This instruction implements AFPD 36-26, *Total Force Development*. It prescribes requirements to develop formal flying training courses and associated materials using Instructional System Development (ISD). It contains responsibilities and procedures for planning, developing, and validating formal flying training systems, programs, or courses within AETC. It implements the principles of ISD as directed by AFI 36-2201, *Air Force Training Program*, AFMAN 36-2234, *Instructional System Development* and AFMAN 36-2235, Volume 8, *Information for Designers of Instructional Systems Application to Aircrew Training*. It establishes policy and guidance to assist personnel in using the ISD process to develop flying training syllabuses, courseware, and other training documents under the operational control of HQ AETC. It outlines the AETC flying training development process for agencies developing, or requesting development of, flying training syllabuses and courseware in AETC. This instruction applies to all AETC organizations and agencies involved in the development, management, support, administration, delivery, or evaluation of formal AETC flying training programs and flying training syllabuses and other special publications to include joint/international programs, Euro-NATO Joint Jet Pilot Training (ENJJPT), Air National Guard (ANG), and Air Force Reserve Command (AFRC). Subordinate units may supplement this instruction using guidance in AFI 33-360, *Publications and Forms Management*, but may not modify this document. Units must coordinate supplements with AETC/A3ZF before publication. Submit suggested changes to this instruction on AF Form 847, *Recommendation for Change of Publication*, through command channels, to AETC/A3Z. This instruction requires collecting and maintaining information protected by the Privacy Act (PA) of 1974. PA system of records notices F036 AF AETC B, Graduate Training Information Management, and F036 AETC Y, Training Integration Management System (TIMS) Records,
apply and are available online at http://www.defenselink.mil/privacy/notices/usaf/. Ensure that all records created as a result of processes prescribed in this publication are maintained according to Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of according to Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items, in accordance with paragraph 1.3. Attachment 1 contains a glossary of references and supporting information.

Note: If a conflict exists between this instruction and an existing contract, the contract takes precedence. Contracts developed and executed after the implementation date of this instruction will include a requirement to follow the provisions of this instruction; to the extent they are applicable to performance of the contract.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Designation revised. AETC Graduate Flying Training Division (AETC/A3Z) references and responsibilities added. All references to AETCI 36-2205 apply to AETCI 36-2605.
Chapter 1

OVERVIEW AND RESPONSIBILITY

1.1. Overview.

1.1.1. Director of Intelligence, Operations, and Nuclear Integration (AETC/A2/3/10) is the executive authority for all AETC flying training programs.

1.1.1.1. AETC/A3F, Undergraduate Flying Training Division, is the certifying authority for Undergraduate Flying Training (UFT) and UFT-associated graduate training. AETC/A3F has management oversight for courseware development, training aids, contracted activities, simulators, the AETC Aircrew Graduate Evaluation Program (AGEP). Note: Guidance contained in this AETCI addressing “flying training” is applicable to, and includes United States Air Force Academy (USAFA) Airmanship programs.

1.1.1.2. AETC/A3Z, Graduate Flying Training Division, is the certifying authority for Graduate Flying Training; Survival, Evasion, Resistance, and Escape (SERE); Battle Management Training, which includes Undergraduate Air Battle Manager (UABM), Weapons Director (WD), and associated Initial Qualification Training syllabuses; AETC Intelligence Formal Training Unit; Career Enlisted Aviator (CEA) Training; Helicopter UFT; and provides management oversight of several contracted Aircrew Training System (ATS) programs.

1.1.1.3. AETC/A3Q, Special Missions Division, is the certifying authority for non-USAF aircraft flying training. AETC/A3Q is also the certifying authority for Air Advisor (AA) pre-deployment training in USAF aircraft such as AA Rotary Wing Combat Mission Training conducted in the UH-1N.

1.1.2. The National Guard Bureau (NGB/A3) maintains approval and waiver authority for actions relating to flying training program issues of the ANG in accordance with (IAW) AETCI 36-2605 applicable volume.

1.1.3. The Air Force Reserve Command (AFRC/A3) maintains approval and waiver authority for actions relating to flying training program issues for AFRC IAW AETCI 36-2605 applicable volume.

1.1.4. AETC, AFRC, and ANG wings, groups, and squadrons ensure the implementation and delivery of flying training programs.

1.2. Roles and Responsibilities.

1.2.1. AETC/A2/3/10:

1.2.1.1. Provides subject matter and ISD expertise for the development of flying training programs and syllabuses.

1.2.1.2. Approves new, revised, or changed AETC flying training syllabuses, “Small-Group Try-Out” (SGTO) and “Validation” syllabuses. This includes those applicable to both Air Force and ANG formal training units. NGB/A3 approves ANG-unique syllabuses. The ENJJPT steering committee is approval authority for ENJJPT
undergraduate, pilot instructor training, introduction to fighter fundamentals (IFF) and IFF instructor pilot syllabuses with AETC/A2/3/10 concurrence.

1.2.2. AETC/A3F:

1.2.2.1. Responsible for the development, validation, certification, production and coordination of undergraduate and UFT-associated graduate flying training programs and syllabuses. Responsible for certain acquisition functions such as providing subject matter expert (SME) input, ISD expertise, and certain sustainment and quality assurance expertise, and training device sustainment expertise. Approves administrative changes (AC) to syllabuses. Refer to applicable AETCI 36-2605 volume for specific program exceptions and responsibilities.

1.2.2.2. Determines the functional office of primary responsibility (OPR) and point of contact (POC) for certain flying training syllabuses. The OPR and POC are the focal point for syllabus feedback, suggestions, and coordinates all syllabus revisions and changes as necessary and submits for approval.

1.2.2.3. Responsible for development, validation, and acceptance of undergraduate and UFT-associated graduate flying training courseware and maintains the UFT Briefing Room Interactive (BRI) program.

1.2.2.4. In coordination with AETC/A3R, Requirements and Resources Division, reviews proposed acquisition or modification programs to ensure personnel use ISD (to include media and cost benefit analysis) to decide the mix, quantity, and sophistication of training equipment and use of technology to deliver productive and cost effective training. Along with AETC/A3R, ensures the use of the Planning, Programming, Budgeting, and Execution system to identify resources (instructors, aircraft, simulators, etc.) and required funding support.

1.2.2.5. For new mission aircraft, in coordination with AETC/A5R, Capability Requirements Division, reviews proposed acquisition or modification programs to ensure personnel use ISD (to include media and cost benefit analysis) to decide the mix, quantity, and sophistication of training equipment and use of technology to deliver productive and cost effective training.

1.2.2.6. AETC is Lead Command for the Air Force-wide Aerospace Physiology (AP) Training program. AETC/A3F serves as POC and certifying authority for AP policy, guidance, and courseware; serves as manager for AP training devices. Note: Guidance contained in this AETCI addressing “flying training” is applicable to, and includes AP training within AETC.

1.2.3. AETC/A3Z:

1.2.3.1. Responsible for the development, validation, certification, production and coordination of graduate and UFT-associated graduate flying training programs and syllabuses. Responsible for certain acquisition functions such as providing subject matter expert (SME) input, ISD expertise, and certain sustainment and quality assurance expertise, and training device sustainment expertise. Approves AC’s to syllabuses. Refer to applicable AETCI 36-2605 volume for specific program exceptions and responsibilities.
1.2.3.2. Determines the functional OPR and POC for certain flying training syllabuses. The OPR and POC are the focal point for syllabus feedback, suggestions, and coordinates all syllabus revisions and changes as necessary and submits for approval.

1.2.3.3. Responsible for the development, validation, and acceptance of graduate and certain undergraduate flying training courseware (all programs listed in paragraph 1.1.1.2 are considered, for the purposes of this instruction, as flying training programs).

1.2.4. AETC/A3Q develops flying training programs and associated syllabuses for non-USAF aircraft in coordination with training providers (i.e. contractors, sister services and other government agencies), then validates, and certifies the syllabus. AETC/A3Q will coordinate new or substantively changed flying training syllabuses with AETC/A3F. AETC/A3Q serves as functional OPR for certain syllabuses including providing the POC for each applicable syllabus. The POC is the focal point for syllabus feedback, suggestions, and coordinates all syllabus revisions and changes as necessary and submits for approval.

1.2.5. AETC/A5T, Technology Integration Division, provides oversight and program management of the Training Integration Management System (TIMS) and Graduate Training Integration Management System (GTIMS) or a follow-on enterprise Training Management System (TMS) in response to user requirements defined by HQ AETC functional managers. For detailed information regarding these and other AETC/A5T responsibilities, see AFI 36-2201 and AETCI 36-2605V1, Formal Flying Training Administration and Management.”

1.2.6. Wings, groups, squadrons and units using AETC flying training syllabuses are the active, hands-on providers of AETC flying training directly to students. Commanders, instructors, staff, and students all have a responsibility for effective Air Force flying training and must be active in the feedback of information regarding the effectiveness of each syllabus and associated training. Contact the POC through formalized feedback/evaluation systems or review meetings.

1.2.7. Contractors are obligated by covenants of the particular contract which take precedence over this instruction. However, since the acquisition process may result in contractors providing any level of products or services from mission design series (MDS) hardware with a total training system, to instructor, administrative, or courseware services, contractors involved with AETC flying training have responsibilities regarding the development of AETC flying training programs and the resulting syllabuses and associated courseware production. As such, the ISD mandate of AFPD 36-26 applies.

1.2.8. AETC/IA and Air Force Security Assistance Training Squadron (AFSAT) coordinate on international flying training with applicable AETC/A2/3/10 divisions and Foreign Disclosure Offices, as necessary.

1.3. Waivers. Policy and procedures are enacted to provide quality and consistent training and evaluation whether at an undergraduate or graduate level. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions. At the same time, because it is important to preserve fidelity of training, evaluation, and policy implementation throughout the command, a process must be established for review of proposed waivers.

1.3.1. Waivers that change the intent of the policy outlined in this instruction are not authorized without AETC/A2/3/10 (T-2) approval. Unless otherwise stated in this document,
Wing/CCs (T-3) are the approval authority for individual personnel exceptions to the policy outlined in this instruction caused by special or unusual circumstances.

1.3.2. Units will submit all waiver requests through command channels in electronic format using AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*. Waiver requests must provide justification according to AFI 33-360.

1.3.3. Group Commander (GP/CC). The GP/CC responsible for local supplements will handle waivers to respective unit supplemental guidance. (T-3)

1.4. Flying training publications.

1.4.1. Information contained in flying training publications is identified as “controlled unclassified information” (CUI) due to MDS technical and operational content. This creates the requirement for the distribution and releasability statements found in front of the publications. Caution must be used regarding the release of data.

1.4.2. Organizations may receive unsolicited requests for syllabuses, lesson plans, or other courseware documents. Requests from a contractor, who is not on contract with AETC or the Air Force to support the training program in question, will require a JA staff legal review before a response can be generated.

1.4.3. In making a releasability determination, it is AETC policy that requestors provide information necessary to make an appropriate decision. This should include, as appropriate, an approved DD Form 2345, *Militarily Critical Technical Data Agreement*, contract number(s), request for proposal or request for information data, desired information, or sponsoring Department of Defense (DoD) activity information. In some cases, approved non-disclosure agreements may be required.
Chapter 2

SYLLABUS DEVELOPMENT

2.1. Flying Training Syllabus Development. The AETC syllabus is the primary flying training course control document. It is a tool for the “Management” system function of the ISD model, and is a resultant product of the analysis and design phases of ISD. Syllabus structure and flow must contain the basic elements outlined in this instruction. Do not use copyrighted material unless a release is obtained from the copyright owner.

2.1.1. Syllabus Organization. Develop flying training courses as required by each training system. A syllabus identifies flying training courses that are divided into phases, categories, modules or units of instruction. Training courses may be tracked/divided or further specialized within a position or crew specialty, and consequently within a syllabus. When programs or courses are divided as such, the syllabus must explain and identify them. Furthermore, one flying training program or course may consist of more than one syllabus per specialty or crew position.

2.1.1.1. Syllabus Format. Preparing flying training syllabuses, or flying training related courses such as SERE, is a coordinated effort between program managers and supervisors to ensure technical accuracy and sound instructional procedures. When not addressed elsewhere (i.e., an AETCI 36-2605 (36-2205 until replaced) Volume), define syllabus controls, waivers, and deviations. Include procedures, necessary actions and approval chain for waivers and deviations.

2.1.1.1.1. Designate syllabuses with an alpha-numeric identifier. A3R determines the course identifier for undergraduate training and some graduate as applicable.

2.1.1.1.2. Syllabus page numbering format: The cover and purpose page have no page numbers. Reference Attachment 3, Table 3.1, Items 3 and 4 for subsequent numbering. Each chapter begins at the top of a new page, regardless of whether it is odd or even. Page number font will be Times New Roman, 10-point, bold. Blank pages will not be used. Page headers are optional.

2.1.1.1.3. See Attachment 3, Table 3.1 for a listing of required syllabus items.

2.1.2. Order of Precedence. A syllabus is directive in terms of the administration, delivery, and evaluation system functions (see the appropriate volume of AFH 36-2235 for definitions of these terms). Formal flying training course syllabuses must be followed unless a waiver request is approved per the process stated in the syllabus. If a conflict is discovered between a syllabus and a directive publication (for example an AFI or AETCI), the directive publication takes precedence; notify the syllabus OPR of any conflict. An AETC flying training syllabus may be more restrictive than a directive publication, but it cannot be less restrictive.

2.1.3. Syllabus Prerequisites. A syllabus is the source document for course prerequisites and prescribes the overall course instruction, gives special instructions, and lists each training event in the curriculum. In cases where other directives provide prerequisites, all prerequisites apply. Syllabus OPRs clarify prerequisite requirements.
2.1.4. **Additional Syllabus Content.** As a management tool, flying training syllabuses may include training events addressing other issues such as leadership training (when directed), physical fitness requirements (compliance with USAF or appropriate standards), ancillary training (when necessary), medical and physiological requirements (as appropriate for the flying training), record keeping requirements (AETC standards), student evaluation (grading), and administration and orientation (training support), or security clearances. Furthermore, a syllabus (when required) addresses student status such as regular Air Force, ANG, Air Force Reserve, cadet or international students. Depending upon the particular course and how training is to be conducted, the syllabus shall address each of these issues. Either alternate tracks within one syllabus or multiple syllabuses for a program may be used to accommodate these differences.

2.1.5. **Course Training Standards (CTS).** Flying training courses are based upon CTS. Each AETC flying training syllabus outlines the training required to achieve the proficiency specified in the CTS. AETC flying training CTS items follow a Criterion Referenced Objective format and should be developed following AFMAN 36-2236, *Handbook for Air Force Instructors*.

2.1.5.1. CTS describe the standards each student must achieve prior to completing the formal course. These standards must be clearly understood by training faculty and staff, students, and by other Major Command (MAJCOM) personnel.

2.1.5.2. CTS provide the basis for syllabus development, courseware production, training objectives, training evaluation, and student grading. CTS are not required for courses that are “experiential” in nature (observable and measureable performances not appropriate), such as Aircrew Survival training programs and others that consist of “be familiar with” experiences.

2.1.5.3. CTS must clearly state what the graduate must be able to do, under what conditions, and to what level of performance. The CTS format will consist of a stated performance, condition, and a measurable (to the extent that is possible) clearly and concisely worded standard. Numerical required proficiency levels (RPL) are not sufficient substitutes for clearly stated AETC syllabus CTS.

2.1.5.4. In cases where the condition or standard remains the same for several CTS items or where it is clearly understood, it need not be listed for each performance. Stating or describing a condition or standard in the preceding paragraph is sufficient. For example, “as a crew member” or “in the aircraft or simulator” would be conditions for a number of performances. However, unique or special conditions, or conditions requiring certain equipment or using specific information must be listed.

2.1.5.5. Standards referenced to other documents or publications, written as “in accordance with” other guidance or directives, is acceptable when necessary. While specific citations are preferred, “applicable directives” is acceptable when multiple directives are being referenced. It is not acceptable when there is a clear document to reference. AFI 11-2MDS-Specific standards are acceptable and may be directly referenced as CTS in a syllabus, however, syllabus OPRs are responsible for ensuring such standards can be correctly gleaned from referenced documents. Deferring standards to sources outside OPR control might result in a standard being changed and
implemented before the syllabus; courseware, resources, or training can be adjusted or changed to train the new standard.

2.1.5.6. Each flying training course (and syllabus) normally has its own CTS. However, with adequate justification, syllabus OPR agreement, and Lead Command coordination, CTS may exist as a separate course document (not included within a syllabus). This might be done, for example, when several syllabuses use the same CTS.

2.1.5.7. CTS for CEA, Basic Sensor Operator Course (BSOC), and SERE Specialist syllabuses may be drawn from the Career Field Education and Training Plan (CFETP) Specialty Training Standards for the particular career field. However, instructions in the preceding paragraphs apply.

2.1.5.8. In case of a CTS conflict between an AETC syllabus and an MDS-specific publication, the MDS publication takes precedence over an AETC syllabus. However, when a syllabus CTS is more restrictive, the syllabus CTS will stand.

2.1.6. **Student Evaluation.** Student evaluations must be addressed in AETC flying training syllabuses.


2.1.6.2. The syllabus, or AETCI 36-2605 Volume, must clearly explain how student performance is evaluated throughout the course of training. Evaluation subjects must be clearly explained in each syllabus, reference AFI 11-2 MDS-Specific Volume 2 (or similar authoritative MAJCOM or AF-level document), or AETCI 36-2605 Volume, as necessary.

2.1.7. **Syllabus coordination and approval.**

2.1.7.1. Syllabus OPRs determine required coordination agencies. Coordination may be necessary with NGB, AFRC, AFSAT, another MAJCOM or direct reporting unit (DRU). Coordinate each syllabus within HQ AETC (and other MAJCOM/DRUs, as necessary) staff agencies for planning and resourcing, with courseware development staff, and organizations responsible for implementation (Wing, Group, TRS, etc.) of the flying training system or program.

2.1.7.2. Regardless of the source, AETC units must coordinate all proposed changes to training and syllabuses with the HQ AETC OPR before incorporating them into the training program or syllabus. Units will advise HQ AETC syllabus OPRs of pertinent discussions with other MAJCOMs regarding proposed changes to training and syllabuses. OPRs will ensure resource and policy implications are addressed. Syllabuses developed by local units and subsequently forwarded to the OPR should undergo local coordination. The final product is prepared by the OPR for HQ-level coordination.

2.1.7.3. Since the syllabus is a source document for TMS, new and changed syllabuses should be coordinated with TMS (TIMS, GTIMS, etc.) personnel so that TMS changes are planned and system alterations anticipated.

2.1.8. **Contractor-Developed Syllabuses.**
2.1.8.1. Unless otherwise required by contract, contractors responsible for AETC flying training syllabus development will follow this instruction.

2.1.8.2. For contracted ATS flying training, the contractor develops, updates, and maintains courseware and training syllabus and performs task and media analysis associated with aircrew qualification training per AFI 36-2201, AFI 36-2251, Management of Air Force Training Systems, AFMAN 36-2234, consistent with the applicable ATS contract (see applicable AFI 11-2 MDS-Specific, Volume 1).

2.1.8.3. The syllabus OPR is at HQ AETC. Contractor-developed syllabuses will be sent to the OPR for further action, coordination, and eventual approval.

2.1.9. **Additional Syllabus Requirements.**

2.1.9.1. Syllabuses must be reviewed and documented current or revised within a 4 year cycle. Explain syllabus management functions and identify planned review dates by month and year. Document all syllabus reviews. If a syllabus is changed as a result of a review, the updated syllabus is the documentation. Syllabus review documentation will be standardized by division.

2.1.9.2. The appropriate AETC/A2/3/10 division chief approves redacted syllabuses.


2.1.9.4. Education and Training Course Announcements (ETCA). Flying training program managers must ensure information for AETC flying training courses listed in ETCA is correct and up-to-date.

2.1.9.4.1. The website, [https://etca.randolph.af.mil](https://etca.randolph.af.mil), includes specific information for formal flying training courses conducted or managed by AETC. ETCA includes courses conducted or administered by the Air Force and reserve forces and serves as a reference for the Air Force, DoD, other military services, government agencies, and security assistance programs.

2.1.9.4.2. The AETC flying training division responsible for a flying training syllabus identifies ETCA maintainers (syllabus managers, POCs, or other appointed personnel) to maintain current, correct, updated course and general information of the ETCA Website. **Note:** AFPC updates the ADSC information in ETCA for AETC flying training courses IAW AFI 36-2107, Active Duty Service Commitments (ADSC).

2.1.9.4.3. ETCA maintainers review and update course announcements annually. Whether or not announcement changes are required, ETCA maintainers must update the “Date Updated” field and check the “update” button so that the “last changed” date is updated. ETCA maintainers also use the ETCA software user manual and procedures on the ETCA Website to initiate, maintain, and remove course announcements.
2.2. Syllabus Revision and Change. A syllabus revision is a rewrite with a new cover date that supersedes and replaces the previous version. A syllabus change limits revised material and maintains the cover date.

2.2.1. Syllabus revisions are major modifications, affecting subject matter, instructional design, duration course flow and/or media. They involve full edit and reviews. In most cases, syllabus release is planned/timed to be used beginning on a specific date or with a specific class.

2.2.2. Syllabus changes, referred to as either a Change or Interim Change, do not require a full review and use a specific change identification number (e.g. IC-1, IC-2, C-1, C-2, etc.).

2.2.2.1. Use a Change Transmittal Page (CTP) that includes instructions for posting the change, a summary of the changes (normally a separate page from the CTP), and the new content pages to be inserted. Reference Attachment 2, Figure 2.1 for an example. In the summary of changes, syllabus OPRs may provide more specific lesson/module information when listing the revisions to the syllabus or related flying training material, i.e. courseware, study guides, etc.

2.2.2.2. After the change is posted, file the CTP and the summary of changes page at the end of the original document. For documents with more than one change, file all the CTPs and summary of changes at the back of the original document with the most recent first. Indicate changed material with stars and/or bars.

2.2.3. Administrative changes (AC) do not affect the subject matter content, authority, purpose, application, and/or implementation of the publication. Since these types of changes are non-substantive, no coordination is required. Only OPRs may initiate ACs to their publications prior to approval. Use a CTP IAW paragraph 2.2.2.1

2.2.4. For all flying training courses authorized foreign student attendance, the AETC flying training division responsible for a syllabus change, revision, or review will coordinate with the AETC Foreign Disclosure Division for a foreign disclosure review when new material is added to the course.
Chapter 3

COURSEWARE

3.1. Types of Products. Courseware includes all instructional/training material, print or electronic, including technical data, software products, textual materials, audio tapes, slides, movies, video tapes, video discs, and other audiovisual materials. It includes student guides, instructor guides, training manuals, examinations, supporting materials for simulator or trainer missions, guidebooks, and Interactive Courseware (ICW). It may include computer simulations, part-task trainers (PTT), and desktop training devices and associated supporting materials. The purpose of courseware is to support flying training by providing instructors and students the materials necessary to complete training. AETC government agencies and contractors preparing courseware should follow prepared style guidance (see AETC Flying Training Special Publications web page, ATS contractor prepared guidance) to ensure standardization of courseware within each training program (not necessarily command-wide). However, effective and efficient delivery of training remains paramount.

3.2. Development Style Guidance.

3.2.1. A variety of styles and formats are used for flying training courseware products within AETC flying training programs. As an aid to courseware production and standardization, guidelines and templates are on-line.

3.2.2. Publication guidelines and templates are available on the AETC Flying Training Specials Publications Website (“electronic bookstore”). From “General Publications,” access either “Publications Guide” or “Publications Template.” The “Pubs Guide” page provides access to the AETC Handout on special publications. Courseware is password protected on this site. Graduate flying training courseware is MDS specific and will be standardized within that MDS.
Chapter 4

INTERNATIONAL FLYING TRAINING PUBLICATIONS


4.1.1. AETC international flying training syllabuses, as considered here, are dedicated to training international students only. This does not address other AETC flying training attended by international students.

4.1.2. AFSAT POCs coordinate with AETC/A3F and/or AETC/A3Z to develop international flying training syllabuses. Also coordinate syllabuses (and courseware) intended for international student use through AETC/IA. Define all waiver and deviation procedures in each syllabus.

4.1.3. International students must meet established course entry prerequisites listed in the syllabus. The AFSAT program manager obtains the student records (or equivalent) prior to any formal training for verification. If required, AETC/A3F and/or AETC/A3Z determine requisite equivalency. If additional training is required to meet prerequisites, establish a training plan approved by AETC/A3F and/or AETC/A3Z prior to placing the student against a training quota unless attendance at another formal course is required.

JOHN A. CHERREY, Brigadier General, USAF
Director of Intelligence, Operations, and Nuclear Integration for Flying Training
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, 13 September 2010
AFI 36-2201, *Air Force Training Program*, 15 September 2010
AFH 36-2235, Volume 8, *Information for Designers of Instructional Systems Application to Aircrew Training*, 1 November 2002
AFMAN 36-2234, *Instructional System Development*, 1 November 1993
AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management*, 16 February 2016

Prescribed Forms
None.

Adopted Forms
DD Form 2345, *Militarily Critical Technical Data Agreement*
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*
AETC Form 6, *Waiver Request*

Abbreviations and Acronyms
AA—Air Adviser
ABM—Air Battle Manager
AC—Administrative Change
AETC—Air Education and Training Command
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFSAT—Air Force Security Assistance Training Squadron
AGEP—Aircrew Graduate Evaluation Program
ANG—Air National Guard
AP—Aerospace Physiology
ATD—Aircrew Training Device
ATS—Aircrew Training System
BRI—Briefing Room Interactive
BSOC—Basic Sensor Operator Course
CBT—Computer-Based Training
CEA—Career Enlisted Aviator
CEARF—Career Enlisted Aviator Rotary-Wing
CFETP—Career Field Education and Training Plan
CR—Commander’s Review
CSO—Combat Systems Officer
CTP—Change Transmittal Page
CTS—Course Training Standards
CUI—Controlled Unclassified Information
DOR—Drop on Request
DRU—Direct Reporting Unit
ENJJPT—Euro-NATO Joint Jet Pilot Training
ETCA—Education and Training Course Announcements
GTIMS—Graduate Training Integration Management System
IAW—In Accordance With
IFF—Introduction to Fighter Fundamentals
IMI—Interactive Multimedia Instruction
ISD—Instructional System Development
MAJCOM—Major Command
MDS—Mission Design Series
MIF—Maneuver Item File
NGB—National Guard Bureau
OPR—Office of Primary Responsibility
POC—Point of Contact
PTT—Part-Task Trainer
RDS—Records Disposition Schedule
RPA—Remotely Piloted Aircraft
RPL—Required Proficiency Level
SERE—Survival, Evasion, Resistance, and Escape
SGTO—Small Group Tryout
SME—Subject Matter Expert/Expertise
SUPT—Specialized Undergraduate Pilot Training
TIMS—Training Integration Management System
TMS—Training Management System
UABM—Undergraduate Air Battle Manager
UC—Using Command
UFT—Undergraduate Flying Training
URT—Undergraduate RPA Training
USAFA—United States Air Force Academy
WD—Weapons Director

Terms

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

Aircrew—The total complement of rated (pilot, navigator, Combat Systems Officer (CSO), ABM, and flight surgeon), CEA (1AXXX and 1UXXX Air Force Specialty Codes), and nonrated aircrew (K-, Q-, or X-prefixed Air Force Specialty Code) personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft’s mission. Includes members in initial formal training for immediate assignment to an authorized operational flying position. Individuals must be on aeronautical orders and assigned to an authorized position according to AFI 65-503, *US Air Force Cost and Planning Factors*, or nonrated aircrew not in an aircraft’s basic crew complement, but required for the mission. Aircrew members perform their principal duties
inflight and their presence is required for the aircraft to accomplish its primary tasked mission. Duties must be essential to operating the aircraft or mission systems and equipment used for completing a mission, or other duties essential to the aircraft’s mission. **Note:** USAFA/Air Force Reserve Office Training Corps cadets enrolled in approved USAFA flying programs are accorded aircrew status while actively participating in such programs. Cadets are placed on aeronautical orders authorizing flying status while participating in approved USAFA flying programs and will not be added in the operational Aviation Resource Management System database. Host Aviation Resource Management personnel will not assign an Aviation Service Code and an Aviation Service Date will not be established. Flying incentive pay or flying duty credit is not authorized.

**Aircrew Graduate Evaluation Program (AGEP)**—Provides training program managers and senior leaders with a comprehensive assessment of training effectiveness and areas of improvement.

**Aircrew Training Device (ATD)**—Training devices used to prepare aircrew members for the actual performance of flight duties. Examples include, but are not limited to, simulators, cockpit familiarization trainers, cockpit procedures trainers, unit training devices, operational flight trainers, PTT, weapon system trainers, and desktop trainers.

**Block**—A major component of a course.

**Briefing Room Interactive (BRI)**—A computer application used for aircrew briefings and mission planning.

**Career Enlisted Aviator (CEA)**—Personnel in AFSCs 1AXXX and 1UXXX.

**Career Field Education and Training Plan (CFETP)**—A CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements; training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training.

**Category**—Simulator and aircraft training of a particular type; such as qualification, transition, instruments, formation, low-level navigation.

**Command and Control Operations Training**—Includes UABM, WD, and other Command/Reporting Center weapons system associated training.

**Computer Based Training (CBT)**—Training in which computers are used for training development, delivery, evaluation, and training management. The management functions often include scheduling, lesson selection, score keeping, and quality of student responses. See Interactive Courseware (ICW).

**Course**—The entire program of academic training, ground training, simulators and aircraft conducted in all media during the programmed training days as directed in a syllabus.

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

**Courseware**—The technical data, textual materials, audio, video, film, computer instruction, instructor/student guides, and other training material developed to support and implement the syllabus.
Education and Training Course Announcement (ETCA)—Contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses conducted or managed by MAJCOMs or field operating agencies. The ETCA contains courses conducted or administered by USAF and reserve forces and serves as a reference for the AF, DoD, other military services, government agencies, and security assistance programs.

Flying Training Publications—Syllabuses and courseware.

Graduate Flying Training—Follow-on formal flying training accomplished after completing undergraduate flying training.

Group Commander (GP/CC)—Refers to Operations Group, Fighter Group, or Flying Training Group commanders.

Instructional System Development (ISD)—A deliberate and orderly process for planning and developing instructional programs that make sure personnel are taught the knowledge, skills, and experience essential for successful job performance. Depends on a description and analysis of the tasks necessary for performing the job, objectives, and tests clearly stated before instruction begins evaluation procedures to determine whether or not the objectives have been reached, and methods for revising the process based on empirical data. (See AFMAN 36-2234)

Interactive Courseware (ICW)—ICW is computer controlled courseware that relies on trainee input to determine the pace, sequence, and content of training delivery using more than one type medium to convey the content of instruction. ICW can link a combination of media, to include but not be limited to; programmed instruction, videotapes, slides, film, television, text, graphics, digital audio, animation, and up to full motion video, to enhance the learning process. ICW may also be referred to as Computer Based Instruction (CBI) and Computer Based Training (CBT).

Interactive Multimedia Instruction (IMI)—A term applied to a group of predominantly interactive, electronically-delivered training and training support products. IMI products include instructional software and software management tools used in support of instructional programs. IMI can be presented as a stand-alone, self-paced program, an instructor-led presentation, or a program to support on-the-job training or personal performance enhancement.

Maneuver Item File (MIF)—A table listing all maneuvers, and the proficiency required in each maneuver, for all categories in a course.

Mission Design Series (MDS)—System by which military aerospace vehicles are identified.

Phase—A major component of a course. For example, undergraduate pilot training consists of three phases: preflight, primary, and advanced.

Regression—A student is said to have regressed when, following achieving a proficient grade for a maneuver or graded training behavior, the student is graded at an unsatisfactory level of performance or below the previously required proficiency level. Treatment of student regression is addressed in a syllabus.

Revision—A publication that supersedes its previous version. The revised publication has a new date and includes a statement on the purpose page under the supersession line. For example, “Supersedes AETC Syllabus P-V4A-A, July 2009.” A revision automatically supersedes all changes to the previous edition, unless otherwise stated.
Simulator—A training device that permits development and practice of the necessary skills for accomplishing operational tasks, to a prescribed standard of competency, in a specific prime mission system and duty position.

Subject—In academic training, the first two letters of the designator identify the subject (Example: AA0401 is in applied aerodynamics.)

Training Medium—A type of instructional device or presentation method. Examples of media include, but are not limited to, CBT or Computer-Assisted Instruction, Instructor-Based Training (IBT), Mediated Interactive Lecture, student or instructor guides, lectures, aircrew training device (ATD) and aircraft.

Training System—A systematically developed curriculum including, but not necessarily limited to, courseware, classroom aids, training simulators and devices, operational equipment, embedded training capability, and personnel to operate, maintain, or employ a system. The Training System includes all necessary elements of logistic support.

Undergraduate Flying Training (UFT)—Includes Specialized Undergraduate Pilot Training (SUPT), ABM, CSO, Undergraduate RPA Training (URT), BSOC, Career Enlisted Aviator Rotary-Wing (CEARF), Initial Flight Screening, and USAFA Airmanship programs.

Unit—A group of simulator or aircraft lessons in a given category. The first two numbers in the designator identify the unit. For example, T8101 is in the T8100 unit.

Using Command (UC)—Any Command or organization that possesses a prime weapon system and uses the products of the Training System. Reference AFPD 10-9, Lead Command Designation and Responsibilities for Weapon Systems, for further guidance on the delineation of responsibilities for Lead and Using Commands.

Validate—The process of assessing the effectiveness of training, a syllabus, or courseware as it is being developed with the intention of improving the training product. It uses repetitive cycles of development, tryouts, and revisions until evidence shows that the training is effective.
Attachment 2

SAMPLE CHANGE TRANSMITTAL PAGE (CTP)

Figure A2.1. Sample Change Transmittal Page (CTP).

DEPARTMENT OF THE AIR FORCE
Headquarters Air Education and Training Command
JBSA-Randolph TX 78150-4404

AETC Syllabus F16C0B00PL
April 2017

Change AETC Syllabus F16C0B00PL, Oct 2014, as follows:

1. Page-Insert Changes -- A vertical bar (|) indicates new or revised material.

<table>
<thead>
<tr>
<th>Remove</th>
<th>Date</th>
<th>Insert</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover</td>
<td>Oct 14</td>
<td>Cover (AC 16-1)</td>
<td>Jan 16</td>
</tr>
<tr>
<td>Purpose</td>
<td>Oct 14</td>
<td>Purpose (AC 16-1)</td>
<td>Jan 16</td>
</tr>
<tr>
<td>2</td>
<td>Oct 14</td>
<td>2 (AC 16-1)</td>
<td>Jan 16</td>
</tr>
<tr>
<td>4 – 7</td>
<td>Oct 14</td>
<td>4 (AC 16-1) – 7 (AC 16-1)</td>
<td>Jan 16</td>
</tr>
</tbody>
</table>

2. Filing -- After posting the Change, file this page at the end of the syllabus.

OFFICIAL
TY A. BUMPTAFRINGE, Colonel, USAF
Chief, Graduate Flying Training Division
Directorate of Intelligence, Operations,
and Nuclear Integration

SUMMARY OF CHANGES
1. Administrative edits; format updates.
3. All references to AETCI 36-2605 may also refer to AETCI 36-2205 until rescinded.

Pages: 7

Accessibility: A.pdf file is available on the “AETC Flying Training Special Publications” website.
Distribution: Authorized to Department of Defense and U.S. companies under DoD contract for this course only.
Releasability: Access to this publication is restricted. Refer other requests for this document to the OPR.
Attachment 3

REQUIRED FLYING TRAINING SYLLABUS ITEMS TABLE

Table A3.1. Required Flying Training Syllabus Items Table.

<table>
<thead>
<tr>
<th>Item</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Required Information For All Flying Training Syllabuses&lt;br&gt;Paragraphs listed here should be included in each syllabus. When they do not apply, the paragraph may be omitted. When another document addresses the subject, provide specific reference to that document. Additional paragraphs, tables, worksheets and sections may be added to clarify or enhance the syllabus.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Cover</td>
<td>Course identifier, title, and effective date.</td>
</tr>
<tr>
<td>2</td>
<td>Purpose Page</td>
<td>Course identifier, effective date, purpose statement, approving authority signature block, OPR, and certifying authority. Also include the following statements:&lt;br&gt;Accessibility: A .pdf file is available on the “AETC Flying Training Special Publications” Website.&lt;br&gt;Distribution: Authorized to Department of Defense and U.S. companies under DoD contract for this course only.&lt;br&gt;Releasability: Access to this publication is restricted. Refer requests for this document to the OPR.</td>
</tr>
<tr>
<td>3</td>
<td>Table of Contents</td>
<td>Insert/update a TOC and number using lower case Roman Numerals (i.e. “i”, ii, iii) and continue numbering style until Chapter 1.</td>
</tr>
<tr>
<td>4</td>
<td>Summary of Changes</td>
<td>Insert immediately after the TOC. List the significant differences since the superseded version. If authoring a new syllabus, there is no summary of changes. Utilize lower case Roman Numerals continuing from the TOC.</td>
</tr>
<tr>
<td>5</td>
<td>Chapter 1</td>
<td>Course Description. Include Title, Identifier, Objective, Location, Duration, Entry Prerequisite(s) [unless listed in additional chapters], Status Upon Graduation (If applicable, include a statement that graduates are awarded an AF Form 1256), and Summary. Use tables to summarize academic, ground, simulator, and flying training. “1” is the page number. Additional paragraphs as required.</td>
</tr>
<tr>
<td>6</td>
<td>Chapter 2</td>
<td>Course Administration. Include the following sections and paragraphs (as applicable). Paragraph text may vary from here:&lt;br&gt;Section A—Syllabus Management.&lt;br&gt;1. Syllabus Interpretation.&lt;br&gt;This syllabus is directive and must be followed as written. If no clear syllabus guidance exists, resolve the situation using the appropriate chain of command. If the logical course of action appears to conflict with other directives, contact the AETC/A3F OPR, DSN 487-XXXX.&lt;br&gt;2. Syllabus Waiver.&lt;br&gt;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. Do not accomplish or omit any training requested in a waiver until notification of approval. Maintain a permanent record of all approved waivers in the student’s training folder. Submit waiver requests electronically or in writing, on AETC Form 6, Waiver Request, to the following approval authorities:</td>
</tr>
</tbody>
</table>
a. Provide the office symbols that approve/deny waiver requests for the specific syllabus. Forward the final outcome to the OPR.

b. For senior officer syllabus and entry prerequisite waivers, provide the office symbols that approve/deny waiver requests for the specific syllabus. Forward the final outcome to the OPR.

3. Syllabus Deviation and Omitted Training
A syllabus deviation is any unplanned variation from syllabus requirements such as prerequisite flow, turn times, and failure to comply with syllabus directives or requirements. Document all syllabus deviations in the student’s training folder. If a syllabus deviation results in omission of required training, the GP/CC determines if the omitted training can be accomplished later in the syllabus flow without adversely affecting the quality of student training. Document GP/CC-directed corrective actions and accomplishment of the omitted training in the student’s training folder.

4. Additional information as required.

Section B—Training Management.

1. Fuel Conservation. (adjust to be MDS-specific as necessary)
AETC is committed to fuel conservation and maximizing training value for the command’s energy resource investment without compromising safety, air discipline, or negatively affecting the quality of our flying training product. Aircrews must manage aviation fuel as a limited and costly resource. Consider fuel optimization throughout all phases of mission planning and syllabus execution. Ensure ground operations (engine start times/taxi routing) and flight profiles are optimized for efficient fuel use. Adhere closely to syllabus average mission durations. Do not exceed these flight times except for extenuating circumstances or to meet training objectives.

2. Voluntary Disenrollment/Drop on Request (DOR). (add paragraph as required for the type of training) USAF Rated officers and Career Enlisted Aviators (CEAs) who attempt to voluntarily disenroll from this course are processed IAW AFI 11-402, as supplemented. Non-rated personnel who attempt to DOR are processed IAW guidance found in the syllabus, AETCI 36-2605 applicable volume, or applicable AFIs. IAW the applicable volume(s) of AETCI 36-2605, include additional, applicable paragraphs, such as: Flight Commander/Flight Leader Responsibilities, Training Requirements and Restrictions, Additional Training (AT) Sorties, Medical Procedures, Flying Safety, Emergency Procedures (EP) Training, Briefing Requirements, Training Accomplishment, Instructor Continuity, Regression Rules, Fair/Unsatisfactory Performance, Category Check/Progress Check/Elimination Check (PC/EC) Guidance, Commander’s Review (CR) Process Flowchart, Solo Restrictions, Minimum Scheduled Student Turn-Times, Simulator Requirements, Increased G-Awareness, Physical Fitness Requirements, Managing International Students, Commander’s Review Process/Training Review Board, Cockpit/Crew Resource Management (CRM). Direct reference to 36-2605 Volume is acceptable.

Section C—Grading Procedures.
IAW the applicable volume(s) of AETCI 36-2605, define grading criteria in paragraphs, such as: Assessing Student Performance, Absolute Rating Scale, Relative Grading Scale, MIF, Solo Flight Grading Procedures, Incomplete Sorties. Follow the grading standards. Direct reference to 36-2605 Volume is acceptable.

Section D—Course Training Standards (CTS).
CTSs must define the performance, conditions, and standards required for each listed task. To graduate, students must meet each syllabus-directed CTS at the RPL. Direct reference to evaluation criteria from AFI 11-2MDS-specific Volumes 2 as an AETC standard is authorized if not otherwise specifically defined in the syllabus. Outline CTS in a table describing performance, condition, and standards for each task. If all conditions or standards are identical, define the conditions in the “Tasks” paragraph. CTS may be a stand-alone document, if so, state as reference and refer to the location.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Academic Training</th>
<th>Flying/Mission/Simulator Training</th>
<th>Additional Chapters</th>
<th>General Instructions</th>
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</table>

**Section A—Prerequisites.**

Include a table depicting all lessons for academic training, ground training, simulator and aircraft, as required. List the prerequisite(s) for each lesson unless identified on a course map. If a course map is utilized cite applicability/location in this section.

**Section B—Bibliography.**

As applicable, list training aids, instructions, other syllabuses, instructor guides, student guides, training manuals, etc., if required by this specific course.

**Section C—Glossary.**

If desired, provide a list of abbreviations (acronyms and initialisms) and terms pertinent to this specific course and/or referred to in the syllabus or other documents.

**Additional sections/paragraphs as necessary.**