4.3.  Suspend the CR if it becomes apparent that circumstances require convening an investigation under the provisions of DAFMAN 51-507, *Enlisted Discharge and Boards of Officers*, or when information arises that may result in the student to be medically disqualified. **(T-2)** Reconvene as appropriate to complete the CR process.

5.3.5.  AA. The WG/CC is the AA. **(T-2)** The AA will:

5.3.5.1.  Complete the AA portion of the CR or TR Process (**Attachment 3**). **(T-2)**

5.3.5.2.  List any authorized AT on AETC Form 139 or AETC Form 140, as applicable. **(T-2)**

5.3.5.3.  Not recommend UPT eliminees for entry into any other UPT or ENJJPT training. **(T-2)** The AA will not recommend UPT/ENJPPT students eliminated for academic deficiency, fear of flying, manifestation of apprehension (MOA) (non-rated with or without an underlying medical or psychiatric condition) or drop on request (DOR) for *any* other flying training. **(T-2)** The AA may recommend students eliminated for other reasons (e.g., airsickness, g-intolerance, flying training deficiency, etc.) for undergraduate remotely

piloted aircraft (RPA) training (URT) provided they are medically qualified. The AA should consider the student's motivation, situational awareness, task and mission management skills, pilot-in-command skills, and overall airmanship when making alternative aircrew training recommendations. **Note:** Any student with an aeronautical rating cannot DOR. See AFMAN 11-402.

5.3.6. CR/TR for Cause and (or) Misconduct. See AETCI 36-2605, Volume 1 for guidance regarding undergraduate students. For rated officers, see AFMAN 11-402. For "cause" includes students engaging in misconduct punishable under the UCMJ, or demonstrating improper conduct, attitude, or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the student's fitness for continued service. When completing the AETC Form 139 for UPT students:

5.3.6.1.  The OG/CC is the IA. **(T-2)**

5.3.6.2.  The WG/CC is the RA (CA). **(T-2)**

5.3.6.3.  For AA authorities see AETCI 36-2605, Volume 1.

**5.4.  Student Eliminations.**

5.4.1.  Students *should* be eliminated if they:

5.4.1.1.  Exhibit manifestations of apprehension (non-rated) or habits, traits of character, or personality characteristics (rated) which result in the inability to complete the course because of physical, psychological, or personality factors. Individuals entered into the CR/TR for habits, traits, or characteristics require an evaluation from both medical and rated personnel. This category includes, but is not limited to chronic airsickness, G-intolerance, and MOA (non-rated students only). Medical and rated personnel conducting the evaluations will document the results in the student's training folder within the policy restrictions of HIPAA. **(T-2)** Specify any *general* physical, psychological, or personality factors, resulting in the determination, or lack thereof, and document in the AETC Form 139 or AETC Form 140, as applicable.

5.4.1.1.1.  **Note:**  Rated pilots eliminated for airsickness or G-intolerance may be as a result of failure to meet flying proficiency or training standards of the syllabus. See AFMAN 11-402.

5.4.1.1.2.  See AETCI 48-102 regarding Lack of Adaptability (LOA) and MOA determinations for non-rated UPT students. Non-rated UPT students without underlying medical or psychiatric factors applicable to LOA or MOA should be eliminated under Habits, Traits and Characteristics. Otherwise, if medically disqualified, see **paragraph 5.4.2.3**.

5.4.1.1.3.  See DAFMAN 48-123 and AFMAN 11-402 regarding manifestations of apprehension or habits, traits, and characteristics for rated pilots. If medically disqualified see **paragraph 5.4.2.3**.

5.4.1.2.  Fail to meet proficiency standards of the syllabus in flying, academics, or procedures. **Note**: If the AA recommends elimination due to Academic Deficiency, the student may not be recommended for any other rated training. See **paragraph 5.3.5.3**.

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

5.4.1.4. Receive punitive action under the articles of the UCMJ. For rated officers, reference AFMAN 11-402 for restrictions and suitability determinations for continued aviation service. If a pipeline rated student is determined suitable to continue aviation service and the punitive action does not restrict the student's availability to the training program, continue, otherwise enter into CR.

5.4.1.5. Fail to meet fitness standards prescribed in DAFMAN 36-2905 and this publication.

5.4.2.  Students *will* be eliminated if they:

5.4.2.1.  DOR (Non-rated students only). **(T-2)** The FLT/CC will counsel the student on the ramifications of DOR (i.e., permanent disqualification from flying status and possible reclassification proceeding) prior to notification and briefing by the IA. **(T-2)** Once the student is briefed by the IA and signs the AETC Form 139, he or she is ineligible for reinstatement. **(T-2) Note:** Any student with an aeronautical rating cannot DOR.

5.4.2.1.1.  Non-rated APT students that wish to opt out of the HHQ-assigned allocation or training prior to the formal CSD or enrollment will be categorized and processed under DOR; and are ineligible for reclassification to other rated training or consideration for future enrollment in UPT. (**T-2**)

5.4.2.1.2.  Units will utilize the AETC Form 139 to document the voluntary removal from the UPT allocation and further rated training consideration. **(T-2)**

5.4.2.2.  Attempt to DOR (Rated students). **(T-2)** Rated officers attempting to DOR from a formal training course will be removed via CR prior to implementing AFMAN 11-402 procedures. **(T-2)**

5.4.2.3. Become medically disqualified, unless a flight surgeon determines the disqualification may resolve within time periods established in AETCI 36-2605, Volume 1. **(T-2)** In the latter instance, place the student in TDM status. Refer to DAFMAN 48-123, AETCI 48-102, *Management of Medical Support to Flying Training Missions* (UPT only), and **Chapter 5** of this publication for additional guidance. **Note:** For those students funded under the TDY-to-school program, the assigned unit will notify AETC/FMAMT as soon as the TDM status becomes probable. **(T-2)**

5.4.2.4.  Initiate voluntary action to separate from the service. **(T-2) Note:** If action is involuntary, student will remain on Admin Hold – Other in accordance with policy timelines or until resolution, whichever occurs first. **(T-2)**

5.4.2.5.  Are recalled by the parent unit, higher headquarters, or home country. **(T-2)** Reference AFMAN 11-202, Volume 1 and AETCI 36-2605, Volume 1 for further guidance. **Note:** Recall actions will be coordinated with 19 AF/A3 and AFSAT/DO (as applicable). **(T-2)**

5.4.2.6.  Are involved in drug abuse substantiated by reliable evidence. **(T-2)** See AFMAN 11-402 for rated officers.

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

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

5.4.2.9.  Fail two ECs during training (any course) or fail three ECs total (combined T-6A and T-38C ENJJPT courses only). **(T-3)**

5.4.2.10.  Profess a fear of flying. **(T-2)** See AFMAN 11-402 for rated officers.

5.4.2.11.  Submit a conscientious objector or non-combatant status request. **(T-2)** See AFMAN 11-402 for rated officers.

5.4.3.  19 AF/A3 staff will maintain entry, production, and elimination data to ensure fairness and equitable opportunity for all flying training program candidates.

**5.5.  Student Dispositions.**

5.5.1.  Students reinstated into training after a CR will be administered a PC or EC (as appropriate) following completion of any AT authorized by the AA in Section IV of the AETC Form 139 or AETC Form 140. **(T-2)** Students reinstated after academic deficiencies must repeat the examination after appropriate AT. **(T-2)** Students reinstated following a flight evaluation board will complete AT directed by the final approval authority. **(T-2)** Failure to meet course or qualification standards (as applicable) on the reinstatement PC, EC, academic examination, or upon conclusion of directed AT will result in entry into the CR process. **(T-3)**

5.5.2.  After completing the AETC Form 139 or AETC Form 140, Section IV, units will process eliminated students under DAFI 36-3211, *Military Separations* or DAFI 36-2110, *Total Force Assignments*. Units will process international students according to AFI 16-105; rated pilots and UPT students with an aeronautical rating according to AFMAN 11-402; and pipeline or PCS students through appropriate personnel channels.

**5.6.  CR Records Distribution.**

5.6.1.  The school registrar or similarly designated authority will maintain original CR records according to the RDS and distribute them within 10 duty days of CR completion. **(T-2)** These records must be available for review by HHQ. **(T-2)**

5.6.2.  Units will distribute eliminated officers' CR records as outlined in **Table 5.1** and maintain them according to the RDS. **(T-2)**

5.6.3.  The course registrar will ensure each elimination case is updated in the training management database with an elimination code. **(T-2)**

5.6.4.  The servicing flight management office will update ARMS with the appropriate disqualification code. **(T-2)**

**Table 5.1.  Officer CR Records Content and Distribution.**

| Item | Form or Item | Type of Student | Copy Distribution |
|------|--------------|-----------------|-------------------|
| 1 | AETC Form 139 or AETC Form 140 (**Note 1**) | Active Duty USAF | 19 AF/A3F – 1 19 AF/A3V – 1 (**Note 2**) |

| | | | AFPC/ DPMLT and AFPC/DPMOET – 1 each (**Note 3**) Local HARM Office – 1 STUS or FTS/CC – 1 (**Note 4**) |
|---|---|---|---|
| **3** | | ANG | 19 AF/A3F – 1 19 AF/A3V – 1 (**Note 2**) NGB/A3OC – 1 (**Note 5**) Local HARM Office - 1 STUS or FTS/CC – 1 (**Note 4**) |
| **4** | | AFRC | 19 AF/A3F – 1 19 AF/A3V – 1 (**Note 2**) AFRC/A1K and AFRC/A3RB – 1 each (**Note 6**) Local HARM Office - 1 STUS or FTS/CC – 1 (**Note 4**) |
| **5** | | International | 19 AF/A3F – 1 AFSAT/DO – 1 (**Note 7**) Local HARM Office – 1 STUS or FTS/CC – 1 (**Note 4**) |
| **6** | Notification memorandum (**Note 8**) | All | 19 AF/A3F – 1 |
| **7** | Show cause memorandum (**Note 8**) | | |
| **8** | Individual flight record (rated pilot only) (**Note 8**) | | |
| **9** | AETC Form 240-5 (UPT only) (**Note 8**) | | |
| **10** | AF Form 422, *Notification of Air Force Member's Qualification Status* (**Note 8**). | | |
| **11** | Student training folder | All | N/A |
| **12** | AETC Form 99 | UPT | N/A |

| 13 | Order awarding aeronautical rating | | |
| 14 | Order rescinding aviation status | | |

**Notes:**

1. Suspense is 10 duty days after CR completion.

2. Distributed for **rated** students that are eliminated and (or) removed from training.

3. Only required for students that are eliminated and (or) removed from training. E-mail encrypted file to AFPC/ DPMLT and AFPC/ DPMOET.

4. Distributed for students that are reinstated. Copy will be uploaded/attached to G/TIMS training folder by the respective training unit.

5. NGB/A3OC, 3500 Fetchet Avenue, Joint Base Andrews MD 20762, or E-mail (NGB.A310TR-RATED-MGMT-ORG@us.af.mil).

6. AFRC/A1K and AFRC/A3RB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635, or E-mail.

7. E-mail or send to AFSAT/DO, 315 J Street West, Joint Base San Antonio-Randolph TX 78150-4302.

8. For CR packages for students reinstated into training, attach Items 6 and 7 of this table to the AETC Form 139 or AETC Form 140. For CR packages for students eliminated from training, attach Items 6 through 10 of this table to the AETC Form 139 or AETC Form 140. **(T-2)** Suspense is 10 duty days after CR completion. Forward CR packages to 19 AF/A3F (19AF.AETC.UndergradUPT@us.af.mil) in electronic portable format (.pdf). Use appropriate E-mail encryption features to properly safeguard information sent electronically and verify the electronic file is received.

**Chapter 6**

**MEDICAL MANAGEMENT REQUIREMENTS**

**6.1. General.** This chapter establishes student management requirements for appropriate operations personnel. Operations and medical personnel must ensure commanders are informed when students exhibit MOA symptoms or other medical conditions that affect daily student training decisions. **(T-2)** Supervisors must also strive to keep students motivated and flying on a regular basis. **(T-2)** See AETCI 36-2605, Volume 1, for additional guidance.

**6.2.  Airsickness Procedures for UPT Students.**

6.2.1.  General.

6.2.1.1. FLT/CCs and instructors will refer students who experience active or passive airsickness to the flight surgeon for examination, counseling, and treatment as soon as practical and before the next aircraft or simulator event. **(T-2)** Document all episodes of airsickness on the AF Form 4293 (see **paragraph 4.3.15**.).

6.2.1.2.  While participating in the airsickness management program (AMP), students will continue the normal syllabus flow to include flying. **(T-3)** See AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*.

6.2.1.3. Pharmacological therapy to treat diagnosed airsickness may be provided IAW AETCI 48-102; however, must end no later than five aircraft sorties prior to the course initial T-6A solo event; or as directed in the syllabus for T-1A UPT students. Therapy is not authorized for the remainder of training, which concludes with successful completion of the course (to include T-38C training for ENJJPT) and awarding of the aeronautical rating of pilot.

6.2.1.4.  Following any airsickness episode, the student's next flight must be dual, with an IP. **(T-2)**

6.2.1.5.  Students must meet MIF standards to continue flight training.

6.2.1.6. After the third post-solo airsickness and every third episode thereafter, the FTS/CC will assess the student's potential to complete training. **(T-3)** If the student demonstrates potential to complete the course within syllabus constraints, the FTS/CC may continue the student's training Otherwise enter the student into the CR process. Document the decision to continue or enter into CR on the AF Form 4293. **(T-3)** Refer to AETCI 48-102 and DAFMAN 48-123 for additional guidance.

6.2.1.7.  Commanders will process rated officers in UPT who cannot overcome airsickness according to DAFMAN 48-123. Squadron supervisors should coordinate closely with the chief of aeromedical services for each of these special cases.

6.2.2.  T-6A UPT Courses.

6.2.2.1. Instructors may help students overcome the impacts of airsickness by changing the profile, momentarily taking control of the aircraft, or if necessary, terminating the mission when airsickness symptoms persist. Use event termination as a last resort since continued exposure to the flight environment enhances physiological adaptation.

6.2.2.2.  During any of the last five aircraft events preceding the course initial T-6A solo event, instructors will grade students as Unsatisfactory overall if they develop airsickness that requires IP intervention, results in student-initiated relinquishing of aircraft control to the IP or necessitates premature sortie termination or the inability to complete the planned syllabus event objectives. **(T-2)** In addition, a student that experiences an airsick episode during any of those last five aircraft sorties must be approved by the FTS/CC prior to attempting the initial solo event; or entered into the CR process. **(T-2)** Document FTS/CC solo approval or entry into CR on the AF Form 4293 (see **paragraph 4.3.8**). **(T-2)**

6.2.2.3.  The FTS FLT/CC will place a student in the CAP that experiences airsickness on four or more pre-solo aircraft sorties. **(T-2)**

6.2.2.4.  On post-solo sorties, instructors will grade students that experience airsickness as Unsatisfactory overall. **(T-2)**

6.2.2.5. Instructors will mark/grade the individual task of Situational Awareness "Unsatisfactory" for overall Unsatisfactory events due to airsickness. **(T-2)**

6.2.3.  T-38C ENJJPT *and* T-1A UPT Courses. Instructors will grade students who occupy any pilot or copilot position and develop airsickness on any sortie as "Unsatisfactory" overall (grade situational awareness "Unsatisfactory" on the grade sheet and mark the overall grade "Unsatisfactory"). **(T-2)** T-1A UPT students that experience airsickness while occupying the jump seat or a passenger seat may not necessarily warrant an overall grade of Unsatisfactory. However, if the episode detracts from the mission occurring in the pilot seats, results in an inability to complete planned event objectives, or impacts safety of flight, the event should be graded "Unsatisfactory" overall, to include logging of "zero time." The IP should consider the inflight conditions, training accomplished, and whether the mission is terminated early to determine the final grade.

**6.3.  Airsickness Procedures for Graduate Pilot Training Students.**

6.3.1. See the applicable course syllabus for grading guidance and airsickness. A T-1A graduate student that experiences airsickness while occupying the jump seat or a passenger seat may not necessarily warrant an overall grade of unsatisfactory. The IP should consider the inflight conditions, training accomplished, and whether the mission is terminated early to determine the final grade.

6.3.2.  Students must meet MIF standards to continue flight training.

6.3.3.  The FTS FLT/CC will refer a student that experiences active or passive airsickness to the flight surgeon for examination, counseling, and treatment before the next aircraft or simulator event. **(T-2)** The student will not accomplish the next aircraft training event until medically cleared by the flight surgeon. **(T-2)** Document all episodes of airsickness on the AF Form 4293. **(T-2)**

6.3.4. While participating in counseling and prescribed treatment, students continue the normal syllabus flow to include flying (as medical status permits). **(T-3)** If pharmacological therapy is prescribed, it should cease no later than five aircraft sorties prior to the course initial solo.

6.3.5. Commanders will process rated officers who cannot overcome airsickness problems according to DAFMAN 48-123 and AFMAN 11-402. Squadron supervisors should coordinate closely with the chief of aeromedical services for each of these special cases.

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

**6.5. Inflight G-Tolerance Problems.** Refer to AETCI 36-2605, Volume 1.

**6.6. Acceleration (Centrifuge) Training.** See AFMAN 11-404, *Fighter Aircrew Acceleration Training Program.* T-38C pipeline students normally accomplish acceleration training as part of or integrated into the formal pilot training course. All other T-38C students (IFF and PIT) must accomplish acceleration training independent of the formal pilot training course, normally as a separate prerequisite course to facilitate follow-on T-38C formal training course entry.

6.6.1. Pipeline Course First Attempt Failure. With FTS/CC approval, a student that fails the first attempt of Primary Acceleration Training (PAT), may continue T-38C pipeline training while awaiting reassessment; however, may not progress past, nor attempt the initial solo event. **(T-2)** If not approved to continue training after PAT failure, or upon reaching the syllabus stop for the initial solo event, place the student on Admin Hold - Other and notify 19 AF/A3OA and 19 AF/A3F (reference **paragraph 3.3.1.3**). **(T-2)** Document approval to continue training and Admin Hold on the AF Form 4293. **(T-3)** In addition the FTS FLT/CC will:

6.6.1.1. Review student centrifuge tapes for AGSM techniques and develop a training program as appropriate to work on AGSM technique and strength conditioning. **(T-3)**

6.6.1.2. Ensure students are reassessed in the timelines associated with AFMAN 11-404. The second attempt should be scheduled as close as practical to the minimum threshold permitted by AFMAN 11-404 to minimize student time on Admin Hold - Other. If the student passes the reattempt, return to T-38C pipeline training.

6.6.2. Pipeline Course Second Attempt Failure.

6.6.2.1. Ensure the student receives a medical evaluation as soon as practical after a second attempt failure.

6.6.2.2. Place the student on Admin Hold – Other and notify 19 AF/A3OA and 19 AF/A3F. **(T-2)**

6.6.2.3. Enter the student into the CR process.

6.6.2.3.1. A full CR is not required for UPT students. Complete the AETC Form 139 and distribute IAW **Table 5.1**. On the AETC Form 139 mark "OTHER" as the reason for elimination and specify "Centrifuge Failure." See AFMAN 11-402 for UPT students that are rated officers.

6.6.2.3.2. For rated pilot pipeline students enter into CR. Complete the AETC Form 140 and distribute IAW **Table 5.1**. See AFMAN 11-402.

6.6.3. Formal Flying Course Enrollment and Prerequisite Acceleration Training. If AFMAN 11-404 acceleration training or currency is a prerequisite requirement for entry into a formal flying course of training governed by this instruction, the formal course syllabus will prescribe the requirement. Additionally, 19 AF/A3F will ensure acceleration training requirements are noted in the ETCA. Candidates allocated formal flying courses which require prerequisite

initial, or refresher acceleration training will not be enrolled nor start training without an approved syllabus waiver. **(T-2)**

**Chapter 7**

**STUDENT TRAINING**

**7.1. Supervisory Responsibilities.**

7.1.1. Supervisor Definition. For purpose of formal training administration, supervisors are defined as the FLT/CC, SQ/ADO, SQ/DO, SQ/CC, OG/CD, OG/CC, WG/CD, and WG/CC. **(T-2)** For FLT/CC extended absences exceeding 5 days, the Assistant FLT/CC may be considered a supervisor if approved by the SQ/CC.

7.1.2. Flight Commander Responsibilities. The FLT/CC is the first echelon of command responsible for safely and efficiently scheduling people, training events, and missions. The FLT/CC will know the capabilities and experience levels of all assigned and attached flight members and ensure they execute the right mission at the right time according to applicable syllabuses and directives. **(T-2)** Safety must remain paramount in the FLT/CC's mind. FLT/CCs will keep the operations supervisors informed of the training plan and any changes and will:

7.1.2.1. Supervise and monitor student training. **(T-2)**

7.1.2.2. Assist students and supervisors with the training review process and provide for discipline, physical and mental well-being, and general welfare of students. **(T-2)** The FLT/CC must be aware of each student's progress in all areas, including the potential effect of external factors (personal problems, etc.). **(T-2)** FLT/CCs are responsible to:

7.1.2.2.1. Counsel students determined to be marginal performers or those placed in the CAP and conduct follow-up counseling as necessary. **(T-3)**

7.1.2.2.2. Counsel students on appropriate management issues, including personal, professional, and disciplinary matters. **(T-3)** If additional assistance is necessary, refer students to the appropriate support agencies (Chaplain, Legal Office, Inspector General, etc.).

7.1.2.3. Maintain student training folders according to **Chapter 4** of this instruction, local guidance, and the applicable syllabus. **(T-2)**

7.1.2.4. Ensure student compliance and documentation of fitness requirements. **(T-3)**

7.1.2.5. Coordinate with academic supervisors on individual student performance. **(T-2)**

7.1.2.6. Ensure students are briefed on assignment opportunities as applicable. **(T-3)**

7.1.2.7. Brief student leaders on the scope and limits of their responsibilities. **(T-3)**

7.1.2.8. Assist in syllabus-directed functions. **(T-3)**

**7.2. Syllabus Resource Management.** The FTS FLT/CC and FTS/CC are responsible for the management of student training and flight hours. Each syllabus unit has an associated number of events and associated time resourced for each event. On average, the syllabus event and any AT, PC, or EC events should reflect the average mission duration (AMD) for the unit of training. IPs will adhere to the syllabus AMD. **(T-3)** The AMD will not be exceeded except for extenuating circumstances or to meet training objectives. **(T-3)**

**7.3. Additional Training Events.** AT events provide extra training to students in specific circumstances and in designated media, for reasons to include check event failure, break-in-training continuity, CR reinstatement, syllabus waiver, corrective actions as provided by policy, or as otherwise specifically authorized by the syllabus. Refer to **Chapter 4** for documentation requirements and to the applicable syllabus for additional guidance of AT events and specific guidelines. **Note:** IFF formal courses utilize different AT suffixes.

7.3.1.  Observation (Coded XXX80). If authorized by the formal course syllabus, an AT event which allows *enrolled* students to observe, on a non-interference basis, a previously scheduled formal or continuation training, or direct support mission. These events will not be generated for the purpose of student training, to correct substandard student performance, or to resolve a break-in-training. **(T-2)** Additionally, aircraft observation events will only occur in the MDS utilized for the student's enrolled course of training and in which the student meets the required physiological, medical and aircrew flight equipment training requirements to act as an aircrew member. **(T-2)** Observation sorties are also referred to as "Sandbag." See DAFMAN 11-401 and the applicable AFMAN 11-2T-MDS, Volume 1.

7.3.2.  Opportune Aircraft Solo (Coded XXX81). If authorized by the formal course syllabus, an AT event which provides additional opportunities for students to build airmanship through use of unplanned, short-notice, open daily aircraft lines, flown as a solo event. The SQ/CC will not prioritize use of open daily aircraft lines for opportune training over formal instructor and student training requirements and taskings. **(T-2)** Normally, these events are additive to the student's prescribed course of training. Opportune Aircraft Solo will not be used as a substitute for required syllabus solo hours or prescribed solo aircraft events. **(T-2)** The events are accomplished non-interference to the training unit mission and course allocation programmed timeline.

7.3.3.  Instructor-facilitated Immersive Training Device (ITD) (XXX82). If prescribed by the formal course syllabus, an ITD AT event utilized as a training management or administrative tool for screening, remediation, or corrective action.

7.3.4.  International (Coded XXX83). As authorized by the formal course syllabus or funded by AFSAT and approved by 19 AF/A3 for international students to provide additional training opportunities for cultural or flying progression reasons. See **paragraph 8.7.2** for additional guidance. International AT aircraft events or hours will not be provided to address English language skill deficiencies. **(T-2)** Normally, total allowed international AT hours may not exceed 10% of the total prescribed formal course syllabus hours without 19 AF/A3 and AFSAT coordination and approval. **(T-2)**

7.3.5.  Adaptation to Corrective Lenses (Coded XXX84). As authorized by the formal course syllabus, AT event authorized for students that experience training difficulties and are subsequently discovered to require corrective lenses. Normally, events are flown in the current category, phase, or unit; however, they may be flown in a different category, phase, or unit as required. Authorized Adaptation to Corrective Lenses aircraft events will be accomplished dual and occur before continuing the student in the normal prescribed syllabus flow. **(T-2)**

7.3.6. Reallocation (Coded XXX85). A syllabus may authorize event sorties or hours designated for one training unit to be reallocated and accomplished in another training unit. The reallocated event is designated as an "XXX85" in the appropriate category, phase, or unit. Events will be flown prior to the appropriate end-of-unit or milestone lesson (as applicable)

and adhere to the AMD of the unit in which they were reallocated from. Events may not be reallocated to another unit unless the training tasks, standards, special syllabus requirements, and objectives of the "donating" unit have been accomplished as prescribed by the formal course syllabus. **(T-2)**

7.3.7.  Break-in-Training (BIT) (Coded XXX86). As authorized by the formal course syllabus, AT event authorized for delays in training and will be accomplished **only** when remaining syllabus events are insufficient to compensate for the student's BIT. Use of ATD BIT events will be maximized and considered before use of an aircraft event, as appropriate. **(T-2)**

7.3.8. Reinstatement by CR (Coded XXX87). Event authorized by the AA for students reinstated into training after a CR. **Note:** The training plan for CR reinstatement may need to account for the time delay or BIT resulting from the CR process. Delays to training are part of reinstatement training considerations. <u>Do not</u> code any CR reinstatement event "XXX86." **(T-2)**

7.3.9.  Total Sortie/Flying Time (Coded XXX87). Event accomplished to meet minimum event or flying hour requirements if directed by the formal course syllabus. Events are normally full mission profile and are only authorized to adhere to syllabus requirements.

7.3.10.  Prior to PC and EC (Coded XXX87). If authorized by the formal course syllabus, AT event provided to occur immediately preceding a PC and EC. The syllabus will establish limits to numbers of events allowed and media utilized. These events will only be authorized in event of documented cases of training mismanagement, anomaly, or unusual circumstances, and the authority established in the respective formal course syllabus determines the student has otherwise demonstrated potential to complete the syllabus within its prescribed resource constraints. Additionally, during situations in which this AT was provided immediately prior to a failed PC, subsequently triggering an EC, additional AT events are prohibited. Use of ATD events will be maximized and considered before use of an aircraft event, as appropriate. **(T-2)**

7.3.11.  Flight Evaluation/Examiner-Directed (Coded XXX87). If the formal course syllabus requires AFMAN 11-202, Volume 2, evaluation, and a flight evaluator directs additional ATD or aircraft training because of a Q-2 or Q-3 flight evaluation, code all associated events "XXX87."

7.3.12. Progress Check (Coded XXX88). Event directed by the formal course syllabus to gauge training progression as a direct result of triggers normally related to student performance. See **paragraph 5.2**.

7.3.13.  Elimination Check (Coded XXX89). Event directed by the formal course syllabus to determine continuation of training within defined constraints as a result of triggers normally related to student performance. See **paragraph 5.2**.

7.3.14.  IFF-only AT (Coded X or XX). Event directed by the formal course syllabus to address non-effective incomplete or regression missions; or an inability to achieve the required level of proficiency withing the programmed number of syllabus events.

7.3.15.  IFF-only BIT (Coded ADB). Event authorized by the formal course syllabus as a result of a BIT.

7.3.16.  IFF-only Additional Training (Coded ADT). Event authorized by the formal course syllabus for enrolled students that recently attended a T-38C transition course.

7.3.17. IFF-only Additional Solo Training (Coded ADS). Event authorized by the formal course to provide additional opportunities for students to build airmanship through use of unplanned, short-notice, open daily aircraft lines, flown as solo events. The SQ/CC will not prioritize use of open daily aircraft lines for opportune training over formal instructor and student training requirements and taskings. **(T-2)** Normally, these events are additive to the student's prescribed course of training. Additional Solo Training events will not be used as a substitute for required syllabus solo hours or prescribed solo aircraft events. **(T-2)** The events are accomplished non-interference to the training unit mission and course allocation programmed timeline. **(T-2)**

7.3.18. IFF-only PC (Coded PC). Event directed by the formal course to gauge training progression or determine continuation of training within defined constraints as a result of triggers normally related to student performance.

**7.4.  Ground Training Units (GTU).**

7.4.1.  GTUs are prescribed formal course syllabus instructional lessons in which individual training units are responsible to manage and tailor the content or courseware to meet the intended training objectives or HQ policies. Also called "GT" or "P-missions."

7.4.2.  Training unit instructors are responsible for teaching GTUs according to HQ AETC guidance and locally developed instructor guides. **(T-2)** Instructors may teach the GTUs to students on an individual or group basis.

7.4.3.  Syllabus time for a GTU is an approximate time to complete the lesson. Log the actual completion time, date, and training time in G/TIMS.

**7.5.  Formal Briefing Requirements.**

7.5.1.  Flight Briefing.

7.5.1.1. UPT, *T-38C Pilot Training*, and *Fighter/Bomber Fundamentals* flights will conduct daily formal flight briefings before the first scheduled flying period. This includes all international military student-only courses concurrently executed in those flights. **Exception:** T-1A UPT flights will conduct a formal briefing at least once per week. The briefing will cover current and forecast weather and operations notes. **(T-3)** Incorporate flying safety (**paragraph 7.5.3**) and standardization briefings (**paragraph 7.5.4**.). Unless excused by the FTS/CC, all students and *assigned* instructors must attend the formal flight briefing. **(T-3)** Attached instructors should attend on days scheduled to participate in flight training events IAW OG/CC-established *attached* instructor formal flight briefing participation guidance. The daily formal flight briefing may be waived on a case-by-case basis by the FTS/CC or FTS/DO to accommodate scheduling constraints. **(T-2)**

7.5.1.2. *Air Mobility Fundamentals* flights will conduct a formal flight briefing at least once per week. **(T-3)** This briefing may occur any time during the duty day and will cover appropriate local administrative information, flight safety (**paragraph 7.5.3**), ground safety, standardization briefing (**paragraph 7.5.4**), and a cockpit/crew resource management (CRM) topic (**paragraph 7.5.5**). **(T-3)** Brief operations notes, weather, and notices to airmen in individual crew briefings. Due to the unique training objectives of the AMF course and virtual flying environment, units should also integrate operational information and topics relating to the course's weekly planned ATD events' area of

operations or students' potential follow-on formal training units and weapon systems. On days a group flight briefing is not accomplished, instructors will cover required information during individual crew briefings. **(T-2)**

7.5.2.  Night Briefings. Instructors and students scheduled to fly local night aircraft events will receive a night briefing prior to the first flight of each scheduled week's night operations. **(T-2)** The briefing will cover departure and arrival procedures, spatial disorientation, visual illusions, laser strike procedures, and terrain avoidance to include minimum safe altitudes. **(T-3)** A squadron supervisor will provide the briefing and may accomplish it as a mass briefing or to individual aircrew. **(T-3)** For aircrew scheduled for off-station training, to include night operations, the night briefing may be combined with the cross-country/off-station briefing. **(T-3)** For UPT, *T-38C Pilot Training*, and *Fighter/Bomber Fundamentals* conduct a formal night briefing for students and instructors before the beginning of the student's *first* formal training night aircraft event. **(T-2)** The night briefing may be combined with the formal flight briefing (**paragraph 7.5.1**.).

7.5.3.  Flying Safety Briefings. Flights will conduct these briefings at least once a normal workweek. **(T-3)** Briefings will emphasize aircraft mishap prevention and promote group discussion to improve student judgment and confidence. **(T-2)**

7.5.4.  Standardization Briefings. Emphasize situational EPs to include general knowledge and group discussions of selected topics. Briefings will be structured to assist in the development of judgment, proper application of procedures, and realistic use of available publications. **(T-2)** The standardization briefing will include a standup EP situation no less than once per normal workweek; however, a standup EP situation should occur during *every* briefing. **(T-2)**

7.5.4.1. UPT, *T-38C Pilot Training*, and *Fighter/Bomber Fundamentals* flights will conduct standardization briefings at least three times during a normal workweek. **(T-3)** The standardization briefings may be in conjunction with the formal flight briefing or at a time that ensures maximum IP and student participation. T-6A flights will conduct these briefings throughout the program. **(T-3)** T-38C flights will conduct these briefings until the class is within 30 calendar days of graduation. **(T-3)** T-1A flights will conduct these briefings until the first student in the class has completed the first syllabus category check. **(T-3)** If time does not permit, T-1A flights are not required to accomplish a standup EP during the formal flight briefing. However, in addition to the weekly standardization briefing, T-1A UPT flights will conduct standup EPs at least three times a week until each student has successfully accomplished a standup situation as both pilot and copilot. **(T-3)**

7.5.4.2.  AMF flights will conduct standardization briefings at least twice during a normal workweek. **(T-3)** Standup EPs will be conducted until each student has successfully accomplished a standup situation as both pilot and copilot. **(T-3)**

7.5.5.  Cockpit/Crew Resource Management Briefings. See AFMAN 11-290, *Cockpit/Crew Resource Management and Threat & Error Management Program.* CRM briefings will address human-factor causes in aircraft mishaps. **(T-2)** Use real-world mishaps as examples in the briefings. All formal training course syllabi will direct briefing and debriefing of CRM core concepts and skills on every aircraft and simulator mission. **(T-2)** CRM briefings may be substituted for safety or standardization briefings, but students will not be tested on the content. **(T-3)** UPT, *T-38C Pilot Training*, *Fighter/Bomber Fundamentals*, and AMF flights will conduct briefings at least once every other week. **(T-2)**

7.5.6.  All other formal training units are encouraged to conduct flight, safety, standardization and CRM briefings as time and conditions permit. PIT units will incorporate briefings to familiarize candidates with the pilot training environment and follow-on assignment expectations, protocol, and instructor roles. **(T-3)**

**7.6.  Mission Briefings.**  Cover specific event objectives, mission accomplishment, and flight or simulator restrictions. Discuss techniques and procedures for accomplishing the mission before or after the mission briefing. Students will be briefed by an instructor prior to all solo flights. **(T-2)** The IP with the most recent aircraft event continuity with the student will accomplish the briefing, as excepted by the applicable syllabus guidance. **(T-2)** Document the briefing on the AETC Form 39, *Solo Briefing* (see **paragraph 4.5.8**.). Post-mission briefings should discuss and measure success of accomplishing the established pre-mission objectives. Refer to the appropriate AFMAN 11-series publications for briefing formats. The applicable syllabus may contain additional mission briefing requirements.

**7.7.  Student Standardization Program.**  The standardization program consists of briefings and tests to ensure students maintain the highest proficiency level in procedural knowledge and application. All students enrolled in a UPT, *T-38C Pilot Training*, *Fighter/Bomber Fundamentals*, or AMF course will take a weekly Emergency Procedures (EP) Quiz (EPQ) covering general and EP knowledge appropriate for the student's stage of training. **(T-2)** Weekly EPQ will be conducted through completion of each class's last formal course aircraft or ATD event. **(T-2)** The minimum passing score on the question portion is 85 percent. The minimum passing score of the Boldface portion is 100 percent. If an international student fails a written EPQ, an immediate oral retest may be administered if the instructor suspects English reading comprehension was a significant contributing factor. A subsequent failure will be documented and addressed as such. **(T-3)** Except for T-1A flights, the EPQ may substitute for a standardization briefing. Refer to the applicable syllabus for additional guidance.

7.7.1.  The EPQ may be administered in printed or electronic format. Printed EPQs will be numbered sequentially for accounting purposes. **(T-3)** Immediately prior to administering the EPQ, the unit Stan/Eval member or testing administrator will:

7.7.1.1.  Generate a fresh 20-question EPQ from G/TIMS secure server with a representative number of questions from each assigned reading area. **(T-3)** Local units maintain and ensure the accuracy and currency of their EPQ database.

7.7.1.2.  Secure the room and administer the question portion and associated Boldface. **(T-2)**

7.7.1.3.  Collect any printed EPQs and answer sheets and account for each numbered copy. **(T-2)**

7.7.1.4.  Grade the EPQ; record the scores; and destroy all paper test copies, answer sheets, answer keys, and transparencies. **(T-2)** In addition, destroy electronic versions of tests that are stored outside of the G/TIMS database. **(T-2)**

7.7.2. See the applicable formal course syllabus and HQ messages for applicable EPs to incorporate into the standardization program. The following documents are available to supplement the standardization program:

7.7.2.1.  AETC Form 41, *T-38C Emergency Procedures*. This form contains a list of T-38C EPs. In the blank space next to the specific EP, enter the date the EP situation was covered.

7.7.2.2.  AETC Form 46, *T-6A Emergency Procedures*. This form contains a list of T-6A EPs. In the blank space next to the specific EP, enter the date the EP situation was covered.

7.7.2.3.  AETC Form 100A, *T-1A Emergency Procedures*. This form contains a list of T-1A EPs. In the blank space next to the specific EP, enter the date the EP situation was covered.

7.7.2.4.  Standardized boldface emergency procedures and operating limitations worksheets are available in G/TIMS or contact 19 AF/A3V.

**7.8.  Incomplete Events.**

7.8.1.  Except for element, phase and category checks, evaluations, PCs, and ECs, the FTS FLT/CC will determine if an event is incomplete. **(T-2)** The FLT/CC will:

7.8.1.1.  Evaluate each situation on an individual basis. (**Note**: If a student has had ample opportunity to meet training objectives and standards on previous events and subsequently accomplishes a short event, the event may be documented as "complete.") Do not incomplete an event solely because a planned maneuver or task was omitted, or not accomplished and remaining syllabus training is available. **(T-3)** See the applicable formal course syllabus for additional or more restrictive guidance.

7.8.1.2.  "Complete" an end-of-unit, element, category, or phase event resulting in a maneuver or task graded below MIF proficiency required regardless of event duration. The overall event grade will be U or Non-Effective (NE) SNP. **(T-3)**

7.8.1.3.  "Complete" an end-of-unit, element, category, or phase event in which the student shares responsibility to plan the mission to meet end-of-unit standards and fails to plan for or account for and attempt a maneuver that is below MIF. The overall event grade will be U or SNP. **(T-3)** (**Note:** see the applicable formal course training syllabus. Instructor intervention to plan for or ensure the student attempts and accomplishes the maneuver to standards may also warrant an overall U or SNP grade.)

7.8.1.4.  Ensure all students are afforded the same training opportunities to meet course training standards, within the constraints of the respective syllabus. **(T-2)**

7.8.1.5.  Normally "complete" all solo aircraft events regardless of duration unless the event fails to get airborne.

7.8.2.  Incomplete ATD Events. Normally, ATD events will only be documented incomplete due to a mechanical or other issue outside of the control of the student. **(T-3)** ATD event profiles are controlled and constructed to be accomplished within the syllabus-prescribed AMD. The inability of a student to accomplish the required objectives, training items and profile of the ATD mission within the prescribed event time, generally is indicative of substandard student performance or progression, and should warrant an overall grade of U.

7.8.3.  The formal training course syllabus will incorporate guidance precluding incomplete events from breaking a string of unsatisfactory complete events. **(T-2)**

7.8.4.  *Effective* and *Non-effective Incomplete Events* (IFF only). A mission will be documented as incomplete (INC) if the student is unable to complete all required mission or

event tasks prescribed by the formal course syllabus. **(T-2)** If the unaccomplished mission tasks can be performed on future missions with no degradation in training and student performance otherwise met standards grade the event "Effective-Incomplete" (E-INC). The student will advance to the next sortie or phase of training and the event will not be reaccomplished. **(T-3)** The unaccomplished items will be entered on the grade sheet and Unaccomplished Task Log and completed as soon as practical. **(T-2)** Otherwise document the event as "Non-effective Incomplete" (NE-INC), and reaccomplish the event. **(T-2)**

**7.9. Grading Procedures.** Instructors will grade student training according to the applicable syllabus. **(T-2)** The CTS is the foundation for all maneuver grading. Instructors must compare student performance to the CTS before assigning maneuver grades in accordance with the objective grading scale prescribed by the applicable syllabus. **(T-2)** When assigning a maneuver or task grade, first assess the specific maneuver or task attempted. If the item is assessed to have been performed below the required proficiency level, then further determine if other factors, such as Risk Management/Decision Making, Task Management, Situational Awareness, Crew Coordination and Emergency Procedures/General Knowledge, were contributing or resulting, and below the required proficiency level (e.g., a student flies an unsafe landing and is directed by the instructor to go-around. Grade the landing first and then determine if situational awareness or risk management/decision making should also be downgraded for failing to recognize an unsafe situation.).

**7.10. Element, Phase, or Category Checks.** Element, Phase, or Category checks validate the student has achieved the required proficiency and (or) instructional level for a defined portion of the formal course. The checks are conducted according to the applicable syllabus and are assessed against the CTS using the required MIF proficiency and instructional levels as the baseline. Only duly appointed and qualified instructors will administer category checks. **(T-2)** Refer to the applicable syllabus for authorized check instructors.

7.10.1. Profile. The FTS/CC will ensure a cross-section of maneuvers optioned in the check MIF are sampled regularly. **(T-3)**

7.10.2. Grading. Apply CTS as prescribed by the formal course syllabus. The starting point for assigning any maneuver or task grade is the CTS which equates to a *satisfactory* or *essentially correct* proficiency level, equating to number grade of 4 (most courses) or 2 or 3 (IFF mission), or a letter grade of G. The instructor will grade student maneuvers according to the applicable syllabus, grading completed check events E, G, U, SNP, attained proficiency level, or NG (no grade) overall. **(T-2)**

7.10.3. Incomplete Checks**.** An aircraft check event which does not complete all required objectives within the syllabus-prescribed number of events or time, ***continues*** until completion, utilizing additional training days, events or sorties as required. The unit-designated check FLT/CC or squadron Stan/Eval chief will determine if the initial attempt of a check is incomplete. **(T-3)** Regardless of student performance and proficiency levels achieved on all attempted maneuvers or tasks, if either all required maneuvers or tasks were not accomplished, or the sample of maneuvers or tasks accomplished was insufficient to reasonably assess the student's overall performance, the check is incomplete. Upon resumption of the check the student need only perform those maneuvers or tasks necessary to satisfy the remaining check profile syllabus requirements and FTS/CC-established sample items on the additional check event(s). **(T-3)** In unusual circumstances the FTS/CC may terminate an incomplete check event

if it is determined that its completion cannot be accomplished within a reasonable period of time. In event of termination of an incomplete check event, a subsequent full profile check event will be accomplished in accordance with the formal course syllabus and FTS/CC-established sample items. **(T-3)** See **paragraph 4.3.21**.

**7.11. Check Continuation Training Meetings (Pipeline Training units only).** The unit-designated check FLT/CC or squadron Stan/Eval chief will conduct check CT meetings at least quarterly to ensure element, phase, and category check grading philosophy, practices and standards are consistent and standardized. **(T-3)** All individuals who conduct the checks are required to attend. **(T-3)** Document meetings in enough detail to allow those unable to attend to read, initial the meeting minutes, and understand what transpired. Maintain copies of the meetings minutes and slides (if used) IAW the Air Force records disposition schedule, but in no case for less than one year. **(T-2)** As a minimum, each meeting should include a review of pass and fail rates by category for each check administered since the last CT meeting, category check weak or trend areas, pass and fail rates of individual check pilots, and at least one grading scenario brought to a conclusion. Grading scenarios should generate thoughtful discussion and reference to the individual CTS appropriate for the scenario. Document the final recommended grade for each grading scenario in the CT minutes and (or) slides. **(T-3)**

7.11.1.  AMF and AFF only. The unit designated check FLT/CC or squadron Stan/Eval chief will coordinate with and ensure the MSI and/or CSI lead(s) and applicable MSI/CSI personnel attend the quarterly Check CT meeting. **(T-3)**

7.11.2.  The unit designated check FLT/CC or squadron Stan/Eval chief should coordinate with and include the CSI lead(s) and applicable CSI personnel in the quarterly Check CT meeting.

**7.12.  Flight Evaluations.**  Conduct flight evaluations according to AFMAN 11-202, Volume 2, and AFMAN 11-2MDS-specific, Volumes 2, and the applicable syllabus.

**7.13.  Student Wash Back and G/TIMS Syllabus Version.**  Normally a student will remain in the same G/TIMS syllabus version upon wash back or administrative reassignment to a different programmed class, regardless of the G/TIMS syllabus version of the newly assigned class. The SQ/CC is the approval authority for student reassignment into a different G/TIMS version and should coordinate with 19 AF/A3F prior to version reassignment. **(T-3)**

7.13.1.  G/TIMS syllabus versions share the same title and publishing date but differ in version numbers annotated in the system. Movement or reassignment of a student from syllabi of differing titles or publishing dates is prohibited and may only be accomplished through disenrollment policies and procedures. **(T-2)** See **paragraph 5.3** and AFMAN 11-402.

7.13.2. Occasionally, a G/TIMS syllabus version will be released to address significant administrative issues or to improve training execution. 19 AF/A3F is approval authority for HQ-directed "reversioning" of students enrolled in formal courses of training. **(T-2)** The OG/CC is approval authority for unit-initiated "reversioning" of classes of students upon release of improved G/TIMS syllabus versions and will coordinate with 19 AF/A3F prior to version reassignment. **(T-3)**

**7.14.  Civilian Flight Training.**  To maintain the integrity of the AETC training system, students rated by the Federal Aviation Administration (FAA) (private pilot, commercial pilot, etc.) may fly civilian aircraft once they enter pipeline training, but they may not pursue additional ratings or qualifications. Students not rated by the FAA will not fly civilian aircraft after entering pipeline

training. Prior to conducting any civilian flying, students will complete an AF Form 4391, *High-Risk Activities Worksheet*, and submit the form for commander approval. **(T-2)**

**7.15. Flight Planning Software use in Formal Training.** Flight instruction of flight planning principles in pipeline training is focused on the understanding of the key concepts involved in flight planning and application of those concepts using flight planning software [Joint Mission Planning System (JMPS) and (or) the AETC Electronic Flight Bag/Book applications].

7.15.1. In T-6A UPT, the objectives focus on the skills to produce computer generated flight planning products. Strong emphasis is placed on manual flight planning skills to validate computer-generated products. T-6A UPT students will only use approved flight planning software for syllabus-directed events. **(T-2)**

7.15.2. T-38C pipeline training and AMF reinforce the flight planning skills and conceptual understanding learned in T-6A UPT. Students are required to plan and fly applicable events using software-based flight planning methods according to syllabus requirements. **(T-2)**

7.15.3. T-1A UPT training blends the approaches of T-6A UPT and T-38C pipeline/AMF mission planning, utilizing the building block approach. Students are required to plan and fly events according to syllabus requirements. **(T-2)**

7.15.4. PIT courses mimic mission planning concepts and principles in which candidates will eventually instruct, utilizing the same tools and software. Students are required to plan, fly, and instruct events according to syllabus requirements. **(T-2)**

7.15.5. JMPS mission planning environments are developed to be releasable for specific countries and IMS scheduled for training. Units will refer to the mission planning environment approval memorandums posted on the 19 AF/A3V Sharepoint site at **https://usaf.dps.mil/sites/aetc-19af/do/dov/SitePages/Home.aspx**. **(T-2)**

7.15.5.1. IMS will not utilize or be provided access to JMPS unless their country of origin is specifically authorized by memorandum. **(T-2)**

7.15.5.2. 19 AF/A3F will coordinate with 19 AF/A3V and Air Education and Training Command Undergraduate Flying Training Programs (AETC/A5RF) to ensure courses of training which utilize JMPS and JMPS courseware, and are administered to IMS, have the proper approvals and authorizations. **(T-2)**

**7.16. Vision Restricting Device (VRD).** See AFMAN 11-2T-6, Volume 3, *T-6 Operations Procedures*. All T-6A student pilots will use the AETC standard VRD for instrument training as directed by the appropriate syllabus. IPs will ensure student pilots properly stow the VRD prior to engine start and after landing prior to opening the canopy. Local unit fabrication shops will supply the VRDs as required. **(T-2)**

**Chapter 8**

**INTERNATIONAL TRAINING (EXCLUDES ENJJPT)**

**8.1. International Military Student (IMS) Training.** IMS receive Air Force formal course training under the International Military Education and Training (IMET) Program, a foreign military sales (FMS) case, a counter-drug program, or as part of an Executive branch initiative. These activities are part of the DoD SATP. The administration of SATP students generally adhere to the policies outlined in the preceding chapters, unless excepted. This chapter addresses the exceptions. Follow procedures outlined in Chapters **1** through **7** for any area not covered in this chapter.

**8.2. FLT/CCs and  International Military Student Officer (IMSO).** See AFI 16-105. Training units hosting or conducting training of IMSs must maintain a close liaison with their installation IMSO. FLT/CCs will notify the IMSO anytime an IMS is experiencing difficulties, entered into the CAP, delayed in training, or for any other reason that could alter the student's scheduled graduation status. **(T-3)** In turn, the IMSO will normally liaise with the applicable AFSAT country manager, who will keep the country informed on all student issues.

**8.3. Training Administration.** AFSAT administers all international technical, flying, professional military education, and basic military training within AETC.

8.3.1. AFSAT will coordinate with 19 AF/A3F for course entry requirements and specific formal course syllabus questions. **(T-2)**

8.3.2. AFSAT will coordinate with 19 AF/A3 Undergrad R&A for changes to course allocations and training dates. **(T-2)**

8.3.3.  Units will coordinate questions about administrative procedures through the IMSO who, in turn, will notify the appropriate AFSAT country manager. **(T-2)** Alternatively, the IMSO may also contact 19 AF/A3F to coordinate with AFSAT or Air Education and Training Command Directorate of International Training and Education (AETC/IA).

8.3.4. The FTS/CC will ensure IMS only fly aircraft training events with IPs that have completed the Buddy Instructor Pilot Program as prescribed by AFMAN 11-MDS-specific, Volumes 1. **(T-3)**

**8.4. Student Screening and Course Entry.** Training units will screen student training records to ensure syllabus course entry requirements are met and according to **paragraph 1.6.2.3**. **(T-2)** Normally, the IMSO will conduct a review of other records and the student's invitational travel order (ITO) and appropriate amendments according to AFI 16-105. If issues are discovered the training unit and IMSO will coordinate with the appropriate agencies to notify of potential delays or to resolve discrepancies. **(T-2)** All formal course entry waivers will be initially requested or coordinated through 19 AF/A3F. **(T-2)**

8.4.1. English Language Assessment. The FLT/CC will make an initial assessment to determine if UPT, *T-38C Pilot Training*, AMF and FBF IMS possess adequate English language skills to progress in training, both the ability to receive and understand communications, as well as the ability to communicate effectively to others. **(T-2)**

8.4.2. Refer to **Attachment 8**, IMS Grading Criteria, when assessing language skills. See **paragraph 4.3.23** for documentation requirements. **Exception:** This does not apply to ENJJPT

and international students from countries identified by the DSCA as *Category 1, Exempt*, or in which English is the recognized official language.

**8.5.  Student Training Records.**  The IMSO will maintain student training records according to AFI 16-105. The training unit will document and maintain enrolled course training records in G/TIMS according to this instruction. **(T-2)** Instructors will document English Language Skill grades on each formal course ATD and aircraft training event grade sheet for IMS enrolled in UPT, *T-38C Pilot Training*, AMF, and FBF. **(T-2)** If a dedicated language skill item is not provided on the grade sheet, document in the "Comments" section. Refer to **Attachment 8** or the formal course syllabus for grading criteria.

**8.6.  Training Summary.**  Training units will:

8.6.1.  Use AETC Form 240-5; DD Form 2496, *International Student Academic Report*; or a 19 AF/A3F-approved substitute for the training summary. **(T-2) Note:** The IMSO should assist training units to complete required forms.

8.6.2.  Record awards, special certificates, or other achievements after the course summary section. **(T-2)** The training unit will attach a copy of award citations, letters of appreciation, certificates, etc., to the training summary. **(T-2)** The training unit will ensure the IMSO is aware of special awards of citations accompanying the training summary. **(T-2)**

8.6.3. Enter the foreign country and IMET program year (or FMS case designator) and worksheet control number (WCN) in the top right corner of the AETC Form 240-5 (above "training base"). **(T-2)** The training unit may obtain this data from the ITO or the base IMSO. **Note:** When using the DD Form 2496, enter this data in the appropriate blocks.

**8.7.  Additional Training and Flying Hours.**

8.7.1.  IMS training will be conducted according to the enrolled formal training syllabus. **(T-2)** AT syllabus provisions such as BIT, AT prior to PC or EC, and opportune solo are applied equally to IMS and U.S. students.

8.7.2.  Some formal course syllabi include provisions which authorize a specific number of additional flight hours over and above the prescribed syllabus to be provided to IMS for cultural differences or to facilitate performance progression. See **paragraph 7.3.4**.

8.7.2.1.  The FTS/CC is authority to approve the use of these flight hours in accordance with the syllabus and will document according to **paragraph 4.3.10**. **(T-2)** The FTS/CC will notify the IMSO anytime these hours are utilized. **(T-2)**

8.7.2.2.  These hours should only be utilized if it is anticipated that they will correct the situation to allow the IMS to return to a normal syllabus flow.

8.7.3.  If the syllabus does not include a provision for additional flight hours, or if the syllabus additional flying hour provision has been exhausted, the OG/CC may request additional hours through AFSAT. The IMSO will coordinate the request with the appropriate AFSAT country manager to obtain approval. **(T-2)** See **paragraph 7.3.4**.

8.7.3.1.  The request must include the student's name, country, FMS case, line number, WCN, approximate number of additional hours required, and a summary of the student's problems and the probability for successful course completion. **(T-2)** Include 19 AF/A3F,

19 AF/A3 Undergrad R&A, and AETC/IA as informational addressees during coordination.

8.7.3.2. Flying training unit requests and approvals to provide additional flight hours for an IMS does not provide the training unit with additional AETC flying hours. Any increase in programmed flying hours must be accomplished through the normal execution year flying hour adjustment process.

8.7.4. Any AFSAT or AETC/IA requests to provide training or flying hours outside of the prescribed formal course syllabus for an IMS will be approved by 19 AF/A3. **(T-2)** Additionally, training units will not coordinate or approve training requests *from* AFSAT or AETC/IA without 19 AF/A3 coordination and approval. **(T-2)**

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

8.7.5.1. Student's name. **(T-2)**

8.7.5.2. Training unit and base. **(T-2)**

8.7.5.3. Military articles and services listing number. **(T-2)**

8.7.5.4. WCN. **(T-2)**

8.7.5.5. Country, case, line, or IMET program year. **(T-2)**

8.7.5.6. Number of additional hours approved. **(T-2)**

8.7.5.7. Number of additional hours flown. **(T-2)**

8.7.5.8. Type of aircraft flown. **(T-2)**

8.7.5.9. Fiscal year when the hours were flown. **(T-2)**

8.7.5.10. Start training date and graduation date. **(T-2)**

8.7.5.11. POC name and telephone number or email. **(T-2)**

**8.8. Holiday Scheduling.** All international military students may be authorized an additional two days each year to observe national and (or) religious holidays. Coordinate specific days for each country through AFSAT and the IMSO. Use of this provision will not result in change to the programmed and expected CGD.

**8.9. CAP.** See **paragraph 5.1.2.2.1** for IMS placed into flying or procedural CAP.

**8.10. CR.** IMS will be entered into the CR process for failure to progress to a "Good" level in English Language Skills as described by **Attachment 8**, if prescribed by the applicable formal course syllabus. **(T-2)**

## Chapter 9

## PIPELINE STUDENT ASSIGNMENT PROCESS

**9.1. Overview.**

9.1.1. Students receive GPT allocations and MDS/MWS assignments in order of and based on:

9.1.1.1. Needs of the Air Force.

9.1.1.2. Allocation or assignment availability.

9.1.1.3. Student desires.

9.1.2. To aid commanders in these decisions, the merit assignment selection system (MASS), a command-directed performance measurement tool, is provided. MASS provides student *relative* ranking only within a single class of students administered like training under the same environment and conditions, and is utilized to *inform* follow-on GPT allocation assignment, MDS/MWS assignment, and final graduation peer ranking. MASS does not supersede or diminish the objective standards of any formal course of training and is a tool only to provide competitive assignment preference amongst a like-group of individuals.

9.1.3. The WG/CC is the final approval authority for placement and matching of individuals into HHQ-directed and programmed GPT allocations and MDS/MWS assignments. Any waivers or deviations from this process must originate from the WG/CC for review by 19 AF/A3F. **(T-2)**

**9.2. Career Information.**

9.2.1. Prior to GPT assignment and again before MDS/MWS assignment, the training unit will provide, educate, and familiarize students with MDS/MWS-specific career information and expectations. **(T-2)** The information is intended to allow students to make informed choices when communicating preferences for follow-on training options, missions, or aircraft. Specific information should include mission duties, career path and advancement, and typical operations tempo. **Note:** Inform officers with special-needs dependents or other unique circumstances (i.e., joint spouse) that it is critical to communicate early through the chain of command.

9.2.2. Training units are encouraged to solicit graduate formal training or operational units to obtain the most current information available or briefings for each MDS/MWS and mission.

**9.3. Merit Assignment Selection System.**

9.3.1. The FLT/CC or appropriate squadron representative will present a comprehensive briefing to each class to ensure understanding of the MASS methodology. **(T-2)** The FLT/CC or other appropriate squadron representative will subsequently brief any student who is unavoidably absent. **(T-2)**

9.3.2. MASS generates a merit ranking which is an overall assessment of the student's airmanship and officership based upon demonstrated performance to course standards as *compared to peers* administered the same training under like circumstances (instructor cadre, prevailing weather patterns, geographic location, fleet health, etc.). It includes factors of

academic performance, ATD and aircraft event performance, check event performance (initial attempt), and the FTS FLT/CC's assessment of the student's flying skills, leadership, followership, teamwork, and attitude.

9.3.3.  G/TIMS class MASS transactions are generally required to be accomplished a minimum of two times for training courses which lead to tailored training tracks or varied follow-on assignments. All courses which require use of MASS will run a transaction upon completion of all syllabus training to inform final class rankings and Distinguished Graduate determinations. (**T-2**) Courses which lead to follow-on TDY or PCS training and assignment determinations may also require a transaction to occur prior to training completion to align with administrative timelines of the formal training allocation and/or assignment process.

9.3.3.1.  The formal course training syllabus will establish guidance for minimum training accomplished and timing of G/TIMS class MASS transactions to accommodate the formal training allocation or assignment process. **(T-2)** 19 AF/A3F is approval authority to alter syllabus G/TIMS class MASS transaction guidance. **(T-2)**

9.3.3.2.  The training unit must finalize the MASS <u>prior</u> to class graduation and after all intermediate MASS calculations are complete. **(T-2)** The OG/CC ensures a finalized MASS is performed, normally through the use of G/TIMS. **(T-2)**

**9.4.  Computing MASS Standardized Scores.**  Use the statistical methodology in **Attachment 4** to compute MASS standardized scores. **Note:** MASS comparisons between classes do not provide statistically relevant information unless all training circumstances are exactly alike (formal course syllabus version, sample size of students, instructor cadre, prevailing weather, fleet health and availability, scheduling practices, learner-centric methodologies, CAP philosophy, geographic location, etc.).

**9.5.  T-6A UPT, T-1A UPT, AMF, T-38C Pilot Training and FBF MASS Tables.**  19 AF/A3F is approval authority for standardized values and weight factors used for MASS. Use the MASS tables posted on the 19 AF/A3F website, **https://usaf.dps.mil/sites/aetc-19af/do/DOU/default.aspx**. **(T-2)**

**9.6. ENJJPT Merit Ranking and MASS Table.**  Assignment merit ranking is based on 40 percent T-6A and 60 percent T-38C performance. Use the MASS tables posted on the 19 AF/A3F website, **https://usaf.dps.mil/sites/aetc-19af/do/DOU/default.aspx**. **(T-2)**

**9.7.  UPT Student Graduate Training Assignment Process.**  Section applicable only to students enrolled in T-6A UPT.

9.7.1.  Overview. Use the appropriate formal course MASS table to assist with assigning to available and programmed follow-on GPT allocations or assignments.

9.7.2.  Follow-on GPT. 19 AF/A3 Undergrad R&A will task required allocations via the QMW and forward authorizations (AMF, *T-38C Pilot Training* or FBF) to each training unit based on expected graduate production no later than five duty days before CGD. GPT training is assigned during the last week of the UPT course after all assignment-eligible students have completed the minimum training required (see **paragraph 9.3.3.1**.).

9.7.3.  Merit Ranking Calculation. Each OG/CC will compute the merit ranking for all students in the class. **(T-2)** The FTS FLT/CC will rank assigned students using the Flight Commander Ranking Matrix (**Attachment 5**). **(T-2)** If a class is organized across more than one flight, the

FLT/CCs will merge the flights' merit rankings, producing a single class standing (merit ranking) by total point score (no ties). **(T-2)**

9.7.3.1. The official MASS score is always a full-class MASS. The G/TIMS student manager must identify the class as a single entity (for example, 2404 T-6A, not 2404 T-6A A FLT and 2404 T-6A B FLT) and then assign the students into their specific flights. **(T-2)** Contact 19 AF/A3F for questions regarding MASS calculations.

9.7.3.2. Do not omit any students from the class MASS calculation or merit ranking unless it is determined the student will be reassigned or washed back into a different class and not graduate as scheduled. **(T-2)** Do not omit students whose follow-on GPT allocation or assignment is already pre-determined (i.e., IMS, ANG, and AFRC). **(T-2)**

9.7.4. Procedures. Prior to GPT assignment, each student will indicate a preference order for GPT options. **(T-3)** The student's assigned instructor will provide a GPT recommendation. **(T-3)** The FTS FLT/CC will concur or non-concur with remarks. **(T-3)** (**Notes:** Remarks are required if the FTS FLT/CC non-concurs with the assigned instructor's recommendation. Base the recommendation on each student's demonstrated skills and UPT performance. The recommendations are the assigned instructor's and FLT/CC's assessment of *best* follow-on GPT path for each student. Each student that meets UPT course standards meets the requirements for *any* follow-on GPT course in which UPT is a prerequisite.)

9.7.4.1. The OG/CC will establish local guidance to standardize the process to provide a final GPT assignment list to the WG/CC for approval. **(T-2)**

9.7.4.2. The FTS/CC and FTS FLT/CCs will convene and assign students to GPT, as follows:

9.7.4.2.1. Rank students for GPT based on their merit ranking. **(T-2)**

9.7.4.2.2. If available, provide the top 10 percent of graduates their first choice. **(T-3)** Round up to the nearest whole number. For example, 10 percent of a class of 15 students, is 1.5 students. The top 10 percent is 2 students.

9.7.4.2.3. Use merit ranking and the student's preference order to provide the best match of the student's desires, available training quotas, skills, and potential. **(T-3)** Students receive their first choice of GPT if it is available.

9.7.4.2.4. Select the second (third, etc.) choice when the student's first choice is not available or if the student is recommended by the FLT/CC for another GPT assignment path. **(T-3)**

9.7.4.2.5. In all cases, consider the student's desires and needs of the Air Force when assigning GPT.

9.7.5. The WG/CC is actively involved in the GPT assignment process and is the final approval authority for all GPT assignments. Forward copies of the final merit ranking and GPT assignments to 19 AF Undergrad R&A within two duty days after final approval. (**T-2**)

**9.8. MDS/MWS Assignment Process.** Section applicable to T-1A UPT and GPT (AMF, *T-38C Pilot Training*, FBF) students only. Students receive MDS or MWS assignments based on needs of the Air Force, merit, and preference. The process and associated timelines are critical to training pipeline allocation actions which affect travel, movement, and funding, and to ensure planning and

coordination across multiple direct reporting units and MAJCOMs. Units will accomplish actions and adhere to processes which are based on the Assignment Date published in the HQ AETC QMW or PFT document for each respective course and appropriate class. **(T-2)**

9.8.1. Merit Ranking Calculation. The OG/CC will compute the T-1A UPT or GPT merit ranking for all students. **(T-3)** The formal course syllabus will establish the minimum training accomplished required to conduct the MASS transaction. **(T-2)** Normally, specific check events must have been completed by all students in the class to determine merit ranking for MDS/MWS assignment; however, the assignment timeline may require MASS transactions to occur as required to inform the process.

9.8.2. 19 AF/A3 Undergrad R&A is responsible for publishing Assignment Dates in the PFT, after coordination with AFPC/DPMOET and AETC/A1KO. **(T-2)**

9.8.3. 19 AF/A3F is responsible for coordinating each applicable formal course syllabus with 19 AF/A3 Undergrad R&A to align with the pilot training assignment process. **(T-2)**

9.8.4. The WG/CC will comply with the actions and timelines IAW **Table 9.1**. **(T-2)**

**Table 9.1.  Pilot Training Assignment Actions and Timeline.**

| Mandatory Action | OPR | Coordinating Organization/Individual | Timing |
|---|---|---|---|
| Finalize class roster in MilPDS, OTA & G/TIMS (**Note 1**) | WG/CC (**Note 2**) | AETC/A1KO (**Note 3**)<br><br>19 AF/A3 Undergrad R&A | NLT 15 duty days prior to Assignment Date |
| Submit MDS/MWS assignment preference for class top performer or #1 student | WG/CC (**Note 2**) | AETC/A1KO | NLT 15 duty days prior to Assignment Date |
| Submit or identify requests for students with special considerations (**Note 4**) | WG/CC (**Note 2**) | AETC/A1KO | NLT 15 duty days prior to Assignment Date |
| Notify of ANG or AFRC student delays affecting follow-on training allocations (**Note 5**) | WG/CC (**Note 2**) | AETC/A1KO<br>19 AF/A3 Undergrad R&A<br>19 AF/A3 Grad R&A | NLT 10 duty days prior to Assignment Date |
| Release list of available MDS/ MWS assignments | AETC/A1KO | WG/CC | NLT 5 duty days prior to Assignment Date |
| Report class attritions (**Note 6**) | WG/CC (**Note 2**) | AETC/A1KO | NLT 5 duty days prior to |

| | | | Assignment Date |
|---|---|---|---|
| Submit finalized class MDS/ MWS assignment selections and merit rankings | WG/CC (**Note 2**) | AETC/A1KO | NLT 1 duty day prior to Assignment Date |
| Student notification of MDS/ MWS assignment (**Note 7**) | WG/CC | Student | Assignment Date |
| Validate class MDS/MWS assignment selections and submit results | AETC/A1KO | AFPC/DPMOET | NLT 1 duty day after Assignment Date |

**Notes:**

1. Any "wash-forward" actions must be completed and accomplished in the systems of record. Students may not be <u>added</u> after the rosters are finalized. **(T-2)**

2. May be delegated to the OG/CC. For 80th Flying Training Wing (80 FTW), may be further delegated to the OG/CD.

3. AETC/A1KO will coordinate with AFPC/DPMLT if the roster must change, contains a discrepancy, or a student graduation delay is expected.

4. Joint spouse requests, Exceptional Family Member Program, forecast special leave programs, etc. AETC/A1KO will forward requests to AFPC.

5. Notification does not preclude requirements of **paragraphs 2.9** and **2.11**.

6. Class attritions include wash backs and eliminations that may have occurred between the finalized class rosters and release of available assignments. Reductions in numbers of available students in the class will result in a revised list of available MDS/MWS assignments as prioritized by Air Force Aircrew Training and Management Division (AF/A3TT).

7. Student notification may be accomplished as delegated by the WG/CC and via an event such as "Assignment Drop" or "Assignment Night." See **paragraphs 9.8.13** and **9.9.2.11.**

9.8.5.  The MilPDS/OTA class roster is the source document required to initiate most actions for the pilot training assignment process.

9.8.5.1.  No later than 15 duty days prior to the class Assignment Date, the training unit will verify and validate the class MilPDS/OTA roster. **(T-2)** Students may not be <u>added</u> to roster after the cutoff. **(T-2)** Coordinating organizations will utilize the class roster to generate a list of available assignments.

9.8.5.2.  The training unit must initiate and notify the coordinating organization(s) IAW **Table 9.1**, regarding unit-determined forecast top or number-one ranked class performer's assignment preferences and any unique or special individual considerations, such as, but not limited to joint spouse, requests to accommodate situations such as parental leave, or Exceptional Family Member Program participants. **(T-2)**

9.8.5.2.1.  The FTS FLT/CC will initially assess student performance no later than 15 duty days prior to the Assignment Date. **(T-2)** The training unit will notify the coordinating organization(s) of any T-38C student that merits a top 10 percent ranking **and** desires or may be a better candidate for a bomber aircraft. **(T-2)** The coordinating organization(s) will consider the information in building a class MDS/MWS assignment list; however, the final list will be based on MDS/MWS assignment availability and needs of the Air Force.

9.8.5.2.2.  Each student will indicate a preference order of MWS and First Assignment Instructor Pilot (FAIP) assignments, to include locations (as applicable). **(T-2)** The assigned IP will make a FAIP recommendation for each assigned student, based on the student's interpersonal skills, maturity, and potential. **(T-2)** The FTS/CC is final authority for FAIP eligibility decisions. **(T-3)**

9.8.6.  As soon as possible, but no later than 10 duty days prior to the Assignment Date, the training unit will provide notification(s) IAW **paragraphs 2.9**, **2.11**, and **Table 9.1**, for any ANG or AFRC student forecast to be delayed for graduation or any follow-on training allocations. **(T-2)**

9.8.7.  No later than 5 duty days prior to the Assignment Date, AETC/A1KO, in coordination with AFPC/DPMOET, will provide each training unit with an approved class list of available MDS/MWS assignments.

9.8.7.1.  No later than 5 duty days prior to the Assignment Date, the training unit will notify AETC/A1KO of any student attritions, to include washback and eliminations, from the MilPDS/OTA class roster. **(T-2)**

9.8.7.2.  **Note:**  The training unit should provide attrition notifications as soon as possible. A final, approved list of available MDS/MWS assignments cannot be provided until the total number of students requiring assignments is known and may impact the training unit's available time to coordinate assignment swaps with other training units.

9.8.8.  After receiving the list of available MDS/MWS assignments, WG/CCs may coordinate assignment swaps (within the lists assigned for the class at each training unit) with other WG/CCs to better meet Air Force needs and student desires. Assignment swaps will be coordinated with AETC/A1KO and accomplished prior to the training unit submitting finalized assignment selections and merit rankings. **(T-2)** AETC/A1K is final approving authority for assignment distribution between training units. In no case will notification and distribution of final assignments to students occur later than two calendar weeks prior to CGD (course dependent). **(T-2)**

9.8.9.  The FTS/CC and FTS FLT/CCs will convene and assign students as follows:

9.8.9.1.  Rank order assignable students by their merit ranking for MDS/MWS aircraft. Match students' best preference (**paragraph 9.8.5.2.2**) to the list of available MDS/MWS assignments (**paragraph 9.8.7**). **(T-3)**

9.8.9.2.  As available, provide the top 10 percent of assignable graduates their first choice. **(T-3)** Round up to the nearest whole number. For example, 10 percent of a class of 15 students, is 1.5 students. The top 10 percent is 2 students. **Note:** Do not assign FAIP duty to the top 10 percent unless a student specifically volunteers. **(T-3)**

9.8.9.3. When a quota for a FAIP is unfilled and the remaining students are not recommended for FAIP duty, assign the quota to a student recommended for FAIP but previously matched to an MDS/MWS. (**T-3**) **Note:** A student will not be selected for FAIP assignment in an aircraft that was not part of their pipeline training. **(T-2)**

9.8.9.4.  FAIP assignment is limited to students in the grade of O-1 or O-2 (grade held as of the forecasted date of completion of Pilot Instructor Training). **(T-2)**

9.8.10.  The WG/CC will provide a list of finalized assignment selections and merit ranking to AETC/A1KO not later than one duty day prior to the Assignment Date. **(T-2)**

9.8.11.  AETC/A1KO will validate assignment selections and coordinate with the appropriate WG/CC for final release of student assignments. **(T-3)** AETC/AIKO will compile results and forward to AFPC/ DPMOET no later than the following duty day after the Assignment Date. **(T-3)**

9.8.12.  Squadron supervisors will establish procedures to announce public assignment release information. **(T-3)**

9.8.13.  The training unit will notify the student of the matched assignment on the class Assignment Date published on the HQ AETC QMW or PFT document. **(T-2)**

9.8.13.1.  Notification is as determined by the WG/CC, and normally occurs through an "Assignment Night" or "Assignment Drop" event.

9.8.13.2.  Upon assignment notification, FAIP candidates will be provided an expected follow-on Air Force Specialty (AFS) according to DAFI 11-412, *Aircrew Management*. The training unit will *not* change the AFS. **(T-2)**

9.8.14.  Individual student assignment changes due to unusual or unplanned circumstances after the Assignment Date will be coordinated with AETC/A1KO, AFPC/DPMOET, and 19 AF/A3 by squadron, operations group, or wing commanders, as required. **(T-2)**

**9.9.  ENJJPT Student Assignment Process (U.S. Students).**

9.9.1.  Merit Ranking Calculation**.** The FLT/CCs and Chief of UPT will compute the merit ranking for ENJJPT students. **(T-3)** The total point score determines class standing (merit ranking). **(T-3)**

9.9.1.1.  The FLT/CC will rank assigned students using the ENJJPT Officer Quality Evaluation and their assessment of the student's leadership, teamwork, officership, attitude, and potential to complete follow-on training. **(T-3)**

9.9.1.2.  The Chief of UPT will coordinate with the class FLT/CCs to merge the FLT/CC rankings and assign FLT/CC ranking points to be used in the merit ranking using the *Flight Commander Ranking Matrix* at **Attachment 5**. **(T-3)**

9.9.2.  The official MASS score is always a full class MASS. The G/TIMS student manager must identify the class as a single entity (for example, 2404 T-38C, not 2404 T-38C A FLT and 2404 T-6A B FLT) and then assign the students into their specific flights. **(T-2)** Contact 19 AF/A3F for questions regarding MASS calculations.

9.9.3.  Each student must have completed the T-38C contact, transition, and advanced formation (2-Ship) category checks or as directed by the ENJJPT formal course syllabus, to

compete for assignment within a class. **(T-3)** In case of unforeseen circumstances, the OG/CD will determine the point in training or event to use as the cutoff for the MASS computation used to inform assignment determinations. **(T-3)**

9.9.4.  MWS Assignment Process**.** Students receive MDS/MWS assignments based on needs of the Air Force, merit, and preference. Units will accomplish actions and adhere to processes based on the Assignment Date published in the HQ AETC QMW or PFT document for the T-38C course and appropriate class. **(T-2)** See **Table 9.1**. **(T-2)**

9.9.4.1.  No later than 15 duty days prior to the class Assignment Date, the training unit will verify and validate the class MilPDS/OTA roster. **(T-2)** Students may not be added to roster after the cutoff. **(T-2)** Coordinating organizations will utilize the class roster to build a list of available assignments.

9.9.4.2.  The training unit must initiate and notify the coordinating organization(s) IAW **Table 9.1**, regarding unit-determined forecast top or number-one ranked class performer's assignment preferences and any unique or special individual considerations, such as, but not limited to joint spouse, requests to accommodate situations such as parental leave, or Exceptional Family Member Program participants. **(T-2)**

9.9.4.2.1.  Additionally, the training unit will notify the coordinating organization(s) of any student that merits a top 10 percent ranking **and** desires or may be a better candidate for a bomber aircraft. **(T-2)**

9.9.4.2.2.  The coordinating organization(s) will consider the information in building a class MDS/MWS assignment list; however, the final list will be based on MDS/MWS assignment availability and needs of the Air Force. **(T-3)**

9.9.4.3.  AETC/A1KO will, after receiving assignments from AFPC/DPMOET, provide the assignment block to the WG/CC and inform the U.S. SNR four weeks before graduation. Match students to assignments according to ENJJPT procedures. In no case will student assignment release occur later than two weeks prior to CGD.

9.9.4.4.  No later than 15 duty days prior to Assignment Date, each student will indicate a preference order of MDS/MWS and First Assignment Instructor Pilot (FAIP) assignments, to include locations (as applicable). **(T-2)**

9.9.4.5.  As soon as possible, but no later than 10 duty days prior to the Assignment Date, the training unit will provide notification(s) IAW **paragraphs 2.9**, **2.11**, and **Table 9.1**, for any ANG or AFRC student forecast to be delayed for graduation or any follow-on training allocations. **(T-2)**

9.9.4.6. No later than 5 duty days prior to the Assignment Date, AETC/A1KO, in coordination with AFPC/DPMOET, will provide the training unit an approved class list of available MDS/ MWS assignments. **(T-3)**

9.9.4.7.  No later than 5 duty days prior to the Assignment Date, the training unit will notify AETC/A1KO of any student attritions, to include washback and eliminations, from the MilPDS/OTA class roster. **(T-2) Note:** The training unit should provide attrition notifications as soon as possible. A final, approved list of available MDS/MWS assignments cannot be provided until the total number of students requiring assignments is known and may impact the training unit's available time to match assignments.

9.9.4.8. Upon receipt of the approved list of available MDS/MWS assignments, the assigned IP, FTS FLT/CC, and MTO will review the student's preferences, make appropriate FAIP recommendations, and forward to the student training FLT/CC. **(T-3)**

9.9.4.9.  The MTO, student training FLT/CC, and U.S. SNR, in coordination with the FTS SQ/CC, will convene and assign students IAW paragraphs **9.8.9.1** through **9.8.9.4**. **(T-2)**

9.9.4.10.  The WG/CC will approve and forward a copy of the final class merit ranking and MDS/ MWS assignment matches to AETC/A1KO no later than one duty day prior to the Assignment Date. **(T-2)**

9.9.4.11. AETC/A1KO will validate assignment selections and coordinate with the WG/CC for final release of student assignments. **(T-3)** AETC/AIKO will compile results and forward to AFPC/ DPMOET no later than the following duty day after the Assignment Date. **(T-3)**

9.9.4.12. The training unit will notify the student of the matched assignment on the Assignment Date published on the HQ AETC QMW or PFT document. (**T-2**) Notification is as determined by the WG/CC, and normally occurs through an "Assignment Night" or "Assignment Drop" event. **(T-3)** Upon assignment notification, FAIP candidates will be provided an expected follow-on Air Force Specialty (AFS) according to DAFI 11-412. The training unit will *not* change the AFS. **(T-2)**

9.9.4.13. Individual student assignment changes due to unusual or unplanned circumstances after the Assignment Date will be coordinated with AETC/A1KO, AFPC/DPMOET, and 19 AF/A3 by the squadron, operations group, or wing commander, as required. **(T-2)**

**Chapter 10**

**FORMAL TRAINING AWARDS**

**10.1.  Overview.**  The WG/CC will establish and maintain a program to present awards to formal training students selected as outstanding in academics, military qualities, and flying training. **(T-3)** Duplicate awards may be presented for ties. See DAFMAN 36-2806, *Military Awards: Criteria and Procedures*.

**10.2.  UPT (T-1A, T-6A, ENJJPT) Distinguished Graduate (DG) Awards.**  The OG/CC will select a minimum of one Distinguished Graduate from each formal training class and present them a plaque upon graduation. As a minimum, DG award criteria for UPT requires a student to be ranked in the upper 10 percent (rounded down) of the graduating class. The minimum class size to award two DGs is 19, three DGs is 29, and four DGs is 39. **Exception:** The minimum class size to award a DG is two. For ENJJPT, use MASS data from both the T-6A and T-38C phases of training. **(T-3)** If a DG is an ANG or AFRC member, notify 19 AF/CG or 340 FTG/UFT, as appropriate, as soon as possible to ensure representation.

**10.3.  Order of Daedalians AETC Commander's Trophy.**  This award is presented to the UPT (T-1A, T-6A, and ENJJPT) student in each class with the highest MASS score, and for ENJJPT, the highest MASS score using the combined MASS data from the T-6A and T-38C phases of training. The score is weighted using 40 percent T-6A and 60 percent T-38C training. The OG/CC will notify the Order of Daedalians of the recipient's name before class graduation and presentation. **(T-3)** The WG/CC (or designated representative) will normally present the trophy during a formal graduation ceremony. The trophy should be approximately 6 to 7-inches tall, cast bronze statue of an eagle with outstretched wings and talons, mounted on a 1 1/2-inch-tall circular base. Trophy variations are authorized. Attach a suitable brass plate to the base and engrave as depicted in **Figure 10.2**.

**Figure 10.1.  Order of Daedalians AETC Commander's Trophy.**

**Figure 10.2.  Daedalian AETC Commander's Trophy Plate.**
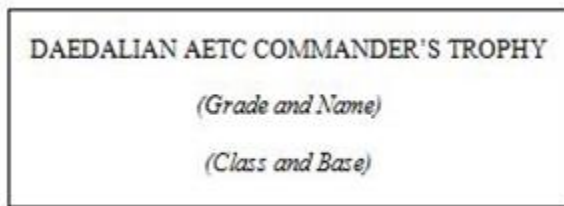


**10.4.  UPT (T-1A, T-6A, ENJJPT)  Academic and Flying Training Awards.** The academic training award is presented to the student with the highest academic MASS score. The flying training award is presented to the student with the highest combined daily and category check event MASS scores. For ENJJPT, the awards are determined utilizing the combined MASS scores in the respective categories for the T-6A and T-38C phases of training. The OG/CC is the approval authority for these awards. **(T-3)**

**10.5.  The Daedalian Foundation Orville Wright Achievement Award.**

10.5.1.  This Daedalian Foundation Orville Wright Achievement award is given to the most outstanding UPT or ENJJPT graduate of each calendar-year quarter and consists of an engraved plaque and a citation presented by a member of the Order of Daedalians. Only U.S. graduates of UPT (T-1A and T-6A), ENJJPT, or Undergraduate Helicopter Training (any military branch) are eligible for the award.

10.5.2.  Each WG/CC may nominate one student per quarter. Nomination notifications will be sent by 19 AF/A3F within 30 calendar days after the end of each quarter. Eligible students must have graduated during the quarter nominated. Nomination packages will include a nomination memorandum from the WG/CC; a biographical sketch (optional); a copy of the nominee's UPT AETC Forms 240-5 (both T-6A and T-38C training for ENJJPT) and the forwarding address for the nominee's follow-on training unit. Do not include the nominee's social security number in the nomination memorandum. **(T-3)**

10.5.3.  An award board selected by 19 AF/A3F will determine the award recipient. 19 AF/A3F will inform the nominating units, the gaining unit commander, and the Order of Daedalians of the graduate selected for the award. The Order of Daedalians will forward the award to the appropriate base for presentation. **(T-3)**

**10.6.  GPT  DG Awards.**

10.6.1.  Unless otherwise directed, units may develop their own methods of identifying up to the top 10 percent of students in GPT courses as DGs. **(T-3)** The minimum class size to award a DG is two. Classes with less than 10 students may have one DG. Any fractions may be rounded upward. Commanders may elect not to designate a DG in a class.

10.6.2. DG programs recognize students who clearly excel during formal training. The WG/CC will formalize the DG program in local guidance. **(T-3)** DGs must demonstrate outstanding progress in each phase of academic, ATD, and flying training, and outstanding results in flying and ATD checks and evaluations. The unit commander is the final approving authority for all awards. **(T-3)**

10.6.3.  *T-38C Pilot Training*, **AMF or FBF DG** . The OG/CC will award a minimum of one DG from each graduating class of *T-38C Pilot Training*, AMF, and FBF and present a plaque upon graduation. **(T-2)** As a minimum, DG award criteria requires a student to be ranked in the upper 10 percent of the graduating class. The minimum class size to award a DG is two. Utilize MASS to inform class rankings for DG consideration. **(T-3)** If a DG is an ANG or AFRC member, notify 19 AF/CG or 340 FTG/UFT, as appropriate, to ensure appropriate representation.

10.6.4.  *T-38C Pilot Training*, **AMF or FBF** Academic and Flying Training Awards. The academic training award is presented to the student with the highest academic MASS score. The flying training award is presented to the student with the highest combined daily and category check event MASS scores. The OG/CC is the approval authority for these awards. **(T-3)**

**10.7.  Documentation.** Graduate course DGs will receive an AETC Form 499, locally approved substitute, or a plaque, unless otherwise noted. **(T-3)** Additionally, students that are DGs from courses that require completion of the DAF Form 475, will have distinguished graduate status captured on the form. **(T-2)** Other awards, may be documented on the DAF Form 475, such as those described for academic or flying abilities, or established in supplemental unit guidance.

**10.8.  Awards to IMSs.** The unit IMSO or WG/CC will notify the AFSAT/CC of any awards presented to an IMS. **(T-3)**

RANDY P. OAKLAND, Brig Gen, USAF
Director of Operations and Communication

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

10 USC § 9013, *Secretary of the Air Force*

DAFPD 36-26, *Total Force Development and Management*, 18 January 2024

DAFI 11-412, *Aircrew Management,* 9 April 2024

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

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

DAFI 36-2110, *Total Force Assignments*, 15 November 2021

DAFI 36-2406, *Officer and Enlisted Evaluations Systems*, 4 August 2023

DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, 29 February 2024

DAFI 36-3211, *Military Separations*, 24 June 2022

AFMAN 11-2T-6, Volume 3, *T-6 Operations Procedures*, 16 December 2020

AFMAN 11-202, Volume 1, *Aircrew Training*, 27 September 2019

AFMAN 11-202, Volume 2, *Aircrew Standardization and Evaluation Program*, 30 August 2021

AFMAN 11-202, Volume 3, *Flight Operations*, 10 January 2022

AFMAN 11-290, *Cockpit/Crew Resource Management and Threat & Error Management Program*, 25 October 2021

DAFMAN 11-401, *Aviation Management*, 27 October 2020

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

AFMAN 11-404, *Fighter Aircrew Acceleration Training Program*, 27 November 2019

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

DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022

DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

DAFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*, 27 July 2023

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

AFPAM 11-419, *G-Awareness for Aircrew*, 17 October 2014

AFOCD, *Air Force Officer Classification Directory*, 30 April 2024

AFI 11-290, AETC Supplement, *Cockpit/Crew Resource Management Program*, 9 February 2021

AFMAN 11-402, AETC Supplement, *Aviation and Parachutist Service*, 7 April 2021

AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management*, 17 September 2019

AETCI 36-2605, Volume 5, *Formal Flying Training Administration and Management—Combat Systems Officer (CSO)*, 5 January 2021

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

ENJJPT *Plan of Operation & Memorandum of Understanding*, 10 March 2023

**Prescribed Forms**

AETC Form 31, *Certificate of Aeronautical Rating*

AETC Form 39, *Solo Briefing*

AETC Form 41, *T-38C Emergency Procedures*

AETC Form 46, *T-6A Emergency Procedures*

AETC Form 99, *Student Pilot Personnel Data*

AETC Form 100A, *T-1A Emergency Procedures*

AETC Form 101, *Student Performance Summary*

AETC Form 139, *Record of Commander's Review Action (Euro-NATO Joint Jet and Undergraduate Pilot Training)*

AETC Form 140, *Record of Commander's Review Action (Graduate Pilot Training)*

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

AETC Form 298, *Flight Briefing Critique*

AETC Form 1122C, *Summary Performance Report T-38C Pilot Training/Euro-NATO Joint Jet Pilot Training (ENJJPT)*

**Adopted Forms**

DD Form 2496, *International Student Academic Report*

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

AF Form 8, *Certificate of Aircrew Qualification*

DAF Form 77, *Letter of Evaluation*

DAF Form 174, *Record of Individual Counseling*

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

DAF Form 475, *Education/Training Report*

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

DAF Form 847, *Recommendation for Change of Publication*

AF Form 978, *Supervisor Mishap Report*

DAF Form 1256, *Certificate of Training*

AF Form 4293, *Student Activity Record*

AF Form 4391, *High-Risk Activities Worksheet*

AETC Form 6, *Waiver Request*

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

AETC Form 499, *Distinguished Graduate Certificate*

AETC Form 904, *Training Summary*

***Abbreviations and Acronyms***

**AA**—approving authority

**ABM**—air battle management/manager

**ADCON**—administrative control

**ADO**—assistant operations officer, assistant director of operations

**AETC**—Air Education and Training Command

**AETCI**—Air Education and Training Command Instruction

**AF**—Air Force

**AFF**—Air Force Fundamentals

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOCD**—Air Force Officer Classification Directory

**AFPAM**—Air Force Pamphlet

**AFPC**—Air Force Personnel Center

**AFRC**—Air Force Reserve Command

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

**AFS**—Air Force Specialty

**AFSC**—Air Force Specialty Code

**AFSAT**—Air Force Security Assistance Training

**AGSM**—anti-G straining maneuver

**AI**—academic instructor

**ALP**—Aviation Leadership Program

**AMD**—average mission duration

**AMF**—Air Mobility Fundamentals

**AMP**—airsickness management program

**ANG**—Air National Guard

**Anthro**—anthropometric

**APT**—awaiting pilot training

**ARMS**—Aviation Resource Management System

**AT**—additional training

**ATD**—aircrew training device

**BIT**—break(s)-in-training

**CA**—convening authority

**CAP**—commander's awareness program

**CC**—commander

**CD**—deputy commander

**CGD**—class graduation date

**CR**—commander's review

**CRM**—crew resource management

**CSD**—class start date

**CSI**—civilian simulator instructor

**CSO**—combat system officer

**CT**—continuation training

**CTS**—course training standards

**CUI**—controlled unclassified information

**CV**—vice commander

**DAF**—Department of the Air Force

**DAFI**—Department of the Air Force Instruction

**DAFMAN**—Department of the Air Force Manual

**DAFPD**—Air Force Policy Directive

**DD**—Department of Defense

**DG**—distinguished graduate(s)

**DNIF**—duty(ies) not including flying

**DO**—operations officer, director of operations

**DoD**—Department of Defense

**DOR**—drop on request

**DSCA**—Defense Security Cooperation Agency

**E—effective**—, excellent

**EC**—elimination check

**ENJJPT**—Euro-NATO Joint Jet Pilot Training

**EP**—emergency procedure

**EPQ**—emergency procedure quiz

**ETCA**—Education and Training Course Announcements

**ETP**—exception to policy

**F—fair**—FA—fitness assessment

**FAA**—Federal Aviation Administration

**FAIP**—first assignment instructor pilot

**FBF**—fighter/bomber fundamentals

**FEF**—flight evaluation folder

**FTG**—flying training group

**FLT**—flight

**FMS**—foreign military sales

**FPC**—final progress check

**FTPA**—flying training production analysis

**FTPA-W**—Flying Training Production Analysis-Web

**FTS**—Flying Training Squadron, Fighter Training Squadron (IFF)

**G—good**—GCT—Graduate Combat System Officer Training

**G-LOC**—G-induced loss of consciousness

**GPT**—graduate pilot training

**G/TIMS**—graduate training integration management system

**GTU**—ground training unit

**GT**—ground training

**HARM**—host aviation resource management

**HHQ**—higher headquarters

**HIPAA**—Health Insurance Portability and Accountability Act

**HQ**—headquarters

**IA**—initiating authority

**IAW**—in accordance with

**IFF**—Introduction to Fighter Fundamentals

**IFT**—Initial Flight Training

**IG**—instructor guide

**IMET**—international military education and training

**IMS**—international military student

**IMSO**—international military student office/officer

**INC**—incomplete

**IP**—instructor pilot

**IPC**—initial progress check

**ITD**—immersive training device

**ITO**—invitational travel order

**JMPS**—joint mission planning system

**LNO**—liaison officer

**LOA**—lack of adaptability

**MAJCOM**—major command

**MASS**—merit assignment selection system

**MDS**—mission design series

**MFR**—memorandum for record

**MGF**—maneuver grade files

**MIF**—maneuver item file

**MilPDS**—Military Personnel Data System

**MOA**—manifestation of apprehension

**MSI**—military simulator instructor

**MTO**—military training officer

**MWS**—major weapon system

**N/A**—not, non-applicable

**NAS**—naval air station

**NATO**—North Atlantic Treaty Organization

**NE**—non-effective

**NGB**—National Guard Bureau

**NLT**—not later than

**O&M**—operations and maintenance

**OG**—operations group

**OPR**—office of primary responsibility

**OSS**—operational support squadron

**OTA**—Oracle Training Administration

**PA**—privacy act

**PAT**—primary acceleration training

**PC**—progress check

**PCS**—permanent change of station

**PFA**—physical fitness assessment

**PFT**—programmed flying training

**PIT**—Pilot Instructor Training

**POC**—point of contact

**PT**—physical training

**QMW**—quota management worksheet

**RA**—reviewing authority

**RDS**—records disposition schedule

**RPA**—remotely piloted aircraft

**SATP**—security assistance training program

**SNP**—student non-progression

**SNR**—senior national representative

**SQ**—squadron

**Stan/Eval**—standardization and evaluation

**STUS**—student squadron

**SUPT**—Specialized Undergraduate Pilot Training

**TR**—training review

**TRB**—training review board

**TRS**—training squadron

**TDY**—temporary duty

**TDM**—training delay – medical

**U—unsatisfactory**—, unsafe

**U.S.C.**—United States Code

**UCMJ**—Uniform Code of Military Justice

**Undergrad R&A**—undergraduate resources and analysis

**UFT**—undergraduate flying training

**UPT**—undergraduate pilot training

**URT**—undergraduate remotely piloted aircraft training

**USAF**—United States Air Force

**VRD**—vision restricting device

**WCN**—worksheet control number

**WG**—wing

*Office Symbols*

**19 AF/A3**—Nineteenth Air Force Director of Operations

**19 AF/A3AV**—Nineteenth Air Force Host Aviation Resource Management

**19 AF/A3F**—Nineteenth Air Force Undergraduate Flying Training Division

**19 AF/A3OA**—Nineteenth Air Force Aircrew Performance Branch

**19 AF/A3V**—Nineteenth Air Force Standardization and Evaluation Division

**19 AF/A5**—Nineteenth Air Force Plans

**19 AF/CC**—Nineteenth Air Force Commander

**19 AF/CG**—Air National Guard Advisor to the Nineteenth Air Force Commander

**19 AF Grad R&A**—Nineteenth Air Force Graduate Flying Training Resources and Analysis

**19 AF Undergrad R&A**—Nineteenth Air Force Undergraduate Flying Training Resources and Analysis

**80 FTW**—Eightieth Flying Training Wing

**AETC**—Air Education and Training Command

**AETC/A1K**—Air Education and Training Command Personnel Division

**AETC/A1KO**—Air Education and Training Command Rated Officer Pipeline Assignments

**AETC/A5RF**—Air Education and Training Command Undergraduate Flying Training Programs

**AETC/FMAM**—Air Education and Training Command Financial Management Central Programs Branch

**AETC/FMAMT**—Air Education and Training Command Financial Management Central Programs Branch

**AETC/IA**—Air Education and Training Command Directorate of International Training and Education

**AF/A3TT**—Air Force Aircrew Training and Management Division

**AFPC**—Air Force Personnel Center

**AFPC/DPM**—Air Force Personnel Center Military Personnel Operations

**AFPC/DPMLT**—Air Force Personnel Center Military Accessions

**AFPC/DPMOET**—Air Force Personnel Center Rated Training Management

**AFRC**—Air Force Reserve Command

**AFRC/A1**—Air Force Reserve Command Manpower, Personnel, and Services

**AFRC/A1K**—Air Force Reserve Command Personnel Division

**AFRC/A3RB**—Air Force Reserve Command Aircrew Management

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

**AFSAT/DO**—Air Force Security Assistance Training Squadron Director of Operations

**ANG**—Air National Guard

**NGB/A3**—National Guard Bureau Air, Space, and Information Operations Directorate

**NGB/A3O**—National Guard Bureau Current Operations Division

**NGB/A3OC**—National Guard Bureau Combat Forces Branch

**USN**—United States Navy

*Terms*

**Academic Training Deficiency**—Syllabus-defined or documented substandard performance related to course academic requirements resulting in entry into the Commander's or Training Review process.

**Administrative Hold**—Accountability and management process in which a student is categorized in a non-training status to prioritize or address issues that will interrupt or suspend training for greater than 7 days.

**Administrative Hold Student**—An enrolled student whose training has been formally interrupted or suspended for greater than 7 days.

**Advanced Phase**—The T-38C ENJJPT portion of UPT.

**Aircrew Training Jacket**—Standardized comprehensive G/TIMS-generated or formal report or official record of formal student syllabus training.

**Awaiting Pilot Training**—Status or description applied to an officer with a pending allocation or class start date for UPT.

**Casual Student**—Candidate temporarily or permanently assigned to the training location not enrolled in formal training.

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

**Course Training Standards**—The training standards describing the skills, conditions, and degree(s) of proficiency of the course.

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

**Drop On Request**—Non-rated student-initiated request to opt out or disenroll from formal training resulting in entry into the Commander's or Training Review process.

**Flying Phase**—Syllabus phase of training which occurs after completion of a Preflight Phase or ground phase of training. Courses organized with a flying phase normally begin with the first opportunity to accomplish mission-specific or aircraft training and end with completion of remaining training in the course.

**Flying Training Deficiency**—Syllabus-defined or documented substandard performance or proficiency related to course flying requirements or resource constraints resulting in student entry into the Commander's or Training Review process.

**Graduate Pilot Student**—Rated pilot awaiting or enrolled in graduate pilot training.

**Graduate Pilot Training**—Formal flying training eligible to and only for rated pilots, conducted IAW a MAJCOM-approved syllabus. Graduate pilot training syllabuses have course identifiers starting with F-V5.

**Initial Pilot Training**—Initial formal flying training course conducted IAW a MAJCOM-approved syllabus, resulting in eligibility for a candidate to attend UPT. Initial pilot training syllabuses have course identifiers starting with S-V8.

**Lack of Adaptability**—See AETCI 48-102. Inability to adapt to the aviation environment, without medical disqualification, resulting in entry of a non-rated UPT student into the Commander's or Training Review process.

**Manifestation of Apprehension**—See AETCI 48-102 and DAFMAN 48-123. State of psychological anxiety, apprehension, and/or physical impairment, without an underlying medical condition nor disqualification, resulting in entry of a non-rated UPT student into the Commander's or Training Review process. Refer to habits, traits, and characteristics in AFMAN 11-402 for rated officers.

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

**Merit Assignment Selection System**—Relative peer ranking methodology that aggregates student pilot candidate performance to inform follow-on training and assignment decision-making.

**Multi-placed Crew Piloted Aircraft**—Aircraft which require a crew complement of no less than two pilots.

**Pipeline**—All formal training or courses of training required to utilize a candidate in a specific career field or mission.

**Pipeline Student**—Candidate enrolled and scheduled for the continuous training pipeline which encompasses formal initial, undergraduate, graduate, and initial qualification flight training in a MDS or MWS.

**Preflight Phase**—Syllabus phase of training which precedes the Primary or flying phase. Courses organized with a Preflight Phase consist of a defined training plan to accomplish academic, ground, and ATD training before options to accomplish or begin aircraft or mission-specific training. The Preflight Phase normally begins on the first day of syllabus training or the CSD.

**Pre-solo**—All syllabus-prescribed training occurring prior to the first aircraft solo training event.

**Primary Phase**—Syllabus phase of training which occurs after completion of a Preflight Phase. Courses organized with a Primary Phase normally begin with the first opportunity to accomplish mission-specific or aircraft training. For ENJJPT, the Primary Phase ends with completion of the undergraduate T-6A formal course syllabus.

**Student**—An individual in a formal course of training. This is a generic term and when used in this instruction it encompasses students awaiting or enrolled in both undergraduate and graduate formal courses unless specified otherwise.

**Track**—A tailored path of training leading to specialization within a pipeline, single course, or syllabus.

**Training Day**—Headquarters-programmed or unit-scheduled official period for conduct of prescribed formal training. Unit-planned scheduling of a Training Day may not exceed 12 continuous hours, and each Training Day is separated by no less than a continuous 12-hour period without conduct of formal training or training events (rest period).

**Undergraduate Pilot Student**—Candidate awaiting or enrolled in initial or undergraduate pilot training.

**Undergraduate Pilot Training**—Formal flying training occurring after completion of initial flying training, leading to, and resulting in the awarding of the aeronautical rating of pilot, conducted IAW a MAJCOM-approved syllabus. Undergraduate pilot training syllabuses have course identifiers starting with P-V4. Includes both T-6A and T-38C ENJJPT courses.

**Washback**—Term used to describe formal and administrative reassignment of an enrolled student from the assigned training allocation and programmed class to a new allocation and class with an associated delay to a new programmed course graduation or completion date.

**Attachment 2**

**EXAMPLE STUDENT NOTIFICATION MEMORANDUM**

**Table A2.1.  Example Student Notification Memorandum.**

---

*(Date)*

MEMORANDUM FOR *(Student's Name)*

FROM:        *(Initiating Authority)*

                   *(Address)*

SUBJECT:   Commander's Review

1. You are being entered into the Commander's Review because of _____. 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 "show cause" memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. The approving authority uses your memorandum and/or written statements pursuant to the Privacy Act of 1974 as authorized by Title 10, U.S.C., Section 9013. These documents become part of a case file and formal training records and are maintained in accordance with the Air Force Records Disposition Schedule. The case file may be disclosed to any DoD component and may be used for other lawful purposes including litigation. **Note:** You are not required to submit a memorandum or written statement.

3. Submit any written documentation not later than two duty days after receiving this memorandum. Any signed acknowledgment that indicates a desire to drop the course or not be reinstated into training will result in disenrollment and limit other rated training opportunities.

_____
*(Initiating Authority's Signature)*

1st Ind. *(Office Symbol)*

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

I acknowledge receipt of this memorandum and that I was briefed on the commander's review process in accordance with AETCI 36-2605, Volume 4.

_____
*(Student's Signature)*

**Attachment 3**

**COMMANDER'S (TRAINING) REVIEW PROCESS AND AETC FORMS 139 AND 140**

**A3.1.  The Initiating Authority (IA).**

A3.1.1.  Enter the student into the CR (TR) process NLT three duty days after meeting the syllabus trigger or decision and notify the student in writing of the consideration for elimination.

A3.1.2.  Explain the CR process to the student to include the trigger or reason for initiation of the CR. Regardless of the trigger or reason, counsel the student on the ramifications of DOR. If a non-rated UPT student decides to DOR or communicates desire ***not to be reinstated*** through the CR process, mark "DROP-ON REQUEST (DOR)" on the AETC Form 139. DOR will supersede the original trigger. **(T-2)** Once the student is counseled and signs the AETC Form 139 indicating DOR, he or she is ineligible for reinstatement. **(T-2)**

A3.1.3.  Suspend the student from training pending final AA decision (IA may elect to continue the student in academic training with RA concurrence). Instruct UPT students not to attend flight line activities or participate in any training until reinstated.

A3.1.4.  Complete Sections I and V of the AETC Form 139 or 140, as applicable.

A3.1.4.1. "STUDENT'S OWNING / SPONSOR UNIT" must be filled in for AFRC, ANG, **or** students in TDY status. **(T-2)**

A3.1.4.2. On the AETC Form 139, "ACCESSION SOURCE OR STATUS" will be marked "ANG" or "AFRC" as applicable, for ANG or AFRC students regardless of the commissioning training program or accessions source. **(T-2)**

A3.1.4.3.  Enter the "ACADEMIC AVERAGE" only for the current course enrolled.

A3.1.4.4.  On the AETC Form 139, "CIVILIAN," "IFT/IFS," and "FAA License" sections *require* entries. **(T-2)** If no hours were flown or were not applicable, enter "0." MDS sections require entry if *any* hours were flown. **(T-2)**

A3.1.4.5.  On the AETC Form 140, for *T-38C Pilot Training*, FBF, and AMF courses, include MDS lines of "Civilian," "IFT," and "T-6A." If no hours were flown or were not applicable for those categories, enter "0." For AMF also include a "MDS" line of "ATD" and account for all simulator hours flown during the AMF course. ATD hours may be broken up into separate "MDS" lines to account for different devices and hours flown (optional).

A3.1.4.6.  Under "CHECK/PC/EC HISTORY" and "GRADES," enter the syllabus event identifier and overall event grade or Qualification Level for *all* check, evaluation, PC, and EC events attempted or administered for the current course. If initiation into CR is for "ACADEMIC DEFICIENCY," also enter deficient academic exam events and scores, and applicable retest scores.

A3.1.5.  Advise the student he or she may submit a show-cause memorandum within two duty days after receiving written notification from the IA of his or her consideration for elimination. The memorandum should address ***why the student should be retained or reinstated***. It should cite specific reasons and provide any information which may have bearing on the situation.

(UPT, non-rated only) Advise the student that any written and signed statements indicating *desire not to be reinstated* into training via the CR process *will result in elimination* and limit other rated training options. **(T-2)**

A3.1.6.  Ensure the student completes Section II of AETC Form 139 or 140, as applicable.

A3.1.7.  Forward the completed AETC Form 139 or 140 with the student's show-cause memorandum (if submitted), training records, and any attachments to the Reviewing Authority or Convening Authority (ENJJPT).

A3.1.8.  Notify the HARM to suspend the student's aeronautical orders IAW AFMAN 11-402.

A3.1.9.  Notify 19 AF/CG (for ANG) or 340 FTG/UFT (AFRC), and NGB/A3OC or AFRC/A3RB as applicable, for ANG and AFRC students.

A3.1.10.  Notify the unit IMSO or SNR (ENJJPT) for international students.

**A3.2.  The Reviewing Authority (RA) and/or Convening Authority (CA, ENJJPT only).**

A3.2.1.  Review the student's training and recommend elimination from or retention in training.

A3.2.2.  Complete Sections III and IV of the AETC Form 139 (as applicable) or Section III of the AETC Form 140, and forward with all applicable records to the AA for a final decision. Include a written summary of significant facts and rationale used to arrive at the recommendation(s).

A3.2.2.1.  If recommended for reinstatement or retention in training, the respective AETC Form 139 or 140 "REMARKS/JUSTIFICATION" section will be filled in. **(T-2)**

A3.2.2.1.1.  **(UPT, non-rated only, AETC Form 139)** Regardless of the reason for initiation of the CR, if the student states in the signed show-cause memorandum they do not wish to be reinstated into training, the RA will recommend "should be eliminated from training." **(T-2)**

A3.2.2.1.2. (Rated only, AETC Form 140) If recommended for elimination or withdrawal, the "REMARKS/JUSTIFICATION" section will be filled in. **(T-2)**

A3.2.2.2.  For the AETC Form 139, Section IV items "2" and "3" will only be completed if the student is recommended for elimination. Otherwise, leave blank.

A3.2.2.2.1.  Item "3," "YES" will be marked if medically qualified <u>and</u> CR was not initiated for Academic Deficiency, Manifestation of Apprehension (MOA), or DOR. Otherwise, mark "NO." **(T-2)** Normally the AF Form 422, *Notification of Air Force Member's Qualification Status*, is referenced to determine medical qualification(s).

A3.2.2.2.2.  If the student states in the show-cause memorandum they do not wish to be reinstated into training, mark "NO" for all categories in item "3." Cite the student's statement from the signed show-cause memorandum in the RA "COMMENTS/ JUSTIFICATION" section. Medically qualified non-rated students that do not wish to be reinstated into training, regardless of CR reason, are not eligible for ABM, CSO or RPA training. **(T-2)**

A3.2.3.  Inform the student of the sequence of events for CR.

A3.2.4. Inform the student of individual rights for legal assistance and representation if convened under DAFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*.

**A3.3.  The Approving Authority (AA).**

A3.3.1.  Review the student's records and RA's, CA's, or TRB's recommendations.

A3.3.2.  Decide whether the student is retained in or eliminated from training.

A3.3.3.  Complete Section V of the AETC Form 139 or Section IV of the AETC Form 140, as applicable. Include remarks on the student's officership and, for UPT students, in the event of elimination, recommend a follow-on career field. For UPT medical eliminees, provide a statement evaluating the student's ability to complete training if medically requalified.

A3.3.3.1. If the student is reinstated, "JUSTIFICATION" will be provided, and "ADDITIONAL TRAINING" will be annotated. Include the specific number of events or hours of ATD, aircraft, and/or ground training. If determined or required, include the specific order, sequence, or time-period in which to accomplish the events. Training determination and approval *may not* be delegated below the AA. **(T-2)** If no additional training is warranted, annotate with the statement: "No additional training authorized." **(T-2)**

A3.3.3.2.  Non-rated students eliminated for Academic Deficiency, MOA, or DOR will not be recommended for other rated training of ABM, CSO, or RPA. Mark "NO." **(T-2**) However, it may be appropriate to recommend *rated* officers return to their respective previously qualified crew position or rated duty, unless the elimination is a result of MOA or an Attempt to DOR. See AFMAN 11-402. **Note:** Non-rated students that do not wish to be reinstated into training, regardless of CR reason, are not eligible and will not be recommended for ABM, CSO, or RPA training. **(T-2)** Mark "NO."

A3.3.3.3. It may be appropriate to recommend pipeline pilots (rated), and FAIPs undergoing IFF, for multi-placed, crew-type aircraft training or pilot duty. See AFMAN 11-402.

A3.3.4.  Inform the student, upon elimination, of the opportunity to indicate personal desires for retention in service and future training according to DAFI 36-2110. Explain the possibility and limitations of reassignment action or release from extended active duty under separation policies.

A3.3.5.  Notify 19 AF/CG (for ANG) or 340 FTS/UFT (AFRC), and National Guard Bureau Current Operations Division (NGB/A3O) or AFRC/A3RB as applicable, of final disposition for ANG and AFRC students. **Note:** For rated officers, see AFMAN 11-402 for follow-on required flying evaluation board actions.

**A3.4. Registrar or AA-Designated Agent.** Process, maintain and provide CR records in accordance with **paragraph 5.6** and **Table 5.1**.

**Attachment 4**

**COMPUTING MASS STANDARDIZED SCORES**

**A4.1.  Methodology.**  Use the following statistical methodology to compute MASS standardized scores. MASS calculation formulas are listed below.

**Figure A4.1.  Mean ().**

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

A4.1.1.  N is the number of students in the class

A4.1.2.  Xi is the individual's score (academic examination average, daily maneuver score, check event score, etc.).

**Figure A4.2.  Standard deviation ().**

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

A4.1.3.  N and $X_i$ are defined in A4.1.1. and A4.1.2. above.

A4.1.4.  **(x is the mean score for the category, phase, block, or element (academic examination average mean, daily maneuver score mean, check event score mean)** .

**Figure A4.3.  Z-score.**

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

A4.1.5.  Z-score is the number of standard deviations () from the mean ().

A4.1.6.  **T-score.**  T = 50 + 10 (z-score). T-scores are weighted according to these calculations. Add the weighted T-scores to compute the total merit score.

**Figure A4.4.  M score.**

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

A4.1.7.  Compute maneuver (M) scores for daily maneuver and check performance based on

A4.1.7.1. Each maneuver has scores for "Unsatisfactory", "Fair", "Good", and "Excellent". Critical maneuvers are weighted more heavily (e.g., Landing is weighted more than aileron roll.) Weighted grade values for individual maneuvers are established in the maneuver grade files (MGF). For an incomplete event or a PC/EC following a failed check event, the maneuver score is based on the first graded attempt of the maneuver.

A.4.1.7.2. 19 AF/A3F determines subarea weights and the MGF. **(T-2)**

**A4.2. Example Calculation.** This example calculates the total score for a hypothetical T-6A UPT course student. Similar methodology applies to the other UPT and GPT programs.

A4.2.1. Total Category Check Maneuver Score. Compute using percentage score, multiply by weighting factor, and total. Use this total to compute a Category Check T-score.

**Table A4.1.  Example Total Category Check Maneuver Score.**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Transition | 215 pts received/235 pts possible | = | .91489 × 100 | = | 91.489 × .33 | = | 30.191 |
| Navigation | 228 pts received/235 pts possible | = | .97021 × 100 | = | 97.021 × .33 | = | 32.017 |
| Formation | 232 pts received/235 pts possible | = | .98723 × 100 | = | 98.723 × .34 | = | 33.566 |
| Mission | 339 pts received/365 pts possible | = | .92876 × 100 | = | 92.876 × .28 | = | 26.005 |
| | | | | **Total Check Maneuver Score** | | **=** | **95.451** |

A4.2.2. Check T-score. Assuming the mean for this class's checks is 93.422 with a standard deviation of 3.270, then this student's 95.451 Total Check Maneuver Score yield a Z-score of +0.6208, resulting in a Category Check T-score of 56.208.

**Table A4.2.  Example Category Check T-score.**

| | | |
|---|---|---|
| Total Check Maneuver Score | = | 95.451 |
| Class Mean ($\mu$) | = | 93.422 |
| Standard Deviation ($\sigma$) | = | 3.270 |
| Z-score | = | (+0.6208) |
| **Category Check T-score** | **=** | **56.208** |

A4.2.3. Daily Maneuver T-score. Compute the daily performance scores using a T-score generated from student's daily maneuver percentage score. Assuming the mean for this class's daily maneuvers is 71.237 and a standard deviation of 5.941, then this student's 67.206 daily maneuver score yields a Z-score of –0.6783 resulting in a Daily Maneuver T-score of 43.217.

**Table A4.3.  Example Daily Maneuver T-score.**

| | | | | |
|---|---|---|---|---|
| Daily Maneuver Score (9601 pts received/14286 pts possible) | = | $\frac{.67206 \times 100}{}$ | = | 67.206 |
| | | Class Mean | = | 71.237 |
| | | Standard Deviation | = | 5.941 |
| | | Z-score | = | (−0.6783) |
| | | **Daily Maneuver T-score** | = | 43.217 |

A4.2.4.  Academic T-score. Students' academic test averages are used to compute their Z-scores. Only the first test attempt counts in the student's academic test average. Instructors will ensure all retakes of failed academic tests are entered as retakes. In this example, the student's academic test average is 96.891. Assuming the class average is 96.060 with a standard deviation of 1.886, then the resulting Z-score is +0.4883 yielding an Academic T-score of 54.883.

**Table A4.4.  Example Academic T-score.**

| | | |
|---|---|---|
| Academic Test Average | = | 96.891 |
| Class Mean | = | 96.060 |
| Standard Deviation | = | 1.886 |
| Z-score | = | 0.4883 |
| **Academic T-score** | = | **54.883** |

A4.2.5.  FLT/CC Ranking T-score. Use the FLT/CC ranking score (**Figure A5.1**) to compute a Z-score. In this example, we use a ranking of 5 out of 15 = 95.710. **Note:** By design, the mean for all classes' FLT/CC ranking is 92.50. However, the standard deviation varies depending on class size. In this case, we use a standard deviation of 4.652; then this student's 95.710 yields a Z-score of +0.690, resulting in a FLT/CC Ranking T-score of 56.900.

**Table A4.5.  Example FLT/CC Ranking T-score.**

| | | |
|---|---|---|
| FLT/CC Ranking (5th of 15) Score | = | 95.710 |
| Class Mean | = | 92.500 |
| Standard Deviation | = | 4.652 |
| Z-score | = | 0.690 |
| **FLT/CC Ranking T-score** | = | **56.900** |

**Table A4.6.  Example T-6A Phase Total.**

| 56.208 | (Category Check T-score) | × | .40 (weighting factor) | = | 22.483 |
|---|---|---|---|---|---|
| 43.217 | (Daily Maneuver T-score) | × | .20 | = | 8.643 |
| 54.883 | (Academic T-score) | × | .10 | = | 5.488 |
| 56.900 | (FLT/CC Ranking T-score) | × | .30 | = | 17.070 |
| | | | **T-6A Phase Total** | **=** | **53.684** |

**Attachment 5**

**FLIGHT COMMANDER RANKING MATRIX**

**Figure A5.1.  Flight Commander Ranking Matrix.**

| Class Rank | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 |
| 2 | 92.5 | 95 | 96.25 | 97 | 97.5 | 97.86 | 98.13 | 98.33 | 98.5 | 98.64 | 98.75 | 98.85 | 98.93 | 99 | 99.06 | 99.12 | 99.17 | 99.21 | 99.25 | 99.29 | 99.32 | 99.35 | 99.38 | 99.4 | 99.42 | 99.44 | 99.46 | 99.48 |
| 3 | 85 | 90 | 92.5 | 94 | 95 | 95.71 | 96.25 | 96.67 | 97 | 97.27 | 97.5 | 97.69 | 97.86 | 98 | 98.13 | 98.24 | 98.33 | 98.42 | 98.5 | 98.57 | 98.64 | 98.7 | 98.75 | 98.8 | 98.85 | 98.89 | 98.93 | 98.97 |
| 4 | | 85 | 88.75 | 91 | 92.5 | 93.57 | 94.38 | 95 | 95.5 | 95.91 | 96.25 | 96.54 | 96.79 | 97 | 97.19 | 97.35 | 97.5 | 97.63 | 97.75 | 97.86 | 97.96 | 98.04 | 98.13 | 98.2 | 98.27 | 98.33 | 98.39 | 98.45 |
| 5 | | | 85 | 88 | 90 | 91.43 | 92.5 | 93.33 | 94 | 94.55 | 95 | 95.38 | 95.71 | 96 | 96.25 | 96.47 | 96.67 | 96.84 | 97 | 97.14 | 97.27 | 97.39 | 97.5 | 97.6 | 97.69 | 97.78 | 97.86 | 97.93 |
| 6 | | | | 85 | 87.5 | 89.29 | 90.63 | 91.67 | 92.5 | 93.18 | 93.75 | 94.23 | 94.64 | 95 | 95.31 | 95.59 | 95.83 | 96.05 | 96.25 | 96.43 | 96.59 | 96.74 | 96.88 | 97 | 97.12 | 97.22 | 97.32 | 97.41 |
| 7 | | | | | 85 | 87.14 | 88.75 | 90 | 91 | 91.82 | 92.5 | 93.08 | 93.57 | 94 | 94.38 | 94.71 | 95 | 95.26 | 95.5 | 95.71 | 95.91 | 96.09 | 96.25 | 96.4 | 96.54 | 96.67 | 96.79 | 96.9 |
| 8 | | | | | | 85 | 86.88 | 88.33 | 89.5 | 90.45 | 91.25 | 91.92 | 92.5 | 93 | 93.44 | 93.82 | 94.17 | 94.47 | 94.75 | 95 | 95.23 | 95.43 | 95.63 | 95.8 | 95.96 | 96.11 | 96.25 | 96.38 |
| 9 | | | | | | | 85 | 86.67 | 88 | 89.09 | 90 | 90.77 | 91.43 | 92 | 92.5 | 92.94 | 93.33 | 93.86 | 94 | 94.29 | 94.55 | 94.78 | 95 | 95.2 | 95.38 | 95.56 | 95.71 | 95.86 |
| 10 | | | | | | | | 85 | 86.5 | 87.73 | 88.75 | 89.62 | 90.36 | 91 | 91.56 | 92.06 | 92.5 | 92.89 | 93.25 | 93.57 | 93.86 | 94.13 | 94.38 | 94.6 | 94.81 | 95 | 95.18 | 95.34 |
| 11 | | | | | | | | | 85 | 86.36 | 87.5 | 88.46 | 89.29 | 90 | 90.63 | 91.18 | 91.67 | 92.11 | 92.5 | 92.86 | 93.18 | 93.48 | 93.75 | 94 | 94.23 | 94.44 | 94.64 | 94.83 |
| 12 | | | | | | | | | | 85 | 86.25 | 87.31 | 88.21 | 89 | 89.69 | 90.29 | 90.83 | 91.32 | 91.75 | 92.14 | 92.5 | 92.83 | 93.13 | 93.4 | 93.65 | 93.89 | 94.11 | 94.31 |
| 13 | | | | | | | | | | | 85 | 86.15 | 87.14 | 88 | 88.75 | 89.41 | 90 | 90.53 | 91 | 91.43 | 91.82 | 92.17 | 92.5 | 92.8 | 93.08 | 93.33 | 93.57 | 93.79 |
| 14 | | | | | | | | | | | | 85 | 86.07 | 87 | 87.81 | 88.53 | 89.17 | 89.74 | 90.25 | 90.71 | 91.14 | 91.52 | 91.88 | 92.2 | 92.5 | 92.78 | 93.04 | 93.28 |
| 15 | | | | | | | | | | | | | 85 | 86 | 86.88 | 87.65 | 88.33 | 88.95 | 89.5 | 90 | 90.45 | 90.87 | 91.25 | 91.6 | 91.92 | 92.22 | 92.5 | 92.76 |
| 16 | | | | | | | | | | | | | | 85 | 85.94 | 86.76 | 87.5 | 88.16 | 88.75 | 89.29 | 89.77 | 90.22 | 90.63 | 91 | 91.35 | 91.67 | 91.96 | 92.24 |
| 17 | | | | | | | | | | | | | | | 85 | 85.88 | 86.67 | 87.37 | 88 | 88.57 | 89.09 | 89.57 | 90 | 90.4 | 90.77 | 91.11 | 91.43 | 91.72 |
| 18 | | | | | | | | | | | | | | | | 85 | 85.83 | 86.58 | 87.25 | 87.86 | 88.41 | 88.91 | 89.38 | 89.8 | 90.19 | 90.56 | 90.89 | 91.21 |
| 19 | | | | | | | | | | | | | | | | | 85 | 85.79 | 86.5 | 87.14 | 87.73 | 88.26 | 88.75 | 89.2 | 89.62 | 90 | 90.36 | 90.69 |
| 20 | | | | | | | | | | | | | | | | | | 85 | 85.75 | 86.43 | 87.05 | 87.61 | 88.13 | 88.6 | 89.04 | 89.44 | 89.82 | 90.17 |
| 21 | | | | | | | | | | | | | | | | | | | 85 | 85.71 | 86.36 | 86.96 | 87.5 | 88 | 88.46 | 88.89 | 89.29 | 89.66 |
| 22 | | | | | | | | | | | | | | | | | | | | 85 | 85.68 | 86.3 | 86.88 | 87.4 | 87.88 | 88.33 | 88.75 | 89.14 |
| 23 | | | | | | | | | | | | | | | | | | | | | 85 | 85.65 | 86.25 | 86.8 | 87.31 | 87.78 | 88.21 | 88.62 |
| 24 | | | | | | | | | | | | | | | | | | | | | | 85 | 85.63 | 86.2 | 86.73 | 87.22 | 87.68 | 88.1 |
| 25 | | | | | | | | | | | | | | | | | | | | | | | 85 | 85.6 | 86.15 | 86.67 | 87.14 | 87.59 |
| 26 | | | | | | | | | | | | | | | | | | | | | | | | 85 | 85.58 | 86.11 | 86.61 | 87.08 |
| 27 | | | | | | | | | | | | | | | | | | | | | | | | | 85 | 85.56 | 86.07 | 86.55 |
| 28 | | | | | | | | | | | | | | | | | | | | | | | | | | 85 | 85.54 | 86.03 |
| 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | 85 | 85.52 |
| 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 85 |

Note: The official MASS score is always a full-class MASS.

**Attachment 6**

**ATD / AIRCRAFT STUDENT GRADE SHEET *OVERALL COMMENT* TEMPLATES.**

**A6.1. General.** See Chapter 4 for mandatory items which must be recorded on the grade sheet. Units will standardize comment format and content. **(T-3)** The grade sheet should follow the *Profile*, *Overall*, *Next* format described below. Unit operations tempos vary, and written communication provides advantages when considering debrief time constraints, student physiological and mental states following completion of training events, and opportunities for instructor cadre to interact. **Note:** Specific comments documented and associated with specific Maneuvers on a G/TIMS grade sheet are automatically inserted in the "Overall Comments" section when generating student performance products through the G/TIMS Report Browser function. It is unnecessary to repeat maneuver-specific comments in the grade-sheet "Comment" and "Overall Comments" sections, except as described for substandard performance (see **paragraph 3.2.4.1.2**.).

A6.1.1. *Profile*. General description to convey scope of event. May include instructor of record for solo events, conditions (prevailing weather, meteorological conditions, night, cross-country, out-and-back, etc.); locations (airspace, off-station, airfields, military training route, etc.); position for/type of takeoff and/or arrival; primary/objective event tasks, maneuvers, items, accomplished or targeted (e.g., low-level navigation, tactical formation, defensive basic fighter maneuvers; Special Syllabus Requirements accomplished; direct support; or other descriptors as determined by the instructor or directed by unit standards.

A6.1.2. *Overall*. Salient "big-picture" or critical points to convey to other instructors and provide direct student feedback. Note any trends observed. Positive feedback and reinforcement are often as important as negative. If overall performance was substandard or event was "incomplete," state first and provide a detailed description and root-cause analysis for each substandard item in the closing of the *Overall* section.

A6.1.2.1. Substandard Maneuver, Item, or Task Description Example. The format should be standardized by the training unit for all grade sheet documentation. Substandard Maneuver comments will be entered in the "Overall Comments" section of the grade sheet and may optionally *also* be entered in the Maneuver-specific "Comment" section. **(T-3)**

A6.1.2.1.1. Identify the specific item, grade achieved, and minimum standard required by the syllabus for the phase of training (e.g., "Situational Awareness, U, Good required").

A6.1.2.1.2. Describe the applicable conditions, set-up, and actions, or lack thereof, which warranted the grade. Provide root-cause analysis of what led to the substandard performance. Reference and utilize the syllabus grading scale tables in relation to the CTS to describe the substandard performance. Grading scale tables and CTS descriptions often provide key words to effectively characterize the performance.

A6.1.2.2. If the AF Form 4293 is used to document the substandard performance, insert "See AF Form 4293" in the "Overall Comments" section, and utilize paragraphs **A6.1.2.1** through **A6.1.2.1.2** to compose the form. The entire "Overall Comments" grade sheet write-up may be composed on the AF Form 4293, to include *Profile, Overall, Next* format, or limited to only the substandard performance. At a minimum, the combined grade sheet and AF Form 4293 will cover all three sections of the format. **(T-3)**

A6.1.3. *Next*. Provide tangible goals and objectives to prepare for pending training events. Communicate to both follow-on instructors for event planning and training emphasis areas, and students for study, preparation, and performance expectations. This may include but is not limited to "next" Special Syllabus Requirements, formation-specific planning (e.g., "take-off as lead"), and items to meet prescriptive syllabus objectives and maneuver continuity (e.g., "ready to attempt first instrument approach; and accomplish no-flap pattern…none attempted in two sorties"). Regardless of performance, instructors should document and recommend specific "homework" or other exercises when necessary to improve or prepare the student for follow-on training. This may include but is not limited to practice in the ITD or ATD, technical order or publication study assignments, or direction to brief a specific topic as part of the pre-brief for the next training event.

**A6.2. AFMAN 11-202, Volume 2, and AFMAN 11-2MDS, Volume 2, Evaluation Events.**  Grade sheet write-ups should refer to the AF Form 8, *Certificate of Aircrew Qualification*. Units may elect to provide general comments referring to the profile or reasons for an incomplete evaluation; however, overall performance documentation is accomplished by the evaluator solely on the AF Form 8. As a general guide, insert "See AF Form 8" in the "Overall Comments" section of the G/TIMS grade sheet.

**Attachment 7**

**PIPELINE PILOT TRAINING AIR FORCE SPECIALITY CODE (AFSC) GUIDE**

**A7.1. General.** The AFSCs utilized in this guide are examples only. Refer to the Air Force Officer Classification Directory (AFOCD) for the most current guidance and approved AFSCs and suffices. AFPC classifies and documents student pilot candidates (not rated) with a reporting identifier of "92T0."

**A7.2. *T-6A UPT* Pipeline.** The "92T0" reporting identifier is maintained until successful completion of rating award or AFPC reclassification action in event of elimination from training. Upon award of the aeronautical rating of USAF Pilot and notification of:

A7.2.1.  T-38C formal GPT course follow-on assignment: AFSC of "11T1D."

A7.2.2.  T-1A (aircraft) formal GPT course follow-on assignment: AFSC of "11T1A."

A7.2.3.  T-96 (ATD) formal GPT course follow-on assignment: AFSC of "11T1H." **Note:** "T-96" is an ATD and associated with "simulator only" formal courses of training.

**A7.3. T-38C GPT Pipeline.** Upon MDS/MWS initial qualification assignment notification and IAW AFOCD requirements, AFSC is changed from "11T1D" to "level 1" MDS/MWS specialty with appropriate suffix. Examples:

A7.3.1.  F-35 FTU follow-on assignment: "11*F*1*N*."

A7.3.2.  B-52 FTU follow-on assignment: "11*B*1*C*."

A7.3.3.  T-38C FAIP follow-on assignment: "11T1D." No change.

A7.3.4.  E-3 FTU follow-on assignment: "11*R*1*A*."

A7.3.5.  **Note:** Official MDS/MWS assignment notification determines AFSC awarded. Fighter aircraft-assigned pilots attending IFF prior to the MWS FTU are awarded the MWS AFSC upon completion of the assignment-determining course, such as *T-38C Pilot Training* or FBF.

**A7.4. T-1A or T-96 GPT Pipeline.** Upon MDS/MWS initial qualification assignment notification and IAW AFOCD requirements, AFSC is changed from "11T1A" or "11T1H" to "level 1" MDS/MWS specialty with appropriate suffix. Examples:

A7.4.1.  HC-130J FTU follow-on assignment: "11*H*1*J*."

A7.4.2.  T-6A FAIP follow-on assignment: "11T1*F*."

A7.4.3.  C-17 FTU follow-on assignment: "11*M*1*K*."

A7.4.4.  RC-135 FTU follow-on assignment: "11*R*1*G*."

A7.4.5.  AC-130J FTU follow-on assignment: "11*S*1*Q*."

**A7.5. Other UPT Rating Awarding Pipeline Courses (ENJJPT, *T-1A UPT*, AFF, UHT, etc.).** "92T0" reporting identifier is maintained until awarding of the aeronautical rating of USAF Pilot, assignment notification, and requirements IAW the AFOCD. Examples:

A7.5.1. T-38C ENJJPT graduate prior to IFF with a F-16 FTU follow-on assignment: "11F1H."

A7.5.2.  *T-1A UPT* graduate with a KC-46 FTU follow-on assignment: "11M1R."

A7.5.3.  AFF graduate with a C-130H FTU follow-on assignment: "11M1B."

A7.5.4.  UHT graduate with a TH-1 FAIP follow-on assignment: "11T1J."

A7.5.5.  UHT graduate with a CV-22 FTU follow-on assignment: "11S1J."

A7.5.6.  UHT graduate with a HH-60 FTU follow-on assignment: "11H1E."

**Attachment 8**

**IMS GRADING CRITERIA – ENGLISH LANGUAGE SKILLS**

**Table A8.1.  IMS Grading Criteria – English Language Skills.**

| Skill | Unsatisfactory | Fair | Good | Excellent |
|---|---|---|---|---|
| *Speaking* | Speech is difficult to understand or inaccurate to the point where safety of flight is compromised.<br><br>Stops speaking when conversation is required. | Language structure is inaccurate or awkward, leading to misunderstanding or delayed communication.<br><br>Displays a limited vocabulary or confuses similar words. Repeat radio calls or cockpit communications frequently. Hesitant to speak when necessary. | Speaks with sufficient structural accuracy to participate in practical and aviation-related conversation.<br><br>Discourse is generally cohesive and follows logic of the conversation or radio communications.<br><br>Most radio transmissions understood the first time. | Consistently puts complex, technical thoughts into accurately structured conversation. |
| *Listening* | Inadequate vocabulary. Typically displays less than adequate understanding of radio transmissions or routine instructions.<br><br>Always asks for repeated instruction in time critical situations. | Understands some aviation related conversation. Has a solid general vocabulary, however, lacks some aviation- related vocabulary or incomplete understanding of radio transmissions under normal rates of speech. Frequently asks for repetition of instruction. | Understands sufficient forms and styles of speech related to aviation when delivered at a conversational pace. Understands/ comprehends concepts while listening to radio broadcasts and technical discussions. Follows verbal directives promptly.<br><br>Occasionally asks for clarification of thoughts or verbal instructions. | Conversant in all aviation-related topics and able to respond to instruction and questions presented. Follows verbal directives immediately without hesitancy. Understands radio calls with accuracy under high rates of speech and across various regional accents. |

| | | | | |
|---|---|---|---|---|
| *Reading* | Inadequate technical vocabulary or understanding of written instructions prevents safe mission execution. | Limited aviation vocabulary prevents understanding of written materials.

Takes additional time to comprehend written instructions. | Understands written manuals and technical orders with facilitated instruction. Complies with written instructions in a timely manner. | Understands written manuals and technical orders with accuracy. Complies with written instructions immediately. |