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AIR EDUCATION AND TRAINING
COMMAND**



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PERSONNEL

**FORMAL FLYING TRAINING
ADMINISTRATION AND
MANAGEMENT—COMBAT SYSTEMS
OFFICER (CSO)**

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*This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development and Management*. It establishes policy for student administration as well as for conduct and documentation and provides management guidelines for all Air Education and Training Command (AETC) Undergraduate Combat Systems Officer Training (UCT) courses and graduate combat systems officer (CSO) training courses in the T-6A and T-1A aircraft. It applies to all undergraduate and graduate flying training wings and groups conducting UCT or graduate CSO training in these aircraft and to members of the Regular Air Force, United States Space Force, Air National Guard (ANG), and the Air Force Reserve Command (AFRC) enrolled in applicable AETC flying courses. This instruction does not apply to United States Space Force. Subordinate units may supplement this instruction. Each unit will coordinate its supplement with 19 AF/DOUC prior to publication and forward one copy to 19 AF/DOUC after publication. Submit suggested changes to this instruction on AF Form 847, *Recommendation for Change of Publication*, through command channels, to 19 AF/DOUC, electronic mail (E-mail): 19AF.AETC.UndergradCSO@us.af.mil. Refer to paragraph 1.2 for waiver authorities and procedures. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this publication are Title 37 United States Code, Section 301a, *Special and Incentive Pays*; and Executive Order 9397, which authorizes collection of the social security number. PA system of records notices F011 AF XO A, Aviation Resource Management System (ARMS), F036 AETC

Y, Training Integration Management System (TIMS) Records, and F036 AF AETC B, Graduate Training Integration Management System (GTIMS), apply and are available on line at <http://dpcl.d.defense.gov/privacy/sorns.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with (IAW) the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System (AFRIMS). See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include: updates office symbols throughout the AETCI; updates 479 STUS and 479 STUS/CC roles and responsibilities ([paragraphs 2.1.2.2](#) and [2.1.2.3.1](#)); adds information on who has administrative control (ADCON) and tactical control (TACON) of a student throughout the program ([paragraph 2.1.2.4](#)); eliminates AETC Form 435 ([paragraph 2.1.3.5](#)); adds Exceptional Family Member Program information ([paragraph 2.1.3.7](#)); consolidates Duty Supervisor roles into single section ([paragraphs 2.1.4](#), [2.1.4.1](#), and [2.1.4.2](#)); adds requirement to request reductions in class size below programmed flying training ([paragraph 2.3.4](#)); removes requirement for units to notify AETC/A3G (ANG) or AETC/A3H (AFRC) if student requires a progress check ([paragraph 2.5.1](#)); delineates ADCON and TACON FLT/CC responsibilities for completing gradebooks ([paragraph 3.1.5](#)); updates maximum flying hour threshold for training reviews ([paragraph 3.3.14](#)); defines responsibility for the completion of the AF Form 475 ([paragraph 3.5.3](#)); updates maximum flying hour threshold ([paragraph 4.2.2](#)); updates flight commander responsibilities ([paragraph 6.1](#) and [6.1.9](#)); includes simulator events for possible additional training ([paragraph 6.3.5](#)); updates and combines flying safety briefings and standardization briefings guidance ([paragraph 6.5](#) and [6.6](#)); updates weekly emergency procedures quiz guidance ([paragraph 6.8.1](#)); updates guidance on incomplete sorties ([paragraph 6.9.1.1](#)); eliminates AETC Form 410 ([paragraph 6.16](#)); updates guidance on flight planning software use during Intermediate syllabus ([paragraph 6.16.1](#)); updates student assignment and track selection guidance ([paragraphs 7.1.1.2](#), [7.1.2](#), [7.1.3](#), [7.2.1](#), and [7.4](#) through [7.3.4](#)); provides guidance on finalized MASS score ([paragraphs 7.3.3](#) and [7.3.4](#)); updates guidance on UCT student assignment process ([paragraphs 7.5](#) through [7.5.8.1](#)); adds office responsible for selecting student awards ([paragraph 8.1](#)); updates distinguished graduate award guidance ([paragraph 8.2](#)); updates AETC Commander's Trophy award guidance ([paragraph 8.3](#)); updates website for MASS and flight commander ranking tables ([paragraphs A4.2](#), [A4.3.7](#), and [Figure A4.9](#))

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Chapter 1

OVERVIEW

1.1. Introduction. This instruction outlines the responsibilities for units conducting flying training in AETC undergraduate and graduate Combat Systems Officer training courses. Each unit must institute procedures to ensure training, documentation, practices, and procedures are accomplished IAW this instruction. This instruction complements AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management*.

1.2. Waivers. The WG/CC (delegable no lower than FTG/CC) is the waiver authority for all compliance items unless they are derived from other publications in which case the waiver authority listed in the parent publication will be used. Waivers will be documented on AF Forms 679, *Air Force Publication Compliance Item Waiver Request/Waiver*, IAW DAFI 33-360, *Publications and Forms Management*. File approved waiver requests IAW AFI 33-322, *Records Management and Information Governance Program*.

Chapter 2

STUDENT ADMINISTRATION

2.1. Casual Student Officer Management:

2.1.1. **General.** Casual student officers are those who have reported to their assigned UCT base and are awaiting training, students temporarily removed from training (i.e., Administrative Hold - Other or on Training Delay - Medical status), students eliminated from training awaiting reassignment, and students graduated from training and awaiting permanent change of station (PCS) or follow-on training. AFPC/DP2LT uses a computer program to efficiently schedule casual student officers for water survival and UCT and to minimize their “casual” time prior to entering the training pipeline.

2.1.2. Roles and Responsibilities:

2.1.2.1. The 479 Student Squadron (STUS) manages all casual student officers.

2.1.2.2. The 479 STUS will not change any water survival, survival, evasion, resistance, and escape (SERE), Aerospace Physiology, or UCT (Primary Syllabus) training dates. The 479 STUS will develop a list of backup students who have completed water survival that are able to fill any UCT training slot that may go unfilled. If a student requires adjustment to the assigned training dates, the 479 STUS registrar will contact AFPC/DP2LT at DSN 665-2102 for resolution.

2.1.2.3. The 479 STUS/CC or designated STUS supervisor will:

2.1.2.3.1. Categorize casual student officers in either short or long-term status based on the time between their report date and their UCT class start date. Short-term (90 calendar days or less) casual student officers stay in the 479 STUS to ensure completion of all in-processing, temporary duties (TDY), and PCS requirements, and only fill short-term or one-time manpower requirements. Attempt to detail long-term (more than 90 calendar days) casual student officers within the flying training group. If a place in the group is not available, these officers may be assigned throughout the base.

2.1.2.3.2. Relieve casual student officers from all details 10 duty days prior to their UCT class start date.

2.1.2.3.3. Place UCT eliminees on casual status until they depart the base for a PCS or separate.

2.1.2.4. **Supervisors.** The 479 STUS Student Control (STUCON) and pre-class FLT/CC assumes supervisory responsibility for casual student officers until they begin the primary syllabus of UCT. Beginning in the primary syllabus, a 479 STUS FLT/CC will be assigned ADCON and TACON responsibility for a UCT class. ADCON refers to exercise of authority over subordinates with respect to administration and support. TACON refers to detailed direction and control necessary to accomplish assigned tasks. In the case of UCT this applies to tasks such as day to day student scheduling and execution of student training. As students progress further in training, TACON responsibility transfers to the flying squadrons and FLT/CC responsible for each phase of training. ADCON will remain with 479 STUS and be executed through the ADCON FLT/CC. The 479 STUS/STUCON will supervise UCT eliminees until they PCS from the base. During transfer of supervisory

responsibilities, the losing supervisor will brief the gaining supervisor on each student's progress, potential, and any problems which may affect the student's training.

2.1.3. Administrative Control (ADCON). The 479 STUS/CC maintains ADCON over all casual student officers, regardless of the unit they support. The 479 STUS/CC ensures casual student officers are ready to start scheduled training, provides continuing professional development, and motivates students for their flying careers. ADCON includes, but is not limited to, the following actions:

2.1.3.1. Disciplinary Action. The STUS/CC is the first level authority for all Uniform Code of Military Justice (UCMJ) actions. The STUS/CC monitors each casual student officer's performance from the date of arrival until departing the base for the student's follow-on assignment.

2.1.3.2. Accountability. Casual student officers will report to the STUS supervisor according to the recall option for accountability and sign-in prior to reporting to their duty assignment.

2.1.3.3. Mentoring. All casual student officers will be present for mentoring sessions set by the STUS supervisor as required. Students will be released back to their duty assignments upon completion.

2.1.3.4. Squadron Commander Calls/Safety Meetings. Release casual student officers to attend all 479 STUS/CC calls and safety meetings unless their duty is mission critical and their absence is coordinated with the STUS supervisor.

2.1.3.5. Leave. Casual student officers will coordinate leave and pass requests through their duty supervisor prior to submitting them to the STUS supervisor for approval.

2.1.3.6. Physical Training (PT). Casual student officers will participate in the 479 STUS fitness program.

2.1.3.7. Exceptional Family Member Program (AF Form 4380). Prior to beginning training, students with dependents will complete AF Form 4380, *Air Force Special Needs Screener*, to initiate screening for assignment availability based on family medical requirements. This is essential to ensure aircraft assignments are compatible with the medical needs of the student's dependents. The ADCON FLT/CC will ensure they enter new dependents into the Defense Enrollment Eligibility Reporting System (DEERS) and complete AF Form 4380 within 10 duty days.

2.1.4. Duty Supervisor. Casual student officer duty supervisors are responsible for maintaining accountability of the casual student officers during all duty periods.

2.1.4.1. Mishap Reporting. Casual student officer duty supervisors will notify the STUS supervisor of any on- or off-duty mishap.

2.1.4.2. Letter of Evaluation (LOE). Duty supervisors of casual student officers are highly encouraged to complete an optional LOE, which is the appropriate tool to capture a casual student officer's performance. While the optional LOE is not filed in the selection record, it provides performance information to the subsequent rater for consideration when accomplishing the follow-on report (training or evaluation report). Officers may include their LOE in a letter to the board (for example, central selection board, force-shaping board, etc.), if convened prior to their next evaluation. In addition to LOEs, excellent performance

can be documented with a decoration that becomes a part of the selection record. By completing optional LOEs, a level playing field is maintained among all students, regardless of casual status duties. LOEs and decorations will be routed through STUS supervisor for 479 STUS/CC recommendation and approval.

2.2. Course Entry Administration. Units will review incoming student records to verify they are complete. Students must meet course entry prerequisites established in the syllabus. If a student does not meet the course entry prerequisites, contact 19 AF/DOUC to obtain approval before entering the student into training. As a minimum, units will review the following student records (or their equivalents) prior to any formal training:

2.2.1. Standardization/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. Students hand-carry FEFs to training according to the Education and Training Course Announcements (ETCA) course requirements. If required, flying training units will forward applicable AF Form 8, *Certificate of Aircrew Qualification*, and other Stan/Eval records and documents to the student's home or gaining unit upon completion of training.

2.2.2. Training Folders or Records from Previous Courses. (Pipeline students only) Pipeline students are those students who have not yet transferred to an operational unit as permanent party members. If training records are not available, contact 19 AF/DOUC.

2.2.3. Training Summaries (AETC Form 1121, *Summary Performance Report - UCT*) and Student Biographies. The squadron commander (SQ/CC), squadron operations officer (SQ/DO), flight commander (FLT/CC), or designated representative will review all training summaries and student biographies included in the student training record.

2.3. Quota Management. The programmed flying training (PFT) document establishes the baseline for student quota management, which reflects real-time changes and are the AETC aircrew training primary source documents for class entry dates, student load, and production schedule information. 19 AF/DOP maintains the quota management worksheets. These worksheets are available at <https://cs2.eis.af.mil/sites/12732/default.aspx>. AETC provides class quotas annually via electronic PFT pages. 19 AF/DOP notifies affected units when quotas change.

2.3.1. Units should obtain class entry rosters in the Personnel Data System not later than two weeks before class entry. Obtain rosters as early as possible to allow identification of excess capacity. Contact 19 AF/DOP and AFPC/DP2LT to fill empty quotas if identified with adequate lead time.

2.3.2. Units will report roster discrepancies as soon as they are discovered but no later than three duty days following the class start date. Report changes and discrepancies to 19 AF/DO, 19 AF/DOP, AFPC/DP2LT, and 19 AF/DOUC. In addition, report changes impacting aircraft assignment to AFPC/DP2ORC and AETC/A1KOD.

2.3.3. Units will update the student's records in the Personnel Data System upon changes in the projected graduation date, elimination from training, or graduation.

2.3.4. The 479 FTG/CC will route TMT eSSS request to reduce class sizes below the PFT through the 12 FTW/CC and 19 AF/DO for 19 AF/CC approval.

2.4. Production Metrics Report. 19 AF/DOR is the point of contact (POC) for flying training production metrics. At the beginning of each fiscal year, 19 AF/DOR uploads the PFT document to the flying training production analysis (FTPA) Web-based input tool. The 479 STUS registrar will update the FTPA with *actual* entries, gains, losses, attritions, graduate numbers and notes, if applicable. These updates are due five duty days after the class start date and after each monthly graduation date. 19 AF/DOR will provide flying training production metrics to 19 AF/DO (AETC.19AF.DO@us.af.mil) upon request.

2.5. Special Reporting Procedures for ANG and AFRC Students. SQ/CCs ensure the following actions are taken:

2.5.1. **For ANG or AFRC Students Experiencing Difficulty:** When an ANG or AFRC student requires an elimination check (EC), enters the commander's review (CR) process, is placed on Administrative Hold Other (Admin Hold – Other), is placed on Training Delay – Medical (TDM) status, or eliminated from or reinstated in training, the TACON FLT/CC will notify the 479 STUS Registrar. The 479 STUS Registrar will ensure notification of the following agencies (as applicable): the student's home unit, National Guard Bureau NGB/A3OC (NGB.A2.3.6.A2-3-6.Wkflw.Air-Spc-Cyber.Ops.Org@us.af.mil) and 19 AF/CG (19AF.CG.Workflow@us.af.mil) for ANG students, and for AFRC students contact AFRC/A3RB as well as the 340 FTG/UFT (340FTG.UFT.Workflow.1@us.af.mil), 19 AF/RF (19AF.RF.Workflow@us.af.mil), and the on-site student Reserve Liaison.

2.5.2. **Graduation Notification.** If the student's graduation date changes, units will notify the student's home unit as soon as possible. Units will also notify NGB/A3OC and 19 AF/CG for ANG students, or AFRC/A3RB, 340 FTG/UFT (340FTG.UFT.Workflow.1@us.af.mil), 19 AF/RF (19AF.RF.Workflow@us.af.mil), and the on-site student Reserve Liaison for AFRC students. The notification will include the student's planned syllabus completion date and ceremonial graduation date by E-mail no later than 30 calendar days before the new date.

2.6. Physical Training (PT) Program. Students participate in a scheduled PT program according to AFI 36-2905, *Fitness Program*, AFI 11-404, *Fighter Aircrew Acceleration Training Program*, and AFPAM 11-419, *G-Awareness for Aircrew*.

2.6.1. USAF UCT students, in the Primary syllabus, require a current passing (Satisfactory or Excellent) Fitness Assessment (FA) to advance to the flight line. If students have not passed the FA prior to their first scheduled flight, the ADCON SQ/CC will:

2.6.1.1. Remove them from training and place them on Admin Hold – Other status until passing the FA.

2.6.1.2. Notify 19 AF/DOUC and 19 AF/DO.

2.6.1.3. Enter them into the CR process and notify 19 AF/DOUC and 19 AF/DO if they do not pass the FA after the 90-day reconditioning period or IAW AFI36-2905.

2.6.2. Group (flight, class, etc.) physical training is highly encouraged to build esprit de corps, but it is not required. Unit PT for non-classed up students will be executed IAW 479 STUS Operating Instructions.

2.6.3. All students must have a current FA with a passing score to attend survival, evasion, resistance, and escape (SERE) training.

2.7. Weight and Anthropometric Standards. AFI 48-123, *Medical Examinations and Standards, Medical Standards Directory Table T*, lists standards for flying in ejection-seat aircraft. Prior to their first flight, units will brief students on the capabilities and limitations of the ejection seats in their unit's aircraft. Students in training who are outside the weight-for-flight range are given until they reach the flight line to get their weight into the proper range. Enter undergraduate students who do not meet the weight for flight standards in the CR process and notify 19 AF/DO and 19 AF/DOUC. Comply with AFI 48-123 for graduate students.

2.8. Training Delay:

2.8.1. **Medical.** A UCT student requiring extended medical treatment beyond the assigned UCT class start date is administratively entered into training and placed into a duty not involving flying (DNIF) status on the class start date. Adhere to TDM status timelines according to AETCI 48-102, *Management of Medical Support to Flying Training Missions*, and AETCI 36-2605, Volume 1. Contact 19 AF/CG (19AF.CG.Workflow@us.af.mil) for the disposition of ANG students. For AFRC students, contact the 340 FTG/UFT (340FTG.UFT.Workflow.1@us.af.mil), 19 AF/RF (19AF.RF.Workflow@us.af.mil), and the on-site student Reserve Liaison.

2.9. Students in Transition Status. Commanders will assign students awaiting PCS training, students on Admin Hold – Other or TDM status, eliminees, etc., to duties commensurate with their background, training, and grade. Contact 19 AF/CG (19AF.CG.Workflow@us.af.mil) for the disposition of ANG students. For AFRC students, contact the 340 FTG/UFT (340FTG.UFT.Workflow.1@us.af.mil).

2.10. Courseware Availability. Students may access courseware material at <https://www.my.af.mil/BRIProd/DLP/>

Chapter 3

TRAINING FOLDER

3.1. Introduction:

3.1.1. Each student must have a training folder. The training folder consists of the electronic Training Integration Management System (TIMS) training folder and other required training documents not maintained in TIMS (reference **paragraph 3.2**). If a backup version of the TIMS training folder is maintained, the unit stipulates procedures in local unit guidance. Students may only access their own training folder. Management and review of student training folders is a shared responsibility between ADCON and TACON FLT/CCs.

3.1.1.1. If a backup version of the TIMS training folder is maintained, the unit stipulates procedures in local unit guidance. Students may only access their own training folder. Management and review of student training folders is a shared responsibility between ADCON and TACON FLT/CCs.

3.1.2. In addition to the training folder, the ADCON 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. Use AF 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 training folder when a counseling session is conducted.

3.1.3. All FLT/CCs will ensure training folders and personal information folders are secured to prevent unauthorized access.

3.1.4. Instructors will ensure each aircraft, aircrew training device (ATD), academic and ground training event is recorded in the training folder.

3.1.5. Units will establish procedures to conduct periodic student training folder reviews to ensure accurate and complete documentation of each student's training. The 479 STUS TACON FLT/CC will accomplish a primary gradebook closeout prior to students going to the flight line and the 455 FTS TACON FLT/CC will also accomplish a primary gradebook closeout after student completes the last event in the primary syllabus. The TACON FLT/CC for Intermediate and Advanced phases will accomplish a gradebook closeout.

3.2. Contents. Include the following items in the training folder, as applicable.

3.2.1. AETC Form 101, *Student Performance Summary*. (**Note:** A memorandum for record (MFR) maintained in TIMS may be substituted for the AETC Form 101.)

3.2.2. AF Form 4293. (TIMS)

3.2.3. Academic examination grades summary. (TIMS)

3.2.4. Grade sheets. (TIMS)

3.2.4.1. Instructors will provide post flight comments in the comment column of the grade sheet on individual maneuvers. Write comments in a way that provides continuity from

one instructor pilot (IP)/instructor CSO (ICSO) to the next and alerts IPs/ICSOs to the areas and objectives they should concentrate on for the ensuing event.

3.2.4.1.1. As a minimum, provide comments for any maneuver graded below required maneuver item file (MIF) proficiency level. For graduate CSO training courses, post flight comments are required only on items graded below MIF, if in the instructor's judgment the student may have difficulty meeting MIF by the end of the category. Ensure comments are consistent with assigned grades and the course training standards (CTS).

3.2.4.1.2. If the overall lesson graded is fair (F) or unsatisfactory (U), instructors will provide comments on all maneuvers causal to the overall grade and any weak areas that need to be highlighted. Consolidate comments in the "Overall Comments" section under the "Comments" tab. Comments will follow the cause-and-effect format to document the substandard performance and identify the root cause. Each MIF item causal to the overall grade will be addressed separately. Do not use a MIF item to justify a downgrade of other MIF item(s) without a corresponding down grade of the first MIF item.

3.2.4.1.3. Units may use the AF Form 4293 instead of the grade sheet to document substandard performance outlined in [paragraph 3.2.4.1.2](#)

3.2.4.2. As a minimum, in the "Overall Comments" section under the Comments tab, instructors will include the mission profile, overall assessment of the student's characteristic performance, and any recommendations for the next IP/ICSO.

3.2.4.3. Grade sheet Review. Document a formal grade sheet review in the "Grade sheet Reviews" section under the "Docs" tab. A formal review is required by the student on all grade sheets, except for academic events and labs. The IP/ICSO will review their student's previous grade sheet prior to each event to assess performance gaps and required training. Documentation of a formal review, in TIMS, is not required by the next IP/ICSO on consecutive events with the same student and end-of-block rides. In addition:

3.2.4.3.1. If the lesson is incomplete, the approval authority for the incomplete sortie will indicate approval by documenting a formal review.

3.2.4.3.2. If the overall lesson graded is fair (F) or unsatisfactory (U), the TACON FLT/CC will review the grade sheet and document the formal review.

3.2.5. CR process paperwork.

3.2.6. Messages/E-mail (ANG and AFRC, if applicable).

3.2.7. Student officer's biography (optional).

3.2.8. Grade report for each category and training medium. (TIMS)

3.2.9. Record of emergency procedure (EP) training. (TIMS)

3.2.10. Record of special syllabus requirement accomplishment. (TIMS)

3.3. 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, fails to portray an accurate picture of the student's actual performance, and

improperly influences class ranking. Instructors will use an AF Form 4293 to document student training according to the applicable syllabus and this instruction. Include all AF Form 4293 entries in the student's training folder. Instructors will provide a concise summary of the student's training and ensure entries clarify any training action. Begin each entry with date of the event, subject or syllabus lesson numbers, overall lesson grade, and lesson duration (if applicable). End the entry with the name, grade, and duty title of the instructor making the entry. The student and either the ADCON or TACON FLT/CC must initial all AF Form 4293 entries. Documentation is required for the following:

- 3.3.1. Admin Hold – Other or TDM status.
- 3.3.2. Current medical flight status. Units may substitute a scanned or electronic copy of the DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty* in the TIMS training folder for the AF Form 4293 entry.
- 3.3.3. Failure of any academic examination, category check, flight evaluation, simulator evaluation, PC or EC.
- 3.3.4. Formal counseling session.
- 3.3.5. Assignment to and removal from the commander's awareness program (CAP).
- 3.3.6. Training folder review prior to a PC, EC, or CR. The reviewing instructor documents any training anomalies, syllabus deviations, etc. that were not previously documented.
- 3.3.7. Authorization to reallocate an event to another unit.
- 3.3.8. Authorization for additional training (AT). The authorization authority identifies the reasons for an AT sortie and sign or initial the entry.
- 3.3.9. Entry into the CR process and elimination from or reinstatement into training.
- 3.3.10. Syllabus deviations.
- 3.3.11. Syllabus entry prerequisite waiver or syllabus waiver (required if AETC Form 6, *Waiver Request* is not included in the electronic training folder).
- 3.3.12. Airsickness or G-induced loss of consciousness (GLOC) episodes.
- 3.3.13. Unusual occurrences that could affect the student's progress.
- 3.3.14. Results of the training review for students projected to exceed the syllabus maximum flying hour or sortie threshold. If the syllabus does not identify a maximum threshold, use 130 percent or three flight events (whichever is greater) as a guide for that syllabus.
- 3.3.15. Training folder closeout statement. Include a closeout statement in every training folder. If the student was eliminated/withdrawn from training, state so in the statement. Include the student's major weapon system (MWS) assignment, if matched.

3.4. Student Training Records Disposition. Students usually obtain their training records during out-processing and hand-carry them to their gaining unit. If the record is incomplete when the graduate departs, the training unit will forward the training record to the gaining unit via certified or electronic mail within 10 duty days of the student's graduation. The training unit will use appropriate E-mail encryption features to properly safeguard information sent electronically and will verify the electronic file is received. Refer to **Table 3.1** for the appropriate distribution of

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.

3.5. Training Documents. The group commander will standardize student documentation and content. The following documentation is required:

3.5.1. Aeronautical Orders. The local HARM office publishes aeronautical orders according to Air Force Manual (AFMAN) 11-402, *Aviation and Parachutist Service*, and AFMAN 11-421, *Aviation Resource Management*. Coordination will be the responsibility of the 479 STUS.

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

3.5.3. **AF Form 475, Education/Training Record.** Prior to course completion resulting in a change of station, the losing unit will complete an AF Form 475. The wording for comments on the AF Form 475 should be similar to an officer performance report and signed by the SQ/DO or higher. Responsibility for creating UCT graduation AF Form 475s will belong to 479 STUS with inputs from each students respective TACON FLT/CCs at the 451 FTS and 455 FTS.

Table 3.1. Training Document Distribution.

Item	A	B	C
	Document	Student	Copy Distribution
1	AETC Form 240-5, <i>Summary Record of Training</i> (Note 1)	USAF	Original – flight record folder (per AFMAN 11-421)
2		ANG and AFRC	Original – flight records folder (per AFMAN 11-421) Student – 1 NGB/A3OC or AFRC/A3RB – 1 (Note 2)
3	Student training folder (Notes 3,4)	USAF, ANG, and AFRC	Original – according to RDS
4	AF Form 1256, <i>Certificate of Training</i>	All Students	Student – 1
5	AETC Form 1121 (Note 4)	USAF	Gaining AETC base - 1
6		ANG and AFRC	NGB or AFRC – 1 (Note 2) Gaining unit - 1

Notes:

1. Suspense is 10 duty days after the student graduates or is eliminated. Follow-on training date may require completion of an AETC Form 240-5 immediately after graduation because this form is required for entry into training.
2. Send this form to NGB/A3OC, 3500 Fetchet Ave, Joint Base Andrews, MD 20762, or AFRC/A3RB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635, as applicable.
3. Suspense is 10 duty days after the student graduates.
4. Upon graduation from UCT or PCS for advanced flight training, the host aviation resource management (HARM) office or the local registrar forwards each student's training folder to the gaining AETC base. If forwarded by the HARM office, the training folder, AETC Form 240-5 and AETC Form 1121 are sealed in an envelope or hand-carried to the student's gaining AETC base. The registrar may forward the training folder electronically. Use appropriate E-mail encryption features to properly safeguard information sent electronically. If a student's follow-on training is outside AETC, retain the training folders. The gaining unit's HARM office sends the training folder to the OG/CC for distribution to the appropriate flying training SQ/CC. The last AETC flying base from which the student received training maintains the record for one year after the student departs.

- 3.5.4. **AF Form 679.** This form is used for all waiver requests to this publication.
- 3.5.5. **AF Form 1256.** Award this form to graduates of AETC formal flying training courses.
- 3.5.6. **AETC Form 6.** This form is used for all syllabus and ETCA waiver requests.
- 3.5.7. **AETC Form 31, *Certificate of Aeronautical Rating*.** Award an AETC Form 31 to UCT graduates. To order this form, units should contact 19 AF/DOUP.
- 3.5.8. **AETC Form 101.** Generate an AETC Form 101 for any student placed on CAP. 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 AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Units may maintain an MFR in the student's TIMS training folder in lieu of the AETC Form 101. The MFR must address all areas listed on the AETC Form 101.
- 3.5.9. **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 UCT courses:
 - 3.5.9.1. Generate a form for each student who enters the UCT course.
 - 3.5.9.2. The Chief, Host Aviation Resource Manager signs the "authentication" block.
 - 3.5.9.2.1. Authenticate the AETC Form 240-5 for Primary and Advanced Phase students after their training folders are closed out (i.e. marked as graduated in TIMS).
 - 3.5.9.2.2. Authenticate the AETC Form 240-5 for students entered into a CR.

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

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

3.5.12. **AETC Form 1121.** (As applicable based on student assignment.) This form provides follow-on training instructors and supervisors with an assessment of the student's overall ability and characteristic performance during training. The undergraduate flying training unit will prepare the form on each UCT graduate.

3.5.12.1. This form will not be a part of the graduate's permanent record. Use the following guidance when filling out this form:

3.5.12.1.1. **Maneuver Assessment.** Place an "X" in the appropriate block for each maneuver. If a maneuver was not flown or observed, leave the blocks blank.

3.5.12.1.2. **End of Phase Summary.** Provide a candid assessment of the student's performance in each phase of training (Primary, Intermediate and Advanced). Discuss strengths, weaknesses, progression, acceptance of instruction, and any other relevant factors. Evaluate the graduate's performance relative to the course training standards.

3.5.12.1.3. **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.

Chapter 4

STUDENT MANAGEMENT

4.1. Progress Checks (PC) and Elimination Checks (EC). PCs/ECs assess a student's performance, situational awareness, proficiency, rated potential, and ability to complete the course within syllabus constraints is considered. Conduct PCs/ECs according to the applicable syllabus. PCs/ECs are separate from the normal syllabus flow. Students must demonstrate proficiency on the PC/EC to the current stage of training. PCs/ECs are key events in the CR process. Triggers for these events are defined in the applicable syllabus.

4.1.1. **Authorized PC/EC instructors.** Only duly appointed and qualified instructors may administer a PC/EC. 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.

4.1.2. **Ground Evaluation.** PC/EC ground evaluations may be conducted as a result of a failed category check/PC/EC for unsatisfactory general knowledge, ground operations, mission planning, or EPs, or as the result of a FLT/CC-directed evaluation for failure to progress or meet syllabus standards in procedural knowledge (These evaluations may include a simulator mission).

4.1.2.1. The designated PC/EC instructor conducts the entire briefing, ground evaluation execution, debriefing, and assign the overall grade.

4.1.2.2. The ground evaluation should be one to two hours in length and of sufficient breadth and depth to evaluate the student's overall procedural knowledge.

4.1.3. **Simulator:**

4.1.3.1. During PCs/ECs, civilian simulator instructors (CSI) will serve only as console operators. Their participation is limited to assisting the PC/EC instructor with operating the simulator to facilitate mission execution.

4.1.3.2. The PC/EC instructor will brief the assigned CSI separately on mission objectives, mission profile, event flow, desired scenarios, and areas of student weakness. 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/EC instructor.

4.1.3.3. The PC/EC instructor will not substitute a simulator PC/EC for a syllabus-directed aircraft sortie.

4.1.4. **Grading.** Grade PCs/ECs according to syllabus guidance.

4.1.5. **Incomplete PC/EC.** The PC/EC instructor determines if the sortie 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.

4.1.6. **Continuation Training (CT) Meetings.** The SQ/CC or designated PC/EC program manager conducts PC/EC instructor CT meetings at least quarterly to ensure command and squadron PC/EC philosophy is implemented and standardized. All individuals who conduct PCs/ECs are required to attend. Document the meetings in sufficient detail such that those who

are unable to attend can read and initial the meeting minutes, and understand what transpired. Maintain copies of the meetings minutes and slides (if used) for one year. 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, and at least one grading scenario brought to a conclusion and documented in the meeting minutes. 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/slides.

4.2. Commander's Review Process:

4.2.1. Overview. The CR recommends the student's elimination or retention in training. All students in a formal flying training course will go through a CR before being eliminated or withdrawn from training. Complete the CR process within 10 duty days from the date the initiating authority (IA) enters the student in the CR process by signing the AETC Form 143, *Record of Commander's Review Action (ABM/CSO)*.

4.2.2. Entry. The IA will enter the student in the CR process by signing the AETC Form 143 NLT three duty days after meeting the syllabus trigger. Remove the student from training and place on Admin Hold - Other pending final approving authority (AA) decision. The IA may elect to continue the student in academic training with reviewing authority (RA) concurrence. 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 poor performance should have a training review conducted, and based on the TACON SQ/CC's judgement, may be entered into the CR process under the failure to progress or meet syllabus standards trigger. If the syllabus does not identify a maximum threshold, use 130 percent or three flight events (whichever is greater) as a guide for that syllabus. SQ/CCs will consider entering UCT students into the CR process if they fail three flight/simulator checks or a combination of four flight/simulator checks, PCs and or ECs during the same syllabus under the failure to progress or meet syllabus standards trigger.

4.2.3. Initiating Authority (IA). The SQ/CC conducting the student's syllabus training is the IA. (Exception: due to patient privacy requirements dictated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) the IA for students who are going through the CR process for medical reasons will be the SQ/CC with ADCON of the student.) The IA will:

4.2.3.1. Notify the student in writing of the consideration for elimination and briefs the student on the CR process ([Attachment 2](#)). For ANG and AFRC students, refer to [paragraph 2.5.1](#)

4.2.3.2. Complete the IA portion of the CR Checklist and briefing guide ([Attachment 3](#)).

4.2.4. Reviewing Authority (RA). The group commander is the RA. The RA will:

4.2.4.1. Review the student's training and recommends elimination from or retention in training. The group commander may delegate this authority to the deputy group commander, operations support SQ/CC, or any flying training SQ/CC (not to include the student's SQ/CC). The RA examines the student's training records and, as deemed necessary, interviews the student and FLT/CC or SQ/CC.

4.2.4.2. Complete the RA portion of the CR Checklist (**Attachment 3**).

4.2.4.3. Suspend the CR if it becomes apparent that circumstances require convening an investigation under the provisions of AFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers* or when information arises that would cause the student to be medically disqualified. Reconvene as appropriate to complete the CR process.

4.2.5. **Approval Authority (AA).** The WG/CC is the AA (exception, the FTG/CC is the AA for a DOR). The AA will:

4.2.5.1. Complete the AA portion of the CR Checklist (**Attachment 3**).

4.2.5.2. List any authorized AT.

4.2.5.3. Not recommend students eliminated for manifestation of apprehension (MOA), drop-on-request (DOR), or academics for any other flying training. The AA should consider the student's motivation, situational awareness, task management skills, airmanship, and academic average when recommending eliminees for other flying training.

*4.2.6. DELETED

4.3. Student Eliminations:

4.3.1. Students *should* be eliminated if they:

4.3.1.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course because of physical, psychological, or personality factors. LOA eliminees require an evaluation from both medical and rated personnel. This category includes airsickness, GLOC, and MOA. Medical and rated personnel conducting the evaluations will document the results in the student's training folder. They will specify the physical, psychological, or personality factors that led to the LOA determination. In addition, they annotate specific deficiencies in Section IV of AETC Form 143.

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

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

4.3.1.4. Fail to meet standards prescribed in AFI 36-2905 and this publication.

4.3.2. Students *will* be eliminated if they:

4.3.2.1. DOR (UCT only). The TACON FLT/CC will counsel the student on the ramifications of DOR (i.e., permanent disqualification from flying status, reclassification proceeding, and possible elimination from the Air Force) prior to entering him or her into a CR. Once the student is counseled and signs the AETC Form 143, he or she is ineligible for reinstatement. **Note:** UCT students with aeronautical rating cannot DOR and fall under the procedures in AFMAN 11-402.

4.3.2.2. Attempt to DOR (rated aircrew members). Rated officers attempting to DOR from a formal training course fall under the provisions in AFMAN 11-402 and will be removed from the formal training course via a CR prior to implementing AFMAN 11-402 procedures. **Note:** Attempting to DOR will trigger an FEB which opens the member to

permanent disqualification from aviation service and may prohibit wearing the aviation badge.

4.3.2.3. Become medically disqualified, unless a flight surgeon determines the disqualification may resolve within 12 months of the initial DNIF. In the latter instance, place the student in TDM status. Refer to AFI 48-123, AETCI 48-102, AETCI 36-2605 Volume 1 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/FMAM as soon as the TDM status becomes probable.

4.3.2.4. Initiate action to separate from the service.

4.3.2.5. Get recalled by the parent unit, higher headquarters, or home country. Refer to AETCI 36-2605, Volume 1 for additional guidance.

4.3.2.6. Get involved in drug abuse substantiated by reliable evidence.

4.3.2.7. Get adjudicated absent without leave, are confined, or have deserted.

4.3.2.8. Demonstrate improper attitude or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the student's fitness for training.

4.3.2.9. Fail two ECs in the same phase (Primary, Intermediate, or Advanced) or fail three ECs total.

4.3.3. 19 AF/DO staff will maintain entry, production and elimination data to ensure fairness and equitable opportunity for all flying training program candidates.

4.4. Student Dispositions:

4.4.1. Students reinstated into training after a CR complete an EC following completion of any AT authorized by the AA in Section IV of AETC Form 143. Students reinstated after academic deficiencies must repeat the examination after appropriate AT. Students reinstated following a flying evaluation board complete AT directed by the final approval authority.

4.4.2. After completing AETC Form 143, Section IV, units will process eliminated students under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, AFI 36-3207, *Separating Commissioned Officers*, AFI 36-2110, *Total Force Assignments*, or the ETCA. Units will process rated students according to AFMAN 11-402; and pipeline or PCS students through appropriate personnel channels.

4.5. CR Records Distribution:

4.5.1. The school registrar or similarly designated authority will maintain original CR records according to RDS and distribute them within 10 duty days of CR completion. These records must be available for review.

4.5.2. Units will distribute eliminated officers' CR records as outlined in **Table 4.1** and maintain them according to the RDS.

4.5.3. The course registrar will ensure each elimination case is updated in the training management database with an elimination code.

4.5.4. The servicing Host Aviation Resource Management Office will update ARMS with the appropriate disqualification code.

Table 4.1. Officer CR Records Distribution.

Item	A Form or Item	B Type of Student	C Copy Distribution
1	AETC Form 143 (Note 1)	Active Duty USAF	19 AF/DO – 1(Note 5) 19 AF/DOUC – 1(Note 5) AFPC/DP2LT and AFPC/DP2ORC 1 each (Note 2)
2		ANG	19 AF/DO – 1(Note 5) 19 AF/DOUC – 1 NGB/A3OC – 1 (Note 3)
3		AFRC	19 AF/DO – 1(Note 5) 19 AF/DOUC – 1 AFRC/A3RB – 1 (Note 4)
4	Notification memorandum	All	NA
5	Show cause memorandum		
6	Student training folder		
7	Individual flight record (rated CSO only)		
8	AETC Form 240-5 (UCT only)		
9	AF Form 422, <i>Notification of Air Force Member's Qualification Status</i>		
10	Order awarding aeronautical rating		NA
11	Order rescinding aviation status		

Notes:

1. Suspense is 10 duty days after CR completion.
2. AFPC/DP2LT and AFPC/DP2ORC, 550 C St West, Ste 10 and Ste 33 (respectively), Joint Base San Antonio-Randolph TX 78150-4723.
3. NGB/A3OC, 3500 Fetchet Ave, Joint Base Andrews, MD 20762, or E-mail.
4. AFRC/A3RB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635, or E-mail.
5. Forward CR packages to 19 AF/DO and 19 AF/DOUC in electronic portable document format (.pdf). Use appropriate E-mail encryption features to properly safeguard information sent electronically and verify the electronic file is received.

Chapter 5

MEDICAL MANAGEMENT REQUIREMENTS

5.1. General. This chapter establishes student management requirements for appropriate medical and 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. Supervisors must also strive to keep students motivated and flying on a regular basis. AETCI 36-2605, Volume 1, contains additional guidance.

5.2. Airsickness Procedures for UCT Students:

5.2.1. Students must meet MIF standards to continue flying training. Grade them against the absolute grading scale, regardless of the effects of airsickness. Early in the primary phase of UCT, the instructor may help students overcome the effects of airsickness by changing the profile or if necessary, terminating the mission. Use sortie termination as a last resort since continued exposure to the flight environment enhances physiological adaptation. As students progress in training, instructor assistance decreases. Airsickness experienced by the student does not necessarily warrant an overall grade of unsatisfactory. Consideration should be made for in-flight conditions, training accomplished, and whether or not the mission is terminated early.

5.2.2. FLT/CCs and instructors will send 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 sortie. Document all episodes of airsickness on AF Form 4293.

5.2.3. While participating in the airsickness management program (AMP), students will continue the normal syllabus flow to include flying. AMP is outlined in AETCI 48-102.

5.2.4. The TACON FLT/CC will place UCT students who become airsick on four or more sorties on CAP.

5.2.5. Limit student pharmacological therapy to a maximum of three sorties.

5.2.6. Commanders will process nonrated officers in UCT who cannot overcome airsickness problems according to AETCI 48-102.

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

5.3. Airsickness Procedures for Graduate CSO Training Students:

5.3.1. A student who experiences airsickness may not necessarily warrant an overall grade of unsatisfactory. Instructors should consider the inflight conditions, training accomplished, and whether or not the mission is terminated early to determine the final grade.

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

5.3.3. FLT/CCs and instructor will send 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 sortie. Document all episodes of airsickness on AF Form 4293.

5.3.4. While participating in AMP, students continue the normal syllabus flow to include flying. Limit student pharmacological therapy to a maximum of three sorties.

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

Chapter 6

STUDENT TRAINING

6.1. Flight Commander Responsibilities. The FLT/CC is the first echelon of command responsible for safely and efficiently scheduling people, mission and aircraft. In UCT, the 479 STUS has ADCON and TACON responsibility for UCT officers. Student flights are assigned an ADCON FLT/CC, who will lead flight members through training until UCT graduation. As students progress further in training, TACON responsibility transfers to the 455 FTS upon reaching the T-6 flightline and to the 451 FTS upon beginning the advanced syllabus. For coordination purposes, the losing TACON FLT/CC will notify the gaining TACON FLT/CC NLT 10 duty days prior to the transfer with updated changes as necessary. Additionally, the losing TACON FLT/CC will notify the 479 STUS/DO, the TACON SQ/DO, and the 479 STUS Registrar of any changes to the projected transfer date. Losing/gaining TACON FLT/CCs will notify 451 FTS/DOP with any changes to the transfer dates before beginning the advanced syllabus. The TACON FLT/CC must know the capabilities and experience levels of all flight members, and ensure they fly the right mission at the right time according to applicable syllabuses and directives. Safety considerations must remain in the FLT/CC's mind. FLT/CCs will keep the operations supervisors informed of the training plan and any changes, and:

6.1.1. Supervise and monitor student training.

6.1.2. Assist students and supervisors with the training review process and provide for discipline, physical and mental well-being, and general welfare of students. The FLT/CC must be aware of each student's progress in all areas, including the potential effect of external factors (personal problems, etc.). FLT/CCs help students when they:

6.1.2.1. Counsel students determined to be marginal performers or those placed on CAP and conduct follow-up counseling as often thereafter as necessary. (ADCON/TACON)

6.1.2.2. Counsel students as necessary, on appropriate management issues, including personal problems and disciplinary matters. If additional assistance is necessary, refer students to the appropriate base support agencies (Chaplain, Legal Office, etc.). (ADCON/TACON)

6.1.3. Maintain student training folders according to **Chapter 3** of this instruction, local guidance, and the applicable syllabus. (TACON)

6.1.4. Ensure student compliance and documentation of PT accomplishments. (ADCON)

6.1.5. Coordinate with academic supervisors on individual student performance. (TACON)

6.1.6. Ensure students are briefed on assignment opportunities as applicable. (ADCON)

6.1.7. Brief student leaders on the scope and limits of their responsibilities. (ADCON)

6.1.8. Assist in syllabus-directed functions. (TACON)

6.1.9. Track and report to ADCON SQ/CC and TACON SQ/CC, if applicable, attrition events to include CRs and Admin Holds. (ADCON/TACON)

6.2. Syllabus Resource Management. The TACON FLT/CC and SQ/CC are responsible for the management of student flight hours. Each syllabus category has an associated number of sorties

or missions and flight hours. On average, the syllabus mission and any AT, PC, or EC sorties should reflect the average mission duration (AMD) for the category of training. Instructors should closely adhere to the syllabus AMD. The AMD should not be exceeded except for extenuating circumstances or to meet training objectives.

6.3. Additional Training Sorties. AT sorties provide extra training to students in specific circumstances to include check failure, break-in-training, CR reinstatement, syllabus waiver, group commander corrective actions, or as otherwise specifically authorized by the syllabus. Refer to the applicable syllabus for authorized AT sorties and specific guidelines.

6.3.1. Adaptation to Corrective Lenses (Coded XXX84). These sorties are authorized for students who experience training difficulties and require corrective lenses.

6.3.2. Break-in-Training (Coded XXX86). These sorties are authorized for delays in training and will be flown only when remaining syllabus sorties are insufficient to compensate for the student's break in training. Instructors should consider using the simulator instead of the aircraft if appropriate.

6.3.3. Reinstatement by CR (Coded XXX87). These sorties may be authorized for students reinstated into training after a CR.

6.3.4. Prior to PC and EC (Coded XXX87). These sorties may be authorized before a PC and EC. These sorties are not automatically given to every student. They are reserved for cases where the SQ/CC determines some training irregularity or anomaly has occurred, and the student has demonstrated the potential to complete the syllabus within syllabus constraints. Document the training irregularity or anomaly as part of the AF Form 4293 AT authorization entry.

6.3.5. Simulator AT Events (Coded XXX87). These events may be authorized for students at any time except when on an "Unsatisfactory" (U) following a category check, PC, or EC.

6.4. Ground Training (GT):

6.4.1. Ground Training Units (GTUs) are instructional lessons that are normally prerequisites for simulator or aircraft missions and complement academic instruction.

6.4.2. Instructors are responsible for teaching GTUs according to instructor guides. Instructors may teach the GTUs to students on an individual or group basis.

6.4.3. Syllabus time for GTUs is an approximate time to complete the lesson. Log the completion time, date, and actual training time in TIMS.

6.5. Flying Safety and Standardization Briefings. Squadrons executing UCT flights will conduct flight safety and standardization briefs at least once a normal work week. UCT students not in a syllabus event must attend. Briefings should emphasize aircraft mishap prevention and promote group discussion to improve student judgement and confidence. SQ/CCs should tailor execution of these requirements to the syllabus and track requirements of UCT students and will outline specifics via local squadron guidance. Discussions should be structured to assist in the development of judgment, proper application of procedures, and realistic use of available publications.

6.6. Cockpit/Crew Resource Management Briefings. AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and its AETC Supplement outline requirements for the CRM

training program. CRM briefings address human-factor causes in aircraft mishaps. Use real-world mishaps as examples in the briefings. Brief and debrief CRM core concepts and skills on every aircraft and simulator mission. CRM briefings may be substituted for safety or standardization briefings, but they are not testable.

6.7. Mission Briefings. These briefings set the tone of the lesson by covering specific objectives, mission accomplishment, and specific flight or simulator restrictions. Post-mission briefings measure the success in accomplishing the mission objectives. Refer to the appropriate publications for briefing formats and the applicable syllabus for minimum mission briefing requirements.

6.8. Student Standardization Program. The standardization program consists of briefings and tests to ensure students maintain the highest proficiency level in procedural knowledge and application. The minimum passing score on all flight line tests is 85 percent and 100 percent for **Boldface** tests. Refer to the applicable syllabus for additional guidance.

6.8.1. Squadrons executing UCT flying training will administer a weekly emergency procedures quiz (EPQ). UCT students not in a syllabus event must attend. SQ/CC's will tailor execution of this requirement to the syllabus requirements of UCT students and will outline specifics.

6.9. Incomplete Sorties:

6.9.1. Except for category checks, PCs, and ECs, the TACON FLT/CCs will determine if a sortie is incomplete. He or she will:

6.9.1.1. Evaluate each situation on an individual basis. (**Note:** Do not automatically incomplete a sortie solely because an individual maneuver is omitted when the omitted maneuver can be accomplished on the next sortie without degrading accomplishment of future training objectives.)

6.9.1.2. Consider the sortie's effect on the quality of the student's training and each student's prior training opportunities as well as the remaining sorties available to accomplish training objectives. The syllabus provides a means for AT for students who do not progress to the end of category MIF proficiency requirements.

6.9.1.3. On end-of-unit sorties if a maneuver is graded below MIF, the sortie is complete and the overall grade is U.

6.9.1.4. Ensure both above- and below-average students are afforded the same training opportunities to refine their skills. Some above-average students may PA and not require the same number of training sorties based on performance.

6.9.2. Incomplete sorties do not break a string of unsatisfactory syllabus sorties.

6.10. Grading Procedures. Instructors will grade student training according to the applicable syllabus. The CTS is the baseline for all maneuver grading. Instructors must compare student performance to the CTS before assigning maneuver grades. When assigning a maneuver grade, first grade the maneuver being flown. If the maneuver is flown below the required proficiency level then determine if Risk Management/Decision Making, Task Management, Situational Awareness, Crew Coordination and Emergency Procedures/General Knowledge should also be downgraded. Overall lesson grades must be consistent with syllabus guidance, the student's documented progress, and overall performance.

6.11. Category Checks. Checks validate students have achieved the required proficiency and/or instructional level for a category, are conducted according to the applicable syllabus, and are graded against the course training standards using the required MIF proficiency and instructional levels as the baseline.

6.11.1. **Profile.** The TACON FLT/CC ensures a cross-section of maneuvers optioned in the category check MIF are regularly sampled on category checks.

6.11.2. **Grading.** Category checks are syllabus events and the CTS must be applied exactly as on daily events. The starting point for assigning any maneuver grade is the CTS which equates to satisfactory proficiency level or a letter grade of G. The instructor will grade student maneuvers according to the applicable syllabus, grading completed checks excellent (E), good (G), unsatisfactory (U) or NG (no grade) overall.

6.11.3. **Incomplete Checks.** With SQ/CC approval, checks may be considered incomplete if no maneuver completed by the student was graded below MIF and either all required maneuvers were not flown or the number of maneuvers flown was insufficient to reasonably assess the student's overall performance. If a check is incomplete, the student need only perform those maneuvers necessary to complete a normal check profile on the subsequent (refly) check.

6.12. Check Instructor CT Meetings. The group will conduct check instructor CT meetings at least quarterly to ensure grading philosophy, practices and standards are consistent and standardized. All individuals who conduct category checks are required to attend. 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, check weak areas or trends, pass and fail rates of individual check instructors, 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/slides. Document the meetings in sufficient detail such that those who have an authorized absence can read the meeting minutes and understand what transpired. Maintain copies of the meetings minutes and slides (if used) for one year.

6.13. Flight Evaluations. Conduct flight evaluations according to AFI 11-202, Volume 2, *Aircrew Standardization and Evaluation Program*, its AETC Supplement, AFI 11-2MDS-specific volumes 2, and the applicable syllabus.

6.14. Wash Back. When a student washes back into another class, the TACON SQ/CC is the approving authority for determining the appropriate TIMS version of the syllabus to use to continue the student's training.

6.15. Civilian Flight Training. Students rated by the Federal Aviation Administration (FAA) (private pilot, commercial pilot, etc.) may fly civilian aircraft once they enter into UCT, but they may not pursue additional ratings or qualifications. Students not rated by the FAA will not fly civilian aircraft after entering into UCT.

6.16. Flight Planning Software use in UCT. Flight instruction of flight planning principles in UCT is tailored to each phase with the understanding that manual flight planning skills provide the foundation for software-based flight planning skills.

6.16.1. In the primary and intermediate phases, the prescribed learning objectives focus on manual mission planning skills. Therefore, primary and intermediate students will not use flight planning software for syllabus-directed events. However, primary and intermediate instructors may use flight planning software to verify student flight planning computations.

6.16.2. In the advanced phase, the initial focus is to reinforce the manual flight planning skills learned in the primary phase. After initial exposure and satisfactory manual flight planning performance is demonstrated, introduce flight planning software through courseware and ground training, then apply on the flight line. Specifically, students are required to plan and fly applicable sorties using manual or software-based flight planning methods according to syllabus requirements.

Chapter 7

UCT STUDENT ASSIGNMENT PROCESS

7.1. Overview:

7.1.1. Students receive track and MWS assignments based on demonstrated potential to successfully complete required follow-on training. MWS assignments consider three elements in rank order:

7.1.1.1. Needs of the Air Force/Track or assignment availability.

7.1.1.2. Student performance.

7.1.1.3. Student desires.

7.1.2. To aid commanders in these decisions, merit assignment selection system (MASS), a command-directed performance measurement tool, is provided. MASS provides student relative ranking within their class and is used for student advanced track selection and MWS assignment.

7.1.3. The FTG/CC is the approval authority for all advanced syllabus track selection decisions. Any waivers or deviations from this process must originate from the TACON SQ/CC for review by the FTG/CC.

7.1.4. The WG/CC is the approval authority for all MWS assignment decisions. Any waivers or deviations from this process must originate from the WG/CC for review by 19 AF/DOU.

7.2. Career Information:

7.2.1. Before track assignment and again before MWS assignment, the FTG will provide students with MWS-specific career information. The information should help students make informed choices when requesting specific aircraft. Specific information should include mission duties, career path and advancement opportunities, and average TDY/deployment commitments.

7.2.2. Present the information via briefings, career days, and/or other practical means. The FTG should also consider sponsoring career day activities along with the base's annual open house or airshow. UCT students will make their career requests on a group commander-approved assignment preference worksheet. **Note:** Inform students with special-need dependents, join spouse, or other special circumstances to make these situations known to their chain of command.

7.3. Merit Assignment Selection System (MASS):

7.3.1. The ADCON FLT/CC or appropriate squadron representative will present a comprehensive briefing to each class to ensure understanding of the MASS methodology. The ADCON FLT/CC or other appropriate squadron representative must ensure he or she subsequently briefs any student who is unavoidably absent.

7.3.2. MASS generates a merit ranking which is an overall assessment of the student's airmanship and capability based upon demonstrated performance. It includes the FLT/CC's assessment of the student's flying skills, leadership, teamwork, officership, attitude, and potential to complete follow-on training.

7.3.3. A TIMS MASS transaction is required for each UCT class prior to each Track Selection and again prior to each MWS Assignment. The group commander will ensure a finalized MASS is performed in TIMS. Reference [Attachment 4](#) for how to Compute MASS Standardized Scores.

7.3.4. Due to limitations in MASS to compare students in different tracks, the 479 FTG will develop and document a procedure for determining a Graduate Raw Score for each student. This score will incorporate performance from the Primary, Intermediate (if applicable), and Advanced Phases of training. This procedure will be coordinated with 19 AF/DOU and used for determination of graduate awards.

7.4. UCT Track Selection Process. Due to the current construct of UCT, there are two separate times when students are track assigned to the appropriate advanced syllabus. Immediately following the primary phase of training, some students are tracked to Electronic Warfare Officer (EWO) advanced phase. The remaining students continue to the intermediate phase. Immediately following the intermediate phase of training, the remaining students are tracked to Navigation (NAV), Special Operations (SO) or Weapons Systems Officer (WSO) advanced phase.

7.4.1. Students will be track assigned to the appropriate advanced syllabus to meet the Undergraduate Production Guidance Letter (UPGL) student production tasking. 19 AF/DOP will allocate and forward Advanced Track authorizations (EWO, NAV, SO, and WSO) to the 479 FTG based on assignment-eligible students no later than five duty days before the Primary/Intermediate Phase completion date. 19 AF/DOP will produce a schedule of events for notification of the track allocations for the Fiscal Year.

7.4.2. Upon completion of all syllabus events, the TACON FLT/CC will conduct a final MASS Transaction. This transaction will be used to rank students in merit order for syllabus Track Selection. Reference [Figure A4.9](#) for Phase Total Computation.

7.4.3. Using this final MASS Transaction and resulting merit order, the TACON SQ/CC and FLT/CC will convene with the ADCON FLT/CC to recommend assignment of students to Advanced Tracks.

7.4.3.1. IAW guidance provided in [paragraph 7.1.](#), use the merit order listing as well as student track preference and special considerations worksheets to provide the best match of the student's desires with available Track allocations. If a student's first choice is not available, go to the second (third, etc.) choice until a match is found.

7.4.3.2. If available, and based on Air Force needs, the top 10 percent of each class should receive their first choice of available Tracks. Round numbers .5 and above to the next higher number

7.5. UCT Student Assignment Process. For each Advanced Track, 19 AF/DOP will produce a schedule of events to include a scheduled aircraft assignment event.

7.5.1. After receiving assignments from AFPC/DP2ORC and not later than one week before the scheduled assignment drop event, AETC/A1KO will provide the 479 FTG with the assignments. The 479 FTG/CC may also request the assistance of AETC/A1KO to obtain an appropriate MWS assignment based on a suitable match with the student's skill and potential.

7.5.2. Prior to the scheduled assignment drop event, all students will complete the 479 FTG/CC-approved assignment preference worksheet, indicating (in order) their choice of MWS aircraft.

7.5.3. At the latest reasonable opportunity based on syllabus requirements and student progression, the TACON FLT/CC will conduct a final MASS Transaction. This transaction will be used to rank students in merit order for aircraft assignment.

7.5.4. Using this final MASS Transaction and resulting merit order, the TACON SQ/CC and FLT/CC will recommend aircraft assignment.

7.5.4.1. IAW guidance provided in **paragraph 7.1**, use the merit order listing as well as student track preference and special considerations worksheets to provide the best match of the student's desires with available aircraft allocations. If a student's first choice is not available, go to the second (third, etc.) choice until a match is found.

7.5.4.2. If available, and based on Air Force needs, the top 10 percent of students in each of the Advanced syllabi should receive their first choice of MWS aircraft rounding .5 and above to the next higher number.

7.5.5. The 12 FTW/CC will be the approval authority on aircraft assignments and will make the final determination based on the best match of student skill, potential, and desire with available aircraft allocations.

7.5.6. The 12 FTW/CC will provide a list of finalized assignment selections and merit rank order to AETC/A1KO not later than one duty day before the scheduled assignment drop event.

7.5.7. AETC/A1KO will check selections for potential errors and coordinate with the 479 FTG for final assignment release. AETC/A1KO will then forward assignment matches to AFPC/DP2ORC no later than the following Monday after aircraft assignment drop event.

7.5.8. The TACON SQ/CC will closely monitor student performance after MWS assignment.

7.5.8.1. When appropriate, squadron, group, and wing personnel will work with AETC/A1KO to coordinate any assignment changes necessitated by student performance post-MWS assignment.

Chapter 8

STUDENT AWARDS

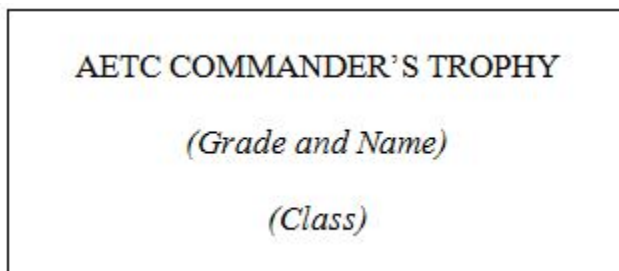
Section 8A—UCT

8.1. Overview. The WG/CC will establish and maintain a program to present awards to students selected as outstanding in academics, military qualities, and flying training. Duplicate awards may be presented for ties. AFI 36-2805, *Special Trophies and Awards*, governs appropriations for such awards. The 479 FTG Chief of Group Programs or similar designee will select students for awards using locally developed and documented procedures.

8.2. Distinguished Graduate (DG) Awards. The 479 FTG will develop and document procedures for determining the DGs for each advanced syllabus monthly graduation. These procedures will be coordinated with 19 AF/DOU. The group commander may select DGs from the students in each graduation class and present them a plaque during graduation. For each graduation class, the group commander is the final approving authority for all awards. As a minimum, a DG award requires a student to be in the upper 10 percent of the graduating class using the final MASS score. (See [paragraph A4.2.](#)) Round numbers .5 and above to the next higher number. The number of DGs for the year will not exceed 10 percent of the students who graduate in that year. The number of DGs from each advanced syllabus will not exceed 10 percent of the students who graduate from that syllabus each year. (Round numbers .5 and above to the next higher number.) If a DG is an ANG member, contact 19 AF/CG (19AF.CG.Workflow@us.af.mil), or for AFRC students, contact the 340 FTG/UFT (340FTG/UFT.Workflow.1@us.af.mil) and the on-site student Reserve Liaison.

8.3. AETC Commander's Trophy. This award is presented to the student in each graduation with the highest deviation from their track's average Graduate Raw Score. Calculation methods to determine highest deviation for graduates will be outlined in local guidance and coordinated with 19 AF/DOU. The WG/CC (or designated representative) will present the trophy during the graduation ceremony. The trophy is an 8-inch tall, weathered brass finish statue of an eagle, mounted on a wood base approximately 5 inches by 5 inches wide and 4 inches tall. Trophy variations are authorized. A suitable brass plate is attached to the base and engraved as follows in [Figure 8.1](#):

Figure 8.1. AETC Commander's Trophy Plate.



8.4. Academic and Flying Training Awards. The FTG/CC will establish and maintain a program to present awards to students selected as outstanding in academics and flying training.

*Section 8B—Graduate Training***8.5. DG Awards:**

8.5.1. Units develop their own methods of identifying up to the top 10 percent of students in basic courses as DGs. Classes of less than 10 may have one DG. Any fractions may be rounded upward. Commanders may elect not to designate a DG in a class.

8.5.2. DG programs recognize students who clearly excel during formal training. Formalize the DG program in local guidance. DGs must demonstrate outstanding progress in each phase of academic, simulator, and flying training, and outstanding results in flying and simulator evaluations. The unit commander is the final approving authority for all awards.

8.5.3. The DG will receive an AETC Form 499 (or locally approved substitute) signed by the unit CC and DO.

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

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

DAFI33-360, *Publications and Forms Management*, 15 Dec 2018

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

AFI 11-202, Volume 2, *Aircrew Standardization and Evaluation Program*, 6 December 2018

AFI 11-202v2_AETCSUP, *Aircrew Standardization and Evaluation Program*, 12 Mar 2019

AFI 11-290, *Cockpit/Crew Resource Management Program*, 27 May 2020

AFI 11-290_AETCSUP, *Cockpit/Crew Resource Management Program*, 1 February 2018

AFMAN 11-402, *Aviation and Parachutist Service*, 11 February 2020

AFI 11-404, *Fighter Aircrew Acceleration Training Program*, 9 Jun 2017

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

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

AFI 36-2110, *Total Force Assignments*, 5 October 2018

AFI 36-2805, *Special Trophies and Awards*, 14 March 2013

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 7 February 2020

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

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004

AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

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

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

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

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

Prescribed Forms

AETC Form 1121, *Summary Performance Report – UCT*

Adopted Forms

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

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 174, *Record of Individual Counseling*

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

AF Form 475, *Education/Training Record*

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 1256, *Certificate of Training*

AF Form 4293, *Student Activity Record*

AETC Form 6, *Waiver Request*

AETC Form 31, *Certificate of Aeronautical Rating*

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

AETC Form 101, *Student Performance Summary*

AETC Form 143, *Record of Commander's Review Action (ABM/CSO)*

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

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

AETC Form 499, *Distinguished Graduate Certificate*

Abbreviations and Acronyms

AA—approving authority

ABM—air battle management

ADCON—administrative control

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AMD—average mission duration

ANG—Air National Guard

ARMS—Aviation Resource Management System

AT—additional training

ATD—aircrew training device

CAI—computer assisted instruction

CAP—commander's awareness program

CC—commander

CR—Commander’s Review
CRM—crew resource management
CSO—Combat Systems Officer
CT—continuation training
CTS—course training standard
DAFI—Department of the Air Force Instruction
DG—distinguished graduate
DNIF—duty not involving flying
DO—director of operations/operations officer
DOR—drop on request
EC—elimination check
EP—emergency procedure
EPQ—emergency procedure quiz
ETCA—education and training course announcements
FA—fitness assessment
FAA—Federal Aviation Administration
FEF—flight evaluation folder
FLT—flight
FTG—flying training group
FTPA—flying training production analysis
FTS—flying training squadron
GLOC—**G**—induced loss of consciousness
GTU—ground training unit
HARM—host aviation resource management, high-speed anti-radiation missile
IA—initiating authority
IP—instructor pilot
ICSO—instructor CSO
LOA—lack of adaptability
LOE—letter of evaluation
MASS—merit assignment selection system
MDS—mission design series
MFR—memorandum for record

MIF—maneuver item file
MOA—manifestation of apprehension
MWS—major weapon system
NGB—National Guard Bureau
NLT—no later than
OG—operations group
OPR—office of primary responsibility
OSS—operations support squadron
PC—progress check
PCS—permanent change of station
.pdf—portable document format
PFT—programmed flying training
POC—point of contact
PT—physical training
RA—reviewing authority
RCS—report control symbol
RDS—records disposition schedule
SERE—survival, evasion, resistance, and escape
SQ—squadron
SSN—social security number
Stan/Eval—standardization and evaluation
STUS—student squadron
TACON—tactical control
TDY—temporary duty
TIMS—Training Integration Management System
UCMJ—Uniform Code of Military Justice
UCT—undergraduate CSO training
WG—wing

Terms

Advanced Phase—Advanced phase of UCT follows the Primary/Intermediate phase and begins when the student starts training in one of the advanced syllabuses (EWO, SO, NAV, or WSO).

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

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

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

Graduate Flying Training—Formal flying training accomplished after completing undergraduate flying training.

Intermediate Phase—Intermediate Phase of UCT follows primary phase for WSO, NAV, and SO tracks. EWO students do not complete Intermediate Phase but continue to EWO Advanced Phase.

Medium—Media include aircraft, ground training, computer-assisted instruction, instrument flight trainer, mission training center, networked training center-Luke, operational flight trainers, unit training devices, and weapon system trainers.

Preflight Phase—Preflight phase of UCT precedes the primary phase. It begins on the class start date and ends when the class transitions to the flight line to train in the T-6A

Primary Phase—Primary phase of UCT begins with the class transition to the flight line to train in the T-6A.

Track—The Advanced Phase of UCT is divided into four separate tracks (Electronic Warfare Officer track, Navigation track, Special Operations track, and Weapon Systems Officer track) each with a separate syllabus.

Attachment 2

EXAMPLE STUDENT NOTIFICATION MEMORANDUM

Figure A2.1. Example Student Notification Memorandum.

<i>(Date)</i>	
MEMORANDUM FOR <i>(Student's Name)</i>	
FROM:	<i>(Initiating Authority)</i>
	<i>(Address)</i>
SUBJECT:	Commander's Review
<p>1. You are being entered into the commander's review. This review evaluates all circumstances relating to your training and makes recommendations regarding your retention in or elimination from training.</p> <p>2. You are entitled to submit a "show cause" memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. The approving authority uses your memorandum and/or written statements pursuant to the Privacy Act of 1974 as authorized by Title 10, U.S.C., Section 8013. These documents become part of a case file and are destroyed one year after completion of training according to Air Force Records Disposition Schedule. The case file may be disclosed to any DoD component and may be used for other lawful purposes including litigation. Note: You are not required to submit a memorandum or written statement.</p> <p>3. Submit any written documentation not later than two duty days after receiving this memorandum.</p>	
	<i>(Initiating Authority's Signature)</i>
1st Ind. <i>(Office Symbol)</i>	
MEMORANDUM FOR	<i>(Initiating Authority)</i> <i>(Date)</i>
I acknowledge receipt of this memorandum and that I was briefed on the commander's review process in accordance with AETCI 36-2605, Volume 5.	
	<i>(Student's Signature)</i>

Attachment 3

COMMANDER'S REVIEW CHECKLIST AND BRIEFING GUIDE

A3.1. The Initiating Authority (IA) will:

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

A3.1.2. Explain the CR process to the student.

A3.1.3. Remove the student from training pending final approving authority (AA) decision. The IA may elect to continue the student in academic training with reviewing authority (RA) concurrence. Instruct UCT students not to attend flight line activities (aircraft or simulator) until reinstated.

A3.1.4. Complete AETC Form 143, Sections I and V.

A3.1.5. Advise the student he or she may submit a show-cause memorandum within 2 duty days after receiving written notification from the IA of his or her consideration for elimination. The memorandum should address why the student should not be eliminated. It should cite specific reasons and provide any information which may have a bearing on the situation.

A3.1.6. Ensure the student completes Section II of AETC Form 143.

A3.1.7. Forward the completed AETC Form 143 with the student's show-cause memorandum (if submitted), training records, and any attachments to the RA.

A3.1.8. Notify the ARMS manager to suspend the student's aeronautical orders with ASC 04.

A3.1.9. Notify 19 AF/CG (19AF.CG.Workflow@us.af.mil) and NGB/A3OC (NGB.A2.3.6.A2-3-6.Wkflw.Air-Spc-Cyber.Ops.Org@us.af.mil) for ANG students, or the 340 FTG/UFT (340FTG/UFT.Workflow.1@us.af.mil) and on-site student Reserve Liaison for AFRC students.

A3.2. The Reviewing Authority (RA) will:

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

A3.2.2. Complete AETC Form 143, Sections III, and forward the form with all applicable records to the AA for final decision. Include a written summary of significant facts and specific rationale used to arrive at the recommendations.

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 AFMAN 51-507.

A3.3. The Approving Authority (AA) will:

A3.3.1. Review the student's records and RA's recommendations.

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

A3.3.3. Complete AETC Form 143, Sections IV, including remarks on the student's officership and, in the event of elimination, recommending a follow-on career field. For UCT

medical eliminees, provide a statement in Section IV of AETC Form 143 evaluating the student's ability to complete training if medically requalified.

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

A3.3.5. Notify 19 AF/CG (19AF.CG.Workflow@us.af.mil) and NGB/A3OC (NGB.A2.3.6.A2-3-6.Wkflw.Air-Spc-Cyber.Ops.Org@us.af.mil) for final disposition of ANG students, or for AFR students, notify the 340 FTG/UFT (340FTG.UFT.Workflow.1@us.af.mil), 19 AF/RF (19AF.RF.Workflow@us.af.mil), and the on-site student Reserve Liaison.

Attachment 4

COMPUTING MASS STANDARDIZED SCORES

A4.1. Computing MASS Standardized Scores. Use the following statistical methodology to compute MASS standardized scores. Refer to [Figure A4.1](#) through [Figure A4.4](#) for MASS calculation formulas.

Figure A4.1. Mean.

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

A4.1.1. **Note:** N is the number of students in the class, and X_i is the individual's score (academic examination average, daily maneuver score, check score, etc.).

Figure A4.2. Standard deviation.

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

A4.1.2. **Note:** N and X_i are defined in [Figure A4.1](#) and μ_x is the mean score for the category (academic examination average mean, daily maneuver score mean, check evaluation score mean).

Figure A4.3. Number of standard deviations from the mean (z-score).

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

A4.1.3. T-score: $T = 50 + 10$ (z-score) [Figures A4.2](#) and [A4.3](#) T-scores are weighted according to these calculations. Add the weighted T-scores to compute the total merit score.

A4.1.4. Compute maneuver (M) scores for daily flying and check performance based on [Figure A4.4](#)

Figure A4.4. Formula for Computing maneuver scores.

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

A4.1.4.1. Each maneuver has scores for unsatisfactory, fair, good, and excellent. Critical maneuvers are weighted more heavily. Weighted grade values for individual maneuvers are available in the maneuver grade files. For an incomplete sortie or a PC/EC sortie

following a failed category check, the maneuver score is based on the first graded attempt of the maneuver.

A4.1.4.2. 19 AF/DOUC determines subarea weights.

A4.2. UCT Merit Ranking. Merit Assignment Selection System (MASS) tables are located on the 19 AF/DOU website <https://eis.aetc.af.mil/19af/do/DOU/default.aspx> 19 AF/DOUC is the approval authority for all changes to the MASS tables.

A4.3. Example Calculation. This example calculates the T-6A Intermediate Phase total score for UCT. Similar methodology applies to the other UCT phases.

A4.3.1. **Category Check Maneuver Scores.** Compute using percentage score, multiply by weighting factor, and total. Use this total to compute a T-score for category check maneuvers. Reference [Figure A4.5](#)

Figure A4.5. Category Check Maneuver Scores.

T-6A Instruments	232 pts received/235 pts possible = .98723 × 100 = 98.723 × .50 = 49.361
T-6A VNAV	339 pts received/365 pts possible = .92876 × 100 = 92.876 × .50 = 46.438
Total Category Check Points	95.799

Category Check Score	= 95.799
Class Mean	= 93.422
Standard Deviation	= 3.270
z-Score	= (+0.7269)
Category Check T-Score	= 57.269

A4.3.2. **Note:** Assuming the mean for this class's category checks is 93.422 with a standard deviation of 3.270, then this student's 95.451 total category check points yields a z-score of +0.6208, resulting in a category check maneuver T-score of 56.208.

A4.3.3. **Daily Performance Scores.** Compute the daily performance scores using a T-score generated from student's daily maneuver percentage score. Reference [Figure A4.6](#)

Figure A4.6. Daily Performance Scores.

Daily Maneuvers	(9601 pts received/14286 pts possible) = .67206 × 100 = 67.206
Class Mean	= 71.237
Standard Deviation	= 5.941
z-Score	= (-0.6783)
Daily Maneuver T-Score	= 43.217

A4.3.4. **Note:** 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 total points yields a z-score of -0.6783 resulting in a daily maneuver T-score of 43.217.

A4.3.5. **Academic Scores.** 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 ensure all retakes of failed academic tests are entered as retakes. Reference [Figure A4.7](#)

Figure A4.7. Academic Scores.

Academic Test Average	=	96.891
Class Mean	=	96.060
Standard Deviation	=	1.886
z-Score	=	0.4883
Academic Check T-Score	=	54.883

A4.3.6. **Note:** 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.

A4.3.7. **FLT/CC Ranking.** Use the FLT/CC ranking scores to compute a z-score. The Flight Commander Ranking Matrix table is located on the 19 AF/DOU website <https://eis.aetc.af.mil/19af/do/DOU/default.aspx> In this example, we use a ranking of 5 out of 15 = 95.71. Reference [Figure A4.8](#)

Figure A4.8. FLT/CC Ranking.

FLT/CC Ranking (5th of 15)	=	95.710
Class Mean	=	92.500
Standard Deviation	=	4.652
z-Score	=	0.690
FLT/CC Ranking T-Score	=	56.90

A4.3.8. **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.

Figure A4.9. Total Computation.

57.269	(Category Check T-Score)	×	.40 (weighting factor)	=	22.907
43.217	(Daily Maneuver T-Score)	×	.25	=	10.804
54.883	(Academic T-Score)	×	.10	=	5.488
56.900	(FLT/CC Ranking T-Score)	×	.25	=	14.225
Intermediate Phase Total				=	53.424