

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



**AIR EDUCATION AND TRAINING
COMMAND INSTRUCTION 36-2605,
VOLUME 8**

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Personnel

**FORMAL FLYING TRAINING
ADMINISTRATION AND
MANAGEMENT—SPECIAL
OPERATIONS/PERSONNEL
RECOVERY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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*This instruction implements Air Force Policy Directive 36-26, *Total Force Development*. It establishes policy for student administration, conduct and documentation, and provides management guidelines for all Air Education and Training Command (AETC) special operations forces, and personnel recovery aircrew training programs. This instruction applies to all AETC units conducting graduate-level aircrew training in the HC-130J, MC-130J, CV-22, HH-60, and UH-1N aircraft. It also applies to Air Reserve Component associate instructors supporting formal training units. This instruction does not apply to United States Space Force. Subordinate wings will supplement this publication. Forward local supplements to 19 AF/DOZS for coordination prior to publication and forward one copy after publication. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, through command channels, to 19 AF/DO, 555 E Street East, Suite 231, Randolph AFB TX 78150-4325. 19 AF/DO is the approving authority for changes to this publication. Unless otherwise specified, 19 AF/DOZ is waiver authority for this instruction. Direct all questions concerning this instruction to 19 AF/DOZS, DSN 487-4261. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and or maintain the records prescribed in this publication are

Title 37, United States Code, Section 301a and Executive Order 9397, which authorizes collection of the social security number. Forms affected by the PA have an appropriate PA statement. System of records notice F011 AF XO A, Aviation Resource Management System (ARMS), and F036 AETC Y, Training Integration Management System (TIMS) Records, apply. F036 AF AETC B, Graduate Training Integration Management System (GTIMS); and F036 AF PC N, Unit Assigned Personnel Information, apply and are available on line at <http://www.defenselink.mil/privacy/notices/usaf/>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

*This interim change revises AETCI36-2605V8 by removing all references to elimination from training due to Uniform Code of Military Justice (UCMJ) action. A margin bar (!) indicates newly revised material.

This document has been substantially revised and must be completely reviewed. Major changes include: updates all references to 19 AF and appropriate organizations, updates to office symbols; modified student recall procedures; clarifies responsibilities and delegation authorities; updates syllabus waiver routing and delegation authorities; updates references, prescribed forms, adopted forms, abbreviations and acronyms, and terms (**Attachment 1**); updates student elimination and eliminated student records disposition (**Attachment 2**); grading criteria (**Attachment 3**).

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Chapter 1

GENERAL GUIDANCE

1.1. Introduction. This volume details the administration and student management requirements for AETC units conducting graduate-level special operations (SOF), personnel recovery (PR), and multi-mission UH-1N flying training courses. Units must institute measures to ensure training documentation, practices and procedures are accomplished in accordance with (IAW) this instruction. Each flying training course syllabus outlines graduation status, training location, course entry prerequisites and provides a summary of training. The Education and Training Course Announcements (ETCA) website, <https://etca.randolph.af.mil/>, also provides student administration and processing guidance.

1.2. Specific Use.

1.2.1. Applies to all officer and career enlisted aviator (CEA) students assigned to SOF, PR, and multi-mission UH-1N graduate level training.

1.2.2. For the purposes of this instruction, there are two levels of CEAs enrolled in graduate level flying training, initial and qualified/previously qualified.

1.2.2.1. Initial CEA. Students that have not successfully completed an aircraft mission qualification evaluation.

1.2.2.2. Qualified/Previously Qualified CEA. Students who have previously completed a formal flying training course. Qualified CEA students enrolled in PFT are considered qualified for aviation service and are subject to review according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, and AFI 11-402_AETCSUP, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*.

1.3. Responsibilities. In addition to the responsibilities specified in AETCI 36-2605V1, *Formal Flying Training Administration and Management*:

1.3.1. Nineteenth Air Force (19 AF).

1.3.1.1. Approves formal flying training syllabi.

1.3.1.2. Oversees syllabus development and the management of all AETC graduate level flying training courseware.

1.3.2. Squadron Commander (SQ/CC).

1.3.2.1. Administer the Commander's Awareness Program (CAP). CAP administration may be delegated, but the SQ/CC maintains overall authority and responsibility.

1.3.2.2. Ensures GTIMS accurately reflects the syllabus.

1.3.2.3. Forwards all syllabus deviation reports to the OG/CC or designated representative.

1.3.2.4. Establish a Distinguished Graduate program to recognize students who clearly excel during formal training. Annotate award on individual's AF Form 475, *Education/Training Report*.

1.4. Formal Course Syllabus. Academic training will be conducted IAW AETCI 36-2605V1. If no clear syllabus guidance exists, resolve the situation using the appropriate chain of command.

Only the office of primary responsibility (OPR) may interpret syllabus guidance. If the logical course of action appears to conflict with other directives, call the OPR listed in the syllabus.

1.4.1. **Sortie and Hour Requirements.** Unless otherwise specified in the syllabus, additional training sorties, break-in-training (BIT) sorties, and x-sorties required beyond the course limit must have WG/CC approval.

1.5. Equipment Required. Refer to ETCA. The FTU will provide equipment required to complete the specific course if that equipment has NOT been issued to the student during previous training. Direct further questions regarding clothing, equipment, and special requirements to the school registrar or course contact listed on ETCA. Note: It is the responsibility of the losing base to provide required training equipment (flying clothing, equipment, professional gear, etc.) to personnel selected for aircrew training. The FTU will only issue those items unique to the formal training school.

1.6. Course Training Standards (CTS). The purpose of CTS is to provide individual task/event standards to meet lead command's graduate requirements.

1.7. Production Metrics Report. Reference AETCI 36-2605V1.

Chapter 2

STUDENT ADMINISTRATION

2.1. Course Entry/In-processing. Units will review incoming student records prior to initiation of training. Students must meet course entry prerequisites established by ETCA, the syllabus, and appropriate AFIs. At a minimum, units will review student's flight evaluation folder and individual flying/training records (not required for initial CEAs).

2.2. Waivers. Waiver requests will be completed on AETC Form 6, *Waiver Request*.

2.2.1. Entry Prerequisite Waivers. Losing or home unit commanders will ensure students meet course entry prerequisites. If it is determined that student does not meet course entry prerequisite requirements, the losing/home unit will initiate waivers and coordinate through their local OG/CC (or equivalent) to MAJCOM/A3T. MAJCOM/A3T will forward to 19 AF/DOP. 19 AF/DOP will coordinate with applicable FTU and will forward to 19 AF/DOZ for final approval.

2.2.2. Syllabus Execution Waivers. An approved syllabus waiver is required for any planned exception to the syllabus caused by special or unusual circumstances. Permanent or blanket waivers are not authorized, but should be suggested as syllabus changes to 19 AF/DOZS. Do not omit or accomplish any training requested in a waiver until notification of approval. WG/CC or designated representative (no lower than SQ/CC) is final approval authority for execution waivers.

2.3. Syllabus Deviation. A syllabus deviation, as determined by the training SQ/DO, is an unplanned variation from syllabus requirements that may include (but not be limited to) prerequisite flows, turn times, landing currencies, or maneuver item file (MIF) requirements. The OG/CC may authorize accomplishment of the omitted training later in the course. Document all syllabus deviations, directed corrective actions, and the completion of omitted training in the student's gradebook.

2.3.1. Incomplete Training. Training requirements that cannot be accomplished because of prolonged equipment, facilities, and/or aircraft shortfalls or limitations will be annotated in the student's training folder. In situations where end-of-course requirements are not achieved because of personnel requirements and/or prolonged shortfalls/limitations, stan/eval will annotate the restriction(s) on appropriate paperwork (AF Form 8 or AF Form 1256). Flying training squadron CC is the approval authority and will coordinate with gaining unit CC.

2.3.2. Recall Procedures: In accordance with AFI 11-202V1, *Aircrew Training*, the affected student's MAJCOM will notify 19 AF/DOZS prior to recalling a student from a formal course. The WG/CC or delegated representative (no lower than SQ/CC) is the approval authority for recalls. Exception: Recalled students may depart in emergency situations, but their flying or training records will be held until the recall is approved.

2.4. Training Delays.

2.4.1. Students Experiencing Difficulty. Units will notify 19 AF/DOZS when any student requires an elimination check (EC) or is eliminated from training. For ARC or international students, 19 AF/DOZS will coordinate as required.

2.4.2. Administrative Hold. Reference AETCI 36-2605V1. Notify 19 AF/DOZS when a student is placed in training delay-medical (TDM) or Administrative Hold-Other status.

2.4.3. Graduation Date Changes. Units will notify 19 AF/DOP and gaining units when a student will not graduate within 30 days of scheduled PFT graduation date. Provide background and an estimated graduation date. The OG/CC or designated representative will coordinate any required follow-up actions. If a student will be extended beyond the report no later than date (RNLTD), contact AFPC.

2.5. Student Scheduling. Do not schedule students to perform duties in excess of a 12-hour flight duty period, or less if prescribed by AFI 11-202V3, *General Flight Rules*, or the applicable AFI 11-2MDS-specific, Volume 3. Academic scheduling personnel will follow guidelines in AETCI 36-2605V1. Students will be allowed a minimum of 10 hours of rest or study time between academic/simulator training days (may be waived by SQ/CC). Homework may be assigned as long as it does not violate the 10 hours of rest.

2.5.1. Schedule students to maintain a constant training flow, using the building block approach. Ensure students accomplish lesson prerequisites before starting scheduled sortie/lessons.

2.5.2. Students will not be scheduled more than 5 days in a row for academic, simulator, or flight events. OG/CC or designated representative is the approval authority for exceptions and waivers.

2.5.3. Student pass and/or leave requests are not normally authorized during scheduled training. SQ/CC or designated representative maintains approval authority.

2.6. Proficiency Advancement (PA). WG/CC or delegated representative (no lower than SQ/CC) may approve PA in syllabi in which PA is not currently authorized. PA will not be used as a management tool for purposes of graduating students by a specific date.

2.7. Disposition of Student Training Records. Unit registrars maintain student-training records according to the Air Force RDS. Include all grade sheets, student activity records, and all additional training record forms and logs. Units will forward all records to the student's gaining unit or follow-on training unit (as applicable) within 15 duty days of class graduation. In the event student records are maintained electronically and the gaining unit does not have access to the electronic system, units will forward a hard-copy version of all records.

Chapter 3

STUDENT MANAGEMENT

3.1. Commander's Awareness Program (CAP). The objective of CAP is to focus supervisory attention on a student's progress in training, specific deficiencies, and potential to complete the program. Units will develop specific CAP guidance as it relates to the unit's mission.

3.2. Commander's Review (CR) Process. The CR process attempts to resolve training deficiencies at the lowest practical level. CR will include a review of the student's training folder and interviews with the student, instructors, military training leaders, and supervisors. Subordinate units will develop local guidance regarding Initiating Authority, Reviewing Authority, and Approval Authority roles and responsibilities.

3.2.1. The OG/CC and WG/CC will review the student's training when recommended by the SQ/CC. Completion of the CR process is annotated by the Initiating Authority signing the AETC Form 126A, *Record of Commander's Review Action* or AETC Form 126G, *Record of Commander's Review Action (Graduate Flying Training)*.

3.3. Triggers. The SQ/CC may review students' training records at any time. However, reviews *must* be accomplished for the following reasons: second (or repeat) aircraft or ATD failure, second (or repeat) exam failures, and AFI 11-202V2, *Aircrew Standardization/Evaluation Program* evaluation failures. As part of the CR process, the SQ/CC may: authorize X sorties/device lessons according to the syllabus, authorize additional ground training, direct an EC, or recommend elimination.

3.4. Elimination Check. The SQ/CC does not have to wait for all X sorties/lessons to be exhausted prior to accomplishing an EC. An EC should assess a student's overall flying skills and must assess potential to meet syllabus and MAJCOM requirements. ECs are not intended to comply with AFI 11-202V2. Only the SQ/CC, SQ/DO or an Air Force evaluator designated by the SQ/CC will administer an EC (fly, ATD, or ground).

3.4.1. The overall grade for an EC will be 3, 2, or 0. Students are allowed to repeat maneuvers and may be instructed in all areas. In all cases, unsatisfactory tasks that precipitated the EC will be sampled. An EC for procedural knowledge will consist of a ground evaluation and may include a simulator mission.

3.4.2. A satisfactory EC fulfills the requirements of the lesson/sortie that caused it to be accomplished, and allows the student to continue training in the normal training syllabus flow. Students must meet all required proficiency levels (RPLs) by the end of an EC performed on an end-of-phase lesson/sortie (recommend ride).

3.4.3. An unsatisfactory EC will result in entry into the OG/CC Review under the CR process.

3.4.3.1. ATD EC. SQ/CCs may direct an ATD EC any time student performance warrants consideration for elimination. A properly trained Air Force or contract instructor will operate the device for the ATD EC. An Air Force evaluator will conduct the briefing, ATD EC, debriefing, and assign the overall grade. All ATD EC sorties must be coordinated with the Aircrew Training System (ATS) contractor.

3.4.3.2. Ground EC. Ground elimination checks may be conducted as a result of unsatisfactory general knowledge, emergency procedures knowledge, or for failure to meet

syllabus standards in procedural knowledge. In all cases, an Air Force evaluator will conduct the briefing, ground evaluation EC, debriefing, and assign the overall grade.

3.5. Airsickness. Comply with AETCI 36-2605V1, AFI 48-123, *Medical Examinations and Standards*, and AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*.

3.6. Eliminations and Elimination Disposition. See [Attachment 2](#).

Chapter 4

STUDENT GRADEBOOKS

4.1. Gradebooks. Units will utilize GTIMS to document training. When required, FLT/CC and supervisors may maintain a PIF on students to protect personal information not appropriate for a gradebook. Additional procedures are specified in local unit guidance.

4.1.1. Record each aircraft, academic, and ground training event in the gradebook.

4.2. Documentation. Instructors will provide grades to applicable mission tasks, a detailed summary of the student's training, and ensure entries clarify any training action. In addition, documentation is required for the following:

- 4.2.1. Airsickness (any form) or MOA episodes.
- 4.2.2. Unusual occurrences that could affect the student's progress.
- 4.2.3. Syllabus deviations.
- 4.2.4. Additional training authorization ("X" sortie/simulator).
- 4.2.5. Grade book review prior to an EC.
- 4.2.6. Removal from or reinstatement into training.
- 4.2.7. Syllabus prerequisite waivers or syllabus waivers.
- 4.2.8. Failure of any academic test, flight evaluation, or EC.
- 4.2.9. Administrative hold.
- 4.2.10. Assignment to and removal from CAP.

4.3. Task Proficiency Levels. See [Attachment 3](#).

4.4. Overall Grading and Status. See [Attachment 3](#).

4.5. Disposition of Student Training Records.

4.5.1. Unit registrars maintain student training records according to the Air Force records disposition schedule (RDS). Include all grade sheets, student activity records, and additional grade book forms and logs. Units will make a copy of the training records to include AETC Form 904, *Training Summary*; AETC Form 1122B, *Summary Performance Report T-38C SUPT/ENJJPT*; GTIMS gradebook and forward all records to the student's gaining unit or follow-on training unit NLT 10 duty days after class graduation date or individual student's graduation date, whichever is later. For students with follow-on training at the same base, records will be forwarded after graduation from the last course attended.

4.5.2. Units will maintain pipeline student training reports from previous formal training programs.

JAMES C. HOWARD, Colonel, USAF
Director of Operations

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

*DAFI 33-360, *Publications and Forms Management*, 1 December 2015

AFPD 36-26, *Total Force Development*, 22 December 2015

AFI 11-202V1, *Aircrew Training*, 22 November 2010

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

AFI 11-202V2_AETCSUP, *Aircrew Standardization/Evaluation Program*, 30 January 2014

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

AFI 11-202V3_AETCSUP, *General Flight Rules*, 30 January 2017

AFI 11-401, *Aviation Management*, 10 December 2010

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, 13 December 2010

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

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

AFI 36-2107, *Active Duty Service Commitments*, 22 October 2018

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

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 08 November 2016

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

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

AFI 36-2909, *Professional and Unprofessional Relationships*, 27 April 2018

AFI 48-101, *Aerospace Medicine Enterprise*, 08 December 2014

AFI 48-123, *Medical Examinations and Standards*, 05 November 2013

AETCI 36-2605V1, *Formal Flying Training Administration and Management*, 16 February 2016

AETCI 36-2206, *Aircrew Graduate Evaluation Program*, 04 December 2013

AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, 5 November 2013

Prescribed Forms

No Forms Prescribed

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 101, *Reserve Requirements for School Tours of Active Duty for Training*

AF Form 174, *Record of Individual Counseling*

AF Form 475, *Education/Training Report*

AF Form 702, *Individual Physiological Training Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1256, *Certificate of Training*

AF Form 1381, *USAF Certification of Aircrew Training*

AF Form 4348, *USAF Aircrew Certifications*

AETC Form 6, *Waiver Request*

AETC Form 125C, *Removal from a Formal AETC Instructor Flying Training Course*

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

AETC Form 499, *Distinguished Graduate Certificate*

AETC Form 900, *Individual Mission Grade Sheet*

AETC Form 902, *Student Activity Record*

AETC Form 903, *Unaccomplished Task/Milestone Regression Log*

AETC Form 903P, *Unaccomplished Task/Milestone Regression Log (Portrait Version)*

Abbreviations and Acronyms

AETCI—Air Education and Training Command Instruction

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

ARC—Air Reserve Components

ARMS—Aviation Resource Management System

ATD—Aircrew Training Device

ATS—Aircrew Training System

BIT—Break in Training

CAP—Commander's Awareness Program

CEA—Career Enlisted Aviator CR—Commander's Review

CTS—Course Training Standard

DG—Distinguished Graduate

DNIF—Duty Not Including Flying

EC—Elimination Check

ETCA—Education and Training Course Announcements

FEB—Flying Evaluation Board
FLT/CC—Flight Commander
FTU—Formal Training Unit
GTIMS—Graduate Training Integration Management System
HARM—Host Aviation Resource Management
IA—Initiating Authority
LOA—Lack Of Adaptability
MDS—Mission Design Series
MIF—Maneuver Item File
MOA—Manifestation of Apprehension
NG—No Grade
NGB—National Guard Bureau
OG/CC—Operations Group Commander
OPR—Office of Primary Responsibility
P—Proficient
PA—Proficiency Advancement
PCS—Permanent Change of Station
PFT—Programmed Flying Training
RNLTD—Report No Later Than Date
RPL—Required Proficiency Level
SNP—Student Non-Progression
SQ/CC—Squadron Commander
TRS—Training Squadron
WG/CC—Wing Commander

Terms

Additional Training (AT)—Additional sorties/lessons given in training to bring a student's proficiency up to standards.

Aircrew Training Device (ATD)—Any ground based training device. This includes the Avionics Systems Management Trainer (ASMT), Cockpit Procedures Trainer (CPT), Fuselage Trainer (FuT), and Weapon Systems Trainer (WST), as well as Part Task Trainers such as the CNI-MU Emulator (CNI-E), and the MFCD Emulator (MFCD-E).

Aircrew Training Systems (ATS)—For the purpose of this document, ATS refers to all contractors that conduct AETC flying training.

Block of Training—A group of lessons or sorties in a syllabus. A block may be defined in the syllabus as day or night, academic or simulator, qualification or tactical, etc. It is usually of a particular type and prerequisite to another block. A block of training is the same as a phase of training.

Break in Training (BIT)—An interruption in the training flow. This interruption may be due to a planned event such as a holiday, or due to unforeseen circumstances such as weather, maintenance, DNIF, etc

Commander's Awareness Program (CAP)—An administrative process to focus supervisory attention on a student's progress in training/screening, specific deficiencies, and potential to complete the program.

Commander's Review Process (CR)—An administrative process to determine whether a student is eliminated from or reinstated in training after they have failed to meet established training standards.

Course of Training—The entire program of flying, simulation and academics conducted in all media during the programmed training days.

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

Elimination Check (EC)—A special check given to evaluate skill level and potential, and to determine if a student should either continue in training or be recommended for elimination.

Education and Training Course Announcements (ETCA)—Reference for formal courses giving MAJCOM procedures, security requirements, reporting instructions, clothing requirements, and location information. <https://etca.randolph.af.mil/>.

Event—A training item to be accomplished. Several events or tasks constitute a training lesson or sortie. An event is the same as a task.

Flight Duty Period—The period of time conducting official duties according to AFI 11-202, Volume 3, and its AETC Supplement.

Flight Evaluation—AF Form 8 flight evaluation administered by a flight examiner.

Flying Evaluation Board (FEB)—Selected individuals appointed to examine an aviators professional qualification for aviation service, evaluate potential for future duties, and make recommendations to higher authorities.

Lesson—Several events or tasks that make up a syllabus training objective. A lesson is associated with academic training.

Maneuver Item File (MIF)—A listing of all maneuvers, and proficiency required in each maneuver, for all lessons in this course.

Medium—The delivery vehicle for presenting instructional material or basic communication stimuli to a student to induce learning. Instructor Based Training (IBT) lecture/discussion, slides, CBT, aircrew training devices, static aircraft and flying aircraft are media used in this course.

Manifestation of Apprehension (MOA)—A state of psychological anxiety, apprehension, and (or) physical impairment exhibited by students toward the training environment.

Objectives—Objectives precisely specify the performance of a specific behavior, the condition under which the behavior is accomplished, and the minimum standard of acceptable performance.

Part-Task Trainer (PTT)—Operator trainers allowing selected aspects of a task/event; fuel system operations, hydraulic system operations, radar operations, etc., to be practiced and a high degree of skill developed independently of other task/event elements.

Pipeline Students—Students who are not yet permanent party members in an operational unit.

Phase—A logical grouping of training identified in the syllabus.

Proficiency—The ability to perform at the minimum acceptable speed, accuracy, and safety.

Proficiency Advancement (PA)—Advancement based on the student's satisfactory achievement of objectives prior to the end of a block/phase or sortie/lesson.

Qualified CEA—A student who holds an aeronautical rating, qualified for aviation service, is required to obtain/maintain flying skills, and is on Aeronautical Orders as career aviators.

Required Proficiency Level (RPL)—A numeric code indicating performance and knowledge level required in a given element. Each task/job element for the course has an associated RPL.

Sortie—Begins at prebrief and ends at the closeout time documented in the AFTO Form 781. An ATD (sortie) lesson begins when the training lesson starts and is completed when the training lesson ends. A sortie is associated with flying training and comprised of several tasks or events.

Task—A training item to be accomplished. Several events or tasks constitute a training lesson or sortie. A task is the same as an event.

Training Days (TD)—The number of days that training events are planned to occur for a class. (e.g., Academic, Simulator or Flying)

Training Folder—Any media used to capture student training information. May also be referred to as, training record, grade book, etc.

Training Management System (TMS)—A computer system used to manage courses of training.

Attachment 2

STUDENT ELIMINATIONS

A2.1. Student Eliminations. The syllabus addresses various causes for elimination. These causes may include failure to meet Course Training Standards in flying, academics, or procedures. Units will notify 19 AF/DOZS when a student is eliminated. For clarification regarding elimination and disenrollment:

A2.1.1. Students *should be* eliminated if they:

A2.1.1.1. Exhibit lack of adaptability (LOA), as determined by SQ/CC, which is the inability to complete the course because of physical, psychological, or personality factors. Students eliminated based on LOA require an evaluation from both medical and rated personnel. This category includes airsickness and manifestation of apprehension (MOA).

A2.1.1.2. Fail to demonstrate the potential to complete the course within syllabus constraints.

*A2.1.1.3. DELETED

A2.1.2. Students *are* eliminated if they:

A2.1.2.1. Become medically disqualified, unless a flight surgeon determines the disqualification may resolve within 12 months of the initial disqualification. Units will comply with guidance memorandum procedures for the administrative processing of formal course flying training students as a result of temporary medical disqualifications (grounding). Refer to AFI 48-101, *Aerospace Medicine Enterprise* and AFI 48-123 for additional guidance.

A2.1.2.2. Fail to meet fitness standards prescribed in AFI 36-2905, *Fitness Program*.

A2.1.2.3. Initiate action to separate from the service.

A2.1.2.4. Are adjudicated absent without leave, are confined, or have deserted.

A2.1.2.5. Initial CEAs can be eliminated for cause with an AETC Form 126G and discharged from the Air Force, IAW AETCGM2018-36-02 (future guidance will be published and this publication will be updated at that time).

A2.1.2.6. Demonstrate improper conduct, attitude, or lack of responsibility toward assigned duties or obligations.

A2.1.3. Students are disenrolled if they:

A2.1.3.1. Are recalled by the parent unit or higher headquarters.

A2.1.3.2. Are hospitalized for an extended period. Student may be considered for reinstatement at a later date.

A2.1.3.3. Have not met course entry prerequisites or have not received an approved course entry waiver.

A2.1.3.4. Experience difficulties in an instructor upgrade course where the problem specifically concerns the student's lack of instructional ability rather than a lack of

proficiency. Accomplish AETC Form 125C, *Removal from a Formal AETC Instructor Flying Training Course*, IAW AFI 11-402 AETC Supplement.

A2.2. Records Distribution Following Elimination. Distribute copies of CR records on eliminated students within 10 duty days of completion of the CR process. The originating base registrar office will maintain the original CR record.

A2.2.1. Send a copy of the completed AETC Form 126G to the office performing course registrar duties and Host Aviation Resource Management (HARM) office. The course registrar will ensure 19 AF (OSV, DOP, and DOZS branches) is informed of every elimination from training, so that the Military Personnel Data System can be updated.

Attachment 3

TRAINING DOCUMENTATION

A3.1. Grading Guidance. Students will satisfactorily complete all syllabus-directed CTS. Each syllabus includes the RPL that must be met for sortie/lesson progression.

A3.2. Maneuver Item File (MIF)/Task Proficiency Levels. Table A3.1 prescribes the proficiency levels for assigning grades to specific training tasks. Instructors assign grades on the student's proficiency without regard to the student's type and amount of training.

Table A3.1. Task Proficiency Levels for GTIMS.

Event Grade	Definition
0	Performance indicates a lack of ability or knowledge.
1	Can do tasks/understands topics only after being introduced, told or shown. Can identify basic facts and state nomenclature/terms and/or perform basic procedures involved in an activity with significant assistance from an instructor.
2	Can do tasks/understand topics, but not to the desired levels of speed, accuracy and safety. Can state/discuss facts and nomenclature/terms and/or perform procedures and basic techniques involved in an activity with some assistance from an instructor.
3	Can do tasks/understand topics, at the acceptable levels of speed, accuracy and safety. Can analyze/state/describe facts/ principles and nomenclature/terms and/or perform procedures and techniques involved in an activity with no assistance from an instructor.
4	Can do all tasks/topics at the highest levels of speed, accuracy and safety. Can evaluate/explain/describe facts/principles and nomenclature/terms and/or perform procedures and create new concepts/techniques involved in an activity.
D (Dangerous)	Performance was unsafe or showed dangerous tendencies. One element marked "D" will require an overall grade of 0.
U (Unknown)	Performance was not observed or element was not performed.
I (Introduction) Note 1	Introduction or familiarization training was conducted, but the individual is not held responsible for task performance or knowledge.
R (Reviewed) Note 1	Previously evaluated material was reviewed to ensure a desired level of proficiency was maintained.
Note 1: I and R grading scales should be kept to a minimum and are intended for key staff, senior officer courses, simulator and system refresher courses.	

Table A3.2. Overall Grade and Description.

Overall Grade	Description

0	<p>Student:</p> <p>Fails to meet listed RPL for any task, and no training remains in that job element/MIF (the failed item) before an evaluation/phase completion.</p> <p>OR</p> <p>Fails to meet listed RPL for any task and the same task was graded below RPL on the last flight on which it was graded.</p> <p>OR</p> <p>Demonstrates dangerous tendencies.</p>
1	Student fails to meet listed RPL for any task, and training remains in that job element/MIF (the failed item) before an evaluation/phase completion.
2	Student achieved minimal RPL listed for the training mission and needs minor improvement.
3	Student meets all RPLs listed for the training mission.
Overall Grade	Description
4	<p>Student exceeds RPLs in an exceptional manner.</p> <p>OR</p> <p>Student exceeds RPLs for at least 10 percent of the total events required to complete a lesson and no event is graded below a required RPL. This may be graded exceptional.</p>
NG (No Grade)	BIT and Direct Support Sorties/Lessons designated by ADD-#.

Table A3.3. Overall Status and Definition.

Overall Status	Definition
Effective	Sortie/lesson is effective if the student completes the required sortie profile and achieves preprinted RPL performance objectives.
Effective/Incomplete	A sortie/lesson is effective/incomplete if the student does not complete the required sortie profile and additional sorties remain available in the mission/phase to accomplish the missed training tasks. Example: Early termination of the sortie due to weather or maintenance.
Non-effective/Student Non-progression (NE/SNP)	Sortie/lesson is NE/SNP if the student fails to clear regression status, does not achieve required training task RPL on the last sortie/lesson in a phase, or is graded "D" for any training task.
Non-effective/Other	Sortie/lesson is NE/Other if the student does not accomplish required sortie profile due to external factors and requires an entire additional sortie to complete the required profile. The

	sortie/lesson is rescheduled and will not count as an "X" sortie.
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