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SECRETARY OF THE AIR FORCE**



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**Flying Operations**

**HH-60W AIRCREW TRAINING**

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*This publication implements Air Force Policy Directive (AFPD) 11-2, Aircrew Operations; AFPD 11-4, Aviation Service; and Air Force Instruction (AFI) 11-200, Aircrew Training, Standardization/Evaluation, and General Operations Structure, along with Air Force Manual (AFMAN) 11-202V1, Aircrew Training; and Department of the Air Force Manual (DAFMAN) 11-401, Aviation Management. This publication establishes Air Force (AF) standards for basic qualification, mission qualification, and continuation training for personnel performing aircrew duties in HH-60W aircraft. This publication applies to all civilian employees and uniformed members of the Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) operating HH-60W aircraft. This publication does not apply to the United States Space Force. This manual requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 37 United States Code 301a, Incentive Pay: aviation career; Public Law 92-204, Appropriations Act for 1973; Section 715 Public Law 93-570, Appropriations Act for 1974; Public Law 93-294, Aviation Career Incentive Act of 1974; DoD*

Instruction 7730.67, Aviation Incentive Pays and Bonus Program; and E.O. 9397 (SSN), as amended. The applicable System of Records Notice F011 AF XO A, Aviation Resource Management System (ARMS) is available at: <http://dpclo.defense.gov/Privacy/SORNS.aspx>. *Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. See paragraph 1.4.1 of this publication for additional guidance on submitting comments and suggesting improvements. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Compliance with attachments in this publication is mandatory.*

**(AETC)** This supplement implements and extends the guidance of AFMAN 11-2HH-60W, Volume 1, *HH-60W Aircrew Training*. This supplement applies to all HH-60W units and personnel operating under the oversight of Air Education and Training Command (AETC). It applies to all AETC units. With the exception of personnel participating in an associate program, this supplement does not apply to Air Force Reserve or Air National Guard units unless specified by a MAJCOM memorandum of understanding. This publication may be supplemented at any level, but all supplements must be routed to 19 AF/A3VS before publication. Submit suggested improvements to this instruction on DAF Form 847, *Recommendation for Change of Publication*, through standardization and evaluation (Stan/Eval) channels, to 19 AF/A3VS. The authorities to waive requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The operations group commander (OG/CC) is the waiver authority for unit level supplements to this publication. This supplement incorporates permanent waivers to the basic instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule. This is a specialized publication intended for use by Airmen who have graduated from technical training related to this publication.

**Chapter 1—GENERAL GUIDANCE 5**

1.1. Purpose. .... 5

|   |   |           |
|---|---|-----------|
| 1.2.  | Abbreviations, Acronyms, and Terms. ....                                  | 5         |
| 1.3.  | Key Words Explained. ....   | 5         |
| 1.4.  | Administration. ....  | 5         |
| 1.5.  | Roles and Responsibilities. ....  | 5         |
| 1.6.  | Aircrew Training Purpose. ....  | 8         |
| 1.7.  | Ready Aircrew Program (RAP). ....   | 8         |
| 1.8.  | RAP Guidance and Management. ....   | 9         |
| 1.9.  | Experienced Aircrew Requirements. ....                                    | 10        |
| Table 1.1.  | Experienced Aircrew. ....   | 10        |
| 1.10.   | Aircrew Utilization and Management. ....                                  | 10        |
| 1.11.   | Sortie Allocation Guidance. ....  | 10        |
| 1.12.   | Formal Training Conducted in Unit (Secondary Method-Training (SMT)). .... | 11        |
| 1.13.   | Active Duty Service Commitments. ....                                     | 12        |
| 1.14.   | Training Records and Reports. ....  | 12        |
| 1.15.   | In-Flight Supervision. ....   | 12        |
| 1.16.   | Aircrew Training While Duties Not Including Flying (DNIF). ....           | 13        |
| 1.17.   | Intra-Command and Inter-Command Transfer of Aircrew. ....                 | 13        |
| 1.18.   | Waiver Authority and Routing. ....  | 13        |
| <b>Chapter 2—INITIAL QUALIFICATION, UNIQUE, AND KEY STAFF TRAINING</b>  |   | <b>15</b> |
| 2.1.  | General. ....   | 15        |
| 2.2.  | Initial Qualification Training. ....                                      | 15        |
| 2.3.  | Unique Training. ....   | 15        |
| 2.4.  | Senior Officer Courses. ....  | 15        |
| <b>Chapter 3—MISSION QUALIFICATION TRAINING, LOCAL MISSION QUALIFICATION TRAINING AND MISSION CERTIFICATION</b> |   | <b>17</b> |
| 3.1.  | Mission Qualification Training. ....                                      | 17        |
| 3.2.  | Local Mission Qualification Training (LMQT). ....                         | 17        |
| 3.3.  | TDY Aircrew Members. ....   | 18        |
| 3.4.  | Mission Certification. ....   | 18        |
| <b>Chapter 4—CONTINUATION TRAINING</b>  |   | <b>19</b> |
| 4.1.  | General. ....   | 19        |
| 4.2.  | Ground Training. ....   | 19        |
| 4.3.  | Flying Training. ....   | 19        |

|   |       |   |           |
|---|-------|---|-----------|
|   | 4.4.  | Special Categories.....   | 19        |
|   | 4.5.  | HH-60 Certifications.....   | 20        |
|   | 4.6.  | Re-Currency Training.....   | 20        |
|   | 4.7.  | N-BMC and N-CMR Regression.....   | 21        |
| Figure  | 4.1.  | RAP Lookback Flow. ....   | 23        |
|   | 4.8.  | End-of-Cycle Requirements.....  | 23        |
|   | 4.9.  | Proration of End-of-Cycle Training Requirements.....  | 24        |
| Table   | 4.1.  | Proration Allowance. ....   | 25        |
| <b>Chapter 5—UPGRADE AND SPECIALIZED TRAINING</b>                     |       |   | <b>26</b> |
|   | 5.1.  | General.....  | 26        |
|   | 5.2.  | Basic Aircraft Commander (BAC) Certification. ....  | 26        |
|   | 5.3.  | Mission Pilot (MP) Upgrade. In-unit upgrade program to qualify Mission Copilots (MCs) as MPs..... | 27        |
| Table   | 5.1.  | Mission Pilot Upgrade Flying Time Requirements. ....  | 27        |
|   | 5.4.  | Aircrew Instructor Upgrade. ....  | 27        |
|   | 5.5.  | Specialized Training and Certifications.....  | 28        |
|   | 5.6.  | Instructor Certified Events.....  | 28        |
| Table   | 5.2.  | Certification/Specialized Training Events. ....   | 31        |
|   | 5.7.  | Pre-Deployment Spin-up Training. ....   | 32        |
| <b>Chapter 6—AIRCREW TRAINING RECORDS</b>                             |       |   | <b>33</b> |
|   | 6.1.  | General.....  | 33        |
|   | 6.2.  | Career Training Folder.....   | 33        |
|   | 6.3.  | Active Training Records.....  | 34        |
|   | 6.4.  | AF Form 4109, SOF/CSAR Aircrew Training Record.....   | 34        |
|   | 6.5.  | Course Flow/Prerequisite.....   | 36        |
|   | 6.6.  | AF Form 4110.....   | 36        |
|   | 6.7.  | AF Form 4111.....   | 37        |
|   | 6.8.  | Training Record Close Out. ....   | 38        |
|   | 6.9.  | Documenting Aircrew Certifications.....   | 38        |
|   | 6.10. | Letter of Certifications (Letter of X's).....   | 38        |
| <b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b> |       |   | <b>40</b> |
| <b>Attachment 2—CSAR VERIFICATION OUTLINE</b>                         |       |   | <b>49</b> |
| <b>Attachment 3—SAMPLE SMT WAIVER FORMAT</b>                          |       |   | <b>51</b> |

## Chapter 1

### GENERAL GUIDANCE

**1.1. Purpose.** *This volume establishes training management of HH-60W aircrew members in order to achieve the highest degree of combat readiness consistent with flight safety and resource availability. Guidance contained herein that is not applicable to a using major command (MAJCOM) is authorized to be supplemented in accordance with AFI 11-200.*

**1.2. Abbreviations, Acronyms, and Terms.** See [Attachment 1](#).

**1.3. Key Words Explained.**

1.3.1. *“Will” and “shall” indicate a mandatory requirement.*

1.3.2. *“Should” is normally used to indicate a preferred, but not mandatory, method of accomplishment.*

1.3.3. *“May” indicates an acceptable or suggested means of accomplishment.*

1.3.4. *“Note” indicates operating procedures, techniques, etc., which are considered essential to emphasize.*

**1.4. Administration.**

1.4.1. *Recommendation for Change. Submit suggested improvements to this manual on an AF Form 847, through MAJCOM channels in accordance with AFI 11-215, Flight Manual Program.*

1.4.2. *Training Plan and Syllabus of Instruction (SOI) amendments. Send proposals for amending training plans or SOI to Air Combat Command, Personnel Recovery and Joint Integration Division (ACC/A3J) (ACC units); United States Air Forces Europe, Operations Support Division (USAFE/A3A) (USAFE units); Pacific Air Forces, Operations Support Division (PACAF/A3T) (PACAF units); 19th Air Force, Directorate of Graduate Operations (19 AF/A3M) (Air Education and Training Command (AETC) units); Air Force Reserve Command, Personnel Recovery and Special Operations Division (AFRC/A3J) (AFRC units); or Air National Guard, Personnel Recovery and Special Operations Division (ANG/A3J) (ANG units).*

**1.5. Roles and Responsibilities.**

1.5.1. *ACC, Director of Air and Space Operations (ACC/A3), is designated as the responsible agency for this volume in accordance with AFPD 11-2. As the lead command, ACC/A3 will chair ACC Realistic Training Review Boards (RTRB) to review ground and flying training requirements and programs for Combat Air Forces (CAF) units. RTRB participants will include applicable ACC active and reserve component representatives. ACC will invite MAJCOM/A3s, with major weapons systems for which ACC is the lead command, to send representatives and/or inputs.*

1.5.2. *MAJCOM Responsibilities:*

1.5.2. **(AETC)** 19 AF fulfills the MAJCOM role for AETC and any reference to MAJCOM in the parent manual refers to 19 AF.

1.5.2.1. *Determine MAJCOM specific training requirements as required to fulfill primary and secondary Designed Operational Capability (DOC) statement missions and unit taskings. Using MAJCOMs may adopt lead MAJCOM guidance such as training plans and syllabi as outlined in this manual.*

1.5.2.2. *Review subordinate unit supplemental instructions and training programs as directed by MAJCOM guidance.*

1.5.2.3. *Publish a Ready Aircrew Program (RAP) Tasking Memorandum (RTM) that establishes continuation training (CT) requirements for Combat Mission Ready (CMR) and Basic Mission Capable (BMC) aircrew. Using MAJCOMs may adopt and implement the lead MAJCOM developed RTM. However, using MAJCOMs retain the responsibility for adding any MAJCOM specific requirements and disseminating RTM guidance to units under their control.*

### 1.5.3. *Wing and Group Responsibilities:*

1.5.3.1. *Develop programs to meet training objectives and provide necessary staff support to assist subordinate units in the management of training programs. (T-3)*

1.5.3.2. *Ensure RTM guidance implementation to include Aviation Resource Management Systems (ARMS) training profile updates and squadron dissemination. (T-3)*

1.5.3.3. *Determine annual formal aircrew training quota requirements; submit quota requests to ACC/A3J, USAFE/A3A, PACAF/A3T, 19AF/A3M, AFRC/A3J, or ANG/A3J as required. (T-2)*

1.5.3.4. *Attach Aircrew Position Indicator (API)-6/8/B/D flyers to a flying squadron. (T-2)*

### 1.5.4. *Squadron/Unit Responsibilities:*

1.5.4.1. *Assist the wing/group in developing unit-training programs. (T-3)*

1.5.4.2. *Manage unit-training programs to ensure compliance with this instruction and applicable Air Force guidance on the training of aircrew members. Ensure adequate training continuity and supervision of assigned and attached crewmembers. As necessary, assign additional requirements based on individual crewmembers' experience and proficiency.*

1.5.4.3. *Review training and evaluation records of newly assigned crewmembers and those completing formal training in order to determine requirements for designation of appropriate aircrew status and ensure provisions of this manual are met. (T-2)*

1.5.4.4. *Submit waivers as outlined in this manual. (T-2)*

1.5.4.5. *Fill allocated training quotas through appropriate channels. Submit nominees or return quotas to ACC/A3J, USAFE/A3A, PACAF/A3T, 19AF/A3M, AFRC/A3J, or ANG/A3J as required NLT 30 days prior to class start date. (T-2)*

1.5.4.6. *Determine missions/events in which individual crewmembers will maintain qualification/certification versus familiarization. (T-3)*

1.5.4.7. *If not specifically directed, identify the level of supervision required to accomplish required training. (T-2)*

1.5.4.8. *Track and monitor continuation training currencies and requirements for all assigned/attached aircrew members. (T-2)*

1.5.4.9. *Review qualifications and monitor training requirements for unit-assigned flight surgeons. (T-2)*

1.5.4.10. *Determine how many and which aircrew will carry specialized training certifications and qualifications identified in **Chapter 5**. (T-2)*

1.5.4.11. *Ensure crewmembers participate in sorties, events and tasks only when adequately prepared and trained. (T-2)*

1.5.4.12. *Submit a training report to ACC/A3J, USAFE/A3A, PACAF/A3T, 19AF/A3M, AFRC/A3J, or ANG/A3J as required, as directed by the RTM. Submit an out-of-cycle report anytime MAJCOM assistance is required to prepare for DOC or Air Expeditionary Forces (AEF) tasking. Units will adhere to guidance set forth by applicable MAJCOM RTM for submitting training health reports, shortfalls, limiting factors, and deviations. (T-2)*

1.5.4.13. *Initiate, track, review and close out aircrew training folders and forms in accordance with **Chapter 6**. (T-2)*

1.5.4.14. *Transmit required aircrew records to gaining unit for members Permanent Change of Station (PCS)'ing. (T-2)*

#### 1.5.5. *Instructor Responsibilities:*

1.5.5.1. *Be highly knowledgeable in HH-60W Tactics, Techniques, and Procedures (TTPs) and governing AFIs to provide timely instruction to any crew position concerning weapon system employment and regulatory guidance. (T-3)*

1.5.5.2. *Be thoroughly familiar with all courseware, training plans, syllabi and applicable guidance of this manual for qualification, upgrade, and specialized training they are required to administer. (T-3)*

1.5.5.3. *Review student-training records prior to performing each flight or training session. (T-2)*

1.5.5.4. *Conduct preflight briefings and post flight critiques. (T-2)*

1.5.5.5. *Ensure required upgrade training items are completed and signed off only after the student demonstrates the required proficiency level. (T-3) Complete and sign off all required training items prior to recommending a student for an evaluation or certifying the student in an event. (T-2)*

1.5.5.6. *Complete student grade sheets and narratives prior to the next sortie/event (unless flown with the same instructor on the same day), but in no case later than 24 hours following the mission. (T-3)*

1.5.5.7. *Each instructor aircrew member is responsible for the safe execution of the duties of their respective crew position.*

#### 1.5.6. *Individual aircrew members:*

1.5.6.1. *If applicable, hand carry required training records to assist the gaining unit in assessing qualifications and training requirements. (T-3)*

1.5.6.2. Complete training requirements and currencies within the guidelines of this manual and the RTM to adequately prepare for and maintain proficiency in assigned flight-related activities. **(T-2)**

1.5.6.3. Participate only in sorties, events, and tasks in which they are current and qualified, unless under direct supervision.

**1.6. Aircrew Training Purpose.** Training programs are designed to progress aircrew from Initial and Mission Qualification Training (IQT/MQT) at a formal training course, to Local Mission Qualification Training (LMQT) at the operational unit and finally to CT, upgrades, and specialized training. Additional information for each training program is located in Chapters 2-5 of this publication.

**1.7. Ready Aircrew Program (RAP).** RAP is the CT program that defines the required mix of annual sorties, simulator missions, and training events aircrew shall accomplish to sustain mission readiness in order to meet tasked requirements. RAP training requirements will be implemented via the MAJCOM published RTM. **(T-2) Note:** If there are inconsistencies between the RTM and this AFMAN, the RTM takes precedence.

1.7.1. Basic Mission Capable (BMC). A status that denotes a crewmember is receiving the minimum training required to be familiar with all missions, but only required to be qualified/certified and proficient in some of the primary DOC mission requirements of their assigned or attached unit.

1.7.1.1. The following aircrew will be designated as BMC:

1.7.1.1.1. Non-CMR (N-CMR) aircrew member positions above the squadron level (RegAF). **(T-3)**

1.7.1.1.2. Aircrew members who have a primary job performing wing supervision or staff functions that directly support flying operations. **(T-3)**

1.7.1.1.3. Aircrew members assigned to the United States Air Force Weapons School (USAFWS), and operational or developmental test and evaluation units. **(T-3)**

1.7.1.2. BMC crewmembers shall be able to attain proficiency and, if required, certification/qualification, in 30 days or less for those missions and events in which they maintain familiarization only. **(T-3)**

1.7.1.3. BMC aircrew will maintain all flight and ground currencies and accomplish all RAP designated training, which affects BMC status. Failure to accomplish this training results in regression to Non-BMC status (N-BMC). **(T-2)**

1.7.1.4. BMC aircrew members may deploy and participate in missions in which they are proficient and qualified without additional training, as determined by the squadron commander (SQ/CC).

1.7.2. Combat Mission Ready (CMR). A status that denotes a crewmember is receiving the training required to be certified, current and proficient in the DOC mission requirements of their assigned flying unit.

1.7.2.1. The following aircrew will be designated as CMR:

1.7.2.1.1. *Combat unit active duty API-1/A positions, flying SQ/CC and squadron operations officers (SQ/DO). (T-2) If a unit is over-manned, the SQ/CC will train the front line of their unit manpower document API-1/A positions to CMR and may elect to designate the overage as BMC. (T-2)*

1.7.2.1.2. *API-6/B positions not assigned to the flying squadron may be designated as CMR by operations group commanders (OG/CCs). Note: Any Air Reserve Component (ARC) aircrew member may be designated CMR/BMC at OG/CC discretion.*

1.7.2.2. *CMR aircrew members will maintain flight and ground currencies and accomplish all designated training that affects CMR status. Failure to complete training or maintain currencies will result in regression to N-CMR status. (T-2)*

1.7.3. **(Added-AETC)** *API-1/A aircrew maintain mission ready (MR) status, defined as an aircrew member who has satisfactorily completed Initial Qualification Training (IQT) and Mission Qualification Training (MQT), and maintains full qualification and currency in the command or unit mission.*

1.7.4. **(Added-AETC)** *API-6/B or API-8/D aircrew may maintain Basic Aircrew Qualification (BAQ) status, which requires aircrew members to have satisfactorily completed IQT and be qualified to perform aircrew duties in the unit aircraft. Civilian Functional Check Flight (FCF) personnel maintain BAQ.*

**1.8. RAP Guidance and Management.** *RAP is executed in accordance with this manual and the current MAJCOM RTM. The RTM takes precedence over this manual and may contain updated mission and event requirements not yet incorporated in this manual.*

1.8.1. *RAP Training Cycle. The training cycle is defined by the RTM.*

1.8.2. *RAP Tasking Memorandum. The RTM identifies aircrew training requirements by establishing a minimum number of sorties, events and special capabilities that shall be completed based on aircrew experience levels. Specific sorties and events listed in the RTM may not be identified in this volume, in which case, RTM guidance takes precedence.*

1.8.2.1. *Sorties and events defined by the RTM are minimums and may not be reduced except by proration, waiver, or situations as stipulated by this publication and the RTM. (T-2)*

1.8.2.2. *Each RAP sortie will accomplish the minimum requirements as outlined in the sortie descriptions of this publication and the RTM that support the unit's mission to receive credit as an effective RAP sortie. (T-3)*

1.8.2.3. *Units will follow guidelines for RAP sorties and events with minor variances authorized. (T-2) SQ/CCs may use variations in sortie types as a basis for end-of cycle regression. (T-3)*

1.8.3. *RAP Training Development. Units will design a training program to achieve capability in tasked missions, maintain aircrew proficiency, and enhance mission accomplishment and safety. Use of procedures and actions applicable to combat scenarios are desired (e.g., appropriate use of code words, authentication procedures, combat tactics, safe recovery procedures, tactical deception, in-flight reports, threat reactions, and intelligence briefing/debriefing). Tactical training should include use of inert and live ordnance, threat simulators, countermeasures and dissimilar aircraft to the maximum extent possible.*

1.8.4. *RAP Training Reports.* Guidance on submitting RAP training reports is provided in the MAJCOM RTM.

**1.9. Experienced Aircrew Requirements.** Aircrew members require a minimum number of flight hours to be considered experienced in the aircraft in accordance with AFI 11-412, Aircrew Management. Aircrew will be designated as experienced upon meeting the Primary Authorized Aircraft (PAA) hour requirements in **Table 1.1**. Aircrew members that do not meet the PAA hour's threshold are defined as inexperienced.

1.9.1. *HH-60G to HH-60W Conversion.* Previously qualified HH-60G personnel still require HH-60W specific flight time in order to be considered experienced.

**Table 1.1. Experienced Aircrew.**

| AIRCRAFT CREW POSITION   | HH-60W TIME (primary/secondary) | HH-60W TIME (previously helicopter qualified) | TOTAL NVG TIME |
|--|---------------------------------|---|----------------|
| Pilot (FP/MC)  | 150                             | 100   | 75             |
| Mission Pilot (MP)   | 100                             | 50  | 120            |
| Special Mission Aviator (SMA) (FF/MF)  | 200                             | 100   | 100            |
| <b>NOTES:</b>  |                                 |   |                |
| <b>Considered experienced:</b>   |                                 |   |                |
| 1. All hours towards experienced designation occur after attending the applicable qualification.   |                                 |   |                |
| 2. All previously qualified HH-60G aircrew that were designated Experienced, only require 50 hours total HH-60W time to be designated Experienced. |                                 |   |                |

**1.10. Aircrew Utilization and Management.** See AFI 11-412.

**1.11. Sortie Allocation Guidance.**

1.11.1. *Combat Units (CC coded units).* The SQ/CC's first priority shall be to train all designated aircrew to CMR. **(T-2)** Priorities for sortie allocations are as follows: CMR API-1/2/A, LMQT API-1/2/A, LMQT API-6/B, BMC, API-5 Flight Surgeons, and then all others. **(T-3)** Inexperienced API-1/2/A aircrew members should receive sortie allocation priority over experienced aircrew members.

1.11.2. *Formal Training Units and USAFWS (TF coded units).* The execution of formal syllabus training within MAJCOM programmed flying training timelines should be the SQ/CC's priority. Other sortie types should be scheduled at the SQ/CC's discretion.

1.11.3. *Test Evaluation Squadron (TES) Units (CB-coded units).* TES units will prioritize sortie allocation in the following order: requirements directed by MAJCOM, training required to prepare for assigned projects or tasking, BMC training requirements that cannot be accomplished on primary missions, API 5 Flight Surgeons. **(T-3)**

1.11.4. *API-6/8/B/D flyers.* Units should provide attached API 6/8/B/D flyers adequate resources to maintain minimum training requirements. However, API-6/8/B/D flyer support will not come at the expense of the flying squadron's primary mission. If units cannot meet attached flyer requirements, they shall request relief in accordance with DAFMAN 11-401, as

supplemented. **(T-2)** Units requiring flying hour adjustments for attached API-6/8/B/D flyers shall request program changes in accordance with MAJCOM directives. **(T-2)**

1.11.4.1. For Formal Training Unit (FTU) only wings, API-6/B crewmembers will maintain instructor status (optional for Wing and Group Commanders, functional check flight (FCF) crewmembers). **(T-2)** These wings will fly API-1/6/A/B crewmembers as required by programmed flying training. **(T-2)**

1.11.4.2. API-8/D (above wing level) rated personnel flying authorizations and Test unit crewmembers will be in accordance with DAFMAN 11-401 and MAJCOM guidance. **(T-2)**

**1.12. Formal Training Conducted in Unit (Secondary Method-Training (SMT)).** When attendance at a formal school course is not practical or no quotas exist, units may request a waiver to conduct training in-unit using formal school syllabus and courseware. Any aircrew member who has previously failed to complete a formal course for substandard performance will not be issued a secondary method training waiver for the same course. **(T-2)**

1.12.1. SMT Approval Authority. Owing OG/CC. Submit approved requests through local channels to ACC/A3J, USAFE/A3A, PACAF/A3T, 19AF/A3M, AFRC/A3J, or ANG/A3J as required for tracking and requesting appropriate courseware from the FTU. **(T-2)** Reference **Attachment 3** for approval format.

1.12.1.1. Sequence of training waivers for ground, simulator, and flying events may be approved on a case-by-case basis by the unit operations officer. ACC/A3J, USAFE/A3A, PACAF/A3T, 19AF/A3M, AFRC/A3J, or ANG/A3J, as required, will approve all other modifications to formal school products. **(T-2)**

1.12.1.2. Units will maintain a copy of approved waivers in the individual's training records. **(T-3)**

1.12.2. Formal School Courseware Requests. When accomplishing FTU courses in-unit, the SMT waiver, see **Figure A3.1**, must include names of the instructors conducting the training to enable unit access to the courseware owned by the FTU. The SMT approval authority will then contact 19 AF/DOG and the FTU for courseware access. Courseware includes but is not limited to; the course SOI, briefings, computer based training modules, instructor guides, training guides, and student grade sheets. This information may be web-based or available through other digital mediums. The unit training office will verify currency of the courseware obtained. **(T-2)** If the course includes an end of course exam, substitute a locally developed exam with a minimum passing score of 85 percent. **(T-2)**

1.12.3. When a formal school course is authorized to be conducted in-unit, the unit assumes responsibility for providing this training locally. The following applies to SMT:

1.12.3.1. Units will ensure training is completed within 120 days from the first flight. **(T-3)** Notify ACC/A3J, USAFE/A3A, PACAF/A3T, 19AF/A3M, AFRC/A3J, or ANG/A3J, as required, of any failures to complete within the specified time limit. Include individual's name, rank, reason for delay, planned actions, and estimated completion date. **(T-3)**

1.12.3.2. Simulator training mission event prerequisites will be in accordance with the formal course SOI. **(T-2)** Reference the Training Media Substitution Section of the SOI for guidance on conducting training in different media (i.e. aircraft vs. simulator). Items that

*cannot be completed safely in the aircraft may be covered in an approved simulator or during table-talk discussion.*

**1.13. Active Duty Service Commitments.** *Formal training conducted may incur an active duty service commitment in accordance with AFMAN 36-2100, Military Utilization and Classification. Units will ensure crewmembers who are directed to attend an education or formal training course, whether via PCS, temporary duty (TDY) or permanent change of assignment, process through the Military Personnel Flight for ADSC counseling and completion of the AF Form 63, Active Duty Service Commitment (ADSC) Acknowledgement Statement or other required ADSC acknowledgment before entering an ADSC-incurring event. (T-2)*

**1.14. Training Records and Reports.** *Units will maintain a permanent training folder for each crewmember. (T-2) Folders will be forwarded to gaining units when individuals PCS. (T-2) in accordance with Career Field Education and Training Plans, personnel in Air Force specialty code (AFSC) 1AXXX are exempt from maintaining an AF Form 623A, On-the-job Training Record. Training will be documented as outlined in this publication. (T-2)*

1.14.1. *Maintain individual training records in accordance with [Chapter 6](#) and the following:*

1.14.1.1. *AFMAN 11-202V1, Aircrew Training.*

1.14.1.2. *AFMAN 11-202V2, Aircrew Standardization/Evaluation Program.*

1.14.1.3. *DAFMAN 11-401, Aviation Management.*

1.14.1.4. *AFMAN 11-421, Aviation Resource Management.*

1.14.1.5. *MAJCOM directives.*

1.14.2. *Career Enlisted Aviators (CEA) Training Documentation. Career Enlisted Aviator qualifications are separate from skill level qualification. When an AF Form 8, Certificate of Aircrew Qualification, is completed for the applicable flight evaluation, that crewmember is qualified to perform all duties assigned to that crew qualification regardless of skill level. Additionally, instructor and flight examiner qualifications are separate and distinct from on-the-job trainer or certifier designation and are reflected in the AFSC by use of “K” prefix (aircrew instructor) and “Q” prefix (aircrew flight examiner).*

1.14.3. *Unit Tracking of Training Requirements. Units will track the following information for all crewmembers (as applicable):*

1.14.3.1. *Ground-training requirements and accomplishments. (T-2)*

1.14.3.2. *Requirements and accomplishment of individual sorties, RAP sorties, sortie types and events cumulatively for the training cycle. (T-2)*

1.14.3.3. *Total RAP sorties for determining RTM-defined lookback requirements. (T-2)*

1.14.3.4. *Ground and flight training currencies. (T-2)*

1.14.4. *Units will update any ARMS “No Date” with either the date of the last FTU or USAFWS-equivalent training accomplished, or the unit mission certification date. (T-2)*

**1.15. In-Flight Supervision.** *If mission objectives include introductory tasks or instruction to correct discrepancies, direct supervision by a qualified instructor is required. Supervision may be reduced as identified in the RTM. To qualify as a flying supervisor, individuals will meet*

experienced requirements of **Table 1.1**, will be selected by the SQ/CC, and will be identified on the Letter of Certifications (Letter of X's) as a flying supervisor. **(T-3) Exception:** For units undergoing transition from HH-60G to HH-60W, aircrew may be selected by the SQ/CC as a flying supervisor without meeting experienced requirements of **Table 1.1** if they meet those requirements in the HH-60G prior to transition.

**1.16. Aircrew Training While Duties Not Including Flying (DNIF).** If the member's physical condition allows, aircrew who are DNIF may log ground-training events, including simulator training. Consult the flight surgeon initiating the DD Form 2992, Medical Recommendation for Flying or Special Operational Duty, to determine if the DNIF status includes ground training limitations.

**1.17. Intra-Command and Inter-Command Transfer of Aircrew.** Losing units will screen individual flight and ground training records during unit out-processing to correct discrepancies prior to PCS. **(T-3)**

1.17.1. Personnel selected to fill an HH-60 flying position short tour requirement will be scheduled by the losing organization for crew resource management, physiological, and other training to prevent unnecessary TDYs from short tour areas. **(T-3)** This guidance does not apply to personnel tasked to support a non-HH-60 Mission Design Series (MDS) short tour or Extended Temporary Duty tasking; follow line remarks for these taskings.

1.17.2. Specialized Training and Certifications identified in **Table 5.2** may be accepted at the discretion of the gaining unit commander.

**1.18. Waiver Authority and Routing.** Units route an AF Form 679, Air Force Publication Compliance Item Waiver Request/Approval, for any waivers to this publication. See DAFI 33-360 for a description of the authorities associated with the tier numbers. Unless otherwise directed or annotated by a specific tier level, waiver authority for contents of this publication is the requestor's commander for non-tiered compliance items.

1.18.1. The OG/CC may:

1.18.1.1. Extend MDS-specific ground training periods listed in the RTM and **Chapter 4** by 60 calendar days, on an individual basis. Non-MDS specific training waivers will be in accordance with reference directives.

1.18.1.2. Extend the flying training currencies listed in this AFMAN and the RTM by 60 calendar days unless otherwise noted (delegable no lower than SQ/CC).

1.18.1.3. Waive 10 percent of the night-vision goggle (NVG) hours, and PAA hours required for upgrade in all crew positions, on an individual basis only (delegable no lower than SQ/CC). File a copy of the experience waiver in the individual's training record. Students will bring waiver letters to the formal school for insertion into their training record. **(T-2)**

1.18.2. Units will maintain a copy of approved waivers and track the following information:

1.18.2.1. Waiver type. **(T-2)**

1.18.2.2. Approval authority. **(T-2)**

1.18.2.3. Approval date. **(T-2)**

1.18.2.4. *Waiver number. (T-2)*

1.18.2.5. *Waiver expiration date. (T-2)*

1.18.3. *Units will notify ACC/A3J, USAFE/A3A, PACAF/A3T, 19AF/A3M, AFRC/A3J, or ANG/A3J, as required, by email when waivers to this volume are issued. (T-2)*

1.18.4. *For aircrew attending FTU courses, units will use the AETC Form 6, Waiver Request, to request FTU course overages, FTU SOI waivers, or senior officer course (SOC) or key staff course requests. (T-2) Route FTU waiver requests to ACC/A3J, USAFE/A3A, PACAF/A3T, 19AF/A3M, AFRC/A3J, or ANG/A3J, as required. MAJCOMs will forward the request to 19 AF for approval. File a copy of approved waivers in the trainee's Aircrew Training Folder. Students will hand-carry a hard copy of approved waivers to the FTU course. (T-2)*

1.18.5. *Units will forward waiver requests for pilots non-current for shipboard operations to ACC/A3J, USAFE/A3A, PACAF/A3T, 19AF/A3M, AFRC/A3J, or ANG/A3J, as required. (T-2) The MAJCOM will then forward the request as outlined in Air Force Tactics, Techniques, and Procedures (AFTTP) 3-2.4, Multi-Service Tactics, Techniques, and Procedures for Shipboard Helicopter and Tiltrotor Aircraft Operations, and the waiver format will be in accordance with Appendix C. (T-0)*

## Chapter 2

### **INITIAL QUALIFICATION, UNIQUE, AND KEY STAFF TRAINING**

**2.1. General.** *This chapter specifies minimum training requirements for IQT, differences training, and SOC.*

**2.2. Initial Qualification Training.** *IQT provides aircrew the basic training necessary to initially qualify in flying duties without regard to a specific unit's mission. Upon completion, aircrew members attain basic aircraft qualification (BAQ) status. BAQ is a prerequisite for all follow-on training.*

2.2.1. *IQT Methods.* *The primary method of completion is to attend the appropriate formal training course listed in the Education and Training Course Announcements (ETCA). When attendance is not practical or no quotas exist, units will request a waiver (AF679) to conduct SMT. (T-2) See [Attachment 3](#).*

2.2.2. *Prerequisites.* *Reference the current syllabus of instruction (SOI). The AETC Bookstore (<https://trss3.randolph.af.mil/bookstore/home/homePage.aspx>) is the primary source for all formal syllabi.*

**2.3. Unique Training.** *With OG/CC and Service-Equivalent approval, and when specifically authorized by DAFMAN 11-401, H-60 series qualified crew members of US military services may temporarily occupy a crew position on the HH-60W to reestablish currency. They may also do this to establish a pyramid of instructors in order to initiate necessary unique training where no unit instructor(s) exist in the required crew position(s). i.e., Limited to shipboard operations, Sling Load, etc. As a minimum, a current (in all pertinent areas but in the event in which the crew is receiving training) and qualified United States Air Force (USAF) HH-60W instructor pilot (IP) will occupy a pilot's seat. (T-2) **Exception:** Units who attend the High-Altitude Army National Guard Aviation Training Site course and fly on USAF aircraft are not required to have a USAF HH-60W IP at a set of controls when authorized by the unit commander in accordance with DAFMAN 11-401.*

2.3.1. *The following familiarization training will be taught by a current and qualified Air Force HH-60W instructor before flight operations are conducted:*

2.3.1.1. *Hands-on egress training. (T-2)*

2.3.1.2. *Flight manual procedures review with emphasis on limitations and emergency procedures. (T-2)*

2.3.1.3. *Series-specific instrument procedures. (T-2)*

2.3.1.4. *Cockpit familiarization. (T-2)*

2.3.1.5. *Air Force crew resource management (CRM) and checklist procedures. (T-2)*

2.3.2. *Document training completion on a memorandum for record (MFR) or AF 1522 and retain locally until the applicable training is complete. (T-3)*

**2.4. Senior Officer Courses.** *Senior officers whose position requires operational flying in the HH-60W will complete the appropriate formal training course in accordance with AFMAN 11-202V1 and MAJCOM supplements. (T-2)*

2.4.1. *HH-60W Key Staff Course. This course provides basic orientation to senior officers who supervise/oversee flying operations for aircraft in which they are not qualified. Completion of this course does not establish a qualification or currency requirement, and graduates will fly with an IP on all sorties. (T-2)*

2.4.1.1. *Prerequisites. Reference the current SOI.*

2.4.1.2. *Course Method. In accordance with the current SOI located on the AETC Bookstore (<https://trss3.randolph.af.mil/bookstore/home/homePage.aspx>).*

2.4.2. *Non-rated Senior officers who supervise/oversee flying operations of the HH-60W may receive in-unit familiarization training and will observe operations from the cabin.*

## Chapter 3

### **MISSION QUALIFICATION TRAINING, LOCAL MISSION QUALIFICATION TRAINING AND MISSION CERTIFICATION**

**3.1. Mission Qualification Training.** MQT begins at the FTU and provides the training necessary to initially qualify or re-qualify aircrew members to perform the aircraft mission. Upon completion, aircrew members attain Basic Aircraft Qualification (BAQ) status.

3.1.1. *Method.* The primary method of completion is to attend the appropriate formal training course listed in the ETCA. When attendance is not practical or no quotas exist, units may request a waiver to conduct SMT in accordance with **Attachment 3**. **Note:** Ensure initial NVG ground training is conducted in accordance with AFMAN 11-202VI.

3.1.2. *MQT Prerequisites.* Reference the current SOI.

**3.2. Local Mission Qualification Training (LMQT).** LMQT integrates first assignment HH-60W crewmembers into their first operational assignment and bridges the gap between MQT conducted at the FTU and what is required of a Combat Mission Ready Airman. LMQT also provides those experienced crewmembers that PCS from another unit an introduction into daily flying operations and familiarization of the local flying area at the new unit. Upon completion, aircrew members attain BMC/CMR status. See **paragraph 3.2.5** for personnel that PCS as a CMR or BMC aircrew member.

3.2.1. *Method:* In-unit using MAJCOM approved training plans and SOI. Approved Non FTU training plans and SOI are posted on the ACC/A3JO Website (<https://usaf.dps.mil/sites/ACC-A3/A3J-PR/A3JO/SitePages/Home.aspx>). An instructor will conduct all LMQT instruction in the respective crew position unless otherwise noted in the training plan or SOI. **(T-2)**

3.2.1. **(AETC)** AETC units will utilize a locally produced and OG/CC approved Local Mission Qualification Training (LMQT) SOI. **(T-2)**

3.2.2. *Prerequisites.* Qualified HH-60W crewmember.

3.2.3. *Restrictions:* BAQ Aircrew will not fly unsupervised until LMQT is complete. **(T-2)**  
**Exception:** SQ/CCs may authorize limited flights provided members are current and specific LMQT training required for the sortie is complete.

3.2.3.1. Aircrew in-units north of 60° North latitude who are scheduled to complete LMQT during the summer months (April through September) have until 31 October to complete the required night or NVG training events. The unit commander may approve crewmembers that are not LMQT complete for night or NVG events as Mission Ready for local area flight training only. **Note:** Members will gain night or NVG currency if assigned TDY or deployed south of 60° North latitude. **(T-3)**

3.2.3.2. Aircrew assigned to units that have landing time restrictions defined in their Aeronautical Information Publication are automatically granted a 60-day extension for the completion of LMQT. The extension is granted if the aircrew are scheduled to complete LMQT during the months where a 2.0-hour NVG sortie is unattainable due to period of darkness and foreign defined night landing time conflicts.

3.2.3.3. Complete LMQT no later than 90 calendar days after the crewmember's first training day at the gaining operational unit (ARC: no later than 180 days from date of the first flight). LMQT training will start on the first training work day after completing base in-processing and/or permissive TDY. **(T-3)** First Term Airman Center training time does not count against the 90-day LMQT requirement. **(T-3)**

3.2.4. Aircrew will maintain BAQ status upon arrival from IQT or Requalification until completing LMQT. **(T-3)**

3.2.5. Personnel that PCS as a CMR or BMC aircrew member maintain CMR or BMC status upon arrival at their next duty station. For these personnel, LMQT is used to train to unit specific tasks but will not affect CMR or BMC status.

**3.3. TDY Aircrew Members.** Unit commanders will establish familiarization requirements for higher headquarters supervisory personnel and Standardization & Evaluations personnel. **(T-2)** Similar requirements should be established for TDY aircrew members required to conduct specific operational missions or administer training or evaluation flights. These crewmembers will familiarize themselves with the local environment to the maximum extent practical before their first flight. **(T-3)**

**3.4. Mission Certification.** The SQ/CC will certify crewmembers as BMC or CMR upon completion of training requirements. **(T-2)**

3.4.1. Basic Mission Capable Certification (BMC). Certification as BMC requires the following:

3.4.1.1. Completion of all BMC-related ground training in accordance with the RTM. **(T-2)** Training missions may be flown before completing all items listed, provided grounding events are accomplished.

3.4.1.2. Completion of all BMC-related flying training in accordance with the RTM. **(T-2)** SQ/CCs may allow crewmembers to fly unsupervised before all ground training is complete provided remaining ground training does not mandate supervision and will not affect mission accomplishment.

3.4.2. Combat Mission Ready (CMR) Certification. Certification as CMR requires the following:

3.4.2.1. Completion of all CMR-related ground training in accordance with the RTM. Individual will be current for all events which affect CMR status. **(T-2)**

3.4.2.2. Completion of all CMR-related flying training in accordance with the RTM. **(T-2)** Individual will be current for all events which affect CMR status. **(T-2)**

3.4.2.3. Qualification or certification in any specialized training required for CMR status. **(T-2)**

3.4.2.4. Meet 1-month or 3-month lookback at the CMR sortie rate. **(T-2)**

## Chapter 4

### CONTINUATION TRAINING

**4.1. General.** *This chapter, combined with the MAJCOM RTM, defines minimum ground and flying training requirements for crewmembers. CT provides aircrew the training necessary to maintain flying proficiency and consists of two aspects. The first involves training in the basic flying skills necessary to ensure the safe operation of the aircraft (Non-RAP). The second consists of specific mission-related training required to be proficient in the unit's assigned missions (RAP).*

**4.2. Ground Training.** *Ground training will be accomplished in accordance with the RTM, ancillary training requirements, and this publication. (T-2) The RTM establishes event frequency, identifies grounding events, and reflects if mission status is affected.*

4.2.1. *Units may credit ground training accomplished during IQT and LMQT toward CT requirements for the training cycle in which it was accomplished. Note: SQ/CCs will determine mobility ground training requirements for aircrew members assigned to Training and Test coded units or API-8/D positions. (T-3)*

4.2.2. *Event descriptions and amplifying guidance is listed in the RTM.*

**4.3. Flying Training.** *Aircrew will accomplish flying training requirements applicable to their individual crew position as specified by the RTM. (T-2) BAQ-only aircrew will maintain currency in applicable events noted as BAQ in flying training tables. (T-2) Failure to fly requirements may affect aircrew status and require additional training.*

4.3.1. *Crewmembers assigned/attached to training or test-coded units will accomplish the requirements as shown in the RTM for those events that they are qualified and certified as required. (T-3) Failure to accomplish requirements will not affect instructor status, but will require training as determined by the SQ/CC. Additionally, the SQ/CC will determine which requirements listed in the RTM will be maintained by assigned/attached aircrew members. (T-3)*

4.3.2. *Event descriptions and requirements are listed in the RTM.*

4.3.3. *Logging Flying Currency in Simulators. Pilots and SMAs may log events in the simulator as allowed per the RTM.*

4.3.4. *Regaining Currency in a Simulator. Pilots and SMAs may log events in the simulator as allowed per the RTM. Minimum supervision required is defined in the RTM.*

4.3.5. *Simulator Crew Complement. Simulator crews will consist of the standard crew complement for the type of mission being flown to credit RAP events or sorties. (T-3) SQ/CC or DO will establish crew complement guidance for crews to conduct proficiency training not intended to accomplish RAP. (T-3)*

#### 4.4. Special Categories.

4.4.1. *Flight Surgeon. Flight surgeons whose primary assigned aircraft is an HH-60W will complete the following ground training requirements:*

4.4.1.1. *Aircrew Flight Equipment Familiarization. (T-2)*

4.4.1.2. *Emergency Egress Training, Non-Ejection. (T-2)*

4.4.1.3. *Aircrew Flight Equipment Training. (T-2)*

4.4.1.4. *Underwater Egress Training (UET) and Helicopter Emergency Egress Device (HEED) (N/A AETC). (T-2)*

4.4.2. *Flight Training. Units will ensure flight surgeons receive adequate supervision and instruction when flying on unit assigned aircraft. (T-3) A flight surgeon's initial HH-60W flight will include a briefing emphasizing crew coordination, communications and the location/use of aircraft emergency equipment. (T-3)*

4.4.3. *Flight surgeon flying rates and requirements guidance is provided in AFMAN 11-202V1. (T-2)*

4.4.4. *MAJCOM/Numbered Air Force (NAF) API-8/D aircrew. Higher headquarters (HHQ) aircrew will be attached to a flying unit in accordance with DAFMAN 11-401. Those HHQ aircrew maintaining BMC status are exempt from specialized training programs within authorized mission areas and are not required to meet monthly lookback sortie requirements in accordance with the RTM.*

4.4.5. *RegAF Crewmembers Flying with ANG and AFR Units. RegAF crewmembers other than assigned advisors are authorized to fly with reserve component units under restrictions identified in DAFMAN 11-401. Each crewmember will present documentation summarizing currencies and qualifications to the unit where flying is performed.*

**4.5. HH-60 Certifications.** Aircrew may be certified in the HH-60G if qualified in the HH-60W, provided the following:

4.5.1. Aircrew will be current and qualified in the HH-60G before attaining HH-60W qualification. **(T-2) Exception:** After receiving HH-60W qualification, ARC may use MAJCOM directed difference training syllabus to attain HH-60G certification.

4.5.2. Aircrew successfully complete HH-60W qualification syllabus.

4.5.3. SQ/CCs will document HH-60G certification on AF Form 4348, *USAF Aircrew Certifications. (T-2)*

4.5.4. *Aircrew will maintain currency in both series as outlined in applicable MDS Vol 1 and RTMs. (T-2) Failure to maintain currency in the HH-60G will result in loss of certification. (T-2)*

4.5.5. *Certifications attained in the HH-60G may be carried forward to the HH-60W at the SQ/CC discretion.*

**4.6. Re-Currency Training.** Training required whenever an aircrew member does not meet a currency requirement of this manual.

4.6.1. *Loss of Currency (up to 6 months). Failure to maintain currency as outlined in the RTM, results in a loss of currency for that sortie or event. The sortie or event may not be performed except for the purpose of regaining currency.*

4.6.1.1. *Unless specifically noted otherwise, crewmembers are non-current the day after event currency expires.*

4.6.1.2. *To regain currency, delinquent events will be demonstrated to the satisfaction of an instructor or flying supervisor current in the event. (T-3) The SQ/CC may direct additional training as required. Supervision requirements are defined in the RTM.*

4.6.1.3. *When an entire squadron has lost currency in an event, SQ/CCs may authorize two non-current instructors to perform the event.*

4.6.1.3.1. *The two instructors must have previously been qualified or certified in the event, and have gone non-current.*

4.6.1.3.2. *SQ/CCs should consider individual instructor experience, as well as other associated risk factors.*

4.6.2. *Loss of Currency (exceeding 6 months).*

4.6.2.1. *Loss of currency for events identified in the RTM in excess of 6 months results in the loss of qualification. Notify Squadron Standardization & Evaluations of affected personnel immediately.*

4.6.2.2. *Loss of currency exceeding 6 months but less than 36 months for instructor certified events results in loss of certification. Crewmembers will accomplish training as directed by the SQ/CC and re-certification by an instructor. (T-3)*

4.6.2.3. *Loss of currency exceeding 36 months for instructor certified events results in loss of certification. Crewmembers will accomplish training as outlined in the training plan SOI followed by recertification. (T-2)*

4.6.3. *Currency for Training North of 60° North Latitude. Aircrew members assigned to units north of the 60° parallel will handle night/NVG currency as follows:*

4.6.3.1. *Only day sortie and event currencies from 1 April to 30 September need to be maintained. Consider all experienced crewmembers current for night sorties and events on 1 October providing day currencies have been maintained. Inexperienced aircrew members will regain night currency by demonstrating proficiency in delinquent sorties and events to an instructor. (T-3)*

4.6.3.2. *NVG currency will be regained by 31 October. To regain currency, the most appropriate instructors, as selected by the SQ/CC, will fly an NVG sortie. (T-3) Other non-current crewmembers will regain currency by demonstrating proficiency to an instructor. (T-3)*

4.6.4. *For locations outside the continental United States (OCONUS) during months where local flying restrictions prevent NVG sorties of suitable duration or quality, SQ/CCs may grant a 60-day extension to NVG currencies.*

4.6.5. *Requalification Training. In accordance with AFMAN 11-202V1, AFMAN 11-202V2, AFMAN 11-2HH-60WV2, HH-60W Aircrew Evaluation Criteria, and this publication.*

**4.7. N-BMC and N-CMR Regression.** *Aircrew may be regressed to N-BMC or N-CMR for one or more of the reasons listed in the following paragraphs.*

4.7.1. *While N-BMC or N-CMR, the SQ/CC will determine missions aircrew may perform and supervision required. (T-3)*

4.7.2. Units will track regression of all aircrew using the unit certification document or approved unit-developed product. **(T-3)**

4.7.3. Regression for loss of currency. Currency status for the purpose of tracking and reporting regression will be determined by units on the first duty day of each month. **(T-3)**

4.7.3.1. Aircrew delinquent for a ground-training event affecting BMC or CMR status will regress to N-BMC or N-CMR status. **(T-3)** Crewmembers will accomplish the required ground-training in accordance with governing directives prior to recertification.

4.7.3.2. Loss of Flying Training Currency. Loss of currency in a flight training sortie or event affecting BMC or CMR status will result in regression to N-BMC or N-CMR. **(T-3)** Crewmembers will regain currency in the delinquent sortie or event prior to being recertified as CMR. **(T-3) Note:** N-BMC and N-CMR crewmembers may fly unsupervised on CONUS and OCONUS missions if delinquent events are not flown and are not required for mission accomplishment. OG/CC approval is required for other than local, routine or non-contingency missions.

4.7.4. Regression for Failure to Meet RAP Lookback. 1-month and 3-month RAP lookback sortie requirements (rates) are defined in the RTM. Both 1-month and 3-month sortie lookback totals are calculated on the first duty day of each month for both BMC and CMR aircrew. Only designated RAP sorties and contingency operations sorties may be used to determine lookback.

4.7.4.1. Lookback computations for new aircrew members begin following completion of LMQT. New aircrew members who have been mission certified for less than 3 months will meet 1-month lookback to maintain status until a 3-month lookback is established. **(T-3)** SQ/CCs may apply probation rules if a new aircrew member fails to meet 1-month lookback while establishing 3-month lookback.

4.7.4.2. Failure to Meet 1-Month or 3-Month Lookback. If a BMC or CMR aircrew member does not meet 1-month RAP lookback requirements, a review will be made of their 3-month RAP lookback requirements. If the 3-month lookback has been met, aircrew may, at SQ/CC discretion, remain in BMC or CMR status. If an aircrew member fails to meet the 3-month lookback requirement, SQ/CCs may either place the crewmember in probation status for one month or regress the crewmember to N-CMR or N-BMC. Reference **Figure 4.1**.

4.7.4.3. Probation. If SQ/CC chooses probation, the aircrew member will reestablish a 1-month RAP lookback at the end of the probation period to remain BMC or CMR. Failure to establish a 1-month RAP lookback at the end of the probation period will result in regression to N-BMC or N-CMR. **(T-3)**

4.7.5. CMR and BMC crewmembers regressed to N-CMR or N-BMC will complete a SQ/CC approved recertification program. **(T-3)** Upon completion of the program, crewmembers will meet 1-month lookback prior to recertification as CMR or BMC. **(T-3)** Missions and events accomplished during the recertification program apply toward monthly and training-cycle RAP requirements.

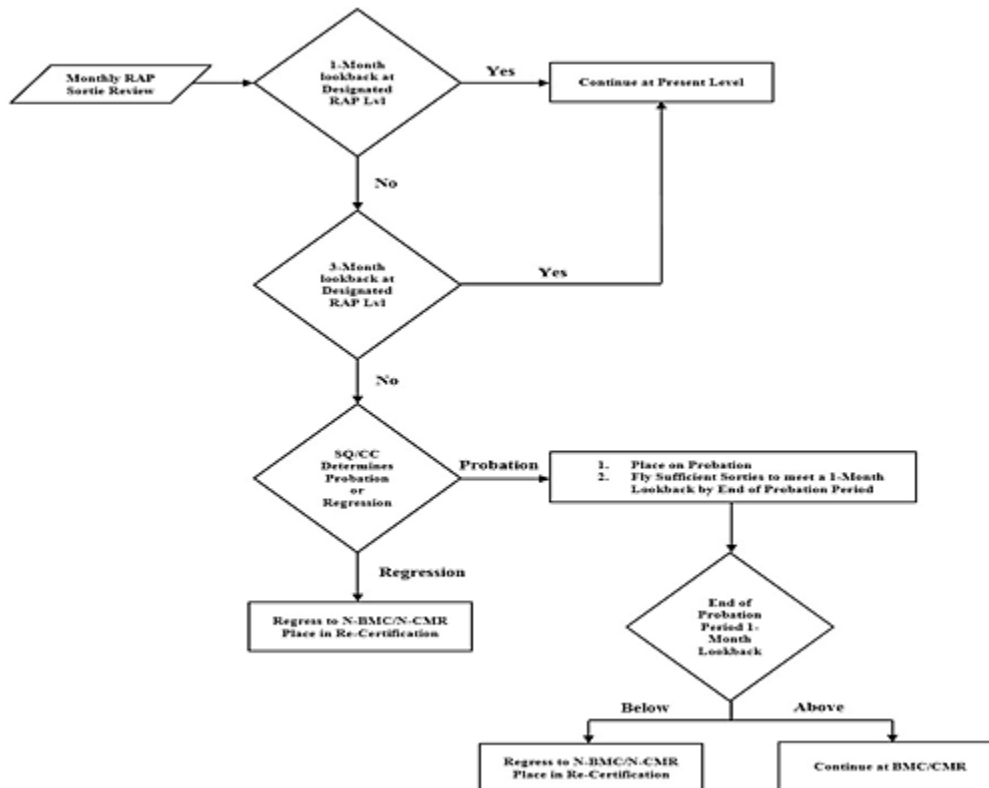
4.7.6. For aircrew members who do not meet lookback requirements throughout the training cycle, the SQ/CC may elect to initiate the following actions:

4.7.6.1. Remove the aircrew member from active flying status.

4.7.6.2. Remove the aircrew member from a CMR manning position.

4.7.6.3. Place aircrew member in a commander directed training program to regain CMR status.

Figure 4.1. RAP Lookback Flow.



4.7.7. *Regression for failure of a Periodic Evaluation. Aircrew members who fail a periodic evaluation will regress to N-CMR or N-BMC, as applicable. (T-3) BMC or CMR will be regained upon successful re-accomplishment of evaluation unless additional training is deemed appropriate by the SQ/CC or SQ/DO. (T-3)*

**4.8. End-of-Cycle Requirements.** *Aircrew who fail to complete RTM-defined, end-of-cycle sortie and/or event requirements may require additional training depending on the type and magnitude of the deficiency. In all cases, report training shortfalls in accordance with RTM guidance. (T-2) End-of-cycle training requirements are based on the aircrew members experience level on the last day of the current training cycle.*

4.8.1. *Failure to Meet End-of-Cycle Total RAP Sortie Requirements. Aircrew failing to meet end-of-cycle total RAP sortie requirements may continue at CMR or BMC if both 1- and 3-month RAP lookback requirements are met and sortie deficiencies are deemed insignificant by the SQ/CC. If the SQ/CC determines the sortie deficiency is significant or lookback is not met, the crewmember will regress to N-CMR or N-BMC. To regain CMR or BMC status, aircrew will complete a SQ/CC approved recertification program. (T-3)*

4.8.2. *Failure to Meet End-of-Cycle RAP Event Requirements. Aircrew failing to meet end-of-cycle RAP event requirements (with authorized proration) will regress to N-BMC or N-CMR.*

*(T-3) Prior to CMR or BMC recertification, aircrew will complete all deficient events and any additional training as determined by the SQ/CC or DO. (T-3) Remedial events may count towards total requirements for the new training cycle.*

*4.8.3. Failure to Meet End-of-Cycle Special Capabilities and Qualifications. The SQ/CC will determine if shortfalls warrant loss of special capability certification and regression to N-CMR/N-BMC. (T-3)*

**4.9. Proration of End-of-Cycle Training Requirements.** *The SQ/CC may prorate training requirements for crewmembers when DNIF, emergency leave, non-flying TDYs, or non-flying exercises preclude training for a portion of the training cycle. Additionally, ARC members may be allowed proration when training interferes with a member's mandatory training for civilian employment. Do not prorate until the end of the training cycle. Ordinary leave will not be considered as non-availability. (T-2) Extended bad weather or other environmental factors that preclude the unit from flying for more than 15 consecutive days may be considered as non-availability. Commanders will not prorate for time deployed for contingency operations unless the individual(s) were assigned to non-flying positions or if flight was denied during contingency operations. (T-2)*

*4.9.1. Proration is based on cumulative days of non-availability for flying during the training cycle. Add separate cumulative non-availability events together for the total approved proration. Use **Table 4.1** to determine the number of months to be prorated based on cumulative calendar days of non-availability.*

*4.9.2. If IQT is completed after the start of the training cycle, prorate training requirements for availability following completion of formal training.*

*4.9.3. Prorated numbers resulting in fractions of less than 0.5 will be rounded to the next lower whole number, but no requirement may be prorated below one. (T-2)*

*4.9.4. Newly assigned or converted crewmembers achieving CMR or BMC after the 15th of the month are considered to be in CT on the first day of the following month for proration purposes. The prorated share of RAP sorties will be completed in CT.*

*4.9.5. NVG and Helicopter Air-to-Air Refueling (HAAR) accomplished during IQT may be credited toward prorated CT requirements if accomplished during the cycle in which the crewmember was declared CMR or BMC, unless specified otherwise by the MAJCOM.*

*4.9.6. An aircrew member's last month on station prior to departing PCS may be prorated provided 1-month's proration is not exceeded. For reporting purposes, individuals departing PCS may maintain their previous aircrew status during a period of 60-days from the date of last flight, or until loss of currency, port call date, or sign in at new duty station.*

*4.9.7. CMR crewmembers who attend FTU or USAFWS courses in TDY status or who participate in flying contingency operations may be reported throughout the TDY as CMR. Upon return, apply proration rules to determine any remaining training cycle requirements (see **Table 4.1**).*

*4.9.8. Contingency Operations. All flying activity will be documented in ARMS if the event meets requirements of this AFMAN and the RTM regardless of the location flown. (T-2) Aircrew should not log a mission flown or event accomplished during contingency operations*

toward RAP if it does not meet the requirements outlined in this AFMAN and the RTM. Missions and events will be tracked in accordance with RTM guidance. **(T-2)**

**Table 4.1. Proration Allowance.**

| <b>CUMULATIVE DAYS OF NON-FLYING</b>  | <b>MONTHS OF PRORATION ALLOWED</b> |
|---|------------------------------------|
| 0-15  | 0                                  |
| 16-45   | 1                                  |
| 46-75   | 2                                  |
| 76-105  | 3                                  |
| 106-135   | 4                                  |
| 136-165   | 5                                  |
| 166-195   | 6                                  |
| 196-225   | 7                                  |
| 226-255   | 8                                  |
| 256-285   | 9                                  |
| 286-315   | 10                                 |
| 316 – 345   | 11                                 |
| Over 345  | 12                                 |
| <p>Example: An aircrew member was granted 19 days of emergency leave in January and attended NCOA in residence from March through April for 57 consecutive calendar days. The SQ/CC authorized a total of 3 months proration from the training cycle (1 month for emergency leave and 2 months for NCOA).</p> |                                    |

## Chapter 5

### UPGRADE AND SPECIALIZED TRAINING

**5.1. General.** This chapter specifies minimum training requirements for upgrade and specialized training. Currency requirements for specialized events are identified in the RTM.

5.1.1. Squadron commanders may convene or delegate convention of an upgrade board in order to identify aircrew members for instructor, MP, flight lead (FL), and other upgrades. If convened, the board will consider the upgrade candidates following qualities: judgment, technical knowledge, flying proficiency, flying experience and personal qualities (patience, tact, understanding, and a desire to instruct others). **(T-3)**

5.1.2. Upgrade and specialized training listed in this chapter will follow a MAJCOM approved training plan and SOI. ACC approved training plans and SOIs are posted on the ACC/A3JO Website <https://usaf.dps.mil/sites/ACC-A3/A3J-PR/A3JO/SitePages/Home.aspx>. When MAJCOM approved training plans or SOIs do not exist, units may develop products. Submit these products to ACC/A3J, USAFE/A3A, PACAF/A3T, 19AF/A3M, AFRC/A3J, or ANG/A3J, as required, for approval prior to implementation. **(T-2)**

5.1.2. **(AETC)** Where an AETC SOI does not exist, AETC units are authorized to use ACC approved SOIs posted on the ACC/A3JO Website <https://usaf.dps.mil/sites/ACC-A3/A3J-PR/A3JO/SitePages/Home.aspx>.

5.1.3. Break In Training (BIT). Reference the training plan or SOI for specific guidance regarding a Break-In-Training. In the absence of training plan or SOI guidance, use the following: If students experience extended periods without flying (at least 7 calendar days, or 35 for ARC), the SQ/DO or designated representative may approve an additional, non-graded sortie. SQ/CCs may approve up to two more non-graded sorties. ARC units may require additional training resources from their MAJCOMs to complete required training by extending current set of orders.

**5.2. Basic Aircraft Commander (BAC) Certification.** Enables SQ/CCs to certify FPs to command an aircraft and crew in a day or night non-tactical environment.

5.2.1. Method: SQ/CC certifies upon completion in accordance with the MAJCOM approved training plan and SOI. Document certification via an AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet* as outlined in **paragraph 6.9** Squadron commanders will review each candidate's progression through the training program and base BAC certification on demonstrated knowledge, judgment, maturity, crew interaction, mission management and professionalism. **(T-3)** Do not accept flying hours alone as criteria for any one or all qualities.

5.2.2. Prerequisites: SQ/CC approval.

5.2.3. Restrictions: BAC pilots are authorized to act as the aircraft commander during the following events: non-tactical day, night, NVG ferry, cross-country flights, contact operations, remote sortie, non-live day water operations if certified, instrument sortie, and hot refuel operations. **(T-1)**

### 5.3. Mission Pilot (MP) Upgrade. In-unit upgrade program to qualify Mission Copilots (MCs) as MPs.

5.3.1. Method: Completion of MAJCOM approved training plan and SOI followed by an evaluation in accordance with AFMAN 11-2HH-60WV2. SQ/CCs should review each candidate's progression through the training program and base their selection on demonstrated knowledge, judgment, maturity, crew interaction, mission management and professionalism. Do not accept flying hours alone as criteria for any one or all qualities. **(T-3)**

5.3.2. Prerequisites: HH-60W MC MSN qualification and flying time requirements identified in [Table 5.1](#) are required prior to entering MP upgrade. **(T-3)**

5.3.2. (AETC) The 58 OG/CC will determine the minimum flight hours required for upgrade of permanent party exchange officers. **(T-2)**

**Table 5.1. Mission Pilot Upgrade Flying Time Requirements.**

| HH-60 Time   | Total NVG Time |
|--|----------------|
| 200 Hours  | 100 Hours      |
| <b>NOTES:</b>  |                |
| 1. Does not include "Other" time.                    |                |
| 2. Any H-60 variant counts toward HH-60 time.        |                |
| 3. Time accrued at the FTU counts toward HH-60 time. |                |

### 5.4. Aircrew Instructor Upgrade.

5.4.1. Squadron commanders will review each instructor candidate's qualifications and select instructors based on their background, experience, maturity, and potential to instruct. **(T-3)**  
**Note:** HH-60G qualified instructors completing HH-60W conversion may complete their HH-60W Initial Instructor (INIT INSTR) evaluations in conjunction with their Initial Qualification (INIT QUAL), Instrument (INSTM), and MSN evaluations with SQ/CC approval.

5.4.2. Method: Formal course attendance listed in the ETCA. When attendance is not practical or no quotas exist, units may request an SMT approval to conduct in-unit qualification training. See [paragraph 1.12](#).

5.4.3. Prerequisites: Initial instructor upgrade candidates will meet prerequisites listed in formal school syllabus, and flying hour requirements established below. **(T-2)**

5.4.3.1. Mission IP Candidates. IP candidates will have accrued 100 hours of total primary or secondary time as an MP, of which 50 hours shall be primary time in design series aircraft and be Flight Lead certified. **(T-3)** The FTU SQ/CC will determine the minimum flight hours required for upgrade of FTU permanent-party exchange officer instructor candidates. **(T-2)**

5.4.3.2. Instrument / Qualification IP Upgrade (INSTM/QUAL IP). Also known as a "dash 1 IP." IP candidates must have 75 hours primary/secondary time as an MP, of which 30 hours shall be primary time in design and series aircraft. **(T-3)** **Exception:** Previously helicopter qualified pilots (including foreign exchange officers) may be selected for upgrade once meeting experienced requirements for FP from Table 1.2. Upon qualification, the IP may instruct BAQ items identified in the RTM. Additionally, if certified,

INSTM/QUAL IPs may instruct Bambi Bucket, Sling Load, Day Water Operations, and FCF procedures. A syllabus waiver is required to execute the applicable portion of the FTU's IP upgrade qualification SOI. **(T-2) Note:** An SMT approval is required if accomplishing an FTU SOI in-unit. See [paragraph 1.12](#).

5.4.3.3. Instructor Flight Engineer (IF) Candidates. Minimum of 100 hours in an HH-60 and 300 hours total helicopter time, to include 100 hours total career vertical lift NVG time. Instructor candidates will be qualified in the mission, event and maneuver before instructing in the same mission, event and maneuver. **(T-2)**

**5.5. Specialized Training and Certifications.** SQ/CCs will select qualified crewmembers to maintain special certifications in order to meet DOC statement or unique mission requirements. (T-3) Training is normally conducted in-unit after completion of LMQT and requires certification by a qualified instructor. Certifications carry over when upgraded to a higher qualification or level of responsibility. Recertification is not required when upgraded in the same crew position. (T-2)

**5.6. Instructor Certified Events.** The following section identifies instructor certified events. Document certification via an AF Form 4324 in accordance with [paragraph 6.9](#) The crew position in parenthesis after each event title lists whom the certification is applicable to. "All" indicates that all crew positions are eligible.

5.6.1. **Additional Weapon System (GAU-2, GAU-18, GAU-21) (SMA).** Certifies crewmembers on the operation and employment of a subsequent weapon system in accordance with T.O. 1H-60(H)W-1, *USAF Series HH-60W Helicopters*, and AFTTPs.

5.6.1.1. Method: MAJCOM approved training plan or SOI. **(T-2)**

5.6.1.2. Prerequisite: Current and qualified on an HH-60W weapon system. **(T-2)**

5.6.2. **Bambi Bucket (All).** Certifies crewmembers to operate the Bambi Bucket system in accordance with applicable AFIs, AFMANs, AFTTPs and technical orders.

5.6.2.1. Method: MAJCOM approved training plan or SOI. **(T-2)**

5.6.2.2. Prerequisite: Sling Load and Day Water Operations certification. **(T-2)**

5.6.3. **Basic Helicopter Maneuvering (BHM) (All).** BHM certifies crewmembers to participate in air-to-air training against an HH-60. This is a one-time certification without an associated currency requirement.

5.6.3.1. Method: Use USAFWS SOI. Training will be conducted by a certified IP for pilots and a certified IF for SMAs. **(T-2)**

5.6.3.2. Prerequisite: None.

5.6.4. **Helicopter Air Combat Maneuvering (ACM) (All).** ACM certifies crewmembers to participate in air-to-air training against both fixed wing and rotary wing threats. This is a one-time certification without an associated currency requirement.

5.6.4.1. Method: Use USAFWS SOI. Training will be conducted by a certified IP for pilots and a certified IF for SMAs. **(T-2)**

5.6.4.2. Prerequisite: BHM certification.

5.6.5. **Day Water Operations (All).** Certifies crewmembers to perform water deployment and recovery of personnel using a variety of techniques/devices during day conditions in accordance with applicable AFIs, AFMANs, AFTTPs, and technical orders.

5.6.5.1. Method: MAJCOM approved training plan and SOI. **(T-2)**

5.6.5.2. Prerequisite: None.

5.6.6. **Engine Run (SMA).** Certifies SMAs to occupy a seat with controls and perform duties during engine ground runs with a current and qualified pilot in the opposite seat. This event is a one-time certification without an associated currency requirement.

5.6.6.1. Method: MAJCOM approved training plan and SOI. **(T-2)**

5.6.6.2. Prerequisite: None.

5.6.7. **Fast Rope Insertion/Extraction System (FRIES) (All).** Certifies crewmembers to perform FRIES operations. This event is a one-time certification without an associated currency requirement.

5.6.7.1. Method: MAJCOM approved training plan and SOI. **(T-2)**

5.6.7.2. Prerequisite: None.

5.6.8. **Fixed Forward Fire (FFF) (All).** Certifies crewmembers to perform fixed forward fire operations in accordance with current HH-60W AFTTPs. This event is a one-time certification without an associated currency requirement for SMAs.

5.6.8.1. Method: MAJCOM approved training plan and SOI and the following:

5.6.8.2. Prerequisite (SMA): Certified and current on the HH-60W aircraft mounted weapon to be employed.

5.6.9. **Flight Lead Upgrade (FLUG) (P)** . Certifies current and qualified MPs to command a formation of two or more aircraft. **Note:** IPs are authorized to instruct FLUG from another aircraft in the formation.

5.6.9.1. Method: MAJCOM approved training plan and SOI. **(T-2)**

5.6.9.2. Prerequisite: Candidates will have at least 50 flying hours of primary/secondary time since certification as an MP prior to entering the FL upgrade. **(T-3)**

5.6.10. **Functional Check Flight (FCF) (All)** . Certifies crewmembers to perform maintenance flight checks outlined in T.O. 1H-60(H)W-6CF-1, *Functional Checkflight Procedures Manual, USAF Series HH-60W Helicopter*.

5.6.10.1. Method: MAJCOM approved training plan and SOI. **(T-2)**

5.6.10.2. Prerequisite: None.

5.6.11. **Hot Refueling and Forward Area Refueling Point (FARP) (All).** Certifies crewmembers to conduct rotors turning refueling operations.

5.6.11.1. Method: Initial certification is conducted during IQT. Recertification will be conducted in-unit utilizing AETC courseware. **(T-2)**

5.6.11.2. Prerequisite: None.

5.6.12. **Kangaroo Duck (K-Duck) (All)** . Certifies crewmembers to perform deployment of an inflated combat rubber raiding craft and motor secured to the underside of the aircraft along with personnel from the cabin of an HH-60W. This event is a one-time certification without an associated currency requirement.

5.6.12.1. Method: MAJCOM approved training plan or SOI. **(T-2)**

5.6.12.2. Prerequisite: Day Water Operations certified or Night Water Operations certified if performed at night. **(T-2)**

5.6.13. **Live Alternate Insertion/Extraction (AIE) (SMA)** . Crewmembers that were not certified on Live AIEs at the FTU to deploy or recover personnel using the hoist, fast rope, rappel, and rope ladder will accomplish a one-time certification (per device). **(T-1) Exception:** Aircrew members previously certified for “live” AIE operations in other USAF rotary wing aircraft do not require live certification in the HH-60W.

5.6.13.1. Method: In-unit training conducted by a qualified instructor. Training will consist of ground-training covering hand signals, limitations and restrictions, hazards, day and night operations, and cabin and AIE preparation using: flight manual, AFMAN 11-2HH-60WV3, *HH-60W Operations Procedures*; and AFTTP 3-3.HH-60W, *Combat Aircraft Fundamentals*. Flight training will consist of actual deployment or recovery of qualified personnel utilizing each device in either day or night operations. **(T-2)**

5.6.13.2. Prerequisite: Qualified on specific AIE device. **(T-2)**

5.6.14. **NVG Water Operations (All)** . Certifies crewmembers to perform water deployment and recovery of personnel using a variety of techniques/devices under NVG conditions.

5.6.14.1. Method: MAJCOM approved training plan or SOI. **(T-2)**

5.6.14.2. Prerequisite: Day Water operations certified. **(T-2)**

5.6.15. **Personnel/Equipment Delivery (SMA)** . Certifies crewmembers to deploy parachute operations from the HH-60W. This event is a one-time certification without an associated currency requirement. Training will be completed under the supervision of a current and qualified Jumpmaster (JM) or IF. **(T-1)**

5.6.15.1. Method: MAJCOM approved training plan or SOI. **(T-2)**

5.6.15.2. Prerequisite: None.

5.6.16. **PR Functional Team Lead (P)** . Certifies Flight Leads to lead a Personnel Recovery Task Force (PRTF) in Combat Search and Rescue (CSAR) mission planning and execution.

5.6.16.1. Method: MAJCOM approved training plan and SOI. **(T-3)**

5.6.16.2. Prerequisite: Flight Lead Upgrade (FLUG).

5.6.17. **Shipboard Operations (All): Day Single Spot, Day Multi Spot, NVG Single Spot, NVG Multi Spot.** Certifies crewmembers to perform day and NVG landings on capable ships/vessels. This event is a one-time certification without an associated currency requirement for SMAs.

5.6.17.1. Method: MAJCOM approved training plan or SOI and in accordance with the relevant memorandums of understanding (MOU), *Army/Air Force Deck Landing*

*Qualification and US Army Simulators Authorized for use with the Army/Air Force Deck Landing Qualification* between the USAF, United States Army, and United States Navy. **(T-2) Note:** Field Deck Landing Patterns can be accomplished to any area that suitably replicates shipboard deck markings.

5.6.17.2. Prerequisite: None.

5.6.18. **Sling Load Operations (All)** . Certifies crewmembers to conduct sling operations in accordance with applicable AFIs, AFMANs, AFTTPs and technical orders.

5.6.18.1. Method: MAJCOM approved training plan or SOI. **(T-2)**

5.6.18.2. Prerequisite: None.

5.6.19. **Tethered Duck (T-Duck) (SMA)** . Certifies crewmembers to perform deployment of a deflated and rolled combat rubber raiding craft and motor along with personnel from the cabin of an HH-60W. This event is a one-time certification without an associated currency requirement.

5.6.19.1. Method: MAJCOM approved training plan or SOI. **(T-2)**

5.6.19.2. Prerequisite: Day Water Operations certified or Night Water Operations certified if performed at night. **(T-2)**

5.6.20. **(Added-AETC) Panoramic NVG Operations (P)**. Certifies pilots to perform flight operations utilizing Panoramic NVGs.

5.6.20.1. **(Added-AETC)** Method: MAJCOM Approved Training Plan and SOI. **(T-2)**

5.6.20.2. **(Added-AETC)** Prerequisite: None.

**Table 5.2. Certification/Specialized Training Events.**

| <b>EVENT</b>                                    | <b>CREW DESIGNATION</b> |
|---|-------------------------|
| Additional Weapon System GAU-2, GAU-18, GAU-21  | SMA                     |
| Air Combat Maneuvering (ACM)                    | P, SMA                  |
| Bambi Bucket                                    | P, SMA                  |
| Basic Helicopter Maneuvering (BHM)              | P, SMA                  |
| Day Water Operations                            | P, SMA                  |
| Engine Run                                      | SMA                     |
| Fast Rope Insertion / Extraction System (FRIES) | P, SMA                  |
| Fixed Forward Fire                              | P, SMA                  |
| Flight Lead Upgrade (FLUG)                      | P                       |
| Functional Check Flight (FCF)                   | P, SMA                  |
| Hoist Operations                                | SMA                     |
| Hot Refueling and FARP                          | P, SMA                  |
| Kangaroo Duck (K-Duck).                         | P, SMA                  |
| Live Alternate Insertion/Extraction (AIE)       | SMA                     |
| NVG Water Operations                            | P, SMA                  |
| Personnel/Equipment Delivery                    | SMA                     |
| PR Functional Team Lead                         | P                       |

|   |        |
|---|--------|
| Shipboard Operations DAY/NVG Single/Multi- Spot | P, SMA |
| Sling Load                                      | P, SMA |
| Tethered Duck (T-Duck)                          | SMA    |

**5.7. Pre-Deployment Spin-up Training.** Training conducted prior to deployments or contingency operations (if time permits) designed to ensure crewmembers have the ability to conduct missions in support of the expected tasking. Units are responsible for contacting the appropriate command or agency to determine expected mission requirements (e.g., 561st Weapons Squadron, Unit Prep Message, DOC statement, Component-NAF priorities, etc.). Training will be tailored to meet tasking requirements and emphasis will be placed on tasks, procedures, and equipment not accomplished or utilized during daily operations. (T-2) When training is required for a system not available to crewmembers, the unit commander will use all available resources (e.g., FTU courseware, computer-based training, etc.) to accomplish required training. Consideration should be given to a “bundled” academic and flying training program incorporating refresher weapons and tactics training, aircrew intelligence training, verification- planning exercise, and a Personnel Recovery mission appropriate to the unit tasking.

5.7.1. Training Plan and SOIs will be designed by the unit and approved by the OG/CC. (T-3) Units will develop a process to document individual training completion prior to deployment or contingency operations. (T-3) SQ/CCs will ensure participating aircrew are ready to deploy and are able to conduct all missions in support of expected tasks. (T-3)

5.7.2. If a crewmember is not assigned to the supported squadron, the deploying SQ/CC will determine the amount of spin-up training required for each attached and augmenting member based on the level of proficiency, currency, qualification and experience. (T-3) The augmentee’s SQ/CC is responsible for ensuring the spin-up training is accomplished prior to the member’s deployment. (T-3)

5.7.3. Ground Training. Accomplish ground training in accordance with ground training requirements table located in the current RTM. (T-2) Units may credit ground training accomplished during IQT toward CT requirements for the training cycle in which it was accomplished.

5.7.4. Flying Training. Training will be tailored to ensure deploying crewmembers are current, qualified, and proficient in expected mission’s tasks. (T-3) This mission should be executed utilizing current planning, briefing, and employment procedures within the area of responsibility.

## Chapter 6

### AIRCREW TRAINING RECORDS

**6.1. General.** This chapter specifies procedures for the management of aircrew training records and the documentation of in-unit training. MAJCOMs may direct the use of different training documentation systems, forms, and standards. Units executing AETC SOI via SMT will utilize forms directed by the syllabus. (T-2) In this case, the guidance in this chapter does not imply the need for duplicate training documentation and MAJCOM-specific guidance takes precedence.

**6.2. Career Training Folder.** Units will maintain a career-training folder for all assigned and attached crewmembers. (T-2) The use of MAJCOM-approved electronic career-training folders is authorized. For hardcopy Career Training Folders, maintain in a secure area within the unit training office. (T-3) They will consist of the following:

6.2.1. Hardback binder with the member's name clearly posted on the front and spine. (T-2)

6.2.2. Divide the folder into the following sections:

6.2.2.1. Section I, Table of Contents. Clearly list each item contained within the binder and the section or tab of the items location. (T-2)

6.2.2.2. Section II, Record of Annual Review. Develop a record to track annual review of the folder and its contents. (T-3) At a minimum the record will contain the following:

6.2.2.2.1. Date of Review. (T-2)

6.2.2.2.2. Name and Office Symbol of the reviewing official. (T-2)

6.2.2.2.3. Comments or discrepancies noted during the review process. (T-2)

6.2.2.3. Section III, Archived Training Records. Maintain a copy of all completed/closed out FTU and in-unit training records (e.g., qualifications, certifications, specialized mission training). (T-2)

6.2.2.3.1. All graduate level training records completed after 1 July 2004 will be on file. (T-2)

6.2.2.3.2. A separate numbered tab will be used to distinguish each record. (T-2) File each record in chronological order with the most recent on the bottom.

6.2.3. During formal inspections, career-training folders may be inspected to ensure compliance with this publication.

6.2.4. Annual Review. Career-training folders will be reviewed annually by the training section and will document review completions in Section II. (T-2) Comments or discrepancies that require an expanded explanation will be documented on an MFR signed by the unit-training officer. (T-2) File MFRs behind the record of annual review in chronological order with the most recent on the bottom. (T-2)

6.2.5. Career Training Folder Disposition.

6.2.5.1. PCS to active flying unit: The training section will make a paper or electronic copy of Sections I and II, seal the career-training folder in an envelope and return it to the member for delivery to the next duty station. **Exception:** If electronic transmission to

gaining unit is feasible, hand-carry delivery is not necessary. Maintain the copies of Section I and II for six months and then destroy. **(T-2)**

6.2.5.2. PCS to a non-flying position: The training section will make a paper or electronic copy of Sections I and II, seal the career-training folder in an envelope and return it to the member. **(T-2)** Maintain the copies of Section I and II until arrival at the next flying assignment or five years (whichever occurs first). **(T-2)**

6.2.5.3. Retirement or Separation: Return the career-training folder to the individual. **(T-2)** When individuals are not available to receive their records or choose not to receive them, retain for six months from the service termination date and then destroy. **(T-2)**

**6.3. Active Training Records.** Units will maintain a training folder for each member in an active training program that leads to a qualification, certification, or corrects deficiencies identified during an evaluation. **(T-2)** The unit operations officer may waive the training folder requirement if corrective action or additional training is limited. The use of MAJCOM electronic means is authorized. Other electronic means may be used if certified by the MAJCOM. Note: Active training records will be maintained in a location readily accessible to instructors, supervisory personnel, and the individual aircrew member. **(T-2)**

6.3.1. The training record will consist of an AF Form 4109, *SOF/CSAR Aircrew Training Record*. **(T-2)** A binder or multipart folder may be used in the event adequate AF Form 4109s are not on hand. **(T-2)** The AF Form 4109 will contain the following:

6.3.1.1. Entry into upgrade documentation. Document entry into upgrade through any of the following means: MFR, a copy of the upgrade board minutes signed by the unit commander or designated representative, or an entry in the candidates training folder signed by either the SQ/CC, SQ/DO or squadron or operations superintendent. **(T-2)**

6.3.1.2. Approved waivers. **(T-2)**

6.3.1.3. Course Flow/Prerequisite sheet located in the syllabus/training plan. **(T-2)**

6.3.1.4. AF Form 4110, *Comments – SOF/CSAR Training Record*. **(T-2)**

6.3.1.5. AF Form 4111, *SOF/CSAR Training Record*. **(T-2)**

6.3.2. Training Folder Operations Review. SQ/DOs will review active training folders quarterly. **(T-2)** This may be delegated to the Operations Superintendents. Flight Commanders, Flight Chiefs, or squadron training representatives will conduct a monthly review. **(T-2)** Annotate monthly and quarterly reviews on the AF Form 4110. Squadron or Operations Superintendents may conduct Ops Reviews for CEAs. **(T-2)**

6.3.3. Monthly reviews will ensure training is correctly documented, instructor write-ups adequately document student performance, and the trainee's progression is satisfactory. **(T-2)**

6.3.4. Quarterly reviews should consist of a sampling of training documentation. The SQ/DO and Squadron or Operations Superintendents shall ensure instructors and students are meeting standards and the unit-training program is meeting unit goals and vision. **(T-3)**

**6.4. AF Form 4109, SOF/CSAR Aircrew Training Record.** A multi-part folder designed as a single source reference for training documents. This folder incorporates a Ground Training Summary, Flying Training Summary, and trainee and course identification on the inside covers.

Additionally, the back cover contains a breakdown of performance and knowledge levels used on the AF Form 4111. Use the following guidance for documentation:

6.4.1. GROUND TRAINING SUMMARY (Inside front cover). Record ground training events identified in the training plan and SOI to include any additional training conducted outside the normal course of instruction. **(T-2)**

6.4.1.1. DATE. Enter the date of the training event. **(T-2)**

6.4.1.2. TRAINING PERIOD. Enter the event identifier as specified in the training plan and SOI. **(T-2)**

6.4.1.3. STATUS. Enter overall grade in accordance with standards specified in the training plan and SOI. **(T-2)**

6.4.1.4. INSTRUCTOR/TRAINER (QUAL). Enter name of the instructor with aircrew qualification in parentheses; i.e. Jones (IP), Smith Evaluator SMA (EF), etc. **(T-2)**

6.4.1.5. TRAINING TIME. Record the duration of instruction for the training event. Do not include time associated with pre-briefing or debriefing. **(T-2)**

6.4.2. WRITTEN EVALUATIONS. Record results of written evaluations required by the training program. **(T-2)**

6.4.2.1. DATE. Enter the date that the evaluation was administered. **(T-2)**

6.4.2.2. TYPE. Enter the evaluation identifier as specified in the training plan and SOI. **(T-2)**

6.4.2.3. GRADE. Enter the grade in accordance with AFMAN 11-202V2 grading criteria. **(T-2)**

6.4.3. FLYING TRAINING SUMMARY (Inside back cover). Record flying training events identified in the training plan/SOI to include any additional training conducted outside the normal course of instruction including “X –rides” and sorties associated with Breaks-in-Training. **(T-2)**

6.4.3.1. DATE. Enter the date that the training event was started. **(T-2)**

6.4.3.2. TNG PERIOD. Enter the training event identifier as specified in the training plan and SOI. **(T-2)**

6.4.3.3. STATUS. Enter overall grade in accordance with standards specified in the training plan and SOI. **(T-2)**

6.4.3.4. INSTRUCTOR/TRAINER (QUAL). Enter the name of the instructor with aircrew qualification in parentheses; i.e. Jones (IP), Smith (EF), etc. **(T-2)**

6.4.3.5. MISSION TIME (Training Time). Record the in-flight time that was dedicated to instruction and training for required event. **(T-2)**

6.4.3.6. CUM. TIME (Mission Time). Record the cumulative total mission time for the scheduled event. **(T-2)**

6.4.4. PERFORMANCE EVALUATION SUMMARY. Record data on required evaluations (CPT, SIM, flight) including final evaluation and reevaluation (if applicable).

6.4.4.1. DATE RECOMM. Record the date recommended for evaluation. (T-2)

6.4.4.2. TYPE EVALUATION. Enter AFMAN 11-202V2 evaluation description or identifier from the training plan and SOI. (T-2)

6.4.4.3. INSTRUCTOR/TRAINER (QUAL). Record the name of the instructor making the recommendation for the evaluation with aircrew qualification in parentheses (i.e., IP, EF, etc.). (T-2)

6.4.4.4. OPERATIONS REVIEW. SQ/CCs or SQ/DOs will accomplish a review of training prior to a flight evaluation being administered. Enter the initials of the reviewer indicating that a records review was accomplished. (T-2) Additionally, make an entry on the AF Form 4110. (T-2) This duty may be delegated to Squadron or Operations Superintendents.

6.4.4.5. DATE EVAL. Record the date that the evaluation was completed. (T-2)

6.4.4.6. EVALUATOR. Record the name of the evaluator that administered the evaluation. (T-2)

6.4.4.7. GRADE. Record grade in accordance with AFMAN 11-202V2. (T-2)

6.4.5. Student identification (Outside Edge of Flying Training Summary). (T-2)

6.4.5.1. NAME/GRADE. Self-explanatory. (T-2)

6.4.5.2. AIRCREW POSITION. For aircrew members in a program designed to advance them to a higher crew position, enter the qualification to which they are upgrading. (T-2) For all other training, enter the crew position currently held. (T-2)

6.4.5.3. UNIT OF ASSIGNMENT. Enter unit where the training is taking place. (T-2)

6.4.5.4. TYPE OF TRAINING. Enter the training plan and SOI name. (T-2)

6.4.5.5. CLASS NUMBER/COURSE NUMBER. Not used.

**6.5. Course Flow/Prerequisite.** Form normally located in the MAJCOM developed syllabus and training plan and serves as a chronological record of completed training events. Use the following guidance for documentation:

6.5.1. NAME. Enter the student rank and name. (T-2)

6.5.2. DATE. Enter the date of the training event. (T-2)

6.5.3. INSTRUCTOR NAME. Enter name of the instructor with aircrew qualification in parentheses; i.e., Jones (IP), Smith (EF), etc. (T-2)

6.5.4. GRADE. Enter overall grade for the event. (T-2)

**6.6. AF Form 4110.** Used to record a narrative that summarizes training events, captures student performance, and administrative comments related to the training plan and SOI. Use the following guidance for documentation:

6.6.1. NAME. Enter the trainee's rank, name, and crew position. For aircrew members in a program designed to advance them to a higher crew position, enter the qualification to which they are upgrading. For all other training, enter the crew position currently held. (T-2)

6.6.2. DATE. Self-explanatory.

6.6.3. TRAINING PERIOD. Enter the training event identifier as specified in the training plan and SOI. **(T-2)**

6.6.4. MISSION/PROFILE/COMMENTS/RECOMMENDATIONS. Record a narrative for each ground-training event, simulator event, flying event and any additional information pertinent to the individual's training (e.g. recommendations for proficiency advance, monthly/quarterly reviews, etc.). **(T-2)** Narratives for simulator and flying training events will comply with the following format:

6.6.4.1. PROFILE. List the Event ID, grade earned and event status, including reasons for incomplete training. **(T-2)** Include a brief description of weather, unique environmental factors, and the mission profile of the sortie. **(T-2)** Record a summary of training completed, to include specific events, and the number of iterations where relevant. **(T-2)** The profile should be written so that the next instructor has no doubts of what was accomplished on the previous sortie and where to pick up remaining training. Anytime student performance does not meet event requirements, document specific performance or actions that led to the grade. **(T-2)**

6.6.4.2. STRENGTHS. Record student's strengths related to the documented event. **(T-2)** Identify useable, relevant strengths to build a picture of student progression for the next instructor. **(T-2)** If no strengths are identified, state "none noted." **(T-2)**

6.6.4.3. WEAKNESSES. Record student's weaknesses related to the documented event. **(T-2)** Identify specifics that will build a picture of the student's proficiency level for the next instructor. **(T-2)** Include specific areas or performance in which the student must strive for improvement. **(T-2)** If no weaknesses are identified, state "none noted." **(T-2)**

6.6.4.4. RECOMMENDATIONS. Record instructor recommendations designed to correct documented weaknesses, identify areas to concentrate on for the next training event and reinforce training received. **(T-2)** The last recommendation will include the next step for the student (e.g., continue with training, proceed to evaluation, proficiency advance, etc.). **(T-2)** The instructor or examiner making the entry will print their rank, name, crew position, and then sign above the entry. **(T-2)** Include an entry below the signature block for the student's initials and the next instructor or evaluators initials. **(T-2)**

**6.7. AF Form 4111.** These forms identify minimum events or maneuver information file (MIF) and required proficiency levels (RPL) related to the training plan and SOI. Use the following guidance for documentation:

6.7.1. TRAINEE NAME. Self-explanatory.

6.7.2. CREW POSITION. For aircrew members in a program designed to advance them to a higher crew position, enter the qualification to which they are upgrading. **(T-2)** For all other training, enter the crew position currently held. **(T-2)**

6.7.3. COURSE/PHASE. Identify the course event identifier as specified in the training plan and SOI. **(T-2)**

6.7.4. PROGRAMMED TRAINING PROFILE NAME. List the event identifier as specified in the training plan and SOI and the syllabus-directed training time. **(T-2)**

6.7.5. ACTUAL TRAINING PROFILE. Record actual training time and the overall grade for the event; use a slash to separate the two. **(T-2)**

6.7.6. **TASK/TOPIC LISTING.** List each MIF item number from the syllabus (if applicable) and a description of the task required (e.g., Safety and Judgment, Lead and Wing Responsibilities, etc.) on a separate line. **(T-2)**

6.7.7. **MIN EVENT.** Identify the total number of occurrences an event must be completed (if applicable) before training can be considered complete; otherwise, leave blank. **(T-2)**

6.7.8. **GR, P, and K (Grade, performance, and knowledge).** Identify RPLs that will be attained for the listed Task or Topic. **(T-2)** Record completion by slashing through the item if the RPL is met. **(T-2)** If the RPL is not met or is exceeded, the actual RPL attained should be written over the preprinted number and letter.

6.7.9. **REQ PROF LEVEL.** List the final RPL students must attain prior to being recommended for evaluation or certification. **(T-2)** One RPL should be listed for each MIF item or training event.

**6.8. Training Record Close Out.** Training records will be closed out upon successful completion of the training plan/SOI or when training is terminated for other reasons (failure to progress, extended DNIF, etc.). **(T-2)**

6.8.1. Conduct a review of the training record to verify course requirements were completed and that the trainee demonstrated satisfactory performance throughout the course. **(T-2)**

6.8.2. Document successful course completion by making an entry in the AF Form 4110 indicating that the training record was reviewed, the trainee met all course requirements in a satisfactory manner and certification or qualification is awarded. **(T-2)** The entry will be signed by both the unit-training officer and the unit ops officer. **(T-2)** Squadron or Operations Superintendents may sign the entry for CEAs.

6.8.3. Maintain the record within the active training folder until supporting records such as AF Form 4348, AF Form 8, Letter of Certifications (Letter of X's), and ARMS updates are completed. Once all actions related to the additional certification/qualification are complete, move the record to the career-training folder. **(T-2)**

6.8.4. Document termination of training by making an entry in the AF Form 4110 indicating the reason for termination. **(T-2)** The entry will be signed by both the unit-training officer and the unit ops officer. **(T-2)** Squadron or Operations Superintendents may sign the entry for CEAs.

**6.9. Documenting Aircrew Certifications.** Certifications will be documented on an AF Form 4324. **(T-2)** Maintain the AF Form 4324 in the individual crewmembers career-training folder unless directed by Standardization & Evaluations guidance. **(T-2)**

**6.10. Letter of Certifications (Letter of X's).** Units will maintain a Letter of Certifications that provides the SQ/CC a summary document of assigned and attached aircrew certifications and qualifications. **(T-2)** In the absence of MAJCOM or local guidance, the Letter of Certifications will be maintained as follows:

6.10.1. **Minimum Items.** Assigned and attached aircrew member's rank, name, crew position, qualifications and certifications. **(T-2)**

6.10.2. Updates. The Letter of Certifications will only be updated after the individual's training is complete and the appropriate qualification or certification documentation has been signed and verified by the approving authority. **(T-2)**

6.10.3. Signature and Posting. The Letter of Certifications will be published monthly and signed by the SQ/CC (or designated representative). **(T-2)** Electronic signatures are authorized. Once signed, maintain the certification document in a central location so that it is readily available to squadron supervision. **(T-2)** This document will be considered the "Master" and any pen and ink updates will be initialed by the SQ/CC (or designated representative). **(T-2)**

JOSEPH T. GUASTELLA, JR., Lt Gen, USAF  
Deputy Chief of Staff, Operations

**(AETC)**

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

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

AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, 21 September 2018

AFMAN 11-202V2, *Aircrew Standardization and Evaluation Program*, 30 August 2021

AFI 11-215, *Flight Manuals Program*, 25 March 2019

AFI 11-412, *Aircrew Management*, 15 January 2019

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

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

AFI 36-2100, *Military Utilization and Classification*, 7 April 2021

AFMAN 11-2HH-60WV2, *HH-60W Aircrew Evaluation Criteria*, 30 December 2021

AFMAN 11-2HH-60WV3, *HH-60W Operations Procedure*, 30 December 2021

AFMAN 11-202V1, *Aircrew Training*, 27 September 2019

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

AFPD 11-2, *Aircrew Operations*, 31 January 2019

AFPD 11-4, *Aviation Service*, 12 April 2019

AFTTP 3-2.4, *Multi-Service Tactics, Techniques, and Procedures for Shipboard Helicopter and Tiltrotor Aircraft Operations*, March 2019

AFTTP 3-3.HH-60W, *Combat Aircraft Fundamentals*, 3 December 2021

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

Memorandum of Understanding, *Army/Air Force Deck Landing Qualification*, January 2002

Memorandum of Understanding, *US Army Simulators Authorized for use with the Army/Air Force Deck Landing Qualification*, 8 January 2004

T.O. 1H-60(H)W-1, *USAF Series HH-60W Helicopters*, 13 November 2020

T.O. 1H-60(H)W-6CF-1, *Functional Checkflight Procedures Manual, USAF Series HH-60W Helicopter*, 13 November 2020

***Prescribed Forms***

(Added-AETC) None

***Adopted Forms***

AETC Form 6, *Waiver Request*

AF Form 623, *On-the-job Training Record*

AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*

AF Form 8, *Certificate of Aircrew Qualification*  
AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*  
AF Form 847, *Recommendation for Change of Publication*  
AF Form 4109, *SOF/CSAR Aircrew Training Record*  
AF Form 4110, *Comments – SOF/CSAR Training Record*  
AF Form 4111, *SOF/CSAR Training Record*  
AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*  
AF Form 4348, *USAF Aircrew Certifications*  
DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

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

**AC**—Aircraft Commander  
**ACC**—Air Combat Command (A3J is *Personnel Recovery and Joint Integration Division*)  
**ACM**—Air Combat Maneuvering  
**ADSC**—Active Duty Service Commitment  
**AEF**—Air Expeditionary Forces  
**AETC**—Air Education & Training Command  
**AF**—Air Force  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFR**—Air Force Reserve  
**AFSC**—Air Force Specialty Code  
**AFTTP**—Air Force Tactics, Techniques, and Procedures  
**AGL**—Above Ground Level  
**AHC**—Aircraft Handling Characteristics  
**AIE**—Alternate Insertion or Extraction  
**ANG**—Air National Guard  
**API**—Aircrew Position Indicator  
**ARC**—Air Reserve Component (AFR and ANG)  
**ARMS**—Aviation Resource Management System  
**AWL**—Above Water Level  
**BAC**—Basic Aircraft Commander

**BAQ**—Basic Aircraft Qualification  
**BHM**—Basic Helicopter Maneuvering  
**BIT**—Break In Training  
**BMC**—Basic Mission Capable  
**CAF**—Combat Air Forces  
**CB**—Coded—Designated Test Aircraft  
**CC**—Commander  
**CEA**—Career Enlisted Aviator  
**CMR**—Combat Mission Ready  
**COMAFFOR**—Commander, Air Force Forces  
**CRM**—Cockpit and Crew Resource Management  
**CSAR**—Combat Search and Rescue  
**CT**—Continuation Training  
**DAFMAN**—Department of the Air Force Manual  
**DAFI**—Department of the Air Force Instruction  
**DNIF**—Duties Not Including Flying  
**DO**—Director of Operations or Operations Officer  
**DOC**—Designed Operational Capability  
**DLQ**—Deck Landing Qualification  
**EF**—Evaluator Flight Engineer  
**EP**—Emergency Procedure  
**ETCA**—Education and Training Course Announcements  
**FARP**—Forward Area Refueling Point  
**FCF**—Functional Check Flight  
**FF**—Basic Qualified Flight Engineer  
**FFF**—Fixed Forward Fire  
**FL**—Flight Lead  
**FLUG**—Flight Lead Upgrade  
**FP**—Basic Qualified Pilot  
**FRIES**—Fast Rope Insertion/Extraction System  
**FTU**—Formal Training Unit  
**HAAR**—Helicopter Air-to-Air Refueling

**HEED**—Helicopter Emergency Egress Device  
**HHQ**—Higher Headquarters  
**IF**—Instructor Flight Engineer  
**IFF**—Identification Friend or Foe  
**INIT**—Initial  
**INSTM**—Instrument  
**IP**—Instructor Pilot  
**IQT**—Initial Qualification Training  
**LMQT**—Local Mission Qualification Training  
**MAJCOM**—Major Command  
**MC**—Mission Copilot  
**MDS**—Mission Design Series  
**MFR**—Memorandum for Record  
**MF**—Flight Engineer (Mission Qualified)  
**MIF**—Maneuver Information File  
**MOU**—Memorandum of Understanding  
**MP**—Mission Pilot  
**MQT**—Mission Qualification Training  
**MR**—Mission Ready  
**N-BMC**—Not Basic Mission Capable  
**NGB**—National Guard Bureau  
**NVG**—Night Vision Goggles  
**OCONUS**—Outside the Continental United States  
**OG**—Operations Group  
**OPR**—Office of Primary Responsibility  
**PAA**—Primary Authorized Aircraft  
**PACAF**—Pacific Air Forces  
**PCS**—Permanent Change of Station  
**PIC**—Pilot in Command  
**QUAL**—Qualification  
**RAP**—Ready Aircrew Program  
**RegAF**—Regular Air Force

**RPL**—Required Proficiency Level  
**RTM**—RAP Tasking Memorandum  
**RTRB**—Realistic Training Review Board  
**SAFE**—Selected Areas for Evasion  
**SAR**—Search and Rescue  
**SMA**—Special Mission Aviator  
**SOC**—Senior Officer Course  
**SOF**—Special Operations Force  
**SOI**—Syllabus of Instruction  
**SMT**—Secondary Method Training  
**SQ/CC**—Squadron Commander  
**TDY**—Temporary Duty  
**TES**—Test and Evaluation Squadron  
**T.O.**—Technical Order  
**TTP**—Tactics, Techniques & Procedures  
**USAF**—United States Air Force  
**USAFE**—United States Air Forces, Europe  
**USAFWS**—United States Air Force Weapons School  
**VPE**—Verification Planning Exercise

### *Terms*

**Aircraft Commander (AC)**—The aircrew member designated by competent authority as being in command of an aircraft and responsible for its safe operation and accomplishment of the assigned mission. **Note:** See also Pilot in Command (PIC). These terms may be used interchangeably.

**Aircraft Handling Characteristics (AHC)**—A series of maneuvers meant to familiarize a crewmember with the aerodynamic characteristics of the aircraft (especially those considered outside the normal flight regime).

**Bambi Bucket**—Device suspended from the cargo hook designed to carry and deploy water in support of firefighting operations.

**Basic Aircraft Qualified Aircraft Commander (BAC)**—Aircrew member designated by competent authority as being in command of an aircraft and responsible for its safe operation during the execution of BAQ missions identified in this AFMAN.

**Basic Aircraft Qualification (BAQ)**—The aircrew status identifier of an individual who has satisfactorily completed training prescribed to maintain the basic skills necessary to fly the unit

aircraft. BAQ crewmembers are authorized to fly transition, instruments, supervised EPs and non-tactical unit missions to depicted and surveyed helipads, airports, and landing zones.

**Basic Mission Capable (BMC)**—The aircrew status identifier of an individual who has satisfactorily completed MQT and LMQT, but does not fly frequently enough to maintain MR status. Such crewmembers normally accomplish only that training required to remain familiar with the primary missions of their weapon system and unit. These crewmembers may also maintain special capabilities.

**Combat Mission Ready (CMR)**—The aircrew status identifier of an individual who has satisfactorily completed MQT and LMQT and flies frequently enough to be competent in all aspects of unit operational missions. Such crewmembers normally accomplish enough training to remain proficient in the primary missions of their weapon system and unit. In addition, these crewmembers normally maintain special capabilities.

**Combat Search and Rescue (CSAR)**—All forces committed to a specific combat search and rescue operation to search for, locate, identify, and recover isolated personnel during wartime or contingency operations. This includes those elements assigned to provide command and control and protect the recovery vehicle from enemy air or ground attack.

**Continuation Training (CT)**—Training to maintain proficiency and improve a crewmember's ability to perform unit missions. Formal training sorties (for qualification or upgrade) normally do not count as CT.

**Crew Resource Management (CRM)**—Training concept that emphasizes team effectiveness by enhancing individual and crew performance in the areas of: communication, situational awareness, effective leadership and management, and crew coordination.

**Currency**—The minimum frequency required to safely perform a flying event or sortie.

**Deck Landing Qualification (DLQ)**—Landings performed on board ships for the purpose of qualifying pilots and aircrew members for shipboard operations.

**Direct Supervision**—An aircrew member is considered under direct supervision when flying with a designated squadron supervisor current and qualified in the event. For pilots, this supervisor will occupy a pilot seat with a set of controls. For other crewmembers, the supervisor will be readily available to assume primary duties if required.

**Dissimilar Formation**—A formation of helicopters consisting of different MDS aircraft (e.g., H-60, MH-47 and AH-64). Formations of different mission or series aircraft are not considered dissimilar for the purposes of this publication (e.g., HH-60W and UH-60M)

**Event**—The accomplishment of a specific training element, function, or task (e.g., hoist, night landing, total formation)

**Experienced Aircrew**—Aircrew members are considered experienced after acquiring the flight time identified in [Table 1.1](#).

**Field Deck Landing Practice**—Shipboard landings performed at a shore facility with markings representative of a shipboard landing facility.

**First Pilot**—Pilots that have completed an Initial QUAL/INSTM evaluation in the HH-60W.

**Flight Lead (FL)**—As designated on flight orders, the individual responsible for overall conduct of the mission from preflight preparation and briefing to post flight debriefing, regardless of actual position within the formation.

**Formal Training Unit Courseware**—Training materials and programs developed for training aircrew members at formal schools. It includes all student study guides, workbooks, computer-based training lessons, instructor guides and applicable training records related to the specific course.

**Formation**—Two or more aircraft under the command of a designated Mission Commander or Flight Lead operating in close proximity with each other. The aircraft commander assumes responsibility for the aircraft's position relative to others' flying in the same formation.

**Forward Area Refueling Point (FARP)**—Location where refueling and rearming are conducted, normally conducted in an austere environment with engines running. Refueling can be accomplished from a variety of fuel sources (e.g., HC-130, MC-130, pre-positioned fuel stores, another helicopter, fuel truck.)

**Frequency**—A method of tracking currency based on the time period between completed events and sorties (usually calculated in days or months).

**Functional Check Flight (FCF)**—A flight or flights performed to determine whether an aircraft, and/or its various components, are functioning according to predetermined specifications while subjected to the flight environment. FCFs are conducted when it is not feasible to determine safe or required operation (aerodynamic reaction, air loading, signal propagation, etc.) by means of ground or shop tests. Conditions requiring FCFs are specified in T.O. 1H-60(H)W-6CF-1, for each type of aircraft. FCF checks or maneuvers can only be accomplished by current and qualified aircrew members.

**Helicopter Air-to-Air Refueling (HAAR)**—For the purposes of this publication, airborne fuel off-load, either simulated or actual, from a tanker aircraft to a helicopter.

**Hot Refueling**—Fuel on-load from any fuel source with one or more aircraft engines operating. FARP operations are considered hot refueling when gas is on-loaded.

**Inexperienced Aircrew**—Aircrew members who do not meet Experienced Aircrew criteria (see "Experienced Aircrew").

**Initial Qualification Training (IQT)**—Training (normally completed at the FTU) to qualify a crewmember in basic aircraft flying duties without specific regard to the unit's operational mission. The minimum requirement for BAQ.

**Instructor Certified Event**—Events which require additional training (other than that received by during IQT or MQT) to certify the student's attainment of required proficiency and knowledge levels specified in the applicable syllabus. Training is performed by an instructor in the applicable crew position and certifies student performance is within course standards. These events are documented on an AF Form 4324.

**Local Mission Qualification Training (LMQT)**—Training (normally completed in-unit) to complete a crewmember's progression to full BMC or CMR. It normally adds additional emphasis to items not adequately covered during MQT and trains the individual on unique aspects of the unit mission.

**Lookback**—Lookback is a tool used to ensure CMR and BMC crewmembers maintain proficiency. Each individual will fly a minimum number of sorties to remain proficient. Lookback ensures that currencies are not used to drive proficiency.

**Low-Level Operations**—Flight conducted below 500 feet Above Ground Level (AGL) or Above Water Level (AWL).

**Mission Design Series (MDS)**—The official designation for aerospace vehicles used to represent a specific category for operations, support, and documentation purposes.

**Mission Profile**—A mission designed to penetrate and operate within a combat or threat environment. The specific profile will be predicated on the type and level of threat.

**Mission Qualified**—An aircrew member who has successfully completed mission qualification training and flight evaluation.

**Mission Qualification Training (MQT)**—Training (normally completed at the FTU) to qualify a crewmember in the unit's primary tasked missions. LMQT is required to complete a crewmember's training and certify them as BMC or CMR.

**Multi-Spot Ship**—Those certified ships having two or more adjacent landing areas. Equivalent to current Navy term, aviation ship.

**Night Vision Goggle (NVG) Sortie**—Any night sortie where crewmembers wear NVGs for situational or orientation awareness while performing duties in a primary crew position.

**Operational Mission**—Any mission not designated as a training mission.

**Pilot in Command (PIC)**—The pilot in command is responsible for, and is the final authority as to, the operation of the aircraft. **Note:** See also Aircraft Commander (AC). These terms may be used interchangeably.

**Primary Authorized Aircraft (PAA)**—Aircraft authorized for performance of the operational mission. PAA hours are used to establish minimum flying hour requirements for upgrade to aircraft commander, instructor and flight examiner. For upgrade, PAA time includes all categories of flight time logged with the exception of "other" and "student" time.

**Proficiency**—Demonstrated ability to successfully accomplish tasked event not just safely, but effectively.

**Profile**—A combination of training events that are flown together to receive credit and logged under one ARMS entry.

**Ready Aircrew Program (RAP)**—A continuation training program designed to focus training on capabilities needed to accomplish a squadron's core-task missions. MAJCOMs provide appropriate guidance for receiving feedback, which allows the MAJCOM to effectively organize, train, and equip each squadron.

**Required Proficiency Level (RPL)**—The level at which a student shall perform during a particular phase of training. RPL standards and definitions for task performance and task knowledge are defined in formal school syllabi.

**Single-Spot Ship**—Those certified ships having one landing area. Equivalent to current Navy term, air-capable ship.

**Specialized Training**—Training in specialized tactics, weapon systems, or flight responsibilities such as flight lead, instructor, NVG water ops, etc. This training may be conducted during MQT, LMQT or during CT as required.

**Squadron Supervisor**—Squadron Commander, Operations or Assistant Operations Officer, or Flight Commander (ANG: Air Operations Supervisor).

**Syllabus of Instruction (SOI) and Training Plan**—Formal guidance (usually produced by AETC or the owning MAJCOM) which details procedures to complete an aircrew training program.

**Tactical Mission**—A mission designed to penetrate and operate within a combat or threat environment.

**Techniques**—Procedures that are options to the primary procedure. The reason for employment of techniques should be based on circumstances or situation not personal preference.

**Total Flying Time**—Total time for all aircraft flown in military service to include student time. Total flying time accumulated for upgrade purposes considers only the aircrew member's current crew position.

**Training Cycle**—The period of time for which aircrew CT requirements are tracked and maintained. The RTM establishes the aircrew training cycle and reporting requirements.

**Training Status**—A status in which a crewmember's training is done under the supervision of an instructor or designated flying supervisor.

**Verification Planning Exercise (VPE)**—An in-depth training session normally completed by several individuals acting as a crew. It requires these crewmembers to plan a highly detailed contingency mission based upon a scenario developed by the unit weapons officer or suitable equivalent.

## Attachment 2

### CSAR VERIFICATION OUTLINE

**A2.1. Verification Briefings:** The following outline is provided for the development of verification briefings.

#### A2.1.1. Overview:

A2.1.1.1. Introduction (participants and briefing classification).

A2.1.1.2. Mission overview.

A2.1.1.3. Status of friendly forces (ground, air, and support).

#### A2.1.2. Area of Operations:

A2.1.2.1. Geography (topography, population centers, lines of communications, chokepoints and natural obstacles, major visual and radar significant identification points).

A2.1.2.2. Climatology (effects on unit operations, ground troop movements, and in-flight operations).

A2.1.2.3. Operating base (location, facilities, procedural constraints, strengths and limitations).

#### A2.1.3. Status of Enemy Forces:

A2.1.3.1. Ground forces and accompanying air defense threats (surface to air missiles, anti-aircraft artillery, electronic combat, and meaconing, interference, jamming and intrusion), capabilities, strengths and weaknesses.

A2.1.3.2. Airborne forces (numbers, locations, capabilities and tactics).

#### A2.1.4. Mission Employment Briefing:

A2.1.4.1. Ground operations.

A2.1.4.2. Departure (weather contingencies, options).

A2.1.4.3. Route of flight (threat analysis, alternatives, fuel requirements, decision points, supporting blue force assets objectives and routing).

A2.1.4.4. Ingress.

A2.1.4.5. Terminal area tactics

A2.1.4.6. Weapons employment (target data, attack parameters, suitability, delivery modes/backups).

A2.1.4.7. Egress plan (route, mutual support agreements).

A2.1.4.8. Downed crewmember/wounded bird plan.

A2.1.4.9. Recovery (safe corridor procedures, IFF procedures, alternate and emergency airfields).

#### A2.1.5. Escape and Evasion:

A2.1.5.1. Selected Areas for Evasion (SAFE)s.

A2.1.5.2. SAR procedures.

**A2.1.6. Essential Elements of Information/Reports:**

A2.1.6.1. Essential elements of information.

A2.1.6.2. Required reports and reporting procedures.

**Attachment 3**  
**SAMPLE SMT WAIVER FORMAT**

**Figure A3.1. Sample SMT Waiver Format.**

| AIR FORCE PUBLICATION COMPLIANCE ITEM WAIVER REQUEST/APPROVAL  |                                 |                  |                                 |      |
|--|---------------------------------|------------------|---------------------------------|------|
| SECTION I: REQUESTING UNIT ACTIONS   |                                 |                  |                                 |      |
| 1. COMMANDER OR CIVILIAN LEADER OF UNIT REQUESTING WAIVER:   | 2. RANK/GRADE:                  | 3. UNIT:         | 4. DATE:                        |      |
| 5. TIER WAIVER NUMBER/AUTHORITY: <i>(See AFI 33-380, Publications and Forms Management, paragraph 1.8. for more detailed guidance.)</i><br><input checked="" type="checkbox"/> NONE. Non-Tiered Requirements are processed and approved as directed in the specific publication.<br><input type="checkbox"/> TIER 0: Requirement external to AF; Requests for waivers must be processed through command channels to Publication OPR for consideration.<br><input type="checkbox"/> TIER 1: MAJCOM Commander (delegable no lower than the MAJCOM Director), with the concurrence of the publication's Approving Official<br><input type="checkbox"/> TIER 2: MAJCOM Commander (delegable no lower than the first General Officer in the chain of command)<br><input type="checkbox"/> TIER 3: Wing/DRL/FOA Commander (delegable no lower than Wing Commander or equivalent) |                                 |                  |                                 |      |
| 6. PUBLICATION NUMBER AND TITLE:<br>AFMAN11-2HH-60WV1  |                                 |                  | 7. DATE PUBLISHED:<br>04-Jul-20 |      |
| 8. REQUIREMENT/COMPLIANCE ITEM: <i>(Identify the specific paragraph number and text for which the commander/director is requesting a waiver)</i><br>Secondary Method of Training Waiver Request for _____.<br><br>1. (Insert unit/sqdn) requests a waiver IAW AFMAN11-HH-60WV1, para 1.12, to conduct (insert course) in-unit via secondary method training (SMT).<br>a. Full Name and Grade:<br>b. Unit of Assignment:<br>c. Current Crew Qualification:<br>d. Total Flying Time/PMAI Time:<br>e. Qualifying to:<br>f. Scheduled Training Start Date:<br>g. Expected Qualification Completion Date:<br>h. Date Last Event Accomplished:<br>j. Member acknowledges ADSC requirement for this upgrade (if required).  |                                 |                  |                                 |      |
| 9. RATIONALE: <i>Explain how complying with the requirement/compliance item impacts mission accomplishment, cost of compliance creates unacceptable risk and/or cost of compliance outweighs benefit and/or personnel cannot comply due to lack of resources.</i><br>Self-explanatory.   |                                 |                  |                                 |      |
| 10. TIME PERIOD OR CIRCUMSTANCES FOR WHICH THE WAIVER WILL BE REQUIRED:<br>Self-explanatory.   |                                 |                  |                                 |      |
| 11. RISK MITIGATION MEASURE:<br>Self-explanatory.  |                                 |                  |                                 |      |
| 12. IMPACT OF DISAPPROVAL:<br>Self-explanatory.  |                                 |                  |                                 |      |
| SECTION II: COORDINATION ACTIONS. Tier 1 waiver requests must have publications HAF approving official's concurrence prior to MAJCOM Commanders approval.  |                                 |                  |                                 |      |
| ORG/OFFICE   | ACTION                          | NAME, GRADE/RANK | SIGNATURE                       | DATE |
| SQ/CC  | Concur <input type="checkbox"/> |                  |                                 |      |
| OG/CC  | Concur <input type="checkbox"/> |                  |                                 |      |
| SECTION III: APPROVAL AUTHORITY AND EXPIRATION   |                                 |                  |                                 |      |
| <input checked="" type="checkbox"/> WAIVER APPROVED - PERMANENT <i>(A permanent waiver must be renewed within 30 days of the approving commander's change of command)</i><br><input type="checkbox"/> WAIVER APPROVED - TEMPORARY EXPIRATION DATE: _____<br><input type="checkbox"/> WAIVER DISAPPROVED  |                                 |                  |                                 |      |