

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE MANUAL 11-2EAVI

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Flying Operations

***EXECUTIVE AIRLIFT (EA) AIRCREW
TRAINING***

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This volume implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*, and Air Force Instruction (AFI) 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*. It establishes the aircrew training guidance for Operational Support Airlift /Executive Airlift (OSA/EA), C-32, C-37, C-40 and VC-25 aircraft to safely and successfully accomplish their mobility mission. This is a specialized publication intended for use by Airmen who have graduated from technical training related to this publication. This manual applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through the MAJCOM training staff to the OPR. The OPR address is AMC/A3T, 402 Scott Drive, Unit 3A1, Scott AFB, IL 62225-5302, AMC.A3T@us.af.mil. 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. Send proposals for amending existing course prerequisites or recommendations to change or delete obsolete courseware through the appropriate MAJCOM training staff to the OPR. The OPR address is AMC/A3T, 402 Scott Drive, Unit 3A1, Scott AFB, IL, 62225-5302, AMC.A3T@us.af.mil. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, **paragraph 1.9**, 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. Ensure 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 in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Although this publication governs OSA/EA aircrew training, it also refers to requirements and guidance contained in other documents. It is recommended that a review of external references be conducted prior to their use to ensure the specific reference is current and unchanged. The Ready Aircrew Program (RAP) Tasking Memorandum (RTM) is the primary source for aircrew training event frequency, where published. If a conflict exists between this manual and an externally-driven training requirement, other than frequency, comply with the guidance contained in the publication which takes precedence, unless a duly-authorized exemption or waiver is in effect. Compliance with **Attachment 2** in this publication is mandatory. **SUPPLEMENTS.** Each MAJCOM or equivalent may supplement this AFMAN. MAJCOM supplements may be more, but not less restrictive than this manual. MAJCOMs may set training requirements lower than specified in this instruction when the statement “or as specified in MAJCOM supplement” is indicated as applicable to that item or event. **Note:** Air National Guard is considered a MAJCOM for purposes of this manual. MAJCOM supplements are required to be coordinated through AMC/A3T according to AFI 11-200 and AFMAN 11-202, Volume 1, *Aircrew Training*, before publication. Send one copy to AMC/A3T. Local Training Guidance. Units may further supplement this manual to be more restrictive or further define local training requirements. Submit a copy of local supplements to the parent MAJCOM OPR after approval by the OG/CC.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include, but are not limited to: 1) Aviation Resource Management System (ARMS) code updates to standardize them across the MAF; 2) introduction of the Ready Aircrew Program (RAP) Tasking Memorandum (RTM) that removes tables in **Chapter 4** and places them into a separate document that will allow more flexible training for MAF crews.

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Chapter 1

GENERAL

1.1. Overview. The primary objective of the aircrew training program is to develop and maintain a high state of mission readiness for immediate and effective employment in war, contingencies, exercises and peacekeeping operations, while providing safe, comfortable, and reliable air travel for national and world leaders.

1.1.1. The secondary objective is to standardize training requirements into a single document to meet requirements for a basic document in support of AFI 11-200.

1.2. Key Words Explained.

1.2.1. “Will” and “shall” indicate a mandatory requirement.

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

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

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

1.3. Administration. (Reserved for Future Use).

1.4. Roles and Responsibilities. AFMAN 11-202, Volume 1, *Aircrew Training*, outlines responsibilities for aircrew training.

1.4.1. Lead Command.

1.4.1.1. **Air Mobility Command (AMC)** is designated lead command for the C-32, C-37, C-40 and VC-25 Mission Design Series (MDS) according to AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, AFPD 11-2, *Aircrew Operations*, and AFPD 10-21, *Rapid Global Mobility*. The lead command is responsible for establishing and standardizing aircrew flying training requirements in coordination with user commands.

1.4.1.2. AMC Directorate of Operations, Strategic Deterrence, and Nuclear Integration (AMC/A3/10).

1.4.1.2.1. AMC/A3/10 is responsible for policy guidance and coordination with user commands related to OSA/EA training and operations.

1.4.1.2.2. AMC/A3/10 delegates to AMC/A3T the authority to manage training course requirements, training tasks, quota control, and the Aircrew Training System (ATS) contract management in coordination with AMC staff agencies, operational units, contracting officer, and user commands.

1.4.1.3. **Air Mobility Command Aircrew Operations and Training Division (AMC/A3T).** AMC/A3T is responsible for overall management of OSA/EA training policy and programs, as stipulated in [paragraph 1.4.1.2.2](#). As such, AMC/A3T will coordinate with user command A3Ts and issue updated ground and flying continuation

training guidance to Operations Group (OG)/CC for implementation via RTM, as necessary. Once issued, RTMs take precedence over guidance contained in this manual.

1.4.1.3.1. Course Management. AMC/A3T, in coordination with user commands, approves initial qualification training (IQT), mission qualification training (MQT), continuation training and locally-taught (secondary method) upgrade courses. **Note:** Any external training guide, syllabus or special certifications produced outside of AMC/A3T requires approval by AMC/A3T through the AMC Airlift Training Branch (AMC/A3TA) prior to use.

1.4.1.3.2. Realistic Training Review Board (RTRB). AMC/A3T will host an RTRB biennially, or more frequently, as required. The RTRB reviews all training programs for currency, applicability, compliance, and effectiveness. Attendees should include representatives from across the OSA/EA community, including AMC, PACAF, USAFE, ANG, and Air Force Reserve Command (AFRC) staffs, applicable Numbered Air Force (NAF) staffs, Formal Training Units (FTUs), standardization/evaluation (Stan/Eval) offices, wing and squadron training offices, and contractor personnel supporting OSA/EA training systems.

1.4.1.3.3. Course Change Proposals. The primary venue for recommending changes to OSA/EA training programs is the RTRB. Otherwise, send proposals for course modifications/deletions or amending course prerequisites to AMC/A3TA through the submitter's MAJCOM chain of command for awareness/approval. AMC/A3TA coordinates MAJCOM recommended proposals and approves/rejects recommendations, then amends course listings where appropriate.

1.4.1.3.4. Student Management. AMC/A3T manages student requirements for AMC-assigned personnel and executes the overall formal course allocation process on behalf of all users (see [paragraph 1.17](#)) AMC/A3T will coordinate with the FTU to assure completion of graduate surveys on first-assignment. (T-2).

1.4.2. **Training Command.** AMC is designated as the training command for OSA/EA aircraft in accordance with AFMAN 11-202V1.

1.4.2.1. AMC/A3T is responsible for commercially contracted school syllabi and is the approval authority for any formal school curricula changes in coordination with user commands according to AFMAN 11-202V1. AMC oversees commercially contracted courses and syllabus management in coordination with the contractor. AMC/A3T develops and publishes the Programmed Flying Training (PFT) in accordance with the AF/A3OI Flying Training Concept of Operations. AMC determines formal school requirements in coordination with user commands.

1.4.2.2. For OSA/EA, the term "formal school" refers to formalized aircrew training conducted outside the unit, either at a commercially contracted facility or at an FTU, and not intended to be completed in-unit (e.g., C-37 Flight Engineer Initial Qualification, Basic Flight Attendant training, etc.). This does not include routine continuation or refresher training.

1.4.3. **User Commands.**

1.4.3.1. Student Management. MAJCOM training staff will manage student training requirements according to [paragraph 1.7](#)

1.4.3.2. Training Resources. User commands will evaluate training resources (aircraft, aircrew training devices (ATD) and aircrew) necessary to accomplish training requirements and identify known shortfalls to MAJCOM/A3T for resolution. This evaluation should be accomplished during the Mobility Air Forces (MAF) RTRB at a minimum.

1.4.3.3. Recall Procedures. Formal notifications to recall students from a formal school will be sent from the student's Sq/CC to OG/CC, to MAJCOM/A3T (or equivalent) (email format is acceptable) and the MAJCOM contracting officer representative (COR) for approval and coordination with the training contractor. Emergency recall during non-duty hours may be coordinated directly with applicable training contractor, with follow up coordination with AMC/A3TA and MAJCOM COR on the next duty day (see also [paragraph 1.16](#) for failure to complete training).

1.4.4. **Wing Commander (Wg/CC) or Equivalent.** Wg/CCs ensure unit, local-level agencies and facilities support aircrew training programs. Host and/or co-located units will develop local agreements to consolidate aircrew training support base-wide. (T-2).

1.4.5. **Operations Group (OG/CC) or Equivalent.**

1.4.5.1. Training Review Panel (TRP). The OG/CC (or equivalent) will convene a TRP chaired by the OG/CC or designated representative. (T-2). Panel members should include representatives from squadron training offices, tactics, operations, safety, wing tactics (OSK), training (OST), and flight safety (SEF); and other areas as determined by the commander (e.g., Host Aviation Resource Management (HARM), and Squadron Aviation Resource Management (SARM)). Squadrons and detachments not collocated with their OG should participate in the primary TRP, but may conduct their own panel, as approved by their OG/CC. Presidential Airlift Group Commander (PAG/CC) is the OG/CC equivalent for this instruction.

1.4.5.1.1. Frequency and Documentation. Convene the TRP semi-annually and document pertinent information in TRP minutes that will be maintained for a period of two years from the date of the panel meeting (commanders may increase meeting frequency at their discretion).(T-2).

1.4.5.1.2. Format/Content. The TRP should review staff and crewmember management actions necessary to complete group/squadron flight and ground training programs. Suggested TRP topics include, but are not limited to: current and forecasted flight training levels (FTL), upgrade and continuation training (CT) status, semi-annual requirement completion rates, crew position gains/losses, course critiques, instructor and examiner upgrades, and relevant discussions of Military Flight Operations Quality Assurance (MFOQA) analysis and other proactive safety action programs (i.e., Aviation Safety Action Program (ASAP) and Line Operation Safety Audit (LOSA) applicable to assigned weapons systems, if available. OG/CCs will review all unit-defined "X" events for relevancy to the unit's mission during the TRP. (T-2).

1.4.5.2. OG/CCs will develop and maintain procedures with their local servicing Military Personnel Flight (MPF) for individual crewmember counseling and personnel system updates affecting an Active Duty Service Commitment (ADSC) incurred from training described in this AFMAN. (T-2). See AFI 36-2107, *Active Duty Service Commitments*, and course listing in ETCA for more information. OG/CCs may develop additional training requirements and/or programs as necessary to meet unit mission requirements. Units may include such requirements and/or programs in a local supplement to this AFMAN or a local Operating Instruction (OI).

1.4.5.3. OG/CC is responsible for establishing and maintaining academic training programs including non-ATS courses (may be delegated to squadron level) (T-3). The OG/CC (or designated representative) will:

1.4.5.3.1. Appoint a primary and alternate instructor for each non-ATS course. (T-3).

1.4.5.3.2. Publish a ground training schedule (Air Reserve Components (ARC) as required) to include date, time, location, instructor/course OPR, and designated crewmembers for each course (ATS). Units may include such details in a local supplement to this AFMAN or a local OI. (T-2).

1.4.5.3.3. Use MAJCOM, ATS, or unit-developed (with AMC/A3TA approval) training products and/or syllabi for all courses, as applicable. (T-2). Units are allowed to reproduce courseware, as applicable. Document training in accordance with [Attachment 2](#). (T-2).

1.4.5.3.4. Develop a procedure to monitor academic training programs for course content, currency of materials, instructor availability, and status of training aids. (T-2). Squadrons recommend changes to the commander for existing courses or additional academic training courses required, based on crewmember feedback.

1.4.5.3.5. Send recommendations for changes, additions, and deletions of courses through appropriate channels to appropriate MAJCOM with an information copy to AMC/A3TA. (T-2).

1.4.5.4. Instructor Selection and Training. OG/CC (or designated representative) will select course instructors for non-TS courses based on professional qualifications and aptitude to teach. (T-2). Instructors receive credit for the courses they teach.

1.4.5.5. The OG/CC, in coordination with the flying squadrons and presidential unit, will determine the functions and responsibilities of the operations support squadron (OSS) training flight, where established. (T-3). Any operations group training functions stipulated in this instruction may also be performed by appropriate OSS training flight personnel.

1.4.6. **Squadron Commanders (Sq/CC).** Sq/CC or designated representative will:

1.4.6.1. Squadron Training Offices (DOT). Maintain a DOT section to manage/administer aircrew training programs. (T-2).

1.4.6.1.1. Manning. Select and appoint a DOT Chief/Flight CC from the most highly-qualified and experienced instructors. (T-3). **Exception:** ARC units with a

single squadron may use OST for this purpose. Appoint a minimum of one instructor for each crew position to the Squadron DOT office. **(T-3)**.

1.4.6.1.2. Qualifications. Appoint DOT staff based on experience, availability, and time-on-station (TOS) to maximize continuity across training programs and all crew positions. **(T-3)**. **Note:** Previous Evaluator or instructor experience is highly desired.

1.4.6.2. Squadron Training Review Panel (STRP). The Sq/CC will convene a STRP chaired by the Sq/CC (may be delegated no lower than the Sq/DO). **(T-2)**. Panel members should include representatives from squadron training, tactics, stan/eval, safety, and operations (e.g., operations officer, assistant operations officer, flight commanders, etc.), and any other areas determined by the Sq/CC (e.g., SARM).

1.4.6.2.1. Frequency and Documentation. Convene the STRP at least quarterly and maintain Sq/CC-approved minutes for a period of two years from the date of the panel meeting. **(T-3)**. **Note:** DOT chiefs may reproduce/distribute/store minutes, as required, for effective program administration.

1.4.6.2.2. Format and Content. The STRP will review appropriate subject matter to effectively manage the unit's flight and ground training programs and inform unit leadership on the overall status of training. **(T-2)**. The STRP will review individual unit members' progress, evaluate that training objectives are being met across assigned training programs, and that the best candidates are selected for upgrade training by reviewing their experience, proficiency level, and retainability. **(T-2)**. To accomplish these goals, suggested STRP topics include but are not limited to instructor/evaluator manning, crew position gains/losses, status of crewmember training (e.g., crewmembers in an active training status), post-completion actions (i.e., individual's performance during training, closeout activities, certification actions, course critiques, FTL assignments, etc.), future training projections (i.e., unit course allocations, crewmembers' progress, timelines, completion of prerequisites, etc.), prioritization of upgrade candidates, current training waivers, projected training waivers, status of unit/individual continuation training, event proration, and semi-annual waiver projections/status.

1.4.6.3. Ensure crewmembers complete in-unit mission, ground and continuation training programs **(T-2)**. Units will not enroll crewmembers into another aircrew course/upgrade until existing upgrades are complete. **(T-2)**. Failure to reasonably progress may require action for removal.

1.4.6.4. Assign FTLs to assigned and attached crewmembers before each semi-annual training period (see [Chapter 4](#)) **(T-3)**. Continuation training requirements in the RTM are the minimum required events. **Note:** Sq/CCs may assign additional requirements to any crewmember based on the individual crewmember's experience and proficiency level.

1.4.6.5. Ensure effective training continuity and supervision of assigned and attached crewmembers **(T-2)**. Document all flying training and training reviews in the crewmember's paper training folder or electronic equivalent, as defined by the unit's owning MAJCOM **(T-2)**. The preferred electronic equivalent for MAF is the Graduate

Training Integration Management System (GTIMS). **Note:** Refer to [Attachment 2](#) for training documentation guidance. **(T-2)**.

1.4.6.6. Review training and evaluation records of newly assigned or attached crewmembers and those completing formal training, to determine the necessary training required to complete/certify the individual as Basic Aircraft Qualified (BAQ), Basic Mission Capable (BMC), or Mission Ready (MR).

1.4.6.7. Execute squadron-level aircrew certifications/qualifications described in this manual.

1.4.6.8. Review qualifications and monitor training requirements for squadron-assigned Flight Surgeons, where applicable.

1.4.6.9. Ensure Sq/DO (or designated representative) monitors quality of training accomplished and identifies training deficiencies. Flight commanders (or designated representative) advise the Sq/DO of additional training needs and ensure waiver documentation (when applicable) in the crewmember's training record. **Note:** AMC requires Regular Air Force (RegAF) and AFRC units use GTIMS for waiver management.

1.4.6.10. Designate and certify unit personnel (when required) to operate ATDs **(T-3)**. Only appropriately designated and certified personnel may operate ATDs. Establish a selection process and implement initial and recurring training programs to ensure designated and certified personnel are proficient in ATD operations. **(T-3)**.

1.4.6.11. Ensure, to the maximum extent possible, that flight training sorties are required to meet aircrew, unit, or external user requirements.

1.4.7. Formal School with Aircrew Training System (ATS) Contractor. ATS contractors are responsible for academic and aircrew training device (ATD) instruction at the ATS sites. This responsibility includes developing, updating and publishing courseware, in addition to the formal school syllabus in accordance with the ATS contract. AFMAN 11-202V1 contains additional guidance.

1.5. Waiver Authority.

1.5.1. Review MAJCOM-prescribed guidance for issues concerning MAJCOM management of training requirements. MAJCOM/A3T (or equivalent) is designated as the waiver authority for managing training course requirements and training tasks for their assigned units. Lead MAJCOM/A3T (or equivalent) is designated as the waiver authority for managing applicable training systems (TS).

1.5.2. Flying Hour and formal school Course Prerequisites. OG/CC is the designated waiver authority for flying hour prerequisites for formal upgrade courses (see [Table 5.1](#)).

1.5.3. Waiver for In-Unit Training (Secondary Method) In Lieu Formal School Training. MAJCOM/A3T (or equivalent) is approval/waiver authority for in-unit training via secondary method in coordination with the formal school. See RTM to determine when in-unit training is considered a secondary method for training. Before approval, review the appropriate syllabus and consider formal school course availability and ATD requirements.

1.5.4. Formal School Waivers. OG/CC is the designated waiver authority for formal school course prerequisites specified in the ETCA (see [paragraph 1.5.3](#) and [paragraph 1.5.5](#) for exceptions). The unit will file a copy of all prerequisite waivers in the student's flight evaluation folder (FEF). (T-2). All prerequisite waivers will be approved before the crewmember arrives for formal training. (T-2). Formal school course syllabus waivers/non-completed events will be annotated in each student's training record. (T-2). Students will complete all waived or non-accomplished syllabus/formal course training events that are required for the unit's assigned mission in-unit prior to being assigned mission ready (MR) status. (T-2).

1.5.5. Non-formal school Training Program Waivers. Submit waiver requests to the waiver authority for any planned/expected exception to a non-formal school syllabus, mission qualification/certification program, training plan, etc. (T-2). Provide sufficient time and detail for the waiver authority to make a determination before the exception occurs. **Note:** Permanent or blanket waivers are not authorized in accordance with AFMAN 11-202V1.

1.5.6. Training Program Deviations/Exceptions without a Waiver. Report inadvertent/unintended deviations and/or exceptions through channels to the course's owning MAJCOM/A3T (or equivalent waiver authority listed in the course syllabus) who, in turn, makes the appropriate notifications for follow-on action, if required. (T-2). Document waivers and deviation(s)/exception(s) in the student's training record or electronic equivalent (e.g., GTIMS) (T-2). **Note:** A deviation is any unplanned variation to a syllabus, mission certification, or training plan (i.e., failure to meet established training timelines, prerequisite completion/flow, etc.). **Note:** An exception is a request to change/remove specific requirements based on unforeseen circumstances that prohibited completion of the training event, as scheduled/written (i.e., mission delay or change, equipment failure, divert, etc.). **Note:** 201 AS/CC submits waiver requests to this volume through NGB/A3M. 932 OG/CC submits waiver requests to this volume through AFRC/A3M. NGB/A3M and AFRC/A3M send informational copies to AMC/A3TA. A copy of the MAJCOM-approved waiver will be placed in the individual's training folder and a squadron training waiver log. (T-2).

1.5.7. Senior Officer Course (SOC) Waiver. SOC syllabus waiver authority is AMC/A3 with concurrence of gaining MAJCOM/A3. Refer to AFMAN 11-202V1 for SOC policy and eligibility requirements.

1.5.8. Waiver Format and Routing. Units will adhere to their parent MAJCOM's prescribed format and routing requirements. (T-2). A sample hard-copy memo format can be found at [Figure 1.1](#) **Note:** Unless otherwise stipulated, non-AMC units may use GTIMS to process OG-level and below waivers. In such cases, enter "Info only for Higher Headquarters (HHQ)" in the rationale section.

1.5.8.1. AMC waivers will be submitted via GTIMS. (T-2). **Note:** Ensure the AFMAN 11-202V1 and/or AFMAN 11-2EAV1 reference paragraph(s) to be waived is/are included in the waiver request. Response is returned to the OST.

1.5.8.2. For USAFE waivers, reference AFMAN 11-202V1, USAFE Sup waiver request process and courtesy copy AMC/A3TA. Response returned to OG/CC and OG Training Office.

1.5.8.3. For PACAF waivers, send an electronic Staff Summary Sheet (eSSS) to PACAF/A3T. Response returned to OG/CC and OG Training Office.

1.5.8.4. For AFRC waivers, use of GTIMS is mandated in accordance with AFRC/A3M Memorandum, *Graduate Training Integration Management System (GTIMS)*. (T-2). Response is returned via GTIMS to the OG Training Office (or equivalent).

1.5.8.5. For ANG, send an eSSS to ANG/A3T (may use GTIMS, if available) with courtesy copy to AMC/A3TA. (T-2). Response returned to OG/CC and OG Training Office.

1.5.9. Continuation Training Waivers. Ground, mobility, and flying continuation training waivers (volume and frequency) may be granted for events in the RTM for assigned or attached crewmembers on a case-by-case basis under the following guidelines. Ancillary training waivers (other than frequency) follow the waiver authorities/guidance contained in the prescribing publication (e.g., course content, instructor, etc.). **Note:** Waiver authorities should complete a thorough review of the circumstances and consider the crewmember's experience, proficiency, and recency in the event(s) prior to granting waivers for training requirements.

1.5.9.1. First-Time Waivers. First-time waivers for the individual event(s) may be granted by the Sq/CC (AFRC Sq/CC or Sq/DO).

1.5.9.2. Second-Time Waivers. Second-time waivers for the individual event(s) missed in two consecutive training periods may be granted by the OG/CC.

1.5.9.3. Subsequent Waivers. Subsequent waivers for training events missed in three or more consecutive training periods may be granted by the MAJCOM/A3T.

1.5.9.4. Waiver Self-Approval. Commanders shall not waive their own semi-annual training requirements. (T-2). When a commander is the designated waiver authority and requires a waiver for their own continuation training flying events, the next higher-level waiver authority is designated as the waiver approval authority (e.g., OG/CC requires a waiver: first waiver resides with the Wg/CC for the unit where the OG/CC is attached to fly and a second period waiver is elevated to the MAJCOM/A3T).

1.5.10. Waiver Disposition.

1.5.10.1. Course-Related Waivers. Maintain course-related waivers in the student's training record or electronic equivalent (e.g., GTIMS) for a minimum of two years in accordance with AF Records Disposition Schedule (AFRIMS) at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. (T-1).

1.5.10.2. Continuation Waivers. Maintain a copy of approved continuation training (ground or flying) waivers for a minimum of 48 months from date signed. (T-2).

Figure 1.1. Sample Waiver Request Format.

(Date of Request) MEMORANDUM FOR (Waiver Authority) FROM: (Requester) SUBJECT: Waiver Request – (Individual), (Type of Waiver) 1. Name, grade.
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2. Flying organization (assigned or attached).
3. Present qualifications (include special qualifications/certifications if appropriate).
4. Total flying time: primary aircraft inventory (PAI) time (include instructor and evaluator time).
5. Specific nature of waiver request, (e.g., cite requirement and requested deviation).
6. Rationale and/or justification for waiver request.
7. Crew qualification to which person is qualifying or upgrading.
8. Previous attendance at any formal instructor course (include course identifier and graduation date).
9. Training start date.
10. If waiver requested is for time limit, specify mandatory upgrade or qualification date.
11. Date event was last accomplished and normal eligibility period.
12. Remarks (include formal school courseware that is required if the waiver request is approved, e.g., local training).
13. Unit points of contact (name, rank, telephone number, office symbol, and email address).
14. Unit address (if requesting formal school courseware).

(Signature of Requester)

The information herein is FOR OFFICIAL USE ONLY (FOUO) information which will be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

Table 1.1. Processing Waivers to AFMAN 11-2EAV1.

Requestor:	Routing:	Returned to:	Info Copies to:
RegAF AMC Units	OSS/OST to AMC/A3TA	OSS/OST	
USAFE Unit	OSS/OST to USAFE/A3T	OG/CC & OSS/OST	AMC/A3TA
PACAF Unit	OSS/OST to PACAF/A3T	OG/CC & OSS/OST	AMC/A3TA
AFRC Unit	OSS/OST (or equivalent) to AFRC/A3M	AFRC Unit	AMC/A3TA
ANG Unit	OSS/OST (or equivalent) to ANG/A3M	ANG Unit	AMC/A3TA

1.6. Use of Flying Hours.

1.6.1. Structure unit flying training missions to achieve optimum training. Any by-product airlift opportunity resulting from training shall not degrade the intended training and will comply with applicable AFI 11-401, AFMAN 11-202V1 and applicable MAJCOM guidance. **(T-1).**

1.6.1.1. It is essential that all personnel at all levels prevent the misuse or perception of misuse of air mobility resources, as well as the perception of their misuse, when planning and executing local or off-station training missions.

1.6.1.2. See AFMAN 11-2EAV3, *Executive Airlift (EA) Operations Procedures*, for off-station training flight requirements. The approval authority for an off-station training flight is the Wg/CC. (T-3). Units shall coordinate, as required, with appropriate scheduling agency/agencies (T-2).

1.6.2. Training on Operational Missions. Unless prohibited or restricted specifically by weapon system operating procedures or theater operations order (OPORD), upgrade, qualification or special qualification training is authorized on operational missions. Commanders will ensure the training will not impact mission effectiveness and the crewmember(s) receiving training is/are under the supervision of an instructor of like-specialty. (T-3). Comply with passenger-carrying restrictions found in AFMAN 11-202, Volume 3, *Flight Operations*, AFI 11-401 and AFMAN 11-2EAV3. (T-2). **Note:** Unqualified Pilots are not allowed access to the aircraft controls with passengers on board the aircraft. (T-2).

1.6.3. Unit Commanders will utilize aircrew training devices for continuation training to the maximum extent possible. (T-2).

1.7. In-Unit Training Time Limitations. Comply with the time limitations in [Table 1.2](#) (T-2). Crewmembers entered in to an in-unit training program leading to qualification, requalification, or certification will be dedicated to that training program on a full-time basis. (T-2).

1.7.1. The training start date is the date of the first significant training event contributing to qualification, certification or upgrade of the crewmember (e.g., life support, Water Survival Training (WST), etc.), or 45 calendar days (90 calendar days for ARC) following a member reporting to the unit or following completion of formal school. Training time ends with the completion of one of the following events: flight evaluation (if required as part of the training program), instructor validation of successful program completion ("sign-off"), or Sq/CC certification (if required as part of the training program). Crewmembers should begin their check rides within 30 days of syllabus completion.

1.7.2. Refer to specific syllabi and any theater/MAJCOM supplement(s) for additional information and guidance.

1.7.3. Training Time Extensions.

1.7.3.1. Sq/CCs may extend training time (prior to a crewmember exceeding course time limits specified in [Table 1.2](#)) for up to 60 calendar days (120-days ARC) using the MAJCOM-approved waiver process. Subsequent extension requests exceeding 60-days (120-days ARC) require MAJCOM/A3T (or equivalent) approval and will be requested **before** the crewmember exceeds authorized training time (standard or previously-waived). (T-2). **Note:** AMC/A3 has mandated use of GTIMS for waiver management for all AMC units, with the exception of ANG units. No notification to MAJCOM/A3T (or equivalent) is required for ANG units.

1.7.3.2. When a crewmember becomes unavailable for an extended period of time (e.g., deployment, down status, professional military education, etc.) the unit may request a

waiver for the full unavailability period plus the estimated time required to complete training following the unavailability period or the unit may formally remove the crewmember from the training program, at the commander's discretion.

1.7.3.3. For extended delays awaiting evaluation, Sq/CC (or Sq/DO) may authorize additional training events (flights/ground training) to maintain proficiency. These additional events will be documented in the Form 4022 or electronic training record (i.e., GTIMS) regardless of training folder closeout. (T-2).

Table 1.2. In-Unit Training Time Limitations.

Training	RegAF Time Limit (days)			ARC Time Limit (days)		Note:
IQT/MQT:	IQT (UX-FX)	MQT (FX-MX)	IQT/MQT (UX-MX)	IQT	MQT	
Pilot	75	90		180	120	
Navigator	180	90				
Flight Engineer	60 (VC-25)	365 (VC-25)	120			
Communication Systems Officer			240			1, 2
Flight Attendant (Multi-Crew)			240	N/A	240	2
Flight Attendant (Single Crew)			210			
Differences						
Pilot/Flight Engineer	75			120		
Communication Systems Operator/Flight Attendant	90			180		
Mission Certification						
1st Flight Attendant (Multi-Crew)	90			180		
Communication Systems Operator /Flight Attendant SAP	180			N/A		
Instructor						
Pilot/Flight Engineer/Navigator	75			120		
Communication Systems Operator /Flight Attendant	120			240		
Local Orientation/Theater Indoctrination						
All	45			90		3

Note:

1. If required, Communication Systems Operators (CSO) MQT will begin after completion of all information technology course requirements. **(T-3)**.
2. PAG Only. VC-25 Mission Qualification is 365 days.
3. May run concurrently with mission qualification training.

1.8. Training Documentation. Document training using an approved paper training folder (e.g., AF Form 4022, *Aircrew Training Folder*) or an electronic equivalent **(T-2)**. OSA/EA units will utilize the AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*, to document the award of specific ARMS certification code identifiers. Block 22 will contain the following minimum information: certification code (e.g., CQ33Y), Certification Name (e.g., Phoenix Banner) and date of certification (see [Chapter 5](#) and [Chapter 7](#) for specific certification codes). **(T-2)**. **Exception:** Personnel may use an AF Form 1522, *ARMS Additional Training Accomplishment Report*, to credit aircrew certification events that do not require assignment of associated training profiles. **Note:** Refer to [Attachment 2](#) for training documentation guidance. **(T-2)**.

1.9. Flight Evaluator Usage. Use flight examiners as instructors for any phase of training to capitalize on their expertise and experience. If an Evaluator is the primary instructor to train an individual, the same Evaluator should not administer the associated evaluation.

1.10. Instructor Training and Supervision Requirements.

1.10.1. Instructors shall be current and qualified in any event that they instruct. **(T-2)**. All wing-level and below instructors should be MR. FTU instructors, including USAF Weapons School instructors, are only required to maintain BMC.

1.10.2. Instructor candidates who previously attended a formal instructor school for instructor qualification and were qualified instructors in any U.S. Air Force aircraft and who meet the minimum flying hour requirements upgrade in-unit.

1.10.3. Instructor Supervision Requirements. When performing crewmember duties, the following personnel will be under direct supervision of an instructor of like specialty:

1.10.3.1. All non-current crewmembers. Direct instructor supervision is required while performing any event for which a crewmember is non-current.

1.10.3.2. All crewmembers in initial qualification flying training unless syllabus states that direct supervision is not required.

1.10.3.3. All crewmembers in upgrade training accomplishing upgrade training events during critical phases of flight, unless the syllabus states that direct supervision is not required.

1.10.3.4. All crewmembers in requalification flying training during critical phases of flight, unless the syllabus states that direct supervision is not required.

1.10.3.5. All unqualified or FTL-E crewmembers require direct instructor supervision during all critical-phases-of-flight in the aircraft.

1.10.3.6. All crewmembers designated by the Wg/CC, OG/CC, or Sq/CC (i.e., supervised status).

1.11. Transfer of Aircrews. When a crewmember transfers from one unit to another, the gaining Sq/CC (or designated representative) will review and assess the crewmember's training and qualification, then assign the appropriate FTL (T-3). MR crewmembers transferring between units will accomplish events required after a change of duty station (see [Table 3.1](#)), unit-specific training and any applicable events in which they have lost currency. (T-2). See [Chapter 3](#) for additional information in regards to transfer of aircrew members.

1.12. Aircrew Training While in Down Status.

1.12.1. Crewmembers in down status (formerly "duties not involving flying") should complete ground training events or simulator training if the member's physical condition allows it. If unqualified, the crewmember may not participate in graded simulator events unless entered into a requalification program. Consult the Flight Surgeon initiating DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, action (prescribed by AFI 48-123, *Medical Examinations and Standards*) if the down status includes ground training limitations.

1.12.2. Crewmembers may complete ground training while on alert status, provided it does not interfere with rest cycles or alert responsiveness.

1.13. Aircrew Rated Management Overview.

1.13.1. Programmed Flying Training (PFT). AETC/A3R or AMC/A3T fulfills the training command's role in accordance with AFMAN 11-202V1. A key product of this process is the PFT. The PFT balances available training quotas, TS throughput, schoolhouse capacities and course requirements on a fiscal year basis. Annually, units will send projected PFT requirements to their respective MAJCOM quota managers ([paragraph 1.17](#)), who in turn compile and forward projections to AF/ACTF for inclusion into the graduate program requirements document (GPRD). (T-2). Training commands determine training capacity and report shortfall in the GPRD to AF/ACTF.

1.13.2. AF/ACTF sponsors an annual PFT conference for attendees to balance training capacity, MAJCOM training requests and pipeline undergraduate flying training students (rated and Career Enlisted Aviator (CEA)) against formal school capacity. The training command allocates approved quotas to user commands, which in-turn allocate training quotas to subordinate units. The training command publishes the annual PFT document.

1.13.3. Throughout the training year, MAJCOM training staff and PFT managers use assigned/allocated training quotas to assign individual crewmembers to formal training quotas. Use quota management documents to make daily student quota adjustments to the annual PFT.

1.14. Information Management. The following online tools are used for information management.

1.14.1. AMC/A3T SharePoint®: <https://eim2.amc.af.mil/org/a3t/default.aspx>.

1.14.2. AETC hosts formal training courses on the ETCA website: <https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx>.

1.14.3. Formal school post graduate questionnaire to be completed by crewmembers supervisor: <https://www.my.af.mil/agepftprod>.

1.14.4. AFRC hosts crewmember training on web site: https://afrc.eim.us.af.mil/sites/A3/A3M_new/SitePages/Home.aspx.

1.14.5. Air & Space Expeditionary Force Center: <https://aef.afpc.randolph.af.mil/default.aspx>.

1.15. Failure to Progress or Complete Training. If a student fails to progress according to syllabus or training requirements, the command accomplishing the training will conduct a progress review (PR) in accordance with AFMAN 11-202V1 and the commander's review process outlined in the course syllabus. **(T-1).** The PR can recommend continuation in training or other actions in accordance with AFMAN 11-402, *Aviation and Parachutist Service*, (e.g., a Flight Evaluation Board (FEB)). For those individuals recommended to continue in training at a formal school (initial qualification, requalification and upgrade students), instructor(s) will coordinate a training plan approved by the formal school or training chief and document requirements in the student's (paper or electronic) training record. **(T-1).** The formal school will notify the student's gaining unit of any AFMAN 11-402 action(s) taken or anytime there is an anticipated delay in the student's graduation date. **(T-1).** The formal school will also notify the student's gaining MAJCOM/A3T anytime the PR recommends a student for a FEB. **(T-1).** If a crewmember fails to complete a formal upgrade course, the formal school will send notification to the individual's gaining commander detailing the circumstances of the failure along with a recommendation on whether the crewmember should complete training in-unit, return to the formal school to complete training, or be referred to the Air Force Personnel System for reassignment. **(T-2).** **Note:** For contractor-administered courses, the contractor identifies students who fail to progress according to the approved contract (see **Chapter 6**).

1.16. Career Enlisted Aviators (CEA). The determination of CEA qualification is separate and distinct from skill level upgrades. When an AF Form 8, *Certificate of Aircrew Qualification*, is completed for the applicable flight evaluation, then that crewmember is qualified to perform all duties assigned to that crew qualification regardless of skill level. Aircrew instructor and flight examiner qualifications are also separate and distinct from on-the-job training (OJT) trainer or certifier designation and are reflected in Air Force Specialty Code (AFSC) by use of "K" prefix (aircrew instructor) and "Q" prefix (aircrew flight examiner) identifiers.

1.17. Aircrew Training Quota Management. The following describes OSA/EA's quota management policy and procedures. This policy is mandatory for all OSA/EA units:

1.17.1. Unit training PFT responsibilities are as follows:

1.17.1.1. Schedule students for contracted ground school, simulator training and flight training through their flying unit. Units will contact the contractor's scheduling office to schedule/confirm each training class and will provide the class start date to attendees no later than 30 days prior to class start. **(T-2).** Unit training schedulers will comply with individual contract scheduling lead time requirements. **(T-2).**

1.17.1.2. When a scheduled training class cannot be filled, the unit will notify their respective training office so the class may be reallocated. **(T-2).** If circumstances prevent an identified candidate from attending the training (e.g., down status, unable to complete prerequisite training, etc.), inform the ATS contractor and the MAJCOM

contracting officer immediately. Every effort should be made to fill a vacated slot. Unit training schedulers will be familiar with contract lead time requirements for cancelling training without incurring a financial penalty **(T-2)**. Cancelling training inside of the contract cutoff date may lead to the contractor billing the Government (unit training funds) for the class.

1.17.1.3. No-shows and late cancellations (outside of individual contract cancellation policies) will be explained. **(T-2)**. Forward an initial report of circumstances to the MAJCOM contract manager at AMC/A3TA within 24 hours of cancellation.

1.17.1.4. Issue applicable publications (or electronic equivalent) to attendees prior to start of training (gaining unit). **(T-2)**.

1.17.1.5. Do not request a training quota until host MAJCOM approves request for attachment. **(T-2)**.

1.17.1.6. Senior Officer Training Coordination. Forward questions regarding SOC availability and prerequisites to AMC/A3TF at DSN 779-7881 or commercial (618) 229-7881. Otherwise, take no formal actions. Units **will not** schedule SOC without AMC/A3TF approval. **(T-2)**.

1.18. Distribution. Units will establish the necessary hard copy or electronic device distribution requirements of this AFMAN, as applicable. **(T-2)**.

Chapter 2

INITIAL QUALIFICATION TRAINING (IQT)

2.1. General Requirements. AFMAN 11-202V1 defines initial qualification training. This chapter specifies minimum training requirements for initial qualification, requalification, conversion training and senior officer courses. The primary method of initial qualification and mission qualification is to attend and complete the appropriate formal training course in the ETCA. When a quota is not available, units can request a waiver to conduct in-unit qualification training, using formal school courseware.

2.1.1. Flight Engineers (FE), Navigators, Communication Systems Operators (CSO), and Flight Attendants (FA) may accomplish training requirements during operational missions. Therefore, initial qualification and mission qualification training may occur simultaneously.

2.1.2. Crewmembers granted a waiver (see [paragraph 1.5.3](#)) for secondary-method IQT will begin training course within 90 days (180 days for ARC) after reporting or being attached to a new duty station/unit. (T-2).

2.1.3. Crewmembers are designated as BAQ upon completion of IQT and then progress to MQT (in accordance with [Chapter 3](#)).

2.2. Initial Qualification Training Prerequisites. Complete initial qualification prerequisites in accordance with the ETCA website, this manual and the course syllabus/training guide. The student may begin training (e.g., Computer Based Training (CBT)) prior to the start of a formal initial qualification course.

2.3. Ground Training Requirements. Complete ground training requirements for IQT in accordance with AFMAN 11-202V1 and this manual. During formal training, aircrews may complete (and receive credit for) aircrew-specific mobility training events found in the RTM. See the appropriate formal training course syllabus.

2.3.1. Ground training events from [Table 2.1](#) are completed at the gaining unit. Events accomplished by the formal school require that suitable documentation be provided to the gaining unit that includes the appropriate ARMS event identifier(s) and event description. (T-2).

2.3.2. Survival, Evasion, Resistance and Escape (SERE) Training.

2.3.2.1. Use completion dates from initial SERE school(s) conducted in accordance with AFI 16-1301, *Survival, Evasion, Resistance and Escape (SERE) Program* and initial Aircrew Flight Equipment (AFE) training course(s) (usually accomplished during formal school) to establish the follow-on due dates for refresher training.

2.3.2.2. Use graduation date from S-V80-A, *SERE Training*, for initial SS02, *Combat Survival Training* and SS03, *Conduct after Capture*, training dates.

2.3.2.3. Use graduation date from S-V90-A, *Emergency Water Survival, Non-Parachuting*, for initial water survival training date.

2.3.2.4. Complete initial and periodic Local Area Survival refresher training in accordance with AFI 16-1301 and local requirements.

2.3.3. Crew Resource Management/Threat and Error Management (CRM/TEM). CRM/TEM is designated as the MAF training standard for CRM training and will be integrated into aircrew training programs, where appropriate. (T-2). See [Chapter 6](#) and [Chapter 7](#) for specific details.

Table 2.1. Initial Qualification Ground Training Requirements.

Note: Requirements identified in this table may be derived from an outside source (see paragraph 1.1.)			
Code	Event	Crew Position	Note
	Flight Physical	All	1, 4
	Physiological Training	All	1, 4
GD19Y	Approach Plate Familiarization Ground Training	FE	
GD25Y	Crew Resource Management (CRM)/Threat & Error Management (TEM) Initial Training	All	
GD55Y	Instrument Refresher Course (IRC)	P	
GD95Y	DRAM Shop Training	FA	2
GM11Y	Official Passport-Primary (No-Fee)	All	3, 6
GM12Y	Official Passport-Secondary (No-Fee)	All	3, 6
GX41Y	Simulator-Initial Egress	FA	5
LL01	Aircrew Flight Equipment Familiarization Training	All	1, 2
LL03	Emergency Egress Training - Non-Ejection Seat	All	1
LL06	Aircrew Flight Equipment Training (AFET)	All	1
SS01	Local Area Survival (LAS)	All	1,2
SS20	Level-C (SERE Training, S-V80-A)	All	
SS32	Water Survival Training, Non-Parachuting (S-V90-A) (Ditching Aircraft)	All	
<i>All=All Crew Positions (P, FE, N, CSO, FA)</i>			
Note: 1. Accomplish prior to first flight at home station. 2. One time event per base assignment. 3. Not required for BAQ or Senior Officers 4. Flight Physical and Physiological Training are tracked on the top of each crewmember's Individual Training Summary. Therefore, there is no need to assign and track these training events in the training module of ARMS. 5. FAs will accomplish this event once per aircraft type. All Gulfstream aircraft are considered the same aircraft type/MDS. C-32 & C-40B/C are considered the same aircraft type/MDS. PAG Exempt. 6. As determined by gaining unit commander. Submission of required application or documents satisfies this requirement.			

2.4. Flying Training Requirements. Complete IQT flying training requirements in accordance with AFMAN 11-202V1 and this manual. FEs, Navigators, CSOs, and FAs may simultaneously accomplish IQT and MQT and may credit training requirements on operational missions.

2.5. Conversion and Differences Qualification Training Requirements. If available, qualified personnel in other units should provide the initial cadre for conversion training.

2.5.1. Conversion. In some instances, it may be necessary for units to waive certain training requirements for an initial cadre of crewmember personnel. The following conditions apply to the management of initial cadre crewmember qualification:

2.5.1.1. The tasked MAJCOM (in-coordination with lead and training commands) develops a training plan for unit conversions. The training plan should include provisions to form a nucleus of crewmembers to include instructors and flight examiners (initial cadre). Converting units may request initial cadre waiver of Primary Aircraft Authorized (PAA) time requirement. Send waiver requests through MAJCOM training staff (see [paragraph 1.5.8](#)). Include the most recent aircraft flown and total time in that aircraft in the remarks section of the waiver request.

2.5.1.2. Initial cadre will not be designated in a crew position higher than currently held (e.g., C Mission Pilot (MP) to C-37 Evaluator Pilot (EP), unless previously qualified in the higher-level position in the conversion aircraft. **(T-2)**.

2.5.1.3. After final approval, publish a unit letter to identify initial cadre of instructors and flight examiners by crew qualification.

2.5.2. Difference Training. Complete differences training and certify crewmembers in a different model aircraft within the same Mission Design Series (MDS) in-unit or in conjunction with simulator training. When crewmembers complete differences training and certification for a MDS aircraft having the same mission as their current model, there is no requirement for additional MQT. Apply differences training and certification for major modifications (i.e., Global Air Traffic Management (GATM)-compliant avionics, flight management computer differences) as directed by higher headquarters (HHQ). Difference training may be applied to OSA/EA MDS transfers (see AFMAN 11-2EAV2, *Executive Airlift Aircrew Evaluation Criteria* for specific MDS guidance). For fleet-wide modifications, apply conversion criteria in [paragraph 2.5.1](#)

2.5.2.1. CSOs and FAs may accomplish simultaneous IQT in all C-37 models and are considered current and qualified on all C-37 models upon completion of IQT. CSOs and FAs may accomplish simultaneous training in the C-32 and C-40 and are considered current and qualified on both aircraft upon completion of IQT. FAs may accomplish difference training between the C-32 and VC-25 when already mission qualified in one aircraft. C-32 and C-40 FAs may accomplish difference training following an initial evaluation in one aircraft type and simultaneous training for all future upgrade training on these airframes. Concurrent Pilot and FE C-37A and C-37B training is authorized.

2.5.2.2. C-40B and C-40C series aircraft are considered the same type MDS for Pilot qualification and evaluation purposes. There is no requirement for C-40B and C-40C Pilot differences training. FAs will complete a differences certification.

2.5.2.3. Upon completion of required training, Sq/CC completes the certification process via STRP and assigns the appropriate ARMS event identifier(s) for the accomplished training and certification. **(T-3)**. Additionally, units will place an entry into the crewmember's flight evaluation folder (FEF) and/or the unit's Letter of X in accordance with AFMAN 11-2EAV2 and local procedures. **(T-2)**.

2.6. Multiple Qualifications. Refer to requirements in AFMAN 11-202V1. Pilots and Navigators maintaining multiple qualifications in different model aircraft will, as a minimum, maintain FTL-A currency in each aircraft in which they are qualified (see [paragraph 2.7](#)). **Note:** N/A for senior officers. **Note:** See current RTM for continuation training requirements.

2.7. Senior Officer Qualification (SOQ) Training Requirements.

2.7.1. General Requirements. AFMAN 11-202V1 identifies senior officer qualification requirements. These officers are assigned FTL E for continuation training purposes and will not fly unsupervised in a primary crew position (see [paragraph 4.3.1.4](#) and the current RTM) (T-2). SOQ (training and certification) should be completed within the first 180 days after assuming the assignment. SOQ Pilots shall not perform flight maneuvers in the aircraft that exceed their SOQ syllabus training and AF Form 8 restrictions. (T-2). **Note:** AMC/A3 retains waiver authority for SOQ waiver requests not otherwise specified by this manual.

2.7.2. Higher-Level Qualification for Senior Officer Course Graduates. After SOQ is completed and with OG/CC approval, senior officers (assigned or attached) may seek training which leads to a higher FTL and/or qualification. The unit OSS/OST office (or equivalent) is responsible for recommending training requirements based on the senior officer's flying experience and familiarity with the weapon system, then prepares and routes a training plan through the OG/CC to MAJCOM/A3T for approval. MAJCOM/A3T, as the designated approval authority, reviews and approves/disapproves the plan. Senior officers will not begin higher-level training under the plan until approved by MAJCOM/A3T. (T-2).

2.8. Flight Surgeons. Flight Surgeons may fly with their assigned unit in accordance with local OG/CC policy and may log flight time during Initial Qualification Training (IQT). Flight Surgeon IQT includes required ground training events from [paragraph 3.5](#), and the first two sorties in the member's primary assigned aircraft. Designate Flight Surgeons as Mission Qualified/Mission Ready in their primary assigned aircraft upon completion of IQT.

2.9. Requalification Training (RQT). Unless otherwise specified in AFMAN 11-202V1, an aircrew member is unqualified upon expiration of the qualification evaluation, loss of currency exceeding 6 months (for currency items specified in this manual and the RTM), or completion of a qualification evaluation in a different MDS (**Exception:** When authorized multiple qualifications by a higher authority). The duration of unqualified time is from the date the aircrew member became unqualified until the specific retraining start date. **Note:** See AFI 36-2107 (or applicable MAJCOM publication) for service commitments associated with aircrew training.

2.9.1. Unqualified crewmembers (up to 39 months at the end of a non-flying assignment or up to 51 months at the end of any active flying assignment) will complete in-unit requalification course and a flight evaluation. (T-2).

2.9.2. As a minimum, unqualified crewmembers will complete training in all delinquent items, additional training as directed by the Sq/CC and a flight evaluation. (T-2).

2.9.3. Basic and instructor requalification may be conducted simultaneously to award the highest crew qualification previously held at the Sq/CC's discretion. When used, Sq/DOT will compare basic requalification and instructor courses and provide a recommended training outline to the Sq/CC that culminates in an instructor evaluation.

Chapter 3

MISSION QUALIFICATION TRAINING (MQT) AND CERTIFICATION

3.1. General Requirements. This chapter establishes minimum training requirements for MQT and crewmember certification. Except where specifically stated, squadrons may sequence training events and/or missions to maximize effectiveness and/or efficiency.

3.2. Mission-Ready Certification. A crewmember is formally designated MR after successful completion of all MQT ground and flying training requirements, the Sq/CC (or designated representative) completes a review of the crewmember's training record and the Sq/CC (or designated representative) approves/documents the crewmember's MR certification. **Note:** See [Table 1.2](#) for training time limitations.

3.2.1. BAQ crewmembers may fly unsupervised on local training or operational missions during MQT, provided they are current in the following events:

3.2.1.1. Flight Physical.

3.2.1.2. Physiological Training.

3.2.1.3. LL03 - Emergency Egress Training - Non-Ejection Seat.

3.2.1.4. LL06 - Aircrew Flight Equipment Training (AFET).

3.2.2. Pilot Requalification (PREQ) Course Graduates. PREQ graduates requalifying to Aircraft Commander (AC) will be coded as "FP" with the appropriate suffix in ARMS upon completion of all MQT requirements. **(T-2)**. Units will then count them as MR Pilots for Status of Resources and Training System (SORTS) and TRP purposes and they may fly as a "FPL" on any mission (including operational missions). **(T-2)**. PREQ graduates will be coded as "MP" in ARMS once they have been certified as an Aircraft Commander by the Sq/CC. **(T-2)**. They shall not fly as Pilot-in-command until formally certified as a "MP" by the Sq/CC. **(T-2)**.

3.2.3. Pilot Initial Qualification (PIQ) Graduates. PIQ graduates will be coded as "FP" with the appropriate suffix in ARMS upon graduation from formal training and units will count these graduates as Pilots for tracking purposes. **(T-2)**. PIQ graduates will be coded as "MP" in ARMS once they have been certified as an Aircraft Commander by the Sq/CC. **(T-2)**.

3.2.4. Mission ready (MR) requirements will be completed prior to being designated mission ready. **(T-2)**. Training or operational missions may be flown before completing all MR items provided the qualified aircrew member has a current flight physical and has completed physiological, initial ground egress and aircrew flight equipment familiarization and is under the supervision of a qualified instructor.

3.2.5. Prior Qualification. Upon arrival to a gaining unit, qualified aircrew members in the same model aircraft as the gaining unit may be considered qualified at the same level, however local area orientation will be accomplished.

3.3. Ground Training Requirements. Complete all syllabus and ground training events in [Table 2.1](#) and [Table 3.1](#) before MR certification. **(T-2)**. **Note:** Training may be accomplished

concurrently with other training. **Exception:** Not applicable to senior officers or staff officers maintaining BAQ.

3.3.1. Ground Training Events Accomplished During MQT. Use individual event completion dates to establish subsequent continuation ground training due dates for any ground training events accomplished during MQT, unless otherwise governed by [paragraph 2.3](#) (including subordinate paragraphs).

3.3.2. Inter-Unit Transfers. Qualified and/or certified crewmembers transferring between units require only Unit Indoctrination Training (GD81Y), Isolated Personnel Report (ISOPREP) Review (GM09Y), Aircrew Flight Equipment Familiarization Training (LL01), Local Area Survival (SS01), unit-specific MR training events and completion of all events for which they may have lost currency during the change-of-station. (T-2).

Table 3.1. Mission Qualification Ground Training (Additional) Requirements.

Note: Additive to events required by Table 2.1.			
Code	Event	Crew Position	Note
CM03Y	CPR/AED Training/Certification	FA	
GC33Y	Crewmember Anti-Hijacking CBT	All	
GD17Y	Aircrew Intelligence Training (AIT)	P, FE, N	1
GD39Y	Hazardous Cargo Ground Training	FA	
GD75Y	Tactics Training	P, FE, N	1
GD77Y	Theater Indoctrination (TI) Training	All	2
GD81Y	Unit Indoctrination (UI) Training	P, FE, N	3
GD91Y	Culinary Training (Initial)	FA	
GD97Y	Food Protection Training	FA	
GH01Y	Communications/Communication Security (COMSEC) Procedures Ground Training	P, CSO	4
GH03Y	COMSEC Emergency Action Plan (EAP) Dry-Run/Actual Event	P, CSO	4
GH05Y	COMSEC Emergency Action Plan (EAP) Ground Training	P, CSO	4
GH06Y	COMSEC Semi-Annual Reading Training	P, CSO	4
GM09Y	Isolated Personnel Report (ISOPREP) Review	All	
SS02	Combat Survival Training (CST)	All	
SS03	Conduct After Capture (CAC)	All	1
SS05	Water Survival Training (WST)	All	

All=Required for all crew positions (P, N, FE, CSO, FA)

Note:

1. Not required to be accomplished prior to flight evaluation. Required before certification or deemed Mission Ready. See MAJCOM supplement for MAJCOM requirements.
2. PACAF and USAFE.
3. One time event per base assignment.
4. Requirements defined at the base-level per AFMAN 17-1302-O, *Communications Security (COMSEC) Operations*.

3.4. Flying Training Requirements. All crewmembers will accomplish flight training requirements in accordance with the ATS contractor (if applicable) and approved AMC/A3T training guide.

3.4.1. BAQ crewmembers pursuing MR status will be assigned an FTL and accomplish continuation training requirements in accordance with [Chapter 4](#) and the RTM. (T-2). Upon completion of MQT, Sq/CCs may prorate continuation training requirements using [paragraph 4.9](#) based on the training time start date as defined in [paragraph 1.7.1](#) Credit training events accomplished during MQT in accordance with [paragraph 4.4.1](#)

3.4.2. Unit Indoctrination (UI) Training (GD81Y). All crewmembers will receive a local area briefing and local area orientation flight as part of unit indoctrination training. (T-3). Briefing and flight events are intended to familiarize crewmembers with the local flying area, local area flying procedures and introduce unit/mission unique procedures.

3.4.2.1. Unit indoctrination training may be accomplished in conjunction with IQT and/or MQT sorties. Crewmembers are not required to be at the controls to complete the orientation flight. Multiple crewmembers may be trained on the same sortie.

3.4.2.2. OG/CC (or equivalent) may approve the orientation flight on an operational mission on a non-interference basis.

3.4.3. Instrument Landing System Categories II and III (ILS Cat II and ILS Cat III) Training and Certification (CQ24Y). Specialized ILS Cat II and ILS Cat III training is required for Pilots in aircraft that are command-certified for ILS Cat II and ILS Cat III approaches. Training should be conducted in a certified simulator during IQT by the ATS-contractor and annotated on the crewmember's AF Form 8. If not accomplished during IQT, ILS Cat II and ILS Cat III training and certification will be accomplished in-unit during MQT. (T-2).

3.4.4. Enhanced Vision System (EVS) Aircrew Training and Certification (CQ14Y). Specialized EVS training and certification is required for all Pilots operating aircraft that are equipped for EVS operations. (T-1). Training should be conducted in a certified simulator during IQT by the ATS-contractor and annotated on the crewmember's AF Form 8. If not accomplished during IQT, EVS training and certification will be accomplished in-unit during MQT. (T-2).

3.5. Flight Surgeon Requirements. Flight Surgeon requirements are established in AFMAN 11-202V1, AFI 16-1301 and AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*. Flight Surgeons will complete the following training events prior to their first flight: **(T-2)**.

- 3.5.1. Required ground training events listed in the RTM.
- 3.5.2. Aircrew Flight Equipment Familiarization Training (LL01).
- 3.5.3. Local Area Survival (SS01).
- 3.5.4. Water Survival Training, Non-Parachuting (S-V90-A) (Ditching Aircraft).

Chapter 4

CONTINUATION TRAINING

4.1. General Requirements. This chapter combined with the RTM establishes the minimum ground and flying continuation training required to maintain currency. Individual proficiency may require a greater number of events. Sq/CCs will ensure crewmembers receive sufficient continuation training to maintain individual proficiency. **(T-2)**. Refer to the current RTM for continuation ground, mobility and flying training requirements.

4.2. Aircrew Status. Aircrew members are assigned to one of the following statuses.

4.2.1. Mission Ready (MR). An aircrew member who has satisfactorily completed IQT and MQT and maintains qualification and proficiency for the unit's operational mission.

4.2.2. Basic Mission Capable (BMC). An aircrew member who has satisfactorily completed IQT and MQT, is qualified in some aspects of the unit's mission, but does not maintain MR status. The aircrew member attains full MR status to meet operational tasking within 30 days.

4.2.2.1. BMC aircrew members may include flying personnel assigned to MAJCOM headquarters; Numbered Air Force; Expeditionary Mobility Task Forces; 618 AOC (TACC); U.S. Air Force Expeditionary Center (USAFEC); Contingency Response Group (CRG); Air Mobility Operations Group/Wing; FTU; Direct Reporting Unit; or senior officers (or others).

4.2.2.2. FTU BMC instructors shall be certified by the commander in the unit's training mission before performing instructor duties. **(T-3)**. Once certified, FTU BMC instructors may conduct all aspects of the FTU's training mission. FTU BMC instructors may fly Higher Headquarters (HHQ)-tasked missions within CONUS (includes Alaska and Hawaii) and the Caribbean, but shall be MR for all other locations. **(T-2)**.

4.2.2.3. BMC crewmembers may log instructor or evaluator time, when required to perform duties in those capacities, during the portion of the mission for which they are current and qualified.

4.2.3. Basic Aircraft Qualification (BAQ). An aircrew member who has satisfactorily completed IQT and is qualified to perform aircrew duties in the unit's aircraft. The member will accomplish required volume and maintain the minimum frequency standards established in this manual. **(T-2)**.

4.2.4. In addition to the above, MR, BMC and BAQ crewmembers shall accomplish and/or maintain minimum requirements (for their assigned status) established in AFMAN 11-202V1, **paragraph 3.1.5** and appropriate ground and flying continuation training events contained in this manual. **(T-2)**.

4.3. Flying Training Levels (FTL).

4.3.1. The Sq/CC determines each crewmember's experience level and assigns an appropriate FTL before the start of each semi-annual period. **(T-3)**. Base FTL on a crewmember's experience and aircraft proficiency. **Note:** Assign FTLs to newly gained crewmembers during in-processing. **(T-3)**.

4.3.1.1. FTL A. Highly Experienced Crewmembers. Examples include MAJCOM headquarters staff and 618 AOC (TACC) personnel; formal schoolhouse instructors; NAF personnel; MAJCOM instructors, Wg/CC, OG/CC and Sq/CC, operations officers, crewmembers assigned evaluation positions and instructors assigned primarily to staff duties. **Note:** Non-Mission Ready (NMR) crewmembers assigned to MAJCOM staff, 618 AOC (TACC), USAF EC, CRG, AMOG, FTU, or direct reporting unit may be categorized as BMC and assigned to FTL A and may fly unsupervised on local training missions provided they are current and qualified for that mission.

4.3.1.2. FTL B. Experienced, Mission-Ready Crewmembers. May also include BAQ experienced crewmembers pursuing MR status.

4.3.1.3. FTL C. Inexperienced, Mission-Ready Crewmembers. Includes crewmembers pursuing MR status after completion of IQT.

4.3.1.4. FTL E. BAQ or BMC non-instructor staff. FTL E may include senior officers, MAJCOM, or NAF staff who are not maintaining MR or instructor status. FTL E requirements are insufficient to maintain MR status and crewmembers assigned to this FTL will fly with an instructor of like specialty at all times. **(T-2)**.

4.3.2. Change of FTL. Once the semi-annual period begins, do not move a crewmember to a level requiring fewer events. **(T-3)**. **Exception:** Units associating FTLs with crew positions may change FTLs after upgrade (i.e., instructor upgrade). BAQ crewmembers may be placed into a different FTL any time after attaining MR status. Units should prorate events upon changing training levels (see [paragraph 4.8](#)).

4.4. Training Events/Tables. Standardized ARMS training event identifiers and descriptions can be found in [Chapter 7](#). The unit may locally define unit-specific events as “X” events (e.g., X123Y) using MAJCOM-provided guidance. Local “X” event identifiers and descriptions are to be published in OG/CC level guidance (see [paragraph 7.22](#)).

4.4.1. Crediting Event Accomplishment. Crewmembers may credit events accomplished during training, MQT, operational missions and satisfactory evaluations toward currency requirements and establish a subsequent due date (see [paragraph 4.9](#) when proration is involved). Initial date accomplished is used to establish the due date for recurring ground training (e.g., GD25Y establishes due date for GD27Y). Date of successful flight evaluation is used to credit volume and currency in their new FTL for all flying training events that were successfully accomplished during the formal course evaluation (see RTM). Crewmembers credit flying training events accomplished during upgrade training, but prior to the flight evaluation, towards the requirements of their current FTL. Continuation training events may be logged when accomplished during differences training in aircraft that are considered the same MDS (i.e., C-37A and C-37B).

4.4.2. Do not credit continuation training events graded as Q-3 accomplished on an unsatisfactory flight evaluation (in accordance with AFMAN 11-2EAV2) until requalified. **(T-2)**.

4.4.3. Make-up training (ground or flying) is creditable towards the new training period. **Exception:** If unqualified in an event(s), only credit the event if successfully accomplished in an official requalification program or on a successful evaluation in accordance with [paragraph 4.4.1](#)

4.4.4. Instructor Training Requirements and Responsibilities. Instructors and flight examiners may credit 50 percent of their total continuation training requirements per event while instructing or evaluating when the events requirement is two or more. **Exception:** Instructor and flight examiner Pilots shall not credit take-offs, landings, or air refueling flown by another Pilot. (T-2).

4.4.5. Records and Documentation. All training events will be recorded in ARMS. (T-2). Units will use AF Form 1522, prescribed by AFMAN 11-202V1, to record training accomplishments. (T-2). **Note:** GTIMS is a suitable electronic alternative for the AF Form 4324 and AF Form 1522 as long as all information is included and documentation certification can be verified and tracked through ARMS processing.

4.4.5.1. Training events conducted during block training may be consolidated under one ARMS entry.

4.4.5.2. Use one ARMS entry for combined training events.

4.4.5.3. Input all one-time events and events required for permanent change-of-station (PCS) in the ARMS database. Units may maintain one-time events on the crewmember's currency report.

4.4.5.4. Units may use locally-developed mission accomplishment reports (MAR), or MAJCOM-approved electronic equivalent (i.e., GTIMS), to document continuation training. Minimum requirements for the MAR are defined within this chapter, training tables and/or the RTM.

4.4.6. Use of Simulators for Continuation Training and Lapses in Currency.

4.4.6.1. Crewmembers may log continuation flying events accomplished in the simulator unless otherwise specified in RTM.

4.4.6.2. Pilots may maintain or regain currency through events accomplished in the simulator.

4.4.7. ARC Pilot Simulator Refresher Course Requirements. ARC Pilots may credit one semi-annual refresher currency requirement during an individual's non-military proficiency training provided: the training meets all USAF performance maneuvers standards; the individual is current and qualified on the same Federal Aviation Administration (FAA) type-rated aircraft; and the individual's non-military academic and simulator training plan is approved by AFRC/A3M or NGB/A3M. **Note:** Does not apply to semi-annual periods requiring a flight evaluation.

4.5. Continuation Training Requirements. Individual crewmembers are responsible for completion and tracking of their own continuation training and are expected to actively work with unit schedulers and training officers to identify, schedule and accomplish required events.

4.5.1. Ground Training Events. Crewmembers will comply with ground training requirements in the RTM. (T-2). Use this manual for items not addressed by the RTM.

4.5.1.1. Failure to accomplish continuation ground training events in the RTM shall result in NMR status. (T-1). See [paragraph 4.10](#) for regaining MR status.

4.5.1.2. Failure to complete mobility training requirements in the RTM does not result in NMR status, but may restrict member from certain missions requiring the associated training.

4.5.1.3. Geographic Combatant Commanders (CCMD) and/or Air Force Component Commanders (or their equivalents) may specify additional theater-specific training or mobility requirements for their Area of Responsibility (AOR). Refer to AFI 10-405, *Expeditionary Readiness Training Program* for Expeditionary Readiness Training (ERT) guidance, and theater-developed Special Instructions (SPINS) (where applicable) for specific theater training requirements. In such cases, aircrew members are required to comply with theater-specific guidance in addition to requirements in this manual. If a conflict exists, comply with the more restrictive version.

4.5.1.4. Attached aircrew members (MAJCOM, NAF, etc.) may accomplish ground training events at locations other than their unit of attachment. The crewmember is responsible for reporting accomplished training events to their unit of attachment's SARM office.

4.5.1.5. Crewmembers performing extended alert duty (more than 72 hours) may accomplish ground training during alert postures provided there is no degradation to required response time or mission accomplishment. Specify requirements and/or restrictions in a MAJCOM supplement and/or the unit supplement.

4.5.1.6. Crewmembers who will not remain in the command or will be assigned non-flying positions, are not required to complete ground training events that expire within four calendar months of the change in status date (e.g., reassignment occurs in the month of September, events expiring in May or later need not be accomplished).

4.5.2. Flying and Simulator Continuation Training Requirements. The RTM lists mobility-wide standardized semi-annual flying continuation training requirements by crew position. Event descriptions are located in [Chapter 7](#) and may be updated by the RTM. Flying continuation training events shall only be credited by individual crewmembers when those crewmembers are current and qualified in the event or are under the supervision of an instructor. **(T-2)**. Crewmembers shall not credit continuation training events when their Qual/Instr evaluation is past due. **(T-2)**.

4.5.2.1. ATD Credit for Training Requirements. Document and track all accomplishments in ARMS in accordance with the RTM. Flying events authorized via the RTM to be accomplished using a simulator will be logged in ARMS by replacing the first character of the ARMS code with an "S" (simulator). All simulator accomplishments shall be documented and tracked in ARMS. **(T-1)**.

4.5.2.1.1. Crewmember Qualification Requirements. Primary crewmembers may log continuation training events using an ATD per the RTM, provided the crew is qualified in their respective crew positions. The opposite Pilot seat is required to be occupied by a qualified crewmember or ATS instructor in order for a Pilot to credit continuation events. **Exception:** Qualified crewmembers may credit continuation training events when paired with an unqualified crew member, if that event is defined in a requalification plan and a current and qualified Air Force or ATS instructor is present in the device.

4.5.2.1.2. Credit take-off, instrument approach and landing events only at airfields certified in the database by the designated approval authority (i.e., Federal Aviation Administration).

4.5.2.1.3. Pilots that are dual-seat qualified may accomplish training events in either seat.

4.5.2.2. Simulator Certification. Currency and training events will only be creditable in simulators holding a current simulator certification from an authorized source (i.e., Federal Aviation Administration). **(T-2)**. Specific currency and training events will not be creditable in a simulator that has been issued a partial decertification for those events in accordance with the restrictions given under the partial decertification. **(T-2)**.

4.6. Flight Surgeon Continuation Training Flying Requirements. AFMAN 11-202V1 defines Flight Surgeon requirements in **Table 1** and is the source document for the following items.

4.6.1. Flight Surgeons shall be on Aeronautical Orders assigning Aviation Service Code 8A status any time they log time in this MDS as a secondary airframe or when assigned to AMC and logging time in any DoD or foreign military aircraft for which authorization has been granted. **(T-1)**.

4.6.1.1. Flight Surgeons are required to complete the following ground training items for continuation training purposes in accordance with the timelines established in the most current RTM: Emergency Egress - Non-Ejection Seat (LL03), Aircrew Flight Equipment Training (AFET) (LL06), Aircrew Flight Equipment (AFE) Fit Check (LL07), Combat Survival Training (SS02), and Water Survival Training (SS05).

4.6.1.2. Flight Surgeons are required to complete the following mobility training items for continuation training purposes in accordance with the timelines established in the most current RTM: ISOPREP Review (GM09Y), and Conduct after Capture (SS03). **(T-2)**.

4.6.2. Flight Surgeons will maintain the following flying proficiency and currency (as a minimum) in accordance with AFMAN 11-202V1, **Table 1**.

4.6.2.1. Six (6) Total Flight Surgeon Sorties per Semi-Annual Period (FF00). **(T-2)**.

4.6.2.2. Twelve (12) Total Flight Surgeon Sorties per Annual Period (FF00). **(T-2)**.

4.6.2.3. One (1) Night Sortie, Flight Surgeon (FF02) per Semi-Annual Period (credits FF00). **(T-2)**.

4.6.2.4. Two (2) Night Sorties, Flight Surgeon (FF02) per Annual Period (credits FF00). **(T-2)**.

4.6.2.5. To maintain currency, time between flights will not be more than 60 days. **(T-2)**.

4.6.3. Loss of Currency. MAJCOMs establish procedures for flight surgeons to regain flying currency. Flight Surgeons that exceed six months between sorties require completion of Emergency Egress Training, Non-Ejection Seat (LL03) with a certified aircrew instructor prior to the next flight. **(T-2)**. Flight Surgeons require an Aircraft Commander's signature on a copy of the AMC/SGP Memo or other approved form (e.g., AF Form 1522, locally

generated form/memo/etc.) to certify that an egress procedures review was completed prior to flight. **(T-2).** **Note:** Documentation on AFTO 781, *ARMS Aircrew/Mission Flight Data Document*, is not acceptable. The Flight Surgeon is required to submit this documentation to the local Squadron/Host Aviation Resource Manager (SARM/HARM) office upon mission completion. **(T-2).** SARM/HARM files documentation in accordance with AFRIMS disposition.

4.7. Senior Officer Qualification Continuation Training Requirements.

4.7.1. General. AMC/A3 retains waiver authority for SOQ waiver requests not otherwise specified by this manual. MAJCOM/A3T (or equivalent) is designated as the waiver authority for SOQ ground and flying continuation training currency and volume requirements identified in this manual and the RTM.

4.7.2. Continuation Ground Training. SOQ pilots will complete required ground training events in accordance with the RTM. **(T-2).** Units may tailor annual simulator refresher training events and profiles for senior officers in-lieu of an annual full classroom/simulator session. Instructors will assure appropriate training is accomplished and log the annual Simulator-Proficiency Sortie (GX79Y), CRM/TEM Refresher Training (GD27Y) and Simulator-CRM/TEM MOST (GX29Y) for the Senior Officer upon completion of the profile. **(T-2).**

4.7.3. Continuation Flying Training.

4.7.3.1. SOQ pilots will be assigned to FTL-E and will not fly unsupervised in a primary crew position. **(T-2).** SOQ pilots will complete continuation flying training requirements associated with their assigned FTL in accordance with the RTM. **(T-2).** SOQ crewmembers will (as a minimum) maintain FTL-E continuation training requirements. **(T-2).** **Note:** This requirement also extends to any additional aircraft in which the SOQ crewmember maintains a qualification.

4.7.3.2. SOQ Pilots shall not perform in-flight maneuvers or fly as a primary crewmember on mission sets that exceed their SOQ course training and/or their restricted AF Form 8 (e.g., SOQ pilots who were not fully trained for night vision goggles (NVG) operations during their SOQ course, are not authorized to be a primary crewmember on missions requiring NVG use). **(T-2).** Instructors supervising SOQ crewmembers shall use sound judgment and Risk Management principles in reviewing the SOQ crewmember's previous training and experience, recency of flight and overall proficiency to determine maneuvers (from those authorized) the SOQ crewmember may perform during flight. **(T-2).**

4.7.3.3. SOQ pilots are not exempt from CCMD or Air Forces Transportation (AFTRANS) (or equivalent) requirements. See [paragraph 4.5.1.3](#)

4.8. Ancillary Training. Ancillary Training is guidance or instruction that contributes to mission accomplishment, but is separate from an Air Force Specialty, occupational series, or Expeditionary Training. AFMAN 11-2C-21V1 is not the governing directive for completion of ancillary training events. Aircrew members comply with published frequencies listed in the most current RTM, where indicated. Otherwise, consult the source publication. **Note:** Per AFMAN 11-202V1, this manual, and the RTM are the only publications that designate grounding an aircrew member.

4.8.1. Expeditionary Training Requirements. See Unit Deployment Manager (UDM) representative to ensure compliance with additional non-aircrew specific expeditionary readiness training (ERT) requirements in accordance with ERT guidance published to the AEF Online Pre-deployment Training page (<https://aefonline.afpc.randolph.af.mil/Predeployment.aspx>) in accordance with AFI 10-405. (T-2).

4.8.2. ARMS Tracking for Ancillary Training Events. Not all ancillary training is tracked in ARMS. AMC/A3T has adopted a new ARMS coding structure. A master list of approved MAF-specific ARMS event identifiers will be maintained by AMC/A3TF. Units should continue to track ancillary training events in the appropriate training management system of record (e.g., Advanced Distributed Learning System (ADLS)) for events not tracked in ARMS. **Note:** Crews should continue to reference the source document that establishes the requirement for event specifics and frequency using the event name, as the MAF-specific codes could be different from the parent publication.

4.9. Proration of Training. Crewmembers who are not available for flying duties due to extenuating circumstances for extended periods of time (generally 16 days or more) may be eligible for proration of training requirements in accordance with AFMAN 11-202V1 and this manual. Proration should be used judiciously, especially when considering prorating the same crewmember for consecutive semi-annual training periods.

Table 4.1. Individual Availability.

Days Available	Months Available
0-15	0
16-45	1
46-75	2
76-105	3
106-135	4
136-165	5
>166	6

4.9.1. Proration Formula. Use **Table 4.1** to determine the number of months the crewmember is available during the training period (e.g., crewmember is on a non-flying TDY for 118 days during the semi-annual period (otherwise available for 64 days) equals 2 months available per **Table 4.1**). Multiply the number of months available by the event volume from the appropriate table, divided by the total number of months in the training period, then round down to the nearest whole number, but never less than 1 (e.g., 2 months available x 12 instrument approaches / 6 months in the semi-annual training period = 4 required). Subtract previous accomplishments from the prorated total to determine remaining requirements. **Note:** When the prorated volume is reduced to one for any event that is not 100% creditable in the simulator, then that event is required to be accomplished in the aircraft.

4.9.2. Permanent Change of Station Considerations. Crewmembers who PCS during the training period to a unit flying the same MDS aircraft and enter the same or lower FTL may credit training accomplished at the previous base. **Note:** There could be two proration calculations needed when a PCS overlaps a change to a new semi-annual training period. **Note:** Use date departed last duty station through 7-days after a crewmember signs-in at a CONUS location or 14-days after a crewmember signs in at an OCONUS location to determine the number of days available. **Exception:** Use the date of the first training event for the calculation when the training event occurs prior to the 7- or 14-day standard.

4.9.3. Change in Flight Training Levels. Proration may be used for certain crewmembers who require a change in training levels during the semi-annual period (e.g., completion of MR certification) in accordance with [paragraph 4.3.2](#) **Note:** Events accomplished while assigned to the prior FTL are not credited toward the new FTL.

4.10. Failure to Complete Training Requirements. Declare individuals in Status of Resources and Training System (SORTS) as NMR, non-basic mission capable (N-BMC), or non-basic aircraft qualified (N-BAQ) if they fail to complete ground or flying continuation training requirements in accordance with AFMAN 11-202V1. **Note:** This does not pertain to individuals pursuing MR status after initial qualification or requalification training.

4.10.1. Failure to Maintain Flying Currency. Currency events are denoted in the most current RTM under the “Currency” column with prescribed maximum intervals between accomplishments. Failure to meet a currency requirement results in the crewmember being non-current for that training event.

4.10.1.1. Place individuals non-current in one or more currency events in NMR/N-BMC/N-BAQ status (as appropriate) in those unit missions requiring that event.

4.10.1.2. Crewmembers are non-current on the day after an event currency expires (i.e., a crewmember that accomplished an event with monthly currency on 4 September becomes non-current on 1 November).

4.10.1.3. Crewmembers who are non-current for flying training events will be under direct instructor supervision while performing the non-current event(s) until currency has been regained or a waiver has been approved, except as provided below. **(T-2).**

4.10.1.3.1. Sq/CCs may approve non-current crewmembers to fly unsupervised on sorties where the events causing non-current status are not conducted. **Exception:** A Pilot who is non-current in take-off (AT59Y), instrument approach (AP15Y), or landing (AL01Y) will be supervised on all sorties until currency is regained. **(T-2).**

4.10.1.3.2. Air Refueling Sorties. Aircraft Commanders who are non-current for air refueling shall not fly in command on missions requiring air refueling until currency is regained. **(T-3).** Currency for Aircraft Commanders who are non-current for less than 15 days may be regained on operational air refueling missions when all of the following conditions are met: The crewmember is under the supervision of a qualified AC or higher, required fuel on-load for the mission is complete and no passengers are aboard.

4.10.1.4. Regaining Currency. Non-current crewmembers may regain currency using one of two methods. Crewmembers either complete Sq/CC-assigned training events or they may be granted a waiver.

4.10.1.4.1. Non-Current for up to Six Months. A non-current crewmember is required to demonstrate proficiency in an aircraft or simulator to the satisfaction of an Air Force instructor (or approved civilian (i.e., ATS, etc.) instructor for simulator-creditable events) for all events in the RTM Flying training tables in which they have lost currency, except as otherwise noted above.

4.10.1.4.2. Non-Current Exceeding Six Months. A crewmember who remains non-current exceeding 6 months for flying training events identified as “leading to unqualified status” in the RTM flying training tables is designated as unqualified in the aircraft. The crewmember shall complete Sq/CC-directed requalification training in accordance with [paragraph 2.9](#) followed by an aircrew evaluation in accordance with AFMAN 11-2EAV2. (T-2). Sq/CC-directed training and evaluation will include all delinquent training items. (T-2). Updated currency will be established in accordance with [paragraph 4.4.1](#) Upon successful completion of the required evaluation. (T-2). **Note:** For all other currency events, refer to [paragraph 4.10.1.4.1](#)

4.10.2. Failure to Complete Semi-Annual Volume Flying Training Requirements. Crewmembers, who fail to accomplish the total number of each required semi-annual training events (full or prorated volume, as appropriate) in the most current RTM, become NMR for the individual event(s) on the first day of the new semi-annual training period. Sq/CCs will take the following actions at the end of the semi-annual training period:

4.10.2.1. Review ARMS products for those crewmembers who become overdue for volume events. (T-3).

4.10.2.2. Place each overdue crewmember in NMR/N-BMQ/N-BAQ status (as appropriate). (T-3).

4.10.2.3. Formulate a get-well plan to re-establish individual currencies. (T-3).

4.10.2.4. Assure that each NMR crewmember is under direct instructor supervision while performing the overdue event(s) until currency is regained or a waiver has been approved. (T-2). **Exception:** Aircraft Commanders who are overdue for an oceanic sortie (MB30Y) may fly in command on non-oceanic missions. Pilots may regain oceanic currency while under the supervision of an oceanic current and qualified MP or higher. (T-3).

4.10.2.5. Document crewmember on an “End of Semi-Annual NMR/N-BMQ/N-BAQ” letter with incomplete events and required actions for each crewmember to regain currency. This allows for tracking of overdue events after ARMS tables are “rolled over” to the new semi-annual period. The default volume of training necessary will be one event unless documented as greater on the “End of Semi-Annual NMR/N-BMQ/N-BAQ” letter. (T-2). **Note:** Overdue currency and ground continuation training are not included/tracked on the “End of Semi-Annual NMR/N-BMQ/N-BAQ” letter. **Note:** Letters should be accomplished/maintained electronically using a MAJCOM-approved electronic training database (i.e., GTIMS), but may be accomplished and maintained manually if GTIMS is not yet adopted.

4.10.2.6. Regaining currency for Flying Training Events. Crewmembers may regain currency using one of two methods. Crewmembers either complete Sq/CC-assigned training events or they may be granted a waiver.

4.10.3. Failure to Complete Ground Continuation Training Requirements.

4.10.3.1. Declare aircrew members who fail to complete ground continuation training events required by the RTM as NMR (as applicable) for the/those specific training event(s). Designate those crewmembers as NMR/N-BMC/N-BAQ until currency is regained or a waiver is granted. The crewmember shall not deploy until required ground training has been accomplished. **(T-3). Exception:** Non-current crewmembers may fly unsupervised on local, routine, intra-theater (for OCONUS-based units) and CONUS missions (for CONUS-based units) according to the RTM on sorties not requiring the specific ground training event(s).

4.10.3.2. Do not designate aircrew members who fail to complete aircrew specific mobility training events required by the RTM as NMR/N-BMC/N-BAQ, but restrict the crewmember from performing missions requiring the delinquent event(s) until the required training is accomplished or a waiver is granted. **(T-2).**

4.10.3.3. Regaining Currency for Aircrew Ground Continuation Training Events. A crewmember has two options to regain currency for ground continuation training events. The crewmember completes the required ground training to re-establish currency or is granted a waiver.

4.10.3.4. Crewmember Restrictions: Crewmembers who are overdue for Ground Continuation Training Events, with the exception of mandatory grounding items noted in the RTM, may be permitted to fly on specific sorties under instructor supervision, provided the overdue training event(s) is/are not applicable to that sortie. **Exceptions:** Crewmembers who are overdue for Combat Survival Training (SS02) may fly non-combat missions in accordance with AOR SPINS and foreign clearance guide. Crewmembers who are overdue for Water Survival Training (SS05) may fly non-overwater missions. An individual NMR for failure to complete Hazardous Cargo Ground Training (GD39Y) may fly unsupervised on local training missions only with Sq/CC approval until training is completed.

4.10.4. Waivers. Crewmembers may be granted a waiver in accordance with [paragraph 1.5.9](#) to reestablish flying and ground training event currency. Document waivers, when determined appropriate, in accordance with this manual and/or the RTM. Commanders will base the decision to waive a continuation training event on the individual crewmember's experience and proficiency level. **(T-2).** Considerations such as a crewmember's availability, manning shortfalls, etc. are not appropriate reasons for granting continuation training waivers. A waiver extends the due date for the specific ground event(s), but does not delete the requirement. Aircrew members should complete the ground event(s) to re-establish currency as soon as possible after currency is lost. **Note:** AMC and AFRC units are required to use GTIMS for waiver documentation.

4.10.5. Individuals who, by the nature of their crew position, are NMR or already require instructor supervision (e.g., some individuals in MQT, FTL E crewmembers) do not need to be separately placed in supervised status over and above what their crew position or training

program already confers on them. Units will track the following as NMR for readiness purposes:

4.10.5.1. Crewmembers in an upgrade training program who are already qualified and mission ready (e.g. instructor upgrade, AC upgrade) who fail to maintain currency or complete required continuation training in their current crew position. **(T-2).**

4.10.5.2. Crewmembers who are undergoing training as a result of a failed evaluation. **(T-2).**

4.10.6. Make-up training (ground or flying) is creditable towards the new training period.

4.11. Requirements Before PCS or TDY By Members On Active Flying Status. See AFMAN 11-202V1.

4.12. Requirements Before Removal From Active Flying. See AFMAN 11-202V1.

4.13. Requirements While In Inactive Flying Status. See AFMAN 11-202V1.

4.14. Aircrew Flying in Non-US Air Force Aircraft and with Non-US Air Force Units. See AFMAN 11-202V1.

4.15. Training Period. Continuation training program is based on a static 6-month period, for example: 1 January - 30 June or 1 July - 31 December.

Chapter 5

UPGRADE TRAINING

5.1. General Requirements. This chapter identifies general prerequisites and training requirements for upgrade. See minimum flying-hour requirements and prerequisites in [Table 5.1](#)

5.1.1. The flying time prerequisites for upgrade are based on a crewmember having gained the knowledge and judgment required to safely and effectively perform assigned duties in support of the unit's missions. Therefore, it is essential that unit-level training programs focus efforts to develop each crewmember's knowledge and judgement as he or she progresses through their flying career.

5.1.2. General Requirements for Formal Upgrade Courses. The following items are basic requirements for formal upgrade training programs (not all-inclusive).

5.1.2.1. Completion of applicable ground and flying requirements required by this manual.

5.1.2.2. Completion of academic prerequisites and special requirements detailed in the ETCA.

5.1.2.3. In-depth knowledge of aircraft systems, operating policies, governing instructions, applicable tactics, techniques and procedures for their MDS.

5.1.2.4. Achieve the minimum flying-hour prerequisite **Note:** WST time may be used to credit "MDS Total Time" for AC upgrade candidates (N/A AFRC).

5.1.3. Waiver Authority for Formal Course Prerequisites. The OG/CC, in accordance with [paragraph 1.5.2](#), is the designated waiver authority for flying-hour prerequisites required for entry into formal upgrade courses defined by [Table 5.1](#) Consult the course syllabus and/or the organization establishing the requirement for other waiver authority determinations.

5.1.4. Crewmembers in an upgrade training program who are currently qualified and mission ready (e.g. instructor upgrade, AC upgrade) may fly unsupervised in their current crew position. A planned training sortie will not be reclassified to avoid documenting substandard performance. Crewmembers will complete continuation training requirements for their current crew position and FTL until certified in their new crew position.

5.2. Upgrade Prerequisite Summary (Pilot & All Other Crew Positions). Refer to [Table 5.1](#), [Table 5.2](#), and MAJCOM Supplement for upgrade prerequisites.

5.2.1. Mission Ready Upgrades.

5.2.2. Pilot (FPQ). Upgrade to FPQ requires demonstrated proficiency in mission planning, pre-departure, in-flight and post-flight procedures, special procedures and aircraft systems before certification.

5.2.3. Mission Ready Flight Engineer (MF). Upgrade to MF requires demonstrated proficiency in mission planning, pre-departure planning, in-flight operation, post-flight procedures, special procedures, mission coordination, aircraft systems and aircraft taxi procedures (if required) before qualification.

5.2.4. Mission Ready Communication Systems Operator (MK). Upgrade to MK requires demonstrated proficiency in mission planning, pre-departure, in-flight and post-flight procedures, special procedures and systems before qualification.

5.2.5. Mission Ready Flight Attendant (MT). Upgrade to MT requires demonstrated proficiency in mission planning, culinary arts, pre-departure, in-flight and post-flight procedures, special procedure and systems before qualification.

Table 5.1. Upgrade Prerequisite Summary (Pilot).

	From	To	Course Prerequisites	Tasks/Events Required Before Certification	Note:
Initial Qual	UP	FPN	SUPT Graduate AND Previously-qualified in other MDS	PIQ Instrument/Qualification Evaluation	1, 5, 7
Mission Qual	FPN	FPQ	Successful completion of PIQ	Mission Qualification Course Instructor Recommendation	
Upgrade	FPQ	MP	Sq/CC Recommendation AND EITHER 1,000 Total Flight Hours OR MWS IP w/100 Hours PAA	ACIQ Instructor Recommendation Operational Mission Evaluation (OME) Certification board	1, 2, 3
	MP	IP	Sq/CC Recommendation AND 100 Hours PAA AND 6-months Post-MP Certification	Pilot Instructor (PIN) Course Pilot Instructor Flight Evaluation Certification board	3, 4, 5, 6
	IP	EP	Sq/CC Recommendation	In-Unit Training Certification board	3
Note: Total flying hours represents all flying time logged aboard a fixed wing aircraft as a “military” Pilot including UPT, Student and “Other” time (TFT does not include time in another aircrew specialty or RPA time). Simulator time is creditable to meet TFT requirement.					

Note:

1. Pilots remaining in BAQ status (certain staff positions, etc.) are required an Initial Instrument/Qualification flight evaluation and Sq/CC certification board. Pilots progressing onto mission ready status do not require a certification board for initial instrument/qualification.
2. Recommended by an instructor with the concurrence of the operations officer.
3. Total/PAA time may be further restricted by OG/CC. See MAJCOM Supplement.
4. All flying-hour requirements will be attained prior to starting an IP upgrade program.
5. The unit training chief will ensure AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement* is signed prior to beginning initial or upgrade training according to AFI 36-2107. Prior MDS instructor crewmembers going through instructor upgrade in-unit incur no ADSC.
6. Flying time in C-37A and C37B may be credited towards required PAA time for upgrade.
7. Previous MDS experience as required, per AFRC & NGB guidance.

Table 5.2. Upgrade Prerequisite Summary (All Other Crew Positions).

	From	To	Course Prerequisites	Tasks/Events Required Before Certification	Note:
Initial Qual	UF, UK, UT	BAQ (FF)	in accordance with Chapter 2	Contractor-Provided IQT Initial Qualification Flight Evaluation	3
Mission Qual	BAQ (FF)	MF	in accordance with Chapter 3	In-Unit MQT Initial Mission Flight Evaluation	1, 3
Initial/ Mission Qual	UF, UK, UT	MF, MK, MT	Chapter 2 Requirements AND Chapter 3 Requirements	IQT and MQT Training Initial Mission/Qualification Flight Evaluation	1
Upgrade	MF, MK, MT	IF, IK, IT	Sq/CC Recommendation AND Chapter 5 Requirements	In-Unit Instructor Upgrade Course Instructor Flight Evaluation Certification board	2
Upgrade	IF, IK, IT	EF, EK, ET	Sq/CC Recommendation AND Chapter 5 Requirements	In-Unit Evaluator Upgrade Requirements Certification board	2

Note:

1. Recommended by an instructor with the concurrence of the Operations Officer.
2. Hours and time requirements will be established by Sq/CC.
3. VC-25 Flight Engineer

5.3. Mobility Pilot Development (MPD) Program. MPD is a program for PIQ graduates leading to AC certification in certain MWS. MPD is not applicable to OSA/EA MDS aircraft types and therefore not included in this manual.

5.3.1. Global Reach Aircraft Commander Course (GRACC) (CP11Y). This event is an essential familiarization with the operational command and control structures and mission management oversight that resides at the AMC headquarters level. See [paragraph 1.17.2](#) for scheduling and [Chapter 7](#) for additional course details. Attendance is optional, but highly-encouraged, for executive airlift Pilots, if they have not previously attended this course. **Note:** GRACC attendance is a one-time event that is transferrable to all MAF weapons systems.

5.3.2. Document GRACC in ARMS using code CP11Y.

5.4. MPD Program Continuation Training. Not applicable to MDS in this AFMAN.

5.5. Aircraft Commander Upgrade (Non-MPD). Use of MAJCOM-approved training program and/or syllabus is mandatory. (T-2). See [Table 5.1](#) for specific prerequisites and items required for certification.

5.5.1. General. The flying time prerequisites for upgrade are based on the pilot having gained the knowledge and judgment required to effectively accomplish the unit's missions. Sq/CCs will ensure their continuation training programs emphasize these areas. AC candidates will have an in-depth knowledge of systems, procedures, and instructions before entering the formal upgrade program. Units are encouraged to develop pilot checkout programs that provide and track seasoning in order to prepare pilots for upgrade. The following guidance applies:

5.5.2. AC Candidate. All pilots are in continuous Aircraft Commander upgrade training and are considered AC candidates.

5.5.3. Pilot Checkout. The process for Aircraft Commander certification consists of completion of the in-unit upgrade course which culminates in an Operational Mission Evaluation.

5.5.4. AC Certification. Pilots will not be designated pilot in command until certified as an aircraft commander by the Sq/CC. Pilots will complete all "tasks and events required" in [Table 5.1](#)

5.6. Aircrew Instructor Program. The instructor course is designed to teach selected crewmembers the fundamentals and concepts of instructing. Select instructor candidates based on experience, judgment, ability to instruct, flying skill and technical knowledge.

5.6.1. See [Table 5.1](#) or [Table 5.2](#) for instructor upgrade prerequisites.

5.6.2. Instructor candidates will successfully complete the MAJCOM-approved Pilot Instructor Course (PIC) and Instructor Flight Evaluation prior to being considered for certification. (T-2).

5.6.3. Upon certification, aircrew instructors are qualified instructors for all mission qualification events in which they maintain currency.

5.6.4. Instructor Responsibilities:

5.6.4.1. AF instructors require competency as subject matter experts adept in the methodology of instruction. They also require proficiency in observing, diagnosing and critiquing student performance, identifying learning objectives and student difficulties; and prescribing and conducting remedial instruction using both platform and in-flight instruction.

5.6.4.2. Provide thorough pre-flight briefings, post-flight briefings and critiques. Instructors will comply with requirements of mission outlines, as appropriate, for the type mission being flown.

5.6.4.3. Review each student's training record prior to each training session; observe, document and report student performance during each training session; provide unbiased constructive feedback to the student regarding their performance during the training period; and accurately document student performance and instructor recommendations in the student's training record.

5.6.4.4. Ensure all required upgrade training items are completed, signed off and proficiency demonstrated in accordance with AFMAN 11-2EAV2 grading criteria before recommending the student for evaluation, or certifying the student as qualified in a tactic or mission. Instructors should further ensure training, operations sections and the flight commander (or designated representative) is apprised of the student's status.

5.6.4.5. IPs are responsible at all times for flight conduct and aircraft safety. Should the student's judgment or proficiency at the controls raise a question in the instructor's mind as to the student's ability to safely complete a prescribed maneuver at any time during the flight, the instructor will immediately assume aircraft control. The instructor should then explain and demonstrate proper tactics, techniques and/or procedures for the maneuver prior to the trainee resuming control of the aircraft. All instructors will place special emphasis on procedures for positively identifying emergency conditions before initiating corrective action.

5.7. Flight Examiner Certification. The Flight Examiner Course is designed to teach selected instructors the fundamentals and concepts of evaluating aircrew performance against a variety of aviation performance and knowledge standards. Select evaluator candidates based on experience, proficiency, judgment, flying skill, instructional performance and technical knowledge. Flight examiner prerequisites are found in [Table 5.1](#) or [Table 5.2](#)

5.7.1. Sq/CC will recommend instructors for flight examiner certification. (T-2). Instructors identified for flight examiner certification are required to possess superior knowledge of AMC training and evaluation policies and procedures and the ability to administer evaluations according to applicable publications.

5.7.2. Flight examiner candidates will:

5.7.2.1. Complete an appropriate flight evaluator course (where available) for their crew position. **(T-2).** **Note:** Sq/CCs may waive this requirement if the candidate is a previously qualified flight evaluator in any USAF aircraft.

5.7.2.2. Observe qualified examiners conducting a cross-section of evaluations, to include techniques used to evaluate aircraft systems and flight directive knowledge. **(T-3).** **Exception:** Optional for previously-qualified USAF examiners.

5.7.2.3. Demonstrate comprehensive knowledge and application of command policies, AFMAN 11-202V1, AFI 11-202, Volume 2, *Aircrew Standardization and Evaluation Program*, AFMAN 11-2EAV2, this manual and MAJCOM supplements. **(T-3).** **Exception:** Previously-qualified AMC examiners may accomplish via a thorough examiner led briefing of these items to update their knowledge and understanding.

5.8. Special Qualifications and Certifications. Certain aircrew qualifications and certifications are trained after completion of formal qualification and do not affect mission ready status. Special qualifications and certifications may require an evaluation or only an AF Form 4324 update. These programs are usually taught at the unit level by Air Force instructors of like specialty.

5.8.1. C-37 Pilot Aspen Certification : KASE (Aspen) LOC distance measuring equipment (DME) RWY 15 certification is a multi-step process that consists of initial and recurring classroom and simulator training. The civilian contracted FAA-approved course has been designed to familiarize pilots with the special procedures associated with the RWY 15 Approach. Normal and abnormal procedures are covered in the Aspen Special Approach initial and recurrent training.

5.8.1.1. Initial Certification: Pilots will be trained through a MAJCOM-approved, FAA-certified Aspen Ops Initial Course and will then be certified to the PIC level. **(T-2).** To be qualified at the PIC level, each pilot shall conduct at least one LOC DME RWY 15 IAP with a Current and Qualified Aspen Instructor (the ATS Instructor fulfills this requirement) or Aircraft Commander. **(T-2).** This observation can be accomplished in the simulator or the aircraft.

5.8.1.2. Recurrent Training: Pilots will complete an FAA-certified Aspen Ops Recurrent Course every 12 months. **(T-2).**

5.8.1.3. Currency: To maintain currency, all pilots shall have flown the LOC DME 15 IAP at least once (aircraft or simulator) within the preceding 180 days and completed recurrent training within the previous 12 months. **(T-2).**

5.8.1.3.1. Instructors may not log an observed approach to count for their KASE currency. Currency should be maintained while attending pilot proficiency sims or normal recurrent training.

5.8.1.3.2. If currency is lost, then the pilot shall accomplish the approach with a certified and current Instructor (ATS or Air Force). **(T-2).**

5.8.1.4. Documentation. Units track Aspen Certification on the Letter of Xs and/or create local X-events to log and track certification and currency. **(T-2).**

5.8.2. C-37B Pilot RNP AR Certification: Civilian contracted course provides training of sufficient detail on the aircraft navigation systems to enable the Pilot to identify failures

affecting the aircraft's RNP capability and then apply the appropriate contingency procedures. The required training concludes with both knowledge and skill assessments to determine the crewmembers' proficiency. Pilot complete the ground and flight training segments of the program before they can obtain authorization to engage in RNP AR operations.

5.8.3. First Flight Attendant (1st FA) Certification. Use of unit developed training program is mandatory. **(T-2).** Exception: for C-37A/B initial upgrade training use of MAJCOM-approved training program and/or syllabus is mandatory.

5.8.3.1. General. Sq/CCs will ensure prior to entering a unit-level certification program, Flight Attendants are provided sufficient opportunities to gain the experience and seasoning required for satisfactory duty performance and progression. Units will develop a program that defines and tracks proficiency, experience and aptitude for 1st FA upgrade. **(T-2).** The prerequisites for 1st FA Certification are based on the FA having gained experience, judgement, knowledge and qualification to become a 1st FA. Candidates will have an in-depth knowledge of safety, systems, procedures, and instructions before entering the formal upgrade program. Sq/CC will ensure their prerequisite guidelines emphasize these areas.

5.8.3.2. 1st FA Candidate. All MT FAs will be considered as candidates for 1st FA upgrade training based on a unit Sq upgrade process.

5.8.3.3. 1st FA Certification. FAs will not be designated 1st FA until certified by the Sq/CC.

Chapter 6

AIRCREW TRAINING SYSTEM (ATS)

6.1. General Requirements. OSA/EA training contractors provide academic, simulator and technical training to USAF crews operating commercial derivative aircraft. The Air Force conducts flight training and evaluations. Training is conducted at the contractors Federal Aviation Administration (FAA) approved training center by FAA certified instructors. Initial training is provided using the Commercial Airline Transport Pilot (ATP) Type Rating/Certification Standard. USAF difference training is conducted in unit.

6.2. Applicability. As defined in AFMAN 11-202V1. The ATS is civilian contractor-provided aircrew training in concert with Air Force instruction. This chapter applies to all crewmembers attending formal schools using ATS courseware or attending ATS initial, upgrade, or refresher training. Simulator training contracts govern USAF-contractor relationships and obligations and may only be modified by the contracting officer. Units will not levy additional requirements on contracted training organizations. **(T-2).** Contact AMC/A3TA with recommended changes to the aircrew training program.

6.3. Dedicated Training Time. As defined in AFMAN 11-202V1. It is imperative that students complete their training in a timely and uninterrupted manner. Students will enroll on a full-time basis and be relieved from duties not directly related to training. **(T-3). Exception:** Supervisory personnel may continue their normal duties as time permits.

6.4. Course Prerequisites. Each ATS course is designed and based on student prerequisites being met. Prerequisites may include a minimum number of flying hours, squadron operations officer recommendation and completion of applicable training guides. Consult the specific training syllabus, training guide or ETCA to determine student entry level for each course.

6.4.1. FAA Prerequisites. When an ATP Rating Type Certification is allowed under the individual contract, the AF student is personally responsible for all FAA prerequisites prior to the evaluation.

6.4.2. The AF will not fund FAA prerequisite training (i.e., ATP written examination, etc.).

6.5. Crew Resource Management/Threat and Error Management (CRM/TEM).

6.5.1. CRM/TEM Development. CRM/TEM has been designed to train aircrew members to cope with human behavior concerns that potentially affect aircrew performance and safety. Effective Pilot monitoring (PM) behaviors and relevant verbalize, verify and monitor (VVM) skills are also trained. Documented studies of aircraft accidents and additional data suggest that most human behavioral problems observed among aircrews can be grouped into three primary categories: interpersonal communications, situational awareness and team leadership.

6.5.2. CRM/TEM Program. CRM/TEM is presented on a recurring basis throughout training. An introduction to CRM/TEM is presented during initial qualification training. Refresher training missions are accomplished during simulator proficiency periods. These training periods are dedicated to reviewing and applying CRM/TEM principles, effective PM behaviors and relevant VVM skills.

6.6. Lesson Objectives.

6.6.1. Lesson Objective Development. All objectives will meet FAA requirements for individual course certification.

6.6.2. Lesson Objective Description. These are subject to changes in the contract.

6.6.3. Lesson Objective Use. Instructors and examiners use lesson objectives as a reference document to establish training and evaluation standards. Submit recommended changes through MAJCOM channels.

6.6.4. Contractor Course Material. Training contractors provide student guides, training guides and appropriate course material in accordance with the performance work statement. Each commercial course is certified by the FAA to meet commercial training standards.

6.7. Course Critique. Upon completion of training, the contractor shall provide each student with a copy of AMC/A3TA, Student Course Critique. Filling out this critique is mandatory for USAF students. **(T-2).** To receive payment, the contractor shall forward the completed course critique along with the invoice to AMC/A3TA. **(T-2).** AMC OSA/EA contracting officer representatives review all student critiques for training quality assurance. Students should notify their unit DOT if any issues are experienced (e.g., sim malfunctions that impact training) while attending contractor provided training. Units should then contact the OSA/EA training manager for resolution.

6.8. Unsatisfactory Student Progress.

6.8.1. If a student's training progress is unsatisfactory, the contractor notifies the government representative (group training, operations officer, etc.). Following a joint Air Force and ATS contractor review of the student's record, the unit will determine whether to continue or terminate training.

6.8.2. The contractor provides written feedback to the AMC/A3TA, unit Sq/CC and training office for students who display substandard performance.

6.8.3. Remediation Procedures. AMC/A3T, AFRC/A3M, or NGB/A3M will receive prompt notification from the unit of failed course completion. Remediation subsequent to a failed course may be the ATS contractor's responsibility, Air Force's responsibility, or a joint responsibility, depending on the nature of failure. In every case, close coordination is required to achieve maximum trainee progress.

6.9. Courseware Changes.

6.9.1. Submit courseware changes through appropriate MAJCOM channels, with informational copies to AMC/A3T, AFRC/A3M or NGB/A3M.

6.9.2. Master Task List (MTL) and Evaluation Standards Document (ESD).

6.9.2.1. MTL/ESD Purpose. The MTL/ESD is used to provide the basis for courseware development. The MTL/ESD will be approved by AMC/A3TA and is the evaluation criteria for validating an aircrew member's performance. Flight examiners and instructors who evaluate or train crewmembers use the MTL/ESD to determine the ability of an individual to meet the performance levels required to be mission-qualified.

6.9.2.2. MTL/ESD Use. If used, flight evaluators and instructors training and evaluating crewmembers use the MTL/ESD. Ensure distribution of the MTL/ESD is sufficient to ensure that each squadron has reference copies for each crew position. Recommended changes will be submitted through Air Force channels using an approved quality assurance change proposal (QACP) process. Changes to the MTL/ESD may result in changes to associated courseware.

6.10. Scheduling. Student scheduling for academic and simulator training classes will be in accordance with the terms of the individual training contract.

6.10.1. In the event agreement cannot be reached on scheduling of a class or classes, the matter shall be referred to the contracting officer for resolution. The contractor shall submit a list of class attendees (to include student name, organization and date of training AMC/A3TA no later than three days prior to class start.

6.10.2. Training contracts have a specific lead time requirement to either schedule a training class or to cancel a scheduled class. Understanding the contractor's cancellation policy is critical. Failure to meet a cutoff date could lead to the Government paying for training not received. The Government is normally not liable for payment if the late cancellation is due to death, injury, illness, or an emergency that requires scheduled training to be cancelled.

6.11. Responsibilities.

6.11.1. Training contractor: The contractor is obligated to comply with the terms of the contract. Review the current contract for up to date contractor responsibilities.

6.11.2. AMC/A3T, AFRC/A3M, or NGB/A3M :

6.11.2.1. Provide appropriate lead command and user command oversight of contract training programs.

6.11.2.2. Ensure that contractor-provided academic and ATD training comply with the policies, guidelines and directives established by AMC headquarters and the current training contract.

6.11.2.3. Review all recommended initiatives directed toward OSA/EA training contracts. This includes recommendations for changes submitted by the contractor or other Air Force agencies.

6.11.2.4. Coordinate Air Force training requirements with the contractor to ensure effective utilization of all contractor provided academic and ATD training.

6.11.2.5. Monitor training device utilization, availability and ensure equipment malfunctions are corrected through coordination with the training contractor when required.

6.11.2.6. Review all initial qualification and refresher training courses and mission scenarios. Changes should be made as necessary when aircraft systems, operating procedures, or mission and command training requirements are modified or changed.

6.11.2.7. Submit annual contract training requirements to the responsible contracting officer via AMC/A3TA in accordance with [paragraph 6.11.4.2](#)

6.11.3. OSS/OSTs, PAG/DOT, AFRC/A3M and 201 AS/DOT:

6.11.3.1. Evaluate contractor instruction through the review of crewmember feedback, evaluator feedback and schoolhouse feedback. Inform AMC/A3TA if standards are compromised with recommendations for action/resolution. (T-2).

6.11.3.2. Review ETCA and adhere to its guidance and procedures concerning requesting, allocating, sub allocating and confirming attendance at scheduled formal training courses. (T-2). Close coordination is imperative to ensure effective utilization of training slots and contractor resources.

6.11.3.3. **OSS/OST Training Manager** will ensure all personnel assigned scheduling duties are knowledgeable of contract scheduling lead time and financial penalty requirements before they are authorized to contact a contractor's scheduling office (may be delegated to squadron level). (T-2).

6.11.4. Squadron Training Officer (Sq/DOT) will:

6.11.4.1. Review simulator refresher training and provide OSS/OST recommendations to improve the program. (T-2).

6.11.4.2. Projected fiscal year (FY) requirements. Units will submit projected FY training requirements NLT 1 June to AMC/A3TA. (T-2).

6.11.4.3. Comply with the contracts required lead time and information requirements to schedule a classes. (T-2).

6.11.4.4. Comply with the training contract required lead time and notification requirements to cancel an individual class. (T-2). Scheduling a class creates a contractual financial obligation. If contract cancellation policies are not complied with, the Government (Unit Training Funds) may be required to pay for training not received. The Government is normally not liable for payment if the late cancellation is due to death, injury, illness, or an emergency that requires scheduled training to be cancelled. Each cancellation is reviewed by the contractor, the AMC training manager and the AMC contracting officer.

6.11.4.5. Units desiring to use returned quotas will notify AMC/A3TF, AFRC/A3M or ANG/A3T and MAJCOM training office. (T-2). In the event that more than one unit desires to utilize the quota, final determination will be made by AMC/A3TA, AFRC/A3T, or NGB/A3M.

6.11.4.6. Units desiring to trade quotas may not do so without AMC approval; request changes through AMC/A3TA, AFRC/A3M, or NGB/A3M before the trade occurs, for accountability and billing purposes. (T-2).

6.11.4.7. Requests for additional training quotas will be submitted directly to AMC/A3TA, AMC/A3TF or NGB/A3M. (T-2).

6.12. Flights Aboard USAF Aircraft for Contract Training Instructors. Contractor personnel may fly according to the terms of the current government contract, provided they have a valid FAA Class 2 physical and they comply with applicable DOD and AFI/AFMAN guidance, to include DoDI 4515.13-R, *Air Transportation Eligibility* and AFI 11-401.

Chapter 7

ARMS IDENTIFIERS AND COURSE DESCRIPTIONS

7.1. Description.

7.1.1. ARMS event identifiers have been revised and standardized across mobility platforms and grouped to provide improved functionality for the MAF.

7.1.2. In accordance with SECAF guidance, ancillary training CBT events may be completed via other methods by an appropriately-qualified trainer using the approved training outlines downloaded from ADLS. Always update the correct training system of record following completion of any training event. **(T-1)**.

7.1.3. Records and Documentation. Units are responsible to ensure that training accomplishment is appropriately recorded in the training system of record (e.g., ADLS, etc.) for the specific training course/event, when tracked for convenience in another system (e.g., GTIMS, ARMS, etc.). **(T-1)**. ARMS or GTIMS (or MAJCOM-approved electronic equivalent) may be used to generate a computerized letter of X's; however, ARMS remains the system of record for aircrew training. Course instructors deliver required forms to the appropriate scheduling and training documentation sections within one duty day after teaching a course. AFI 33-360 or governing functional publication may prescribe alternate/additional forms to document certain training. **(T-3)**. **Exception:** Small arms training is recorded on AF Form 522, *USAF Ground Weapons Training Data*, and provided to the student upon completion of the training course, as prescribed by AFI 36-2654, *Combat Arms Program*. Students shall then log the training with the appropriate scheduling, training and tracking section. **(T-3)**. **Note:** Refer to [Attachment 2](#) for training documentation guidance. **(T-2)**.

Table 7.1. ARMS Identifier Groups.

Identifier	Group	Paragraph
AA	USAF-Directed Evaluation Events	7.2.
AB	USAF-Directed Examination Events	7.3.
AC	General Evaluation Events	7.4.
AL	Landing Events	7.5.
AP	Approach Events	7.6.
AT	Start, Taxi, and Take-Off Events	7.7.
AX, AZ	Commercial Events & Abnormal Procedures	7.8.
CE, CM, CP, CQ, CS, CT	Certification Events	7.9.
FF	Flight Surgeon Events	7.10.
GC, GD	General Ground and CBT Events	7.11.

GE	Expeditionary Training Events	7.12.
GH	Communications Training & Communications Equipment Events	7.13.
GM	Mobility Training Events	7.14.
GS	Senior Officer Course Events	7.15.
GX	Simulator Events	7.16.
LL	Aircrew Flight Equipment Training Events	7.17.
MB	Mission/Sortie Events	7.18.
PC	Aircraft Communications Equipment Events	7.19.
QF	Flight Attendant Qualification Events	7.20.
SS	SERE Events	7.21.
TW	Tactical Aircraft Events	7.22.
X	Unit-Defined Events	7.23.

7.2. Headquarters USAF-Directed Evaluation (AA) Events.

- 7.2.1. **AA01** – Evaluation, Qualification.
- 7.2.2. **AA02** – Evaluation, Qualification (Simulator).
- 7.2.3. **AA11** – Evaluation, Instrument.
- 7.2.4. **AA12** – Evaluation, Instrument (Simulator).
- 7.2.5. **AA21** – Evaluation, Combined Qualification Instrument.
- 7.2.6. **AA22** – Evaluation, Combined Qualification Instrument (Simulator).

7.3. Headquarters USAF-Directed Examination (AB) Events.

- 7.3.1. **AB01Y** – Qualification Open Book Examination.
- 7.3.2. **AB03Y** – Qualification Closed Book Examination.
- 7.3.3. **AB07Y** – Emergency Procedures Examination.
- 7.3.4. **AB09Y** – Instrument Refresher Course (IRC) Examination.

7.4. General Evaluation (AC) Events.

- 7.4.1. **AC19Y** – Instructor Evaluation.
- 7.4.2. **AC23Y** – Mission Evaluation.
- 7.4.3. **AC29Y** – Operational Mission Evaluation (OME).
- 7.4.4. **AC35Y** – Senior Staff (Basic Qualification) Evaluation.
- 7.4.5. **AC41Y** – Flight Evaluation Folder (FEF) Review.

7.5. Landing (AL) Events.

7.5.1. AL01Y – Landing.

7.5.1.1. Purpose: Continuation training for Pilots.

7.5.1.2. Description: Training for Pilots to maintain proficiency in landing the aircraft. Any landing actually accomplished (full stop, touch-and-go, stop-and-go).

7.5.1.3. OPR: AMC/A3T.

7.5.1.4. Training Media: WST (Level-C or better) or Aircraft.

7.5.1.5. Instructor: Not required for continuation training.

7.5.1.6. Additional Information: Creditable only by Pilot Flying (PF).

7.5.2. AL03Y – Landing-Secondary Aircraft.

7.5.2.1. Purpose: Continuation training for Pilots.

7.5.2.2. Description: Training for Pilots to maintain proficiency in landing a secondary aircraft (when authorized/assigned). Any landing actually accomplished in the secondary aircraft (full stop, touch-and-go, stop-and-go).

7.5.2.3. OPR: AMC/A3T.

7.5.2.4. Training Media: WST (Level-C or better) or Aircraft.

7.5.2.5. Instructor: Not required for continuation training.

7.5.2.6. Additional Information: Creditable only by Pilot Flying (PF).

7.5.3. AL13Y – Landing-Left Seat.

7.5.3.1. Purpose: Continuation training for Pilots.

7.5.3.2. Description: Training for Pilots to maintain proficiency in landing the aircraft from the left seat. Any landing actually accomplished (full stop, touch-and-go, stop-and-go).

7.5.3.3. OPR: AMC/A3T.

7.5.3.4. Training Media: WST (Level-C or better) or Aircraft.

7.5.3.5. Instructor: Not required for continuation training.

7.5.3.6. Additional Information: Creditable only from the left seat by Pilot Flying (PF). Also credits AL01Y.

7.5.4. AL15Y – Landing-Night Unaided.

7.5.4.1. Purpose: Continuation training for Pilots.

7.5.4.2. Description: Training for Pilots to maintain proficiency in landing the aircraft. Any landing actually accomplished (full stop, touch-and-go, stop-and-go) between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac without use of night vision devices (i.e., NVG).

7.5.4.3. OPR: AMC/A3T

7.5.4.4. Training Media: WST (Level-C or better) or Aircraft.

7.5.4.5. Instructor: Not required for continuation training.

7.5.4.6. Additional Information: Creditable only by Pilot Flying (PF) during the required time period. Also credits AL01Y.

7.5.5. AL19Y – Landing-Right Seat.

7.5.5.1. Purpose: Continuation training for Pilots.

7.5.5.2. Description: Training for Pilots to maintain proficiency in landing the aircraft from the right seat. Any landing actually accomplished (full stop, touch-and-go, stop-and-go).

7.5.5.3. OPR: AMC/A3T.

7.5.5.4. Training Media: WST (Level-C or better) or Aircraft.

7.5.5.5. Instructor: Not required for continuation training.

7.5.5.6. Additional Information: Creditable only from the right seat by Pilot Flying (PF). Also credits AL01Y.

7.5.6. AL25Y – Landing-Touch-and-Go.

7.5.6.1. Purpose: Continuation training for Pilots.

7.5.6.2. Description: Training for Pilots to maintain proficiency in landing the aircraft followed immediately by a take-off (without stopping).

7.5.6.3. OPR: AMC/A3T

7.5.6.4. Training Media: WST (Level-C or better) or Aircraft.

7.5.6.5. Instructor: Not required for continuation training.

7.5.6.6. Additional Information: Creditable only by Pilot Flying (PF) when a touch-and-go event is successfully completed. Also credits AL01Y.

7.6. Approach (AP) Events.

7.6.1. **AP03Y** – Approach-Area Navigation (RNAV), Required Navigation Performance (RNP), OR Global Positioning System (GPS). See RTM for continuation training requirements. Approaches flown using certified approaches from the flight management system to required specifications. Creditable only by Pilot Flying (PF).

7.6.2. AP07Y – Approach-Circling.

7.6.2.1. Purpose: Continuation training requirement for Pilot proficiency.

7.6.2.2. Description: Approach maneuver to align the aircraft with a runway for landing when a straight-in landing from an instrument approach is not possible or desirable.

7.6.2.3. OPR: AMC/A3T.

7.6.2.4. Training Media: WST (Level-C or better) or Aircraft.

7.6.2.5. Instructor: Not required for continuation training.

7.6.2.6. Additional Information: See RTM for continuation training requirements. Creditable only by Pilot Flying (PF). Only credit the event when a safe landing is accomplished or if at the decision point the crew determines a safe landing is possible. It is not necessary to fly the entire instrument approach procedure; however, the portion from the final approach fix to missed approach point followed by a successful circling maneuver and either a landing or an ATC-coordinated missed approach procedure (may include verbal missed approach instructions) is required. Reference AFMAN 11-202V3 for additional information. Also credits AP33Y and may credit other approach events when meeting specified criteria for those events.

7.6.3. **AP13Y** – Approach-Heads-Up Display (HUD)/Enhanced Visual System (EVS).

7.6.3.1. Purpose: Continuation training requirement for Pilot proficiency.

7.6.3.2. Description: Training for Pilots to effectively utilize HUD or EVS to complement instrument crosscheck during instrument approach procedures.

7.6.3.3. OPR: AMC/A3T.

7.6.3.4. Training Media: WST (Level-C or better) or Aircraft.

7.6.3.5. Instructor: Not required for continuation training.

7.6.3.6. Additional Information: Fully operational HUD or EVS is required. Creditable only by Pilot Flying (PF). Reference aircraft flight manual, AFMAN 11-202V3 for additional information.

7.6.4. **AP15Y** – Approach-Instrument.

7.6.4.1. Purpose: Continuation training requirement for Pilot proficiency.

7.6.4.2. Description: Training for Pilots to maintain proficiency in instrument approach procedures (either precision or non-precision) under instrument flight rules to transition the aircraft from an established initial approach point to a decision point where a safe-landing determination can be made.

7.6.4.3. OPR: AMC/A3T.

7.6.4.4. Training Media: WST (Level-C or better) or Aircraft.

7.6.4.5. Instructor: Not required for continuation training.

7.6.4.6. Additional Information: Only credit the event when a safe landing is accomplished or if at the decision point the crew determines a safe landing is possible. Also credit other appropriate qualifier approach events (e.g., precision, non-precision, manual, ILS, etc.). It is not necessary to fly the entire instrument approach procedure; however, the portion from the final approach fix to the decision height/missed approach point followed by either a landing or an ATC-coordinated missed approach procedure (may include verbal missed approach instructions) is required. Reference AFMAN 11-202V3 for additional information.

7.6.5. **AP19Y** – Approach-Instrument (Manual). See RTM for continuation training requirements. An instrument approach procedure (meeting requirements of AP15Y) flown without use of cockpit systems automation to maintain course guidance and/or altitude during the procedure. Also credits AP15Y.

7.6.6. **AP23Y** – Approach-Instrument Landing System (ILS) Category II. See RTM for continuation training requirements. Precision approach method that couples the autopilot to the ILS, allowing a lower decision height. Special runway, crew and aircraft certifications are required. Also credits AP15Y and AP41Y. May credit other approach events when meeting specified criteria for those events.

7.6.7. **AP25Y** – Approach-Instrument Landing System (ILS) Category III. See RTM for continuation training requirements. Precision approach method that couples the autopilot to the ILS resulting in auto land with auto throttles during extremely poor visibility conditions. Special runway, crew and aircraft certifications are required. Also credits AP15Y and AP41Y. May credit other approach events when meeting specified criteria for those events.

7.6.8. **AP29Y** – Approach-Missed (Auto or Manual). See RTM for continuation training requirements. A missed approach procedure flown using cockpit systems automation or manual procedures to maintain course guidance and/or altitude during the procedure.

7.6.9. **AP33Y** – Approach-Non-Precision.

7.6.9.1. Purpose: Continuation training requirement for Pilot proficiency.

7.6.9.2. Description: Instrument approach procedure (NBD, VOR, TACAN, localizer, RNAV/RNP, approaches with vertical guidance (APV), or ASR) flown under instrument flight rules to transition the aircraft from an established initial approach point to a decision point where a safe-landing determination can be made or where circling is commenced.

7.6.9.3. OPR: AMC/A3T.

7.6.9.4. Training Media: WST (Level-C or better) or Aircraft.

7.6.9.5. Instructor: Not required for continuation training.

7.6.9.6. Additional Information: Only credit the event when a safe landing is accomplished or if at the missed approach point the crew determines a safe landing is possible. It is not necessary to fly the entire instrument approach procedure; however, the portion from the final approach fix to the missed approach point followed by either a landing or an ATC-coordinated missed approach procedure (may include verbal missed approach instructions) is required. Reference AFMAN 11-202V3 for additional information. See RTM for continuation training requirements. Also credits AP15Y and may credit other approach events when meeting specified criteria for those events.

7.6.10. **AP35Y** – Approach-Non-Precision (Auto-Pilot Off). A non-precision approach (see AP33Y requirements) flown without the use of an autopilot. Also credits AP15Y and AP33Y.

7.6.11. **AP39Y** – Approach-Non-Precision Raw Data (NDB/VOR/TACAN). See RTM for continuation training requirements. A non-localizer, ground-based, non-precision approach (see AP33Y requirements) flown using a raw data, without the aid of FMS overlays. PM may back up approach with FMS for safety or SA, but PF will use raw data as the only navigation source. Also credits AP15Y and AP33Y.

7.6.12. **AP41Y** – Approach-Precision.

7.6.12.1. Purpose: Continuation training requirement for Pilot proficiency.

7.6.12.2. Description: Instrument approach procedure combining course guidance and glide slope (ILS or Precision Approach Radar (PAR), flown under instrument flight rules to transition the aircraft from an established initial approach point to a decision point where a safe-landing determination can be made.

7.6.12.3. OPR: AMC/A3T

7.6.12.4. Training Media: WST (Level-C or better) or Aircraft.

7.6.12.5. Instructor: Not required for continuation training.

7.6.12.6. Additional Information: Only credit the event when a safe landing is accomplished or if at the decision height the crew determines that a safe landing is possible or executes a missed approach procedure. It is not necessary to fly the entire instrument approach procedure; however, the portion from the final approach fix to the decision height followed by either a landing or an ATC-coordinated missed approach procedure (may include verbal missed approach instructions) is required. Reference the aircraft flight manual, AFMAN 11-202V3 for additional information. See RTM for continuation training requirements. Also credits AP15Y.

7.6.13. **AP43Y** – Approach-Precision (Auto-Pilot Off). A precision approach (see AP41Y requirements) flown without the use of an autopilot. Also credits AP15Y and AP41Y.

7.6.14. **AP47Y** – Approach-Required Navigation Performance Authorization Required (RNP AR). An RNAV approach flown with on-board navigation monitoring and alerting capability. Specific aircraft navigation performance is necessary for operation within defined airspace. RNP AR approaches require both special aircraft authorization and aircrew certification. May also be credited when flown in an appropriately equipped Level-C or better WST. See RTM for continuation training requirements. Also credits AP03Y, AP15Y and AP33Y.

7.6.15. **AP55Y** – Approach-Visual. An approach flown under visual meteorological conditions and visual flight rules to a landing or a point where the crew determines that a safe landing can be accomplished, but elects not to land.

7.6.16. **AP57Y** – Approach-Visual Traffic Pattern. An airport traffic pattern procedure executed under see-and-avoid conditions using visual ground references to safely position the aircraft for landing. See RTM for continuation training requirements.

7.7. Start, Taxi, Take-Off (AT) Events.

7.7.1. **AT59Y** – Take-off. Initial/normal take-off or take-off following a touch-and-go landing in the aircraft or a Level-C or better WST. Creditable only by Pilot Flying (PF).

7.7.2. **AT69Y** – Take-off-Left Seat. Initial/normal take-off or take-off following a touch-and-go landing in the aircraft or a Level-C or better WST and flown from the left seat. Creditable only by Pilot Flying (PF).

7.7.3. **AT77Y** – Take-off-Right Seat. Initial/normal take-off or take-off following a touch-and-go landing in the aircraft or a Level-C or better WST and flown from the right seat. Creditable only by Pilot Flying (PF).

7.7.4. **AT79Y** – Taxi-Exercise. A training event in which the aircraft is taxied under its own power by the Pilot Flying (PF) in the aircraft or a Level-C or better WST. Creditable only by PF.

7.8. Commercial Events and Abnormal Procedures (AX and AZ) Events.

7.8.1. **AX01Y** – Commercial Takeoff. Takeoff as PF in a commercial aircraft may be credited by authorized crewmembers in accordance with local policy.

7.8.2. **AX03Y** – Commercial Instrument Approach. Instrument approach as PF in a commercial aircraft may be credited by authorized crewmembers in accordance with local policy.

7.8.3. **AX05Y** – Commercial Landing. Landing as PF in a commercial aircraft may be credited by authorized crewmembers in accordance with local policy.

7.8.4. **AX07Y** – Commercial Landing (Night). Landing as PF during hours of darkness in a commercial aircraft may be credited by authorized crewmembers in accordance with local policy.

7.8.5. **AZ01Y** – Approach and Go-Around (Simulated Engine Out). An approach procedure flown to a go-around with a simulated engine inoperative. Comply with requirements/restrictions in the RTM. Creditable only by Pilot Flying (PF).

7.8.6. **AZ09Y** – Approach and Landing (Simulated Engine Out, Partial Flap). An approach procedure flown to a go-around with a simulated engine inoperative and partial flap. Comply with requirements/restrictions in the RTM. Creditable only by Pilot Flying (PF).

7.9. Certification (CE, CM, CP, CQ, CS and CT) Events.

7.9.1. **CE03Y** – Concealed Carry Certification. Reference AFI 31-117, *USAF Small Arms and Light Weapons Qualification Programs*. Aircrew certification authorizing crewmembers to bear and use concealed firearms for anti-hijacking purposes. Crewmembers are required to be mentally competent, complete required weapons training and be in possession of a valid AF Form 523, *USAF Authorization to Bear Firearms*.

7.9.2. **CE05Y** – Flight Line Driver Certification. Reference AFI 13-213, *Airfield Driving*, including AMC and local supplements. Flight Line Security and Drivers Training Exam (GD35Y) is a prerequisite for this certification. Sq/CCs may certify personnel upon completion of the required training and testing program. Training and examination is managed by AMC/A3A and consists of CBT and a locally-administered examination that prepares personnel to operate vehicles on the flight line and within controlled movement areas. Upon completion of training, the trainee is provided with an AF Form 483, *Certificate of Competency*, which includes the required refresher training date. Contact installation or unit Airfield Driving Program Manager/Monitor/Coordinator for training and testing. **Note:** Only required for personnel designated or required to operate vehicles on the flight line.

7.9.3. **CE09Y** – ILS Precision Runway Monitoring (PRM) Certification.

7.9.3.1. Purpose: Special certification required for Pilots operating at airports with ILS Precision Runway Monitoring (PRM) approach capability.

7.9.3.2. Description: AFMAN 11-202V3 requires aircrews operating aircraft equipped with TCAS to receive training and be certified prior to operating at ILS PRM-capable

airports. Training should be accomplished at the FTU to the maximum extent possible. When training is not accomplished at the FTU, it may be accomplished in-unit with the Sq/CC or designated representative certifying the Pilot via electronic training record (i.e., GTIMS) or an AF Form 4324 as "ILS PRM-Certified". ARMS event identifier is CE09Y, ILS PRM Certification.

7.9.3.3. OPR: AMC/A3V.

7.9.3.4. Training Media: Self-study of FAA-designated CBT and training materials.

7.9.3.5. Instructor: Not required unless specified in lower-level supplement or guidance.

7.9.3.6. Additional Information: Training program consists of a review of ILS PRM requirements defined in the *Airman's Information Manual*, **Part 5-4-15** and viewing the FAA video, "*ILS PRM Approach Information for Air Carrier Pilots*" (all training resources are available for download on the FAA's website http://www.faa.gov/training_testing/training/prm/).

7.9.4. **CM03Y** – Cardio-Pulmonary Resuscitation/Automated External Defibrillator (CPR/AED) Training/Certification. Training and certification program that provides required information for crewmembers to operate CPR/AED. Administered by a designated base-/unit-level instructor.

7.9.5. **CP03Y** – Aircraft Commander Certification. Formal certification that occurs upon Sq/CC review and approval of Pilot's training, experience and qualification to become an aircraft commander. Documented via the STRP and results in a formal crew qualification change in ARMS.

7.9.6. **CP11Y** – Global Reach Aircraft Commander Course (GRACC) Certification.

7.9.6.1. Purpose: Familiarize Aircraft Commander candidates with Headquarters AMC Staff functions and global mission management activities in support of AMC's worldwide mobility mission sets.

7.9.6.2. Description: Attendance is mandatory for AMC Pilots and highly-encouraged for all others during upgrade and prior to certification as an Aircraft Commander. This event is an essential familiarization with the operational command and control structure, staff functions and mission management oversight resident at the headquarters level. The course consists of a series of staff-level briefings and face-to-face interaction with the headquarters-level staff to provide each Pilot with knowledge and tools they will need as they execute their worldwide mission. Attendees are also provided a familiarization tour of certain headquarters facilities relating to HQ AMC, HQ 18 AF, 618 AOC (TACC) and HQ USTRANSCOM.

7.9.6.3. OPR: AMC/A3T.

7.9.6.4. Training Media: In-person attendance at Headquarters AMC, Scott AFB, IL.

7.9.6.5. Instructor: Headquarters-Level Staff Officer.

7.9.6.6. Additional Information: GRACC is transferable between all mobility weapon systems. If unable to complete CP11Y prior to AC certification, AMC units may schedule attendance up to 90 days post-certification with no special provisions required. Attendance beyond 90 days post-certification requires OG/CC approval. See **paragraph**

1.17.2 for scheduling details. Further course details are available at: <https://cs2.eis.af.mil/sites/10218/sitepages/home.aspx>.

7.9.7. **CQ14Y** – Enhanced Visual System (EVS) Certification. Training and certification for crewmembers whose aircraft are equipped for EVS operations. Complete training in accordance with **paragraph 3.4.4** and certification in accordance with base-/unit-level processes.

7.9.8. **CQ15Y** – Flight Evaluator Certification. Certification for Sq/CC-designated instructors upgrading to flight examiner/evaluator in accordance with **paragraph 5.6**

7.9.9. **CQ17Y** – Flight Instructor Certification. Certification for Sq/CC-designated crewmembers upgrading to instructor in accordance with **paragraph 5.5**

7.9.10. **CQ24Y** – Instrument Landing System Category II and Category III (ILS Cat II and ILS Cat III) Certification. Certification for crewmembers authorized to perform ILS Cat II and/or ILS CAT III approach procedures.

7.9.11. **CQ30Y** – Night Vision Goggle (NVG) Certification. Certification for crewmembers authorized use of NVGs during flight operations.

7.9.12. **CQ41Y** – Required Navigation Performance Approach Certification. Certification for crewmembers authorized to perform RNP approaches.

7.9.13. **CS01Y** – Aerial Demo (Basic Crewmember) Certification. Certification for crewmembers authorized to perform basic flight maneuvers for aerial demonstrations (i.e., airshows).

7.9.14. **CT25Y** – Tactical Combat Casualty Care (TCCC) Course Instructor Certification.

7.9.14.1. Purpose: Train and certify specified personnel to teach the TCCC curriculum in accordance with DoD Memo, published 17 Apr 18.

7.9.14.2. Description: Refer to DoDI 1322.24, *Medical Readiness Training* and subsequent AFI/AFMANs for course requirements.

7.9.14.3. OPR: AF/SG.

7.9.14.4. Training Media: CBT, Classroom and Lab.

7.9.14.5. Instructor: Certified Medical Professional.

7.9.14.6. Additional Information: Course development and fielding projected for FY20. Once implemented, personnel required to be trained and certified will be directed through command channels.

7.10. Flight Surgeon (FF) Events.

7.10.1. **FF00** – Sortie-Total Flight Surgeon.

7.10.2. **FF01** – Sortie-Total Flight Surgeon (Day).

7.10.3. **FF02** – Sortie-Total Flight Surgeon (Night).

7.10.4. **FF11** – Sortie-Primary Aircraft Day Flight Surgeon.

7.10.5. **FF12** – Sortie-Primary Aircraft Night Flight Surgeon.

7.10.6. **FF21** – Sortie-Non-Primary Aircraft Day Flight Surgeon.

7.10.7. **FF22** – Sortie-Non-Primary Aircraft Night Flight Surgeon.

7.11. General Ground Training and Computer Based Training (GC and GD) Events.

7.11.1. **GC11Y** – Airland Phase 1 (Jan-Mar) CBT.

7.11.2. **GC12Y** – Airland Phase 2 (Apr-Jun) CBT.

7.11.3. **GC32Y** – Combating Trafficking in Persons.

7.11.3.1. Purpose: Training program to provide annual by-law training in compliance with DoDI 2201.01 related to trafficking in persons (TIP).

7.11.3.2. Description: [By-Law Requirement] Program was developed to deter activities of Air Force Service members, civilian employees, indirect hires, contract personnel, and command-sponsored dependents that would facilitate or support TIP, domestically and overseas. TIP is defined as the recruitment, transportation, transfer, harboring or receipt of persons by means of threat, use of force, coercion, abduction, fraud, deception, abuse or exploitation.

7.11.3.3. OPR: AF/A1SRQ.

7.11.3.4. Training Media: CBT or In-Person Briefing.

7.11.3.5. Instructor: Unit-Identified Training Instructor for In-Person. N/A for CBT.

7.11.3.6. Additional Information: Refer to AFI 36-2901, *Combating Trafficking in Persons* (CTIP), for additional information. **Note:** ARMS is not the training system of record for this training, but may be used for tracking purposes in addition to the training system of record.

7.11.4. **GC33Y** – Crewmember Anti-Hijacking CBT.

7.11.4.1. Purpose: To provide aircrews with training on US Air Force policy and guidance on preventing and resisting aircraft piracy (hijacking).

7.11.4.2. Description: Course provides scenario-based training of anti-hijacking theory, guidance, procedures, and scenarios for crewmembers who are authorized by their commander to arm for anti-hijacking purposes.

7.11.4.3. OPR: AMC/A3T

7.11.4.4. Instructor: N/A

7.11.4.5. Training Media: CBT on ADLS via AMC Gateway, classroom session, or participation in a hijack prevention exercise.

7.11.4.6. Additional Information: Per AFI 13-207, *Preventing and Resisting Aircraft Piracy*, training for aircrew members (passenger carrying aircraft) is required annually, not to exceed 365 days from previous date accomplished. **Exception:** OG/CC may waive the requirement for crewmembers on a case-by-case basis not to exceed 24 months from previous date accomplished. **Note:** Computer based training, classroom training, or active participation in a hijack prevention exercise satisfies this requirement.

7.11.5. **GC39Y** – Force Protection.

7.11.5.1. Purpose: Provide Air Force members with basic awareness training related to force protection and anti-terrorism considerations.

7.11.5.2. Description: Provides general awareness-level training in Intro to Force Protection, Level I Antiterrorism Awareness Training, Active Shooter Training, and Counterintelligence Awareness Training. Annual completion required (military and civilian); contractors not required to complete unless specified in Statement of Work.

7.11.5.3. OPR: AFSFC/S3M.

7.11.5.4. Training Media: CBT or in-person briefing using approved course outline.

7.11.5.5. Instructor: N/A for CBT. Designated instructor may provide in-person briefing using approved course outline.

7.11.5.6. Additional Information: Additional Information: Training References: AFI 71-101, Volume 4, *Counterintelligence*, AFMAN 31-201, Volume 4, *High-Risk Response*, AFTTP 3-4.6_AS, *Active Shooter*, DoDD 5240.06, *Counterintelligence Awareness and Reporting (CIAR)*, DoDI 2000.16, Volume 2, *DoD Antiterrorism (AT) Program Implementation*, *DoD Force Protection Condition (FPCON) System*, and DoDIO-2000.16, Volume 1 – AFI 10-245-O, *Antiterrorism (AT) Program Implementation (FOUO)*. **Note:** ADLS is the training system of record for this course. ARMS tracking is authorized in addition to ADLS, but is not a substitute for the ADLS tracking requirement.

7.11.6. **GD40Y** – Human Relations Education/Equal Opportunity Training

7.11.6.1. Purpose: Training program to provide annual by-law training in compliance with AFD 36-27, *Equal Opportunity*, related to unlawful discrimination, harassment, and reprisal by military personnel.

7.11.6.2. Description: [By-Law Requirement] Program was developed to educate military and civilian personnel in an effort to eradicate unlawful discrimination against, harassment of, intimidation of, or threatening of another Airman on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, or reprisal. This training applies to all military and civilian Air Force (AF) personnel, including Air Force Reserve Command (AFRC) Units. This publication applies to Air National Guard (ANG) personnel in federal active duty status under Title 10, U.S. Code. It does not apply to contract employees (unless authorized by law or regulation to file a federal agency complaint), employees or applicants of the Army and Air Force Exchange Service, members of the ANG (to include ANG Technicians) in a duty status under Title 32, U.S. Code., refer to Air National Guard Instruction (ANGI) 36-7, *Air National Guard Military Equal Opportunity Program*.

7.11.6.3. OPR: AFPC/EO.

7.11.6.4. Training Media: In-Person Briefing.

7.11.6.5. Instructor: Appropriately-certified EO instructor.

7.11.6.6. Additional Information: Refer to AFI 36-2706, *Equal Opportunity Program, Military and Civilian*, for additional information. **Note:** ARMS is not the training system

of record for this training, but may be used for tracking purposes in addition to the training system of record.

7.11.7. GC43Y – Information Protection.

7.11.7.1. Purpose: Training program designed to provide Air Force members with recurring training related to the importance of information assurance to the organization and to authorized users.

7.11.7.2. Description: AF-level training that addresses relevant laws, policies, and procedures; examples of external threats; examples of internal threats; how to prevent self-inflicted damage to system information security through disciplined application of IA procedures; prohibited or unauthorized activity on DoD systems; categories of information classification and differences between handling information on the NIPRNet or SIPRNet; and requirements and procedures for transferring data to/from a non-DoD network.

7.11.7.3. OPR: AF/A6.

7.11.7.4. Training Media: CBT (Cyber Awareness Challenge) on ADLS.

7.11.7.5. Instructor: N/A.

7.11.7.6. Additional Information: Tasking Authority: DoD 8570.01-M, *Information Assurance Workforce Improvement Program*; *Information Systems Security Line of Business*. ADLS is the training system of record for this course. ARMS tracking is authorized in addition to ADLS, but is not a substitute for the ADLS tracking requirement.

7.11.8. GC47Y – Privacy Act Training.

7.11.8.1. Purpose: “By-law” training program designed to provide Air Force members with recurring training related to handling and protection of personally identifiable information (PII).

7.11.8.2. Description: AFI 33-332, *Air Force Privacy and Civil Liberties Program*, requires commanders to train base/unit personnel annually regarding privacy and civil liberties subject matter to include handling, use, and protection of PII.

7.11.8.3. OPR: Base Privacy Manager or Unit Privacy Monitor (determined at the installation level)

7.11.8.4. Training Media: Developed and implemented at the installation level. Training may include in-person, slideshow, video, and/or CBT (i.e., cyber.mil web-based training, <https://public.cyber.mil/training/identifying-and-safeguarding-personally-identifiable-information-pii/>).

7.11.8.5. Instructor: Privacy Manager (base) or Privacy Monitor (unit).

7.11.8.6. Additional Information: Reference AFI 33-332 and consult Unit Privacy Monitor/Base Privacy Manager for locally-developed training requirements. Advanced training is required for personnel who maintain a System of Record (SOR). **Note:** ARMS is not the training system of record for this training, but may be used for tracking

purposes in addition to the training system of record (maintained and reported by the Unit Privacy Monitor).

7.11.9. **GC49Y** – Sexual Assault Prevention and Response (SAPR)/Suicide Prevention Training (Annual Green Dot).

7.11.9.1. Purpose: Provide recurring Total Force Awareness Training to all Air Force members related to SAPR and suicide prevention.

7.11.9.2. Description: [By-Law Requirement] Formalized training course that offers a comprehensive multi-faceted approach to preserving our Air Force heritage by utilizing awareness and prevention education, recognizing and presenting effective victim advocacy, clarifying reporting options and the response process, promoting societal change through individual and community collaboration in accordance with DoDI 6495.02, *Sexual Assault Prevention and Response Program Procedures*, and methods for recognizing potential indicators and accessing available resources to combat suicide in the force. . Green Dot also includes resilience and suicide prevention training in compliance with AFI 90-5001, *Integrated Resilience*.

7.11.9.3. OPR: Installation Sexual Assault Response Coordinator (SARC).

7.11.9.4. Training Media: CBT or in-person briefing (determined at the installation level).

7.11.9.5. Instructor: N/A for CBT. SARC-trained instructor for in-person briefing.

7.11.9.6. Additional Information: Annual requirement per AFI 90-6001, *Sexual Assault Awareness and Prevention (SAPR) Program* and AFI 90-5001. All personnel are required to be current in annual training prior to and throughout the duration of a deployment. **Note:** ADLS is the training system of record for this course. **Note:** ARMS is not the training system of record for this training, but may be used for tracking purposes in addition to the training system of record.

7.11.10. **GC51Y** – Sexual Assault Prevention and Response (SAPR)/Suicide Prevention Post-Deployment Training.

7.11.10.1. Purpose: Provide a focused “Return and Reunion” briefing for all personnel following a deployment.

7.11.10.2. Description: The SARC conducts post-deployment SAPR reintegration training within 30 days of members returning from a deployment.

7.11.10.3. OPR: Installation Sexual Assault Response Coordinator (SARC).

7.11.10.4. Training Media: In-person briefing (determined at the installation level).

7.11.10.5. Instructor: SARC-trained instructor.

7.11.10.6. Additional Information: Does not meet requirements for annual training. This is a post-deployment requirement per AFI 90-6001. **Note:** ADLS is the training system of record for this course. ARMS tracking is authorized in addition to ADLS, but is not a substitute for the ADLS tracking requirement.

7.11.11. **GD02Y** – ADS-B/Mode 5 Ground Training.

7.11.11.1. Purpose: Ground training session to teach pilots the fundamentals of Automatic Dependent Surveillance-Broadcast (ADS-B) and IFF Mode 5 operations and procedures.

7.11.11.2. Description: ADS-B equipment determines an aircraft's position based on satellite navigation and periodically broadcasts details to enable tracking by both ground stations and other suitably equipped aircraft. Mode 5 is a military component of IFF that provides encrypted secure Mode S and ADS-B positioning to receiver stations. This event is a ground training session with an instructor (or CBT where developed) that provides the trainee with information on ADS-B and IFF Mode 5 background, equipment components, equipment operation, operational and airspace requirements, system limitations, procedures and exemptions, key loading, and tactical considerations.

7.11.11.3. OPR: AMC/A3T.

7.11.11.4. Training Media: In-person training (one-on-one or group sessions), video, and/or CBT.

7.11.11.5. Instructor: Varies by MDS.

7.11.11.6. Additional Information: Training may be incorporated into initial and/or periodic refresher training sessions provided by ATS contractors or may be conducted in-unit using a locally-developed training program and instructor aircrew members.

7.11.12. **GD05Y** – AIR Card User Training.

7.11.12.1. Purpose. Ensure the AIR Card® primary and alternate Agency Program Coordinators (APC) and users have a detailed knowledge and understanding of policies, guidance and procedures related to the off-station procurement of aviation fuel and ground services, and understand the consequences of inappropriate actions.

7.11.12.2. Description. Complete initial AIR Card® user training in accordance with AFI 11-253, *Managing Off-Station Purchases of Aviation Fuel and Ground Services*. Course provides AIR Card® users with an understanding of the program, authorized purchases, documentation, and restrictions related to the card's use.

7.11.12.3. OPR: AF/ACTF.

7.11.12.4. Training Media: Online course hosted on the Joint Knowledge Online website, <https://jkodirect.jten.mil> (course number J4OP-US1185 or under the title AIR Card® User Training).

7.11.12.5. Additional Information. Complete initial training prior to using the AIR Card®; complete refresher training at least once every 3 years.

7.11.13. **GD11Y** – Aircraft Marshalling Training and Exam.

7.11.13.1. Purpose: Provide crewmembers with required training to understand proper marshalling signals and procedures.

7.11.13.2. Description: Review of AFMAN 11-218, *Aircraft Operations and Movement on the Ground*, (and applicable supplements), ground marshalling hand signals.

7.11.13.3. OPR: AMC/A3A.

7.11.13.4. Training Media: Classroom, computer, and/or instructor-based training.

7.11.13.5. Instructor: Locally determined.

7.11.13.6. Additional Information: No longer required per AFI 11-218. Sq/CCs determine requirements.

7.11.14. **GD15Y** – Aircraft Maintenance/Systems Training.

7.11.14.1. Purpose: Initial and refresher training for select crew members (e.g., Flight Engineers in the EA platforms).

7.11.14.2. Description: Training program designed to build and improve the crewmember's technical knowledge of aircraft systems function and operations.

7.11.14.3. OPR: AMC/A3TA.

7.11.14.4. Training Media: ATS-provided training at contract approved training locations using ATS contractor-developed courseware.

7.11.14.5. Instructor: ATS instructor.

7.11.14.6. Additional Information: See RTM for continuation training requirements.

7.11.15. **GD17Y** – Aircrew Intelligence Training (AIT).

7.11.15.1. Purpose: Provide crews with the fundamentals of threat knowledge, visual recognition, and collection and reporting requirements. Enhance crewmember understanding of threats to unit assets with a direct impact on mission success and aircrew survival.

7.11.15.2. Description: Course will provide aircrew with details concerning how, when, and what to include in Mission Reports (MISREP), Ops-Intel interface. Request for Information (RFI), Escape and Evasion procedures and the development and coordination of Evasion Plans of Action (EPA).

7.11.15.3. OPR: AMC/A2.

7.11.15.4. Training Media: Instructor-guided lecture.

7.11.15.5. Instructor: Certified intelligence instructor.

7.11.15.6. Additional Information: The unit intelligence officer will administer an AIT-related test to determine if training objectives are being met. May be conducted in conjunction with GD75Y, as determined by agreement between local Intel and Tactics offices.

7.11.16. **GD19Y** – Approach Plate Familiarization Ground Training.

7.11.16.1. Purpose: Provide Flight Engineers with the knowledge and skills necessary to monitor the briefed departure and approach and advise the Pilots of any deviations that would compromise safety.

7.11.16.2. Description: Training for Flight Engineers to monitor navigation equipment for correct settings and Pilot's instruments to ensure the departure and approach procedures are being accomplished as briefed. Course includes a breakdown of standard DOD approach plates and Jeppesen plates, explanation of aircraft navigation equipment,

departure and terminal arrival procedures, instrument approach types, final and missed approach procedures.

7.11.16.3. OPR: AMC/A3T.

7.11.16.4. Training Media: Instructor-guided training session.

7.11.16.5. Instructor: ATS instructor or unit-designated instructor (recommended to be a graduate of the Air Force Instrument School). IRC instructor may be used.

7.11.16.6. Additional Information: Unit commanders may substitute IRC (GD55Y) for this course.

7.11.17. **GD25Y** – Crew Resource Management (CRM)/Threat & Error Management (TEM) Initial. Training.

7.11.17.1. Purpose: To provide aircraft and crew-specific initial CRM/TEM training (including effective Pilot Monitoring (PM) and Verbalize, Verify, and Monitor (VVM) behaviors).

7.11.17.2. Description: Introduces common CRM/TEM core subjects, current CRM/TEM Topic(s) of the Year, effective PM behaviors, and relevant VVM skills. This training is normally conducted within a classroom with interactive exercises. See AFI 11-290, *Cockpit/Crew Resource Management Program* and/or MAJCOM supplement, as applicable.

7.11.17.3. OPR: AMC/A3TO.

7.11.17.4. Training Media: CBT and WST/LS lesson.

7.11.17.5. Instructor: TS Instructor.

7.11.17.6. Additional Information: Initial CRM/TEM training is normally conducted during formal school initial qualification training. Crewmembers upgrading in-unit require initial CRM/TEM training from a certified instructor in accordance with AFI 11-290. Initial CRM/TEM should be dual-logged to credit CRM/TEM Refresher for ARMS tracking purposes. Utilize the initial check ride completion date.

7.11.18. **GD27Y** – Crew Resource Management (CRM)/Threat & Error Management (TEM) Refresher Training.

7.11.18.1. Purpose: To provide classroom-presented CRM/TEM refresher training (including effective Pilot Monitoring (PM) and Verbalize, Verify, and Monitor (VVM) behaviors).

7.11.18.2. Description: Reinforces initial CRM/TEM training through an academic review of the CRM/TEM skills common core subjects, effective PM behaviors, and relevant VVM skills, with emphasis on CRM/TEM Topic(s) of the Year. See AFI 11-290 and/or MAJCOM supplement, as applicable.

7.11.18.3. OPR: AMC/A3TO.

7.11.18.4. Training Media: Classroom and Aircrew Training Device.

7.11.18.5. Instructor: TS Instructor (Primary), Designated IP or IL (Secondary).

7.11.18.6. Additional Information: Refer to AFI 11-290 and the associated MAJCOM supplement to employ USAF instructors to teach CRM/TEM. USAF IPs may instruct Pilots, engineers, or loadmasters. USAF FEs and LMs may only instruct their own crew position. Prior to instructing, the instructor is required to have accomplished the current year's GD27Y and be designated in writing by the OG/CC as a "CRM/TEM Instructor". In addition, designated CRM/TEM Instructors are required to complete AF-mandated ATS Instructor training. Contact local ATS to obtain CRM/TEM training materials. GD27Y CRM/TEM seats are typically pre-purchased under the ATS contract for assigned crewmembers. Therefore, units are expected to utilize ATS instructor-led GD27Y to the maximum extent possible. AF instructor-led training should be by exception only (i.e., when the ATS option is not available). **Note:** LM completion of GD15Y, GX91Y, and GX93Y, credits GD27Y.

7.11.19. **GD33Y** – Flight Examiners Course. Locally-developed course administered in accordance with [paragraph 5.6](#)

7.11.20. **GD35Y** – Flight Line Security and Drivers Training and Exam.

7.11.20.1. Purpose: Training program that provided required security awareness and driver education to prepare personnel to operate vehicles on the flight line and within controlled movement areas.

7.11.20.2. Description: Locally-administered course for all personnel required to operate vehicles on the flight line and/or within designated controlled [aircraft] movement areas. Initial training is required prior to certification (CE05Y) and refresher training is required in accordance with the expiration date on the individual's AF Form 483.

7.11.20.3. OPR: AMC/A3A.

7.11.20.4. Training Media: Administered locally by the Airfield Driving Program Manager.

7.11.20.5. Instructor: As determined by the installation's Airfield Driving Program Manager.

7.11.20.6. Additional Information: Reference AFI 13-213. **Note:** Only required for personnel designated or required to operate vehicles on the flight line.

7.11.21. **GD39Y** – Hazardous Cargo Ground Training.

7.11.21.1. Purpose: Training course designed to familiarize crewmembers with procedures and restrictions for carrying hazardous materials aboard an aircraft.

7.11.21.2. Description: Complete MAJCOM, Wing or ATS contractor-provided instruction in accordance with AFMAN 24-204 (I), *Preparing Hazardous Materials for Military Air Shipments*, [Attachment 25](#). Training should be designed to review aircrew hazardous materials procedures, in accordance with AFMAN 24-204 (I), AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, and AMCH 11-214, *Aircrew Hazardous Materials Handbook*.

7.11.21.3. OPR: AMC/A3T

7.11.21.4. Training Media: Instructor-guided training session and/or CBT, as determined locally.

7.11.21.5. Instructor: ATS instructor or instructor crewmember.

7.11.21.6. Additional Information: Courses and training requirements may vary by crew position, but training is logged using the same ARMS ID.

7.11.22. **GD41Y** – Initial Qualification Academic Course.

7.11.22.1. Purpose: Academics portion of IQT.

7.11.22.2. Description: Classroom academics to provide training on required subject matter for completion of IQT.

7.11.22.3. OPR: AMC/A3T.

7.11.22.4. Training Media: Classroom.

7.11.22.5. Instructor: ATS instructor or instructor crewmember.

7.11.22.6. Additional Information: Consult syllabus for required content.

7.11.23. **GD45Y** – Instructions/Directives Knowledge/Use. Individual training topic intended to provide necessary understanding of the variety of publications, instructions, directives, and technical guidance and demonstrate their use in order to effectively operate as a crewmember.

7.11.24. **GD47Y** – Instructor Academic Training. Academics training program designed to prepare selected crewmembers for their role as an instructor. Training may include instructor-guided sessions, workbooks, CBTs, and a variety of other methods to ensure the instructor candidate has the foundational knowledge required to effectively perform as an instructor crewmember. See the appropriate crew position instructor upgrade syllabus for training requirements and prerequisites.

7.11.25. **GD55Y** – Instrument Refresher Course (IRC).

7.11.25.1. Purpose: Training course designed to review applicable directives, instrument flight techniques and procedures, and safety topics required to effectively operate under instrument flight rules in both national and international airspace.

7.11.25.2. Description: IRC consists of a CBT and instructor-guided training session. IRC is accomplished according to AFI 11-2EAV2 and applicable MAJCOM Supplement.

7.11.25.3. OPR: AMC/A3T.

7.11.25.4. Training Media: CBT and classroom instruction as developed by Air Force Flight Standards Agency.

7.11.25.5. Instructor: ATS or certified IRC instructor in-unit.

7.11.25.6. Additional Information: Course may be adapted to include weapon system specific and local requirements. CBT is located on ADLS. Guidance for development of unit IRC programs, including topics and subject outlines, course length, instructor prerequisites, and methods of instruction are contained in AFMAN 11-210, *Instrument Refresher Program*. Access via ADLS using the common access card login or register to receive a login ID and a password. After log-in, select “course list,” then select “*Instrument Refresher Course VIP, C-32, C-37, C-40, VC-25.*” The CBT will be complemented by 2-hours of instructor guided training to include applicable “hot topics”

designated by the MAJCOM/A3T. Course is completed every fourth quarter after previous completion in accordance with AFMAN 11-210.

7.11.26. **GD58Y** – Joint Mission Planning System (JMPS) Advanced User Training. Training designed for personnel who will be using JMPS for extensive mission planning operations and those who will instruct others in the use of JMPS.

7.11.27. **GD59Y** – Joint Mission Planning System (JMPS) Basic User Training. Training designed for personnel who use JMPS for routine aircrew duties.

7.11.28. **GD65Y** – Pilot Check Out Course (PCO). Previously identified in this manual as Aircraft Commander Upgrade Qualification Academic Course (ACA).

7.11.29. **GD71Y** – Requalification Course.

7.11.29.1. Purpose: Training program that provides required ground and academic instruction to prepare crewmembers for requalification in their assigned aircraft.

7.11.29.2. Description: See appropriate syllabus.

7.11.29.3. OPR: AMC/A3T.

7.11.29.4. Training Media: See appropriate syllabus.

7.11.29.5. Instructor: ATS instructor or appropriately qualified unit-level instructor.

7.11.29.6. Additional Information: Comply with syllabus requirements unless otherwise waived by the appropriate authority.

7.11.30. **GD75Y** – Tactics Training.

7.11.30.1. Purpose: Training session that provides crewmembers with information necessary for effective and successful execution of the unit's assigned employment mission.

7.11.30.2. Description: Administered using courseware developed by AMC/A3D, based on AFTTP 3-1, AFTTP 3-3, this manual, and unit-level mission requirements. Course is posted on the AMC Combat Operations SIPRNET website <https://inteldocs.intelink.sgov.gov/inteldocs/page/repository#filer=path%7C/Group%2520Folders/A/AMC%2520Combat%2520Ops%2520%2528A3D%2529/A3DT/G060&page=1>. Additional information may be added to the course by the unit tactician, weapons officer (if applicable) or by the direction of the OG/CC.

7.11.30.3. OPR: AMC/A3D.

7.11.30.4. Training Media: Interactive lecture. Power Point presentation.

7.11.30.5. Instructor: Rated instructor meeting requirements defined in [paragraph 7.11.28.6](#), below.

7.11.30.6. Additional Information: Tactics instructors who teach GD75Y may credit their own GD75Y requirement. Only graduates of the USAFWS, Group/Wing Weapons and Tactics Flight Commanders or rated aircrew instructors appointed by Group/Wing Weapons and Tactics Flight Commander are authorized to instruct GD75Y.

7.11.31. **GD77Y** – Theater Indoctrination (TI) Training.

7.11.31.1. Purpose: Provides theater-assigned and deploying/deployed aircrews with the information necessary to safely operate throughout the assigned geographic region.

7.11.31.2. Description: AFMAN 11-202V1 mandates minimum training requirements. Theater indoctrination training is developed by each MAJCOM for their specific area of responsibility (i.e., PACAF, USAFE, AFCENT, etc.). Permanently-assigned aircrews may accomplish this training in conjunction with local indoctrination training. Aircrews tasked to deploy to a specific theater of operations complete the training no earlier than 60 days prior to arrival in the theater or may accomplish upon arrival, as coordinated between the unit and theater tasking authority.

7.11.31.3. OPR: MAJCOM/A3T (or equivalent).

7.11.31.4. Training Media: Various, as determined by the MAJCOM-approved training syllabus/guide.

7.11.31.5. Instructor: Various, as determined by the MAJCOM-approved training syllabus/guide.

7.11.31.6. Additional Information: One-time event for theater-assigned aircrews. Deploying aircrews complete training prior to or upon arrival for each deployment to a given theater. Units may supplement theater-developed training at the discretion of the deploying unit commander.

7.11.32. **GD81Y** – Unit Indoctrination (UI) Training.

7.11.32.1. Purpose: Each newly assigned aircrew member will complete a local unit orientation program prior to performing unsupervised primary aircrew duties. This is one-time training after a permanent change of station.

7.11.32.2. Description: This training is provided all newly assigned and/or attached crewmembers and is used to familiarize the crewmember with the unit's operational mission, processes, procedures, and local-area requirements.

7.11.32.3. OPR: Individual Flying Units.

7.11.32.4. Additional Information: More than one crewmember may be trained at a time. This training should provide familiarization with the local flying area and should as a minimum address: taxi and flying hazards, climatic conditions, ATC procedures, available facilities and support agencies, as well as introduce any unit and mission unique procedures. May be dual logged with GD77Y for OCONUS or deployed units.

7.11.33. **GD91Y** – Culinary Training (Initial). This training will be completed during an FAs first initial mission qualification training. This training should prepare the FA in all culinary tasks required in accordance with the training plan. Use AMC Flight Attendant training guide to develop training. Training can be accomplished on the ground or on the aircraft by a unit instructor or designated contractor as identified in the training plan.

7.11.34. **GD93Y** – Culinary Training (Refresher). This training should incorporate the AMC Flight Attendant training guide, culinary advances and meal preparation per the unit's menu database. Training can be accomplished by a unit instructor or designated contractor. Per unit OI.

7.11.35. **GD95Y** – DRAM Shop Training. Accomplished prior to first flight at home station. Supervisors will ensure FAs have record of their understanding of Dram Shop theory. Briefed by in unit supervisor or designated representative in accordance with AFI 34-219.

7.11.36. **GD97Y** – Food Protection Training. Food protection training includes the importance of complying with AFMAN 48-147 to ensure the safe receipt, storage, preparation and service of food. Training should also highlight the unique aspects of a military population and impact food handling can have on readiness. Nationally recognized training system with prior approval (e.g., ServeSafe training) can be used to replace basic food safety training; however, training still needs to be accomplished to highlight the unique aspects of a military population as well as food defense.

7.11.36.1. OPR: AMC SG/SGPM.

7.11.36.2. Training Media: CBT or briefing.

7.11.36.3. Instructor: Contractor, Public Health or Public Health trained representative.

7.11.37. **GD98Y** – Required Events Not Accomplished for Flight or Simulator. Training event identifier designed to highlight when a crewmember was not able to complete all requirements on a flight or in a simulator period. Units may use to track the frequency and/or trends associated with lost training, or as needed for their own purposes.

7.11.38. **GD99Y** – Supervisory Status/Non-Mission Ready (NMR). Training event identifier designed to indicate that a crewmember is designated as NMR. Remove the ID from the crewmember's profile once MR is re-established.

7.12. Expeditionary Training (GE) Events.

7.12.1. **GE01Y** – Chemical, Biological Radiological, & Nuclear (CBRN) Defense CBT. (Not required for aircrew personnel based on AFI 10-2501, *Air Force Emergency Management Program*, [Attachment 4](#), Non-Exempt Listing).

7.12.2. **GE03Y** – Chemical, Biological Radiological, & Nuclear (CBRN) Defense (Hands-On) Training.

7.12.2.1. Purpose: Hands-on training in the use of CBRN (ground) defense equipment and associated procedures.

7.12.2.2. Description: Externally-driven ancillary training requirements defined by functional publication and/or guidance. Aircrew members comply with AFI 10-2501 requirements and refer to most current RTM for training frequency. When tasked to deploy for other than aircrew duties, crewmembers comply with requirements in AFI 10-405.

7.12.2.3. OPR: AF/A4CXR.

7.12.2.4. Training Media: Classroom/Lab.

7.12.2.5. Instructor: Certified Trainer.

7.12.2.6. Additional Information: Per AFI 10-2501, Attachment 4, aircrew members are “non-exempt” status and require only GE03Y.

7.12.3. **GE05Y** – Law of War (Basic) CBT (Formerly LOAC).

7.12.3.1. Purpose: Periodic training for all Airmen on the Law of War.

7.12.3.2. Description: Requirement derived from AFI 51-401, *The Law of War*. Training course designed to provide basic understanding of the need for Law of War, describes the five principles of Law of War, and introduces the 10 Rules for Airmen.

7.12.3.3. OPR: AF/JAO.

7.12.3.4. Training Media: CBT or briefing using downloaded training guide located on ADLS.

7.12.3.5. Instructor: Not required for CBT. Appropriately authorized instructor required for in-person presentation using downloaded training outline.

7.12.3.6. Additional Information: Aircrew members refer to most current RTM for required frequency, where published. Otherwise, comply with requirements in AFI 10-405.

7.12.4. **GE06Y** – Law of War (Advanced) CBT.

7.12.4.1. Purpose: Periodic scenario-based training for specified Airmen on the Law of War.

7.12.4.2. Description: Requirement derived from AFI 51-401. Training covers legal requirements related to an individual's mission-specific roles and responsibilities during armed conflict.

7.12.4.3. OPR: AF/JAO.

7.12.4.4. Training Media: CBT or briefing using downloaded training guide located on ADLS.

7.12.4.5. Instructor: Not required for CBT. Appropriately authorized instructor required for in-person presentation using downloaded training outline.

7.12.4.6. Additional Information: Crewmembers complete the "Combat Aircrew" training course. Aircrew comply with the frequency specified in the most current RTM, where published. Accomplished in accordance with requirements in AFI 10-405.

7.12.5. **GE07Y** – Use of Force (L-6) CBT.

7.12.5.1. Purpose: To provide aircrews with training on US Air Force policy and guidance on Use of Force.

7.12.5.2. Description: This training covers topics on Air Force assets, Use of Force policy, and the Use of Force Model as outlined in AFI 31-117.

7.12.5.3. OPR: AMC/A3T.

7.12.5.4. Training Media: CBT on ADLS (L6–Use of Force) or via a qualified instructor using AF-approved training outline (i.e., group settings) both available via ADLS.

7.12.5.5. Instructor: Required only for group method using the AF-approved training outline downloaded from ADLS.

7.12.5.6. Additional Information: Crewmembers complete the “L6-Use of Force” CBT or attend an in-person briefing by a locally-designated instructor using the downloaded training outline, both located on ADLS, at the assigned frequency prior to attending Small Arms Training. Each unit is responsible to provide use of force training for assigned personnel. In accordance with AFI 31-117, **paragraph 2.5.1.4**, the use of force familiarization and ROE training conducted by combat arms during weapons training does not meet this requirement. Per AFI 13-117, Arming Group A personnel (e.g., aircrew members arming for anti-hijacking) personnel require Use of Force training annually not to exceed 12 months. Arming Group B personnel require Use of Force training prior to authorization to be armed and then annually thereafter as long as they are assigned to a deployable UTC (i.e., AEF Indicator (AEFI) that is posture- (P)-coded as A/DW (worldwide deployable), A/DX (deployed in place), YR/DW (enabler status), YR/DX (enabler status), etc.). **Note:** See AFI 31-117, AFI 36-2654, AMCI 10-403, *Deployment Planning and Execution* and AEF Online for latest classification and validity period. Refer to most current RTM for training frequency, where published. Otherwise, refer to requirements in AFI 10-405.

7.12.6. GE11Y – Self-Aid Buddy Care (SABC) CBT.

7.12.6.1. Purpose. Course provides basic knowledge to minimize injury and prevent death or disability in deployed environments or home station emergencies.

7.12.6.2. Description. CBT that provides updated information on battlefield care concepts and the Individual First Aid Kit (IFAK) components.

7.12.6.3. OPR: AMC/SG.

7.12.6.4. Training Media: ADLS and/or qualified instructor using AF-approved training outline (i.e., group settings).

7.12.6.5. Instructor: CBT or Instructor-Guided (i.e., group settings).

7.12.6.6. Additional Information. Non-exempt personnel are required to complete the “hands-on” course (GE12Y), which incorporates training from the CBT into the classroom training session. Line crewmembers are normally considered “non-exempt”, therefore, aircrew members are required to complete GE12Y, which includes the training provided by the CBT in the hands-on classroom training session. Aircrew members refer to most current RTM for required frequency, where indicated. Otherwise, refer to requirements in AFI 10-405. Document training in accordance with AFI 36-2644, *Self-Aid and Buddy Care Training* in addition to ARMS.

7.12.7. GE12Y – Self-Aid Buddy Care (SABC) Hands-On Training.

7.12.7.1. Purpose. Course provides basic skills to minimize injury and prevent death or disability in deployed environments or home station emergencies.

7.12.7.2. Description. Hands-on training session provided by a trained classroom instructor that emphasizes skills performance to increase competence with battlefield care and use of Individual First-Aid Kit (IFAK) components. Completion of this course satisfies requirement for both GE11Y and GE12Y. AFI 36-2644 requires non-exempt personnel (i.e., crewmembers) to complete hands-on classroom training that also incorporates the training objectives covered by the SABC CBT.

7.12.7.3. OPR: AMC/SG.

7.12.7.4. Curriculum Development: HAF/SG and Unit-Level SG Course Owner.

7.12.7.5. Training Media: Hands-on session requires demonstration and use of various components found in the IFAK.

7.12.7.6. Instructor: Classroom/Lab using a qualified SABC instructor and components of the IFAK in accordance with AFI 36-2644.

7.12.7.7. Additional Information. GE11Y is no longer a prerequisite for GE12Y. During hands-on training, trainees are provided a demonstration of proper techniques and procedures, then evaluated by their assigned instructor using a skills performance system or checklist. Aircrew members refer to most current RTM for required frequency, where indicated. Otherwise, refer to requirements in AFI 10-405. Document training in accordance with AFI 36-2644 in addition to ARMS. **Note:** DOD is developing a new course, Tactical Combat Casualty Care (TCCC) course that will replace SABC when released. GE11Y and GE12Y will become obsolete upon implementation of the TCCC courses (GE21Y and GE22Y).

7.12.8. GE21Y – Tactical Combat Casualty Care (TCCC) Training (Level 1).

7.12.8.1. Purpose: Teach Airmen essential skills required to administer basic life-saving medical care in a combat environment.

7.12.8.2. Description: Course is under development and will be released when available. Projected availability is FY20.

7.12.8.3. OPR: AF/SG.

7.12.8.4. Training Media: Classroom and/or Lab.

7.12.8.5. Instructor: Certified TCCC Instructor.

7.12.8.6. Additional Information: Projected to replace SABC. Aircrew members refer to most current RTM for required frequency, where indicated. Otherwise, refer to requirements in AFI 10-405. **Note:** Course availability projected in FY20.

7.12.9. GE22Y – Tactical Combat Casualty Care (TCCC) Training (Level 2).

7.12.9.1. Purpose: Teach Airmen essential skills required to administer life-saving medical care to others in a combat environment.

7.12.9.2. Description: Course is under development and will be released when available. Projected availability is FY20.

7.12.9.3. OPR: AF/SG.

7.12.9.4. Training Media: Classroom and/or Lab.

7.12.9.5. Instructor: Certified TCCC Instructor.

7.12.9.6. Additional Information: Aircrew members refer to most current RTM for required frequency, where indicated. Otherwise, refer to requirements in AFI 10-405.

7.13. Communications Training and Communications Equipment (GH) Events.

7.13.1. GH01Y – Communications/COMSEC Procedures Ground Training.

7.13.1.1. Purpose. Ensure crewmembers possess a thorough knowledge of all communication and COMSEC requirements.

7.13.1.2. Description. This course includes detailed discussion of equipment operation, procedures, and training requirements applicable to peacetime and wartime communications operations. Training should cover: Authentication procedures, OPLAN-801X (if applicable), IFF/SIF codes, code loading devices, equipment operation, Air Force Spectrum Interference Resolution, HAVE QUICK, *Flight Information Handbook* (FIH), KY- 58, SECURE VOICE Radio, AMCH 33-1, *Aircrew Communications Handbook*, *L-Band SATCOM* (if applicable), COMSEC user requirements, (including and other communications information pertinent to unit. Reference: AFI 17-130, *Air Force Cybersecurity Program Management*.

7.13.1.3. OPR: MAJCOM: AMC/A3T informed by AMC/A6C.

7.13.1.4. Instructor: Wing, operations group, and squadron training personnel, if instructor led and Combat Crew Communications.

7.13.1.5. Training Media: Determined locally to include items from the AF Form 4168, *COMSEC Responsible Officer and User Training Checklist*.

7.13.1.6. Additional Information: Required by all COMSEC users. This manual does not govern requirements for this event.

7.13.2. **GH03Y** – COMSEC Emergency Action Plan (EAP) Dry-Run/Actual Event. This manual does not govern requirements for this event. Requirement is determined at the local level and published in local management plan. ARMS is not the tracking system of record, but units may track using ARMS in addition to required CRO tracking.

7.13.3. **GH05Y** – COMSEC Emergency Action Plan (EAP) Ground Training. This manual does not govern requirements for this event. Initial and recurring training related to required actions in a COMSEC emergency. Defined and executed at the local level by the CRO. ARMS is not the tracking system of record, but units may track using ARMS in addition to required CRO tracking.

7.13.4. **GH06Y** – COMSEC Semi-Annual Reading Training. This manual does not govern requirements for this event. Defined and executed at the local level by the CRO in accordance with the local COMSEC training plan. ARMS is not the tracking system of record, but units may track using ARMS in addition to required CRO tracking.

7.13.5. **GH07Y** – Have-Quick Ground Training. Ground training session to provide foundational information on operations of Have-Quick radio function and use.

7.13.6. **GH13Y** – Secure Radio Ground Training. Ground training session to provide foundational information on operations of secure radio function and use.

7.13.7. **GH17Y** – Aircraft Network Systems Management Training. Ground training should cover aircraft network administration, local area network (LAN) topology, satellite network theory, cybersecurity protocols, and basic aircraft network troubleshooting. This training should be accomplished by a designated contractor.

7.14. Mobility Training (GM) Events.

7.14.1. **GM03Y** – Mobility Folder Review.

7.14.1.1. Purpose: Conduct a review of relevant mobility/deployment readiness training, mandated personal items, records and documentation, AEF assignment posture, and locally-defined readiness requirements.

7.14.1.2. Description: Description: The unit commander prepares his or her unit for deployment in accordance with this manual, AFMAN 10-401, Volume 2, *Planning Formats and Guidance*, AFI 10-403, *Deployment Planning and Execution*, and AFI 36-129, *Civilian Personnel Management and Administration*. In addition to the aircrew-specific training items contained in this manual, Air Force members have Air Force-specific and theater-specific training that is required prior to a deployment. The UDM is tasked to ensure all personnel meet readiness training requirements.

7.14.1.3. OPR: UDM.

7.14.1.4. Instructor: Not required.

7.14.1.5. Training Aids: None.

7.14.1.6. Additional Information: See AFI 10-403, AFI 10-405, and local guidance. Frequency of this event is determined by the Installation Deployment Officer (IDO) and should be published in the Installation Deployment Plan (IDP).

7.14.2. **GM09Y** – Isolated Personnel Report (ISOPREP) Review.

7.14.2.1. Purpose: Establish/Review Isolated Personnel Report (ISOPREP) used for personnel recovery in isolated personnel situations.

7.14.2.2. Description. Refer to JP 3-50, *Personnel Recovery*.

7.14.2.3. OPR: AMC/A3.

7.14.2.4. Training Media: N/A.

7.14.2.5. Instructor: Not required; accomplished with unit intelligence section.

7.14.2.6. Additional Information. May be completed during an AIT (GD17Y). Crewmembers maintain a digital ISOPREP in Personnel Recovery Mission Software (PRMS), in accordance with Joint Personnel Recovery Agency (JRPCA) guidance. Frequency is established by theater guidance.

7.14.3. **GM11Y** – Official Passport-Primary (No-fee).

7.14.3.1. Purpose: Facilitate short-notice worldwide mobility response capability.

7.14.3.2. Description: Certain locations require no-fee passports (valid for 5 years) for entry, as communicated in the DoD Foreign Clearance Guide. In accordance with AFI 10-403, AMC/A3 designates that a primary no-fee passport is a mission-essential item for mobility aircrew readiness to support peacetime deployment/employment requirements and United Nations mission support. **Note:** US Department of State policy governs passport issuance. Refer to latest DoD Policy Memoranda regarding passport requests. **Note:** OG/CC may waive this mobility requirement when a crew-member has applied for and passport is pending or has applied for and was denied a primary official passport to permit the crewmember to fly tasked missions to locations that do not require passports for entry/transit. Waivers should be documented using GTIMS for tracking purposes.

7.14.4. GM12Y – Official Passport-Secondary (No-fee).

7.14.4.1. Purpose: Facilitate worldwide mobility response capability to locations requiring an entry visa.

7.14.4.2. Description: Certain locations require a no-fee passport (valid for 4 years) and entry visa, as communicated in the DoD Foreign Clearance Guide. In order to maintain short-notice worldwide mobility status, secondary passports may be required to facilitate entry visas for designated crewmembers. As entry visas often require long processing periods and submission of an official passport, a secondary passport enables crewmembers to remain worldwide mobile while one of their two passports is submitted for visa application processing. In accordance with AFI 10-403, AMC/A3 designates OG/CCs as the determination authority for secondary passport requirements. OG/CCs should document crewmembers designated to maintain a secondary official passport and track requested/denied applications for those crewmembers. **Note:** US Department of State policy governs passport issuance. Refer to latest DoD Policy Memoranda regarding passport re-quests.

7.14.5. GM21Y – Small Arms Training.

7.14.5.1. Purpose: Trains crewmembers in successful engagement of enemy targets within the range and capabilities of their assigned weapon.

7.14.5.2. Description: Course established to meet the requirements of AFI 36-2654 and AFI 31-117. Crewmembers are assigned an arming group based on their ground and/or in-flight arming requirements and complete training based on their arming requirement(s). Training frequency is determined by the crewmember's assigned arming group and/or purpose (i.e., anti-hijacking versus deployment). Additionally, pre-deployment requirements may apply, see requirements in AFI 10-405.

7.14.5.3. OPR: AMC/A4S.

7.14.5.4. Instructor: Qualified Security Forces Squadron Combat Arms Instructor.

7.14.5.5. Training Aids: Academics and firing range exercise; includes use of force and live fire or simulator training. Simulator training may not be used for initial qualification (AFI 36-2654, AFI 31-117).

7.14.5.6. Additional Information: ARC may define alternate frequency requirements. Accomplish on either a 12 or 24 month cycle (dependent on assigned arming group) in accordance with AFI 36-2654. **Note:** Crewmembers are required to complete the AF-approved "L6-Use of Force" course via ADLS or in a group setting using an AF-approved instructor and course outline/presentation prior to attending GM21Y.

7.15. Senior Officer Course (GS) Events.

7.15.1. **GS03Y** – Senior Staff Orientation Course. Determined at the local level.

7.16. Simulator (GX) Events.

7.16.1. **GX29Y** – Simulator-CRM/TEM MOST.

7.16.1.1. Purpose: To provide a practical, hands-on application of classroom-presented CRM/TEM refresher concepts (including effective Pilot Monitoring (PM) and relevant

verbalize, verify, and monitor (VVM) behaviors) through problem solving and human factors issues during a realistic, demanding mission scenario.

7.16.1.2. Description: CRM/TEM MOST event is accomplished in an appropriate ATD to reinforce CRM/TEM proficiency, effective Pilot Monitoring behaviors, and relevant VVM skills. See AFI 11-290 and/or MAJCOM supplement, as applicable.

7.16.1.3. OPR: AMC/A3TO.

7.16.1.4. Training Media: CBT and WST/LS lesson.

7.16.1.5. Instructor: TS Instructor.

7.16.1.6. Additional Information: The performance of each individual crewmember (student) is critically assessed and documented by simulator instructors/observers in accordance with AFI 11-290 and/or MAJCOM supplement, as applicable.

7.16.2. **GX79Y** – Simulator-Proficiency Sortie. Simulator training emphasizing aircraft systems, normal and emergency procedures, mission specific training requirements, and Cockpit Resource Management/Threat and Error Management (CRM/TEM). A GX79Y (simulator with academics) can be logged in one SA period and a Proficiency Simulator, or Recurrent Simulator in the following SA period satisfies the SA requirement.

7.16.3. **GX87Y** – Simulator-Refresher Egress.

7.17. Aircrew Flight Equipment (AFE) Training (LL) Events.

7.17.1. MAJCOMs may combine and/or supplement AFE courses to fulfill their needs, unless otherwise noted in the event description. Refer to AFI 11-301V1 for basic course descriptions. AFECT event instruction may be consolidated as long as curriculum requirements are met and individual events are tracked by the designated identifiers in ARMS.

7.17.2. **LL01** – Aircrew Flight Equipment Familiarization Training.

7.17.2.1. Purpose: The event should familiarize aircrew members with local AFE policies and procedures to include equipment issue, use, local aircraft and equipment configurations (includes survival components), inspection and fit-check cycles, pre-flight, and post-flight requirements.

7.17.2.2. Description: One-time event, per every base assignment. It should be conducted during aircrew in-processing. At a minimum, ensure this requirement is complete prior to the first flight at home station. **(T-2)**.

7.17.2.3. OPR: AMC/A3T.

7.17.2.4. Unit: Squadron Aircrew Flight Equipment.

7.17.2.5. Curriculum Development: Each unit is responsible for tailoring training to meet unit needs.

7.17.2.6. Instructor: Qualified Aircrew Flight Equipment Technician. The AFE technician does not need to be a certified AFE Continuation Training Instructor to conduct and sign off LL01. Technicians providing LL01 to assigned aircrew is required to be familiar with local AFE operations, aircraft and equipment configurations and

signed off in the Training Business AREA/Total Force Training Records on the fundamentals of all equipment discussed in LL01.

7.17.2.7. Training Aids: Instructor based training with AFE training aids.

7.17.2.8. Additional Information: N/A.

7.17.3. **LL03** – Emergency Egress Training - Non-Ejection Seat.

7.17.3.1. Purpose: Understand aircraft egress procedures.

7.17.3.2. Description: Evaluates aircrew and passenger ability to demonstrate proficiency in air and ground emergency egress procedures. Stress the importance of aircrew coordination, aircrew and passenger responsibilities and use of appropriate emergency egress equipment. Ensure aircrews are aware of their responsibilities for conducting safety and passenger briefings in accordance with AFMAN 11-202V3.

7.17.3.3. OPR: AMC/A3T.

7.17.3.4. Unit: Squadron Aircrew Flight Equipment.

7.17.3.5. Curriculum Development: Each unit is responsible for tailoring training to meet unit needs.

7.17.3.6. Instructor: Aircrew Flight Equipment Officer (AFEO) or qualified instructor aircrew.

7.17.3.7. Training Aids: Aircraft and Instructor based training with AFE training aids.

7.17.3.8. Additional Information: N/A.

7.17.4. **LL04** – Aircrew Chemical, Biological, Radiological, Nuclear (ACBRN) Ground Training.

7.17.4.1. Purpose: Understand ACBRN procedures.

7.17.4.2. Description: An academic and equipment training session in which the aircrew member demonstrates and performs donning, doffing, and buddy dressing procedures using ACBRN equipment. This training also includes information on hazards and limitations of wearing the equipment properly and improperly, pre-flight procedures, aircraft integration and aircrew processing. Furthermore, instruction will include aircraft emergency considerations, limitations to consider during emergency ground egress, and the Aircrew Contamination Control Area (ACCA). Each aircrew will demonstrate procedures (i.e., complete dress out) for no less than one hour during the training event for initial and subsequent classes. Aircrew are required to process through ACCA during their initial LL04 event; subsequent classes require a minimum of 10 percent of aircrew demonstrate ACCA processing procedures. Crewmembers who accomplish initial ACBRN at a Technical Training Unit (TTU), Replacement Training Unit (RTU), or FTU receive credit for initial training on arrival at their permanent duty station. Aircrew may be credited with LL04 during local Attack Response Exercises; provided all AFECT requirements and objectives are satisfied, (i.e., crewmember donned ACBRN equipment and subsequently processed through ACCA). **Note:** CBRN Defense Training (GE01Y/GE03Y) is a separate requirement that is not allowed to be combined with this training.

7.17.4.3. OPR: AMC/A3T.

7.17.4.4. Unit: Squadron Aircrew Flight Equipment.

7.17.4.5. Curriculum Development: Each unit is responsible for tailoring training to meet unit needs.

7.17.4.6. Instructor: Aircrew Flight Equipment Officer (AFEEO) or qualified instructor aircrew.

7.17.4.7. Training Aids: Aircraft and Instructor based training with AFE training aids.

7.17.4.8. Additional Information: N/A.

7.17.5. LL05 – Egress Training with Aircrew Chemical, Biological, Radiological, Nuclear (ACBRN).

7.17.5.1. Purpose: Train crewmembers to egress the aircraft while wearing ACBRN equipment.

7.17.5.2. Description: A one-time event, or change of MDS to evaluate the aircrew's ability to demonstrate proficiency in the use of primary as well as secondary, air and ground egress procedures while wearing ACBRN equipment. Training will stress the unique changes in procedures to include added difficulties aircrew would and could experience as a result of wearing ACBRN equipment. **(T-2)**. This training is required to be accomplished before the aircrew's ACBRN flight requirement. This event should be taught concurrently with LL04 so that the AFE instructor (LL04) can assist/guide the LL05 instructor if needed. Accomplishing this training also satisfies the requirements in LL03 if all LL03 objectives are met.

7.17.5.3. OPR: AMC/A3T.

7.17.5.4. Unit: Squadron Aircrew Flight Equipment.

7.17.5.5. Curriculum Development: Each unit is responsible for tailoring training to meet unit needs.

7.17.5.6. Instructor: Aircrew Flight Equipment Officer (AFEEO) or qualified instructor aircrew.

7.17.5.7. Training Aids: Aircraft and Instructor based training with AFE training aids.

7.17.5.8. Additional Information: N/A.

7.17.6. LL06 – Aircrew Flight Equipment Training (AFET).

7.17.6.1. Purpose: To familiarize aircrew with aircrew flight equipment.

7.17.6.2. Description: An academic and equipment training event, in which aircrew members demonstrate their ability to locate, pre-flight, and use all aircrew and passenger AFE carried aboard unit aircraft or issued to aircrew members. This training includes the limitations and safety issues related to AFE. Additionally, include aircrew clothing items and information on hazards associated with improper wear and failure to use only authorized clothing and equipment items.

7.17.6.3. OPR: AMC/A3T

7.17.6.4. Unit: Squadron Aircrew Flight Equipment.

7.17.6.5. Curriculum Development: Each unit is responsible for tailoring training to meet unit needs.

7.17.6.6. Instructor: Qualified Aircrew Flight Equipment Continuation Training Instructor.

7.17.6.7. Training Aids: Instructor based training with AFE training aids.

7.17.6.8. Additional Information: N/A.

7.17.7. LL07 – Aircrew Flight Equipment (AFE) Fit Check.

7.17.7.1. Purpose: Ensure a comprehensive sizing and fit check of all individually sized/fitted AFE gear.

7.17.7.2. Description: Periodic training requirement that ensures AFE gear worn during flight in non-ejection seat aircraft is fit checked and verified for size/fit (e.g., any sized/fitted item to include PLZT mounting, NVG mounting, ALEP, etc.). Fit checks for all non-ejection seat aircraft also include ACBRN equipment. Refer to most current RTM for continuation training frequency.

7.17.7.3. OPR: AMC/A3T.

7.17.7.4. Unit: Squadron Aircrew Flight Equipment.

7.17.7.5. Curriculum Development: None. AFE technician will use appropriate technical order references. **(T-1)**.

7.17.7.6. Instructor: Performed by 1POX1 technicians who are task-certified in for the event, and all applicable equipment tasks involved in completing a detailed fit check (e.g., fundamentals, donning, fit, inspection, operational checkout etc.). The AFE technician does not need to be qualified AFE Continuation Training Instructor to conduct and sign off LL07.

7.17.7.7. Training Aids: None.

7.17.7.8. Additional Information: N/A.

7.17.8. LL09 – 358 Series Quick Don Mask (QDM) Version 4/5 Differences Training. Reference Only.

7.18. Mission/Sortie (MB) Events.

7.18.1. **MB03Y** – Basic Sortie (Secondary Aircraft). A basic flight profile accomplished in a crewmember's assigned secondary aircraft, when required to maintain qualification in two aircraft types.

7.18.2. **MB10Y** – Proficiency Sortie. Training sortie used to accomplish required proficiency training events in the aircraft or a Level-C or better flight simulator. Instructors should tailor each sortie to the individual Pilot's training needs. An MB10Y should be logged after semi-annual simulator training based on events accomplished on separate simulator training days. **Exception:** PAG and dual-qualified Pilots are exempted. As a minimum, a Pilot proficiency sortie consists of the following:

7.18.2.1. Pilots. Review of Boldface/Recall emergency procedures during the pre-mission briefing.

7.18.2.1.1. Three instrument approaches.

7.18.2.1.2. Missed approach.

7.18.2.1.3. VFR traffic pattern (weather permitting).

7.18.2.1.4. For AFRC, an academic briefing will be included. Recommend the academic briefing include a CRM scenario.

7.18.2.1.5. In addition, the following should be accomplished when available and applicable.

7.18.2.1.5.1. Holding pattern or procedure turn (to include entry).

7.18.2.1.5.2. Circling approach.

7.18.2.1.5.3. Partial flap landing. (Refer to AMC FCIFs and the AFMAN 11-202V3 for policy guidance on accomplishing in the simulator or aircraft.).

7.18.2.2. **Navigators.** May credit a Proficiency/Backup Sortie when they perform navigation duties. Two Navigators may credit a sortie if they accomplish sortie events on the same route segment when the mission profile requires the use of two Navigators. A backup mission may be credited for currency when all planning (flight planning, fuel planning, time control, and weather planning) is accomplished. MB10Y should not be scheduled to exclusively complete Navigator requirements.

7.18.2.3. **Flight Engineers.** To credit a proficiency sortie, Flight Engineers complete appropriate pre-mission planning (to include performance take-off and landing data), a full pre-flight inspection or through-flight inspection and applicable panel duties and checklists for the type mission flown. MB10Y credit may be logged with a combination of a simulator sortie and an aircraft pre-flight and post-flight. Instructors and flight examiners may credit remaining semi-annual proficiency sorties (MB10Y) while instructing or evaluating the duties associated with the basic sortie requirement. MB10Y should not be scheduled to exclusively complete FE requirements.

7.18.2.4. **CSO.** Accomplish appropriate pre-mission planning, pre-flight or through-flight inspection, and in-flight duties (to include configuring and testing all available data systems (Ku/Ka/HSD) and bandwidth management) MB10Y should not be scheduled to exclusively complete CSO requirements.

7.18.2.5. **Flight Attendant.** Accomplish appropriate pre-mission planning, pre-flight or through-flight inspection, and in-flight duties. MB10Y should not be scheduled to exclusively complete FA requirements.

7.18.3. **MB14Y** – Long Range Navigation Mission/Oceanic Sortie. Navigators may credit a Long Range Navigation Mission/Oceanic Sortie when they plan and execute an operational Air Force One mission, CONUS or OCONUS. To the maximum extent possible this sortie should include an over water leg.

7.18.4. **MB20Y** – Unit-Specific Sortie. The MB20Y is a local area training option that does not require the full MB10Y training profile. The MB20Y is intended to focus on regaining

or maintaining currency when currency cannot be maintained in the simulator or on operational missions. The intent is to fly the minimum time to accomplish the requirement but does not preclude logging more than the minimum currency events. A current instructor may be paired with a Pilot who needs an event. The MB20Y is not a currency requirement. The following is a suggested list of training events:

7.18.4.1. Any individual training event required to regain or maintain currency when currency cannot be maintained in the simulator or on operational missions.

7.18.4.2. Special mission tasking.

7.18.4.3. Tactical training (when unable to accomplish in the simulator or on positioning/depositioning flights).

7.18.4.4. Corrective training or identified weaknesses.

7.18.5. **MB30Y** – Oceanic/Overwater Sortie. Requirement determined by units.

7.18.5.1. Purpose: The principle goal is to familiarize crewmembers with evolving procedures necessary for worldwide mobility to include oceanic crossing procedures.

7.18.5.2. Description: Sortie includes oceanic crossing procedures in oceanic airspace (MNPS, RNAV/RNP, CPDLC log-in etc.). Crewmembers performing assigned instructor or evaluator duties aboard the aircraft may log MB30Y provided appropriate airspace and oceanic procedures are reviewed and instructed/evaluated during the sortie. MB30Y is not creditable in the simulator.

7.18.5.3. OPR: AMC/A3T.

7.18.5.4. Instructor: Not required for continuation training.

7.18.5.5. Additional Information: N/A.

7.18.6. **MB50Y** – Tactical Sortie.

7.18.6.1. Purpose: On-going training to maintain proficiency in tactical events.

7.18.6.2. Description: Any combination of tactical events flown to improve tactical situational awareness and proficiency in approved tactical maneuvers.

7.18.6.3. OPR: AMC/A3T.

7.18.6.4. Training Media: Aircraft or Level-C or better simulator.

7.18.6.5. Instructor: Not required for continuation training.

7.18.6.6. Additional Information: N/A.

7.19. Aircraft Communications Equipment (PC) Events.

7.19.1. **PC31Y** –. Authentication Procedures. Log event when reply authentication procedures are accomplished using the TRIAD and Safe Passage authenticators. Units determine how best to accomplish the training (i.e., authenticate a transmission with command post, between aircraft, etc.) **Note:** May be completed as a ground event (flight not required).

7.19.2. **PC41Y** – UHF SATCOM Event. Log the event when a UHF SATCOM is successfully used to communicate between two stations (i.e., aircraft-to-aircraft, aircraft-to-command post, etc.). **Note:** May be completed as a ground event (flight not required).

7.19.3. **PC43Y** – VHF/FM Operations. Log event when VHF/FM is loaded with KVL device and a successful communications check is completed between two stations on a privatized frequency (i.e., aircraft-to-aircraft, aircraft-to-command post, etc.). **Note:** May be completed as a ground event (flight not required).

7.19.4. **PC45Y** – VTC Operations. Log event when the VTC kit is used to successfully communicate between two stations (i.e., aircraft-to-aircraft, aircraft-to-CMS NOC, etc.). **Note:** May be completed as a ground event (flight not required).

7.20. Flight Attendant Qualification (QF) Events.

7.20.1. **QF05Y** – Flight Attendant C-32A Qualification.

7.20.2. **QF07Y** – Flight Attendant C-37A Qualification.

7.20.3. **QF09Y** – Flight Attendant C-37B Qualification.

7.20.4. **QF11Y** – Flight Attendant C-40B Qualification.

7.20.5. **QF13Y** – Flight Attendant C-40C Qualification.

7.20.6. **QFXX** – Flight Attendant VC-25A Qualification.

7.21. Survival, Evasion, Resistance, Escape (SERE) (SS) Events.

7.21.1. General. AFI 16-1301, is the parent publication for SERE events. AFI 16-1301 takes precedence over guidance in this manual and the RTM. Courseware and guidance provided by AMC/A3DT (POC: MAJCOM SERE Functional Manager).

7.21.2. **SS01** – Local Area Survival (LAS).

7.21.2.1. Purpose: Identify environmental aspects that could affect an aircrew member in a local area survival scenario. Determine personnel recovery tactics, techniques, and procedures applicable to local area flying operations.

7.21.2.2. Description: Reference AFI 16-1301 and MAJCOM supplements for details.

7.21.2.3. OPR: AMC/A3D.

7.21.2.4. Curriculum Development: Each unit is responsible for tailoring training to meet unit needs.

7.21.2.5. Instructor: SERE Specialist or current and qualified Primary SRT instructor, in accordance with AFI 16-1301, **paragraph 2.3.2.2.**

7.21.2.6. Additional Information: Units may develop local standardized briefings for this requirement. In accordance with AFI 16-1301, **paragraph 2.3.2.1**, SERE Specialist are qualified to conduct SRT in accordance with SERE Specialist CFETP and SERE training plans.

7.21.3. **SS02** – Combat Survival Training (CST).

7.21.3.1. Purpose: Academic and field training designed for aircrew members whose duties may include overflight of or deployment to hostile territory. CST provides aircrew

members an opportunity to demonstrate their ability to operate AFE, employ survival/evasion techniques, and practice rescue procedures under simulated combat conditions.

7.21.3.2. Description: See AFI 16-1301 and MAJCOM supplements. MR personnel assigned to combat-coded units require CST. CST will be completed prior to awarding mission ready status. **(T-2)**. MAJCOMs will tailor training based on mission, type of aircraft, and level of risk (combat aircraft vs. transport aircraft requirements vs. special operations). Aircrews are required demonstrate proficiency in tactics, techniques, and procedures for survival and recovery under field conditions, while in a simulated combat environment using weapons system specific survival equipment. This training is designed to enforce learning objectives through hands-on experiential training.

7.21.3.3. OPR: AMC/A3D.

7.21.3.4. Curriculum Development: MAJCOM/A3D.

7.21.3.5. Instructor: SERE Specialist or current and qualified Primary SRT instructor, in accordance with AFI 16-1301 **paragraph 2.3.2.2**.

7.21.3.6. Additional Information: Completion of SS20 (Combat SERE Training) establishes the initial training date for this event.

7.21.4. **SS02A** – Combat Survival Training Academics.

7.21.5. **SS03** – Conduct After Capture (CAC).

7.21.5.1. Purpose: Training designed for crewmembers in units with a war fighting responsibility.

7.21.5.2. Description: MR and personnel assigned to combat-coded units require CAC. Personnel will complete CAC before being awarded mission ready status. **(T-1)**. See AFI 16-1301 and MAJCOM supplements.

7.21.5.3. OPR: MAJCOM/A3D.

7.21.5.4. Curriculum Development: MAJCOM/A3D.

7.21.5.5. Instructor: Resistance role-play instruction is specifically prohibited without HQ USAF (OPR: A3OS) approval and validation. In accordance with AFI 16-1301, only a qualified 1T0X1, SERE Specialist may teach CAC.

7.21.5.6. Additional Information: Completion of SS20 (Combat SERE Training) establishes the initial training date for this event.

7.21.6. **SS04** – Non-Combat Survival Training (NCST).

7.21.6.1. Purpose: An academic and equipment training program designed for aircrews whose duties do not require them to fly over enemy territory (i.e., staff positions, training unit instructors, etc.).

7.21.6.2. Description: Non-Mission Ready (MR)/Combat Mission Ready (CMR) and personnel not assigned to combat-coded units will conduct survival training tailored to their unit's specific needs. As a minimum, the following objectives will be satisfied: Determine personal protection procedures, determine signaling and personnel recovery

procedures, determine survival medicine procedures, determine navigation principles, and identify sustenance considerations. See AFI 16-1301 for course description.

7.21.6.3. OPR: AMC/A3DT.

7.21.6.4. Curriculum Development: MAJCOM/A3D.

7.21.6.5. Instructor: SERE Instructor or designated instructor for ARC units.

7.21.7. **SS05** – Water Survival Training (WST). Purpose. To provide aircrews with the information necessary for a water survival situation. Description. Academic and equipment training designed to provide aircrew members the opportunity to demonstrate their ability to use all weapon-system specific flotation devices and components available during an overwater emergency, employ water survival techniques, and practice rescue procedures (AFI 16-1301). OPR: MAJCOM: AMC/A3DT. Unit: SERE Instructor or designated instructor for ARC units.

7.21.7.1. Purpose: Aircrew will demonstrate proficiency in Tactics, Techniques, and Procedures (TTP) for survival and recovery from a water environment using weapons system specific survival equipment. **(T-1)**. This training should be conducted in natural waters (pond, lake, or ocean) or an environmental pool if logistically possible. Training in swimming pools is authorized if overall training objectives are not compromised. Description: Refer to AFI 16-1301 and MAJCOM supplement for further information.

7.21.7.2. OPR: AMC/A3D.

7.21.7.3. Curriculum Development: MAJCOM/A3D.

7.21.7.4. Instructor: SERE Specialist or current and qualified Primary SRT instructor, in accordance with AFI 16-1301 **paragraph 2.3.2.2**.

7.21.7.5. Additional Information: Completion of SS31 establishes the initial training date for this event.

7.21.8. **SS07** – Contingency SERE Indoctrination (CSI).

7.21.8.1. Purpose: Training geared towards crewmembers categorized as High-Risk of Isolation.

7.21.8.2. Description: CSI is a Combatant Commander-directed activity and is designed to prepare HRI personnel deploying to a specific theater of operations or contingency. Tailor CSI to the specific mission (e.g., fighters, transport aircraft, or ground forces). Combatant Commanders certify selected SERE Specialists to instruct HRI theater preparations. CSI is also referred to as High Risk of Capture (HRC) theater preparation.

7.21.8.3. OPR: AMC/A3D.

7.21.8.4. Curriculum Development: MAJCOM/A3D.

7.21.8.5. Instructor: SERE Instructor or CBT.

7.21.8.6. Additional Information: Verify CCMD and country requirements for SS07 with Theater Entry Requirements and the Foreign Clearance Guide. Reference Theater Reporting Instructions for the option of completing SS07 via CBT. Current courses can be found at (<https://jkolms.jten.smil.mil>).

7.21.9. **SS20** – Level-C, (SERE Training, S-V80-A). Air Force equivalent course is S-V80-A (Initial). Formal course that provides initial SERE skills training. Refer to AFI 16-1301 for course description and details.

7.21.10. **SS32** – Water Survival Training, Non-Parachuting (S-V90-A) (Ditching Aircraft). Formal course that provides initial water survival skills training for personnel assigned to an aircraft that uses ditching as the primary means for egress during an overwater emergency. Refer to AFI 16-1301 for course description and details.

7.22. Tactical Aircraft Training (TW) Events.

7.22.1. TW01Y – Tactical Departure.

7.22.1.1. Purpose: Continuation training for mission ready crews in Tactical Departures.

7.22.1.2. Description: A Tactical Departure as specified by unit/DOK. AFTTP 3-3 C-32/C-37/C-40 may be used as a guide. Planning should focus on the tactical egress during a fluid tactical scenario.

7.22.1.3. OPR: AMC/A3D.

7.22.1.4. Training Media: Aircraft or Level-C or better simulator.

7.22.1.5. Instructor: Pilots will demonstrate one Tactical Departure to the satisfaction of an instructor Pilot.

7.22.1.6. Additional Information: Both Pilots may log this event. If both Pilots are current and qualified, these maneuvers may be flown on continuation training and operational missions with passengers on board.

7.22.2. TW34Y – Threat Event (GPS-Denied Environment).

7.22.2.1. Purpose: Provide periodic training to enable aircrews operating with GPS to understand and employ countermeasures that limit impacts to navigation and/or mission execution during GPS-hampered/denied situations.

7.22.2.2. Description: Training activity to provide aircrews with knowledge of indicators and responses related to GPS-tampering, spoofing, jamming, etc. in order to enable continued effective aircraft operations within the environment.

7.22.2.3. OPR: AMC/A3D.

7.22.2.4. Training Media: Aircraft or Level-C or better simulator.

7.22.2.5. Instructor: Not required for continuation training.

7.22.2.6. Additional Information. N/A.

7.22.3. TW50Y – Tactical Arrival.

7.22.3.1. Purpose: Continuation training for mission ready crews in Tactical Arrivals.

7.22.3.2. Description: An instrument or visual approach utilizing specific procedures as approved by unit/DOK. AFTTP 3-3 C-32/C-37/C-40 may be used as a guide. Planning should focus on the tactical ingress during a fluid tactical scenario.

7.22.3.3. OPR: AMC/A3D.

7.22.3.4. Training Media: Aircraft or Level-C or better simulator.

7.22.3.5. Instructor: Pilots will demonstrate one Tactical Arrival to the satisfaction of an instructor Pilot.

7.22.3.6. Additional Information: Both Pilots may log this event. If both Pilots are current and qualified, these maneuvers may be flown on continuation training and operational missions with passengers on board.

7.23. Unit-Defined (X) Events.

7.23.1. Contact MAJCOM ARMS Functional for list of allocated unit-defined codes by location. Unit-defined events for all MAF units begin with “X”, are five characters long with the second and third characters allocated as numbers, fourth character is a letter, and the final character is a “Y”.

7.23.2. Once allocated by the MAJCOM, unit-defined events may be managed at the local level within the allocated codes and are not captured in the MAJCOM’s ARMS database. They should be judiciously considered and/or approved at the OG/CC level and published in local guidance documenting event identifiers, associated ARMS nomenclature, volume, currency and/or frequency. OG/CCs should periodically review during the TRP, established X-events for continued relevancy to the unit’s mission and document those reviews (when accomplished) in the TRP minutes along with any specific actions taken.

MARK D. KELLY, Lt Gen, USAF
Deputy Chief of Staff, Operations

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

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AFI 10-403, *Deployment Planning and Execution*, 17 April 2020

AFI 10-405, *Expeditionary Readiness Training Program*, 24 Sep 2018

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

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

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AFI 13-213, *Airfield Driving*, 4 February 2020

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AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 2 February 2016

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

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

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

AFPD 36-27, *Equal Opportunity* 18 March 2019

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

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AFI 36-2654, *Combat Arms Program*, 13 January 2016

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AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, 11 November 1994

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

AFMAN 11-202, Volume 3, *Flight Operations*, 10 June 2020

AFMAN 11-210, *Instrument Refresher Program (IRP)*, 4 October 2019

AFMAN 11-218, *Aircraft Operations and Movement on the Ground*, 5 April 2019

AFMAN 11-2EA, Volume 2, *Executive Airlift Aircrew Evaluation Criteria*, 18 June 2019

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AFMAN 17-1302-O, *Communications Security (COMSEC) Operations*, 3 February 2017

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AFPD 10-21, *Rapid Global Mobility*, 26 August 2019

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AMCI 10-403, *Air Mobility Command (AMC) Force Deployment*, 24 July 2014

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DoDI 4515.13, *Air Transportation Eligibility*, 31 August 2018

Joint Pub 3-50, *Personnel Recovery*, 23 October 2017

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*
AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*
AF Form 522, *USAF Ground Weapons Training Data*
AFTO 781, *ARMS Aircrew/Mission Flight Data Document*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1522, *ARMS Additional Training Accomplishment Report*
AF Form 4022, *Aircrew Training Folder*
AF Form 4023, *Aircrew Training Progress Report*
AF Form 4024, *Aircrew Training Accomplishment Report*
AF Form 4025, *Aircrew Summary/Close-Out Report*
AF Form 4168, *COMSEC Responsible Officer and User Training Checklist*
AF Form 4324, *Aviation Resource Management System (ARMS) Upgrade Worksheet*
DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

Abbreviations and Acronyms

A—Annual
AC—Aircraft Commander
ACTF—Aicrew Task Force
ADLS—Advanced Distributed Learning Service
ADSC—Active Duty Service Commitment
AEF—Air Force Expeditionary Force
AETC—Air Force Education & Training Command
AFE—Aircrew Flight Equipment
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFSC—Air Force Specialty Code
AIT—Aircrew Intelligence Training
AMC—Air Mobility Command
ANG—Air National Guard

AR—Air Refueling

ARC—Air Reserve Component (includes Air National Guard and AF Reserve Command)

ARMS—Aviation Resource Management System

AT—Academic Training

ATD—Aircrew Training Device

ATP—Airline Transport Pilot

ATS—Aircrew Training System

BAQ—Basic Aircraft Qualification

BMC—Basic Mission Capable

C—Cyclical (17-month Qualification Evaluation Cycle)

CAC—Conduct after Capture

CBRN—Chemical, Biological, Radiological, & Nuclear

CBT—Computer Based Training

CCM—Combatant Commanders

CEA—Career Enlisted Aviators

COMSEC—Communications Security

CONOPS—Concept of Operations

CONUS—Continental United States

CRM—Crew Resource Management

CSI—Contingency SERE Indoctrination

CSO—Communication Systems Operator

CST—Combat Survival Training

CUR—Currency

DME—Distance Measuring Equipment

DOD—Department of Defense

DoDI—Department of Defense Instruction

DOT—Director of Training

DSN—Defense Switched Network

EOC—End of Course

EP—Evaluator Pilot

ERT—Expeditionary Readiness Training

ESD—Evaluation Standards Document

ESSS—Electronic Staff Summary Sheet
ETCA—Education and Training Course Announcement
EVS—Enhanced Vision System
FA—Flight Attendant
FAA—Federal Aviation Authority
FCF—Functional Check Flight
FE—Flight Engineer
FEB—Flight Evaluation Board
FEF—Flight Evaluation Folder
FF—Basic Aircraft Qualification Flight Engineer
FS—Flight Surgeon
FTL—Flying Training Level
FTU—Formal Training Unit
FY—Fiscal Year
G—Ground Training Identifiers
GATM—Global Air Traffic Management
GPRD—Graduate Program Requirements Document
GRACC—Global Reach Aircraft Commander Course
GT—Ground Training
HARM—Host Aviation Resource Management
HHQ—Higher Headquarters
HQ—Headquarters
HUD—Heads Up Display
IAP—Instrument Approach Procedure
ICAO—International Civil Aviation Organization
IFF/SIF—Identification, Friend or Foe/Selected Identification Features
ILS—Instrument Landing System
IP—Instructor Pilot
IPC—Instructor Preparatory Course
IQT—Initial Qualification Training
IRC—Instrument Refresher Course
ISOPREP—Isolated Personnel Report

LAS—Local Area Survival

LoW—Law of War

MAF—Mobility Air Force

MAJCOM—Major Command (Headquarter-Level Organization)

MAR—Mission Accomplishment Report

MDS—Mission-Design-Series (e.g., B-52H, C-20B, C-20H, C-37A, C-37B, UH-1N)

MEP—Mission Essential Personnel

MF—Mission-Qualified Flight Engineer/First Flight Engineer

MK—Mission-Qualified Communication Systems Operator

MP—Mission-Qualified Pilot (Aircraft Commander)

MPD—Mobility Pilot Development (Program)

MPF—Military Personnel Flight

MQT—Mission Qualification Training

MR—Mission Ready

MT—Mission-Qualified Flight Attendant

MTL—Master Task Listing

MWS—Major Weapons System

NAF—Numbered Air Force

NCST—Non-Combat Survival Training

NMR—Non-Mission-Ready

NVG—Night-Vision Goggles

OCONUS—Outside the Continental United States

OG—Operations Group

OG/CC—Operations Group Commander

OJT—On the Job Training

OME—Operational Mission Evaluation

OPORD—Operation Order

OPR—Office of Primary Responsibility

OSA—Operational Support Airlift

OSS—Operations Support Squadron

OSS/OST—Operations Support Squadron Training Office (Group-Level Training Office)

PAA—Primary Aircraft Assigned

PACAF—Pacific Air Forces
PAG—Presidential Airlift Group
PAI—Primary Aircraft Inventory
PCS—Permanent Change of Station
PF—Pilot Flying
PFT—Programmed Flying Training
PII—Personal Identification Information
PIQ—Pilot Initial Qualification
PR—Progress Review
PRB—Progress Review Board
PRM—Precision Runway Monitoring
PREQ—Pilot Requalification
PS—Proficiency Sortie
PTT—Part-Task Trainer
QACP—Quality Assurance Change Proposal
RAP—Ready Aircrew Program
RQT—Requalification Training
RTM—Ready Aircrew Program (RAP) Tasking Memorandum
RTRB—Realistic Training Review Board
SAAAR—Special Aircraft and Special Aircrew Authorization Required
SAMFOX—Special Air Mission Foreign
SARC—Sexual Assault Response Coordinator
SATCOM—Satellite Communications
SAP—Special Access Program
SAPR—Sexual Assault Prevention and Response
SARM—Squadron Aviation Resource Management
SECAF—Secretary of the Air Force
SERE—Survival, Evasion, Resistance, and Escape
SOC—Senior Officer Course
SOQ—Squadron Officer Qualification
SORTS—Status of Resources and Training System
STRP—Squadron Training Review Panel

TDY—Temporary Duty

TEM—Threat Error Management

TERPS—Terminal Instrument Procedures

TG—Training Guide

TI—Theater Indoctrination

TIP—Trafficking in Persons

TL—Training Level

TRP—Training Review Panel

UDM—Unit Deployment Manager

UMD—Unit Manning Document

USAFE—United States Air Forces In Europe

USAFEC—U.S. Air Force Expeditionary Center

USTRANSCOM—United States Transportation Command

WST—Water Survival Training or Weapon System Trainer

Terms

Academic Training—A course of instruction that includes, but is not limited to, classroom instruction related to aircraft systems and operation, flight characteristics and techniques, performance, normal procedures, abnormal procedures, and emergency procedures. To adequately prepare students, academic courses should be completed prior to simulator or flight training.

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.

Aircrew Training System (ATS)—Integrated qualification, upgrade, and continuation training program for crew members. Civilian contractors conduct most academic and ATD training: Air Force conducts all flight training.

Annual—Training required once every calendar year.

Basic Aircraft Qualified (BAQ)—Aircrew member who has successfully completed an inflight evaluation but is not mission qualified in his or her assigned aircraft.

Biennial—Training required once every two calendar years.

Communication Systems Operator (CSO)—Crew member fully qualified to perform all communication systems operator functions.

Communications Security (COMSEC)—COMSEC material, other than equipment or devices, that assists in securing communications and which is required in the production, operation, or maintenance of COMSEC systems and their components. Examples are keys, codes, and

authentication information in physical or electronic form, call signs, frequencies, and supporting documents.

Computer-Based Training (CBT)—Ground training system that uses computer-generated graphics or text in conjunction with interactive programs as the primary medium of instruction.

Continuation Training—Ground and flight training events necessary to maintain mission-ready or basic qualification status.

Crew Resource Management /Threat & Error Management (CRM/TEM) Training—Training to improve the teamwork, dynamics, and effectiveness of aircrews.

Critical Phases of Flight—Take-off, AR, approach to landing, landing, or any flight maneuver stipulated in 11-2MDS series instructions specifically requiring direct (access to controls) instructor supervision for qualified or unqualified crew members.

Currency Event—Flying continuation training events with prescribed maximum interval-between accomplishments shown in the “Currency” column.

Cycle—17-month cycle based on in-flight evaluation completion date. Instrument test, open and closed-book testing, and in-flight evaluations are required 17 months after previous in-flight evaluation. Testing and evaluation will be accomplished during the 6-month period that includes the qualification expiration month and the 5 preceding months. See AFI 11-202V2, and appropriate MAJCOM supplement.

Difference Training—Training necessary to qualify or certify an individual in a different tactic or system within the same aircraft or an aircraft that is a different series other than the one in which currently qualified.

Direct Instructor Supervision—Instructor of like specialty with immediate access to controls (for Pilots, instructor will occupy either Aircraft Commander or Co-Pilot seat).

Down Status—Formerly known as duties not involving flying (DNIF).

Expeditionary Readiness Training (ERT)—Expeditionary readiness training encompasses all non-Air Force specialty related training required of a deployment-ready Airman not routinely acquired during initial, mission oriented, occupational or ancillary training. It focuses on the knowledge, skills and abilities required of an Airman to survive, operate and succeed in a deployed environment across the full range of military operations, while reinforcing a strong warrior ethos.

Familiarization Item—An item completed by demonstration, observation or in-seat experience. Proficiency is not required.

Flight Examiner (also referenced as Flight Evaluator)—A crewmember designated to administer evaluations according to AFI 11-2EAV2.

Flight Engineer (FE)—Crewmember qualified to perform Flight Engineer duties.

Flight Attendant (FA)—Crewmember qualified to perform Flight Attendant duties.

Flight Surgeon (FS)—Medical doctor qualified to perform Flight Surgeon duties and has current aeronautical orders in that AFSC.

Flying Training Level (FTL)—A standard assigned to crewmembers by the squadron commander, based upon experience, directing flying continuation training requirements.

Frequency (also referenced as Currency Requirement)—The rate at which a training event occurs or is repeated.

Term	Definition	Example
Number of Days (#d) (i.e., 180d, 365d, etc.)	Expires at the end of the stated number of days after the last date accomplished.	<i>180d:</i> Accomplished: 10 Feb 19 Expires: 8 Aug 19 Due: 9 Aug 19
Number of Months (#m) (i.e., 12m, 24m, etc.)	Expires at the end of the last day of the stated number of calendar months after the last date accomplished.	<i>15m:</i> Accomplished: 10 Feb 19 Expires: 31 May 20 Due: 1 Jun 20
Quarterly (Q)	Expires at the end of the last day of the calendar quarter (i.e., Mar, Jun, Sep, Dec) following the last date accomplished	<i>Q:</i> Accomplished: 10 Feb 19 Expires: 30 Jun 19 Due: 1 Jul 19
Fourth Quarter (4Q)	Expires at the end of the last day of the 4th quarter following the quarter in which the event was last accomplished	<i>4Q:</i> Accomplished: 10 Feb 19 Expires: 31 Mar 20 Due: 1 Apr 20
Semi-Annual (SA)	Expires at the end of the day of the semi-annual period following the subsequent semi-annual period in which the event was last accomplished.	<i>SA:</i> Accomplished 10 Feb 19 Expires: 31 Dec 19 Due: 1 Jan 20
Annual (A)	Expires at the end of the last day of the subsequent calendar year following the date in which the event was last accomplished	<i>A:</i> Accomplished: 10 Feb 19 Expires: 31 Dec 20 Due: 1 Jan 21
Biennial (B)	Expires at the end of the last day of the second calendar year following the date in which the event was last accomplished	<i>B:</i> Accomplished: 10 Feb 19 Expires: 31 Dec 21 Due: 1 Jan 22
Triennial (T)	Expires at the end of the last day of the third calendar year following	<i>T:</i> Accomplished: 10 Feb 19 Expires: 31 Dec 22

	the date in which the event was last accomplished	Due: 1 Jan 23
As Required (A/R)	Self-Explanatory	N/A

Instructor—Crewmember trained, qualified, and certified by the Sq/CC as an instructor.

Instructor Candidate—An aircrew member undergoing upgrade training to instructor.

Instructor Supervision—A qualified instructor of like specialty supervising a maneuver or training event. For critical phases of flight, the instructor will occupy one of the seats or stations, with immediate access to the controls.

Mission-Ready (MR)—Aircrew member who is current, qualified, and certified in the unit's designated mission(s).

Monthly—Training required once every calendar month.

Night—Portion of time between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac.

Non-Current—Status when an aircrew member is overdue or expired on a specific ground or flight event. Being non-current for an event does not automatically entail an aircrew member is NMR.

Non-Mission-Ready (NMR)—Status of an aircrew member that is non-current in a training event that affects MR status in accordance with the RTM and this AFMAN, unqualified, and/or not certified to perform unit missions.

Off-Station Training Flight—Any training mission that remains overnight (RON) or on loads/offloads cargo or passengers at a base other than home station.

Oceanic/Overwater Sortie (OCONUS Sortie)—Sortie which includes oceanic crossing procedures in oceanic airspace (e.g., MNPS, RNAV/RNP, CPDLC log-in etc.).

Quarterly—3-month periods defined as 1 January to 31 March, 1 April to 30 June, and 1 July to 30 September, or 1 October to 31 December.

Simulator Refresher—Simulator training emphasizing aircraft systems, normal and emergency procedures, and mission-specific training requirements.

Requalification Training—Training required to qualify crewmembers in an aircraft in which they have been previously qualified. See **Chapter 2** for requalification training requirements.

Semi-annual—6-month training periods from 1 January to 30 June and 1 July to 31 December.

Special Mission—Any mission requiring special qualification (FCF, etc.).

Supervised Training Status—Crewmember will fly under instructor supervision as designated by the Sq/CC or examiner. This status is a result of loss of currency or qualification, or due to less-than-qualified evaluation.

Tactics Training—The tactics training program provides Pilots with the skills and knowledge to fly tactical flight procedures when required.

Training Devices—All trainers, computer assisted instruction, sound-on-slide programs, videos, and mockups designed to prepare students for flight training or augment prescribed continuation training.

Training Level (TL)—A standard assigned to crewmembers, by the Sq/CC directing continuation training requirements.

Triennial—Training required once every three calendar years.

Upgrade Training—Training to qualify an aircrew member in a higher crew position.

Verbalize, Verify, Monitor (VVM)—A three-step, closed-loop system of communication designed to significantly reduce errors.

Attachment 2

AIRCREW TRAINING DOCUMENTATION

A2.1. General Information. This attachment provides standardized guidelines on proper training documentation. Instructions are provided for AF Form 4022, AF Form 4023, *Aircrew Training Progress Report*, AF Form 4024, *Aircrew Training Accomplishment Report*, AF Form 4025, *Aircrew Summary/Close-Out Report*, and aircrew training guides. Units may use the Graduate Training Integration Management System (GTIMS) or other AMC/A3T approved electronic gradebook in lieu of the hard-copy requirements described in this regulation. Units maintain all referenced documentation (training, reviews, waivers, etc.) within the database when an electronic option is used.

A2.1.1. Initiate a training folder (AF Form 4022) for [Table 6.2](#) formal training (either at formal school or in-unit), mission qualification, special qualification, certification training, in-unit upgrade program to the next higher crew qualification, requalification training (either at formal school or in-unit), or for any corrective action or additional training.

A2.1.1.1. The unit operations officer may waive the training folder requirement if corrective action or additional training is limited. If initiated, the instructor or flight examiner who evaluated the aircrew member's performance will enter comments pertinent to the training deficiency on AF Form 4023 or the training guide. Use the existing training folder for end-of-course evaluations that result in additional training.

A2.1.1.2. At the unit's discretion, training folders for an individual undergoing more than one training program in a short period of time may combine all training into one AF Form 4022 or electronic folders; (e.g., a tanker Pilot upgrading to AC may have his or her upgrade, mission qualification/certification, and formation lead training combined in one folder).

A2.1.1.3. Electronic Training Folders and forms are authorized. AMC recommends the use of the electronic training folder program (GTIMS) for all RegAF units. All requirements associated with this attachment (e.g., reviews, ground training requirements, flight training time, etc.) will be documented within GTIMS. GTIMS is a suitable substitute for AF Forms 4022, 4023, 4024 and 4025. Units cannot alter the original forms without AMC/A3TA approval. Electronic Training Folders (other than GTIMS) and reports not reproduced on paper for inclusion in the AF Form 4022 will be stored for at least one year. (T-3).

A2.1.2. Formal schools will send AF Form 4022 with all training records to the trainee's gaining unit. Sq/CCs will review formal school training records and enter appropriate comments on the training guide progress record or AF Form 4023.

A2.1.3. Squadrons maintain training folders for their personnel in a location readily accessible to instructors and supervisory personnel. The trainee may review his or her folder at any time. Electronic versions should be password protected to ensure data integrity. The GTIMS common access card login suffices for this protection.

A2.1.4. The instructor or trainer will review the training folder or electronic equivalent, to include AF Form 4023 and 4024 or the training guide, prior to all training periods. **(T-3)**. Those areas not previously accomplished or those, in which crewmembers require additional

training, will be noted for possible inclusion during the current training period. Operations officers will review active training folders or electronic equivalent quarterly, and flight commanders or squadron training representatives will conduct a monthly review. Monthly and quarterly reviews will be annotated on AF Form 4023, in the training guide, or in GTIMS.

A2.1.5. Upon completion of training, complete and place an AF Form 4025 in the individual's training folder, or accomplish a sufficient write-up in the student's training jacket in GTIMS. Ensure appropriate description of events accomplished and note any strengths and weaknesses. Place a copy of the AF Form 4025 in the individual's FEF only if directed by the guidance implementing the associated training. Squadrons will retain all AF Forms 4022 for one year and then return them to the crew member. **(T-2)**. (N/A for GTIMS) Do not insert AF Forms 4022, AF Forms 4023, AF Forms 4024, or training guide into FEFs. Document in ARMS per applicable event and **paragraph 1.8**

A2.1.6. Training Guides, AF Forms (4022, 4023, 4024, and 4025), GTIMS equivalent products, and/or unit overprints may be used for all OSA/EA continuation and formal training. The current AMC/A3TA approved formal school training guides are available through a link on the A3TA SharePoint® web page: <https://eim2.amc.af.mil/org/A3T/A3TA/default.aspx>

A2.1.7. For purposes of training documentation, classroom only training conducted at the unit will be identified as Academic Training (AT). Ground Training (GT) will be considered all training conducted outside the classroom not associated with a flight or aircrew training device (**Exception:** WST/BOT G events). All G series ground training referenced in this AFI will be referenced as (GT).

A2.1.8. Units will use the AF Form 4324 to update aircrew certifications in ARMS. Blocks 5 – 6 will be used to document initial, upgrade, or downgrade, of aircrew qualification. Block 22 will be used to document award of specific ARMS “Q” code identifiers containing the following minimum information: “Q” code (i.e., QXXX), Certification Name e.g., Phoenix Banner), and date of certification. AF Forms 1522s may be used in lieu of AF Forms 4324 to document new aircrew certifications that require award of specific ARMS “Q” code identifiers that do not require assignment of associated training profiles. Forward completed form to the unit SARMS section for processing. Once updated and signed, the letter of X's becomes the source document for certifications. **(T-2)**.

A2.2. Instructions for AF Form 4022. This form is a folder constructed of hard stock paper. The inside covers have tables for documenting training. AF Forms 4023, 4024, 4025, and additional information (waivers, memorandums, etc.) will be attached through the centered holes of the folder. Training guides will be placed inside the folder. The form is available through unit publications distribution offices or the AMC Command Publication Distribution Center. Units may organize the 4022 to fit their needs provided all necessary documentation is included in this folder. This includes the use of tabs and/or dividers when multiple certifications or phases of training are included in one training folder (i.e., MPD folder with Phase I, Phase II, various certifications, continuation training, PCO, Aircraft Commander MQT training). Comply with the following when documenting aircrew training on the form. **Note:** Formal school instructors using ATS courseware are not required to complete the following sections of the AF Form 4022: ground training summary, written evaluations, performance evaluation summary, and flying

training summary if this information is tracked by other means and sent to the gaining unit with AF Form 4022.

A2.2.1. Trainee Information (cover): Provides trainee and course information.

A2.2.1.1. Name and grade. Self-explanatory.

A2.2.1.2. Aircrew position. Self-explanatory. For aircrew members in an upgrade program, enter the aircrew position to which they are upgrading.

A2.2.1.3. Unit of assignment. Self-explanatory.

A2.2.1.4. Type of training. Enter formal course title or, for special mission certification, enter type (e.g., Formation lead, etc.). For other types of training, enter a descriptive identifier.

A2.2.1.5. Class number. Enter formal school class number; otherwise, leave blank.

A2.2.1.6. Course number. Enter only the ETCA formal course number, otherwise, leave blank.

A2.2.2. Ground Training Summary (inside left). This section provides a chronological record of ground training events. Record non-flying training events. Entries are required for: PTT, WST, FTD, BOT, and GT. Entries are required for in-unit academic instruction conducted according to formal school courseware. Classroom academic training will be identified as AT. Overprints are authorized and, if used, will be placed on the left side of the AF Form 4022.

A2.2.2.1. Date. Self-explanatory.

A2.2.2.2. Training period. Enter sequentially numbered training period designators (e.g., "FTD-1", "WST-2", "GT-3", etc.) or specific course identifier.

A2.2.2.3. Status. Enter incomplete (INC) and the reason (e.g., "INC-MX" (maintenance) or "INC-PRO" (trainee proficiency)) when an additional training period, over those remaining, will be required to accomplish the lost training events originally scheduled for that training period; otherwise, leave blank.

A2.2.2.4. Instructor/trainer (qualification). Enter the name of the instructor or trainer and aircrew qualification (e.g., Aircraft Commander (AC), instructor Pilot (IP), etc.).

A2.2.2.5. Training time. Self-explanatory. Do not include time normally associated with pre-briefing and debriefing.

A2.2.3. Training Period Designators. Codes to describe training periods. Formal training schools may use more descriptive designators if required.

A2.2.4. Written Evaluations. If applicable and desired, record data for the in-flight evaluation required to complete the training program.

A2.2.4.1. Date. Enter the date the written evaluation was satisfactorily completed.

A2.2.4.2. Type. Enter the AFMAN 11-2EAV2 description or other appropriate identifier.

A2.2.4.3. Grade. Enter according to AFMAN 11-2EAV1.

A2.2.5. Performance Evaluation Summary. Record data on required evaluations including re-evaluations (if applicable).

A2.2.6. Written Evaluations. If applicable and desired, record data for the in-flight evaluation required to complete the training program.

A2.2.6.1. Date. Enter the date the written evaluation was satisfactorily completed.

A2.2.6.2. Type. Enter the AFMAN 11-2EAV2 description or other appropriate identifier.

A2.2.6.3. Grade. Enter according to AFMAN 11-2EAV2.

A2.2.7. Performance Evaluation Summary. Record data on required evaluations including re-evaluations (if applicable).

A2.2.7.1. Date recommended. Enter the date recommended for a performance evaluation (BOT, WST, or flight).

A2.2.7.2. Type evaluation. Enter AFMAN AFI 11-2EAV2 evaluation description or other appropriate identifier.

A2.2.7.3. Instructor (qualification). Enter the name and aircrew qualification of the instructor recommending the student for an evaluation.

A2.2.7.4. Operations review. With the initials of the reviewer, indicate a records review has been accomplished following recommendation for an evaluation. **Note:** Flight commanders or supervisors will accomplish reviews during formal training courses. For in-unit training programs leading to an AFMAN 11-2EAV2 evaluation, Sq/CCs or operations officers are required to accomplish reviews **prior** to flight evaluations.

A2.2.7.5. Date evaluated. Enter the date the evaluation was completed.

A2.2.7.6. Evaluator. Self-explanatory.

A2.2.7.7. Grade. Enter according to AFI 11-202V2.

A2.2.8. Flying Training Summary (inside right). This section provides a chronological record of flying training sorties. Log all sorties scheduled even if canceled by external factors such as weather (WX) or maintenance (MX). Overprints are authorized and, if used, will be placed on the right side of the AF Form 4022.

A2.2.8.1. Date. Self-explanatory. On operational missions, enter inclusive dates (e.g., 28 Jul - 7 Aug 13).

A2.2.8.2. Training period. Enter sequentially numbered training period designators (e.g., "S-1," "AD-1," "O-2," etc.).

A2.2.8.3. Status. Enter "INC" and reasons, "WX," "MX," or "PRO" when an additional training flight, over those remaining, will be required to accomplish lost training events originally scheduled for that period (INC-WX); otherwise, leave blank.

A2.2.8.4. Instructor (qualification). Enter the name and aircrew qualification of the instructor.

A2.2.8.5. Mission time. Enter the total flight time of the training or operational mission in the top half of the block. Enter the flight time the trainee was actually in the seat in the lower half of the block.

A2.2.8.6. Cumulative time. Use this block to enter the individual's total cumulative flight time in the specific training course. Enter total cumulative flight time in the top half of the block and the total cumulative seat time in the lower half of the block.

A2.2.9. Performance and Knowledge Standards. Use with AF Form 4024, see [paragraph A2.4.11](#)

A2.2.10. Grading Codes. Use with AF Form 4024, see [paragraph A2.4.8](#)

A2.2.11. AF Form 4022 Aircrew Training Folder Closure. The Training Folder is considered closed upon successful completion of the final event required by the training program. Final training events include flight evaluation; instructor validation of training (i.e., "sign-off" flight); and/or Sq/CC Certification.

A2.3. Instructions for the AF Form 4023. This form provides a narrative description of training missions and is also used for documenting operations review of training progress. File AF Forms 4023s in order with the most recent activity on top. Complete this form or a unit developed overprint anytime formal training requirements are completed or anytime the Aircraft Commander or instructor considers a write-up is warranted. For multiple-leg missions or deployments, one write-up may be made covering the entire mission if desired. When ground training is accomplished in conjunction with a training mission, one write-up may be made covering training for the entire mission. **Note:** Training guides may be used to document training instead of the AF Form 4023. This form may be used for ATS and formal school courses.

A2.3.1. Training Period and Date (block 1). Training period is ground, simulator, or flight (i.e., AT-1, GT-1, SIM-3, S-4, etc.). Annotate the date the training occurred.

A2.3.2. AT, GT, FLY, and ATD (blocks 2, 4, and 6). Annotate time allocated for training and keep a running total (blocks 3, 5, and 7) by adding previous totals to current training period time. Classroom academic training periods will be annotated as AT and tabulated under the ground training block.

A2.3.3. Total Training Time (block 8). Keep a running total of all training time (add blocks 3, 5, and 7).

A2.3.4. Remarks and Recommendations (block 9). Describe the mission scenario. Local overprints are authorized. Comments will elaborate on trainee strengths and weaknesses, identify problem areas, record unusual circumstances, and indicate student progress. Recommendations will be specific and include tasks requiring further training and the type of training required. Include training completed and any other performance based information. If more space is required for annotating remarks, draw vertical arrows through sortie information heading section (blocks 1 through 8) of following block or form and continue remarks.

A2.3.4.1. Operations Review. In addition to reviewing all AF Form 4023 entries, the flight commander or squadron training representative will conduct a monthly review of active status AF Forms 4022. The Sq/CC or operations officer will review active status

AF Forms 4022 at least once each quarter (N/A formal schoolhouse). The Sq/CC or Operation's Officer quarterly review may count towards the monthly squadron training review. Document reviews on an AF Form 4023. The reviewer will annotate "monthly review" or "quarterly review," as applicable, in the training period block. Write comments concerning the trainee's progress, status, or recommendations in the mission profile, comments, and recommendations block. Initial reviews by Sq/CC's fulfill the requirement for the monthly and quarterly review for the month and quarter the review was completed.

A2.3.4.2. Monthly reviews are not required for formal school courses except in documented cases of unsatisfactory progress. ATS personnel will review the student's records and ensure all required training is completed prior to entering flight training. If problems are encountered during the flying phase, the squadron will conduct reviews necessary to document unsatisfactory progress.

A2.3.4.3. When the trainee attains sufficient knowledge, experience, and prerequisites for upgrade, the instructor will recommend an evaluation and state: "Recommend evaluation for (crew position)" on the training progress report.

A2.3.5. Instructor (block 10). Instructors will print and sign their name and annotate their rank and crew qualification.

A2.3.6. Students (block 11). Students will print and sign their name.

A2.3.7. Reviewer (block 12). For monthly and quarterly reviews, Sq/CC, operations officers, or flight commanders will print and sign their name and indicate their position. Flight commanders may use their initials in the review block after reviewing individual AF Form 4023 entries.

A2.3.8. AF Form 4023 will be completed and reviewed by the student prior to his or her next training period.

A2.4. Instructions for the AF Form 4024. This form tracks, for each sortie, individual event and task accomplishment, and grades. Units will overprint event and task listings, total number of repetitions required, and the required proficiency level (RPL) for each event and task. Maintain AF Forms 4024 on the right side of AF Form 4022. **Note:** Training guides may be used to document training instead of the AF Form 4024. The AF Form 4024 may be used for ATS and formal school courses.

A2.4.1. Name. Self-explanatory.

A2.4.2. Crew Position. Self-explanatory. For aircrew members in an upgrade program, enter the aircrew position to which they are upgrading.

A2.4.3. Course or Phase of Training. Enter the AFCAT 36-2223 formal course identifier (e.g., KC10P). For special mission certification, enter the type and identify the method of training (e.g., WST training, flying training, etc.).

A2.4.4. Sortie. Enter sortie number (e.g., S-1, S-2, FTD-1, etc.).

A2.4.5. Date.

A2.4.6. Training Event and Task Listing. Reflects the tasks and subtasks in the training program that require specific student performance or knowledge proficiency standards.

A2.4.7. Number Accomplished. Reflects the number of times an event was accomplished on that sortie.

A2.4.8. Grade. Enter a "1," "B," "F," "P," "S," or "U" as appropriate.

A2.4.8.1. "1"—Item are accomplished once by the crew member, but does not require proficiency.

A2.4.8.2. "B"—Briefing item only.

A2.4.8.3. "F"—Familiarization item; proficiency is not required. The Operations Group Commander or equivalent will determine whether "F" items are completed by briefing, demonstration, observation, or actual accomplishment.

A2.4.8.4. "P"—Proficient; crew member has achieved the required proficiency level.

A2.4.8.5. "S"—Satisfactory; crew member has not achieved the required proficiency level but progress is satisfactory.

A2.4.8.6. "U"—Unsatisfactory; crew member was previously proficient, but has regressed or progress is unsatisfactory.

A2.4.8.7. **Note** : Events preceded by an (*) are trained to proficiency by the contractor in the appropriate ATD during phase 1A; however proficiency in the ATD may in some cases not equate to full aircraft proficiency due to differences in the real-world flight environment. For this reason a student may be graded "S" until full aircraft proficiency is demonstrated in phase 1B for an event graded "*P" in the ATD. An "S" grade denotes satisfactory progression and does not require contractor notification. However, once a crew member has received "P" for an event (in phases 1A, 1B or MQT), the only subsequent grade allowed is either "P" or "U". Likewise, multiple consecutive "S" grades may indicate lack of progression and warrant a "U". Any event graded "U" has an associated remark on AF Form 4023.

A2.4.9. Total Number Required. Indicates the total repetitions of an event or task required by the course syllabus.

A2.4.10. Total Number Accomplished. Total of the number of repetitions actually accomplished.

A2.4.11. Required Proficiency Level (RPL). RPL for the specific event and task. Each event and task will have a performance standard designated for the required proficiency level the crew member is required to achieve. In addition, each event and task may have (optional) a knowledge standard designated and used in the same manner as a performance standard. The standards for specific events are either listed in the applicable master task list (MTL) and evaluation standards document (ESD) for each weapon system or identified in this volume. For OSA/EA, all events will have an RPL of "3" for performance and "C" for knowledge (if knowledge standards are used in addition to performance standards). OSA/EA units may use "P" to signify the RPL has been attained. Performance and knowledge standards follow:

Table A2.1. Event and Task Performance Standard.

Code	Performance is:	Definition:
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1	Extremely Limited	Individual can do most activities only after being told or shown how.
2	Partially Proficient	Individual can do most of the behaviors, but not necessarily to the desired levels of speed, accuracy, and safety.
3	Proficient	Individual can do and show others how to do the behavior in an activity at the minimum acceptable levels of speed, accuracy, and safety without the assistance of an instructor. For instructors, proficiency includes the ability to demonstrate, instruct, and supervise ground and flight activity.
4	Highly Proficient	Individual can do behaviors in an activity at the highest level of speed, accuracy and safety.

Table A2.2. Event and Task Knowledge Standard.

Code	Knowledge of:	Definition:
A	Facts and Nomenclature	Individual can identify basic facts and terms about the subject and when used with a performance code, can state nomenclature, simple
B	Principles and Procedures	Individual can explain relationship of basic facts and state general principles about the subject and when used with a performance code, can determine step-by-step procedures for sets of activities
C	Analysis and Operating Principles	Individual can analyze facts and principles and draw conclusions about the subject and when used with a performance code, can describe why and when each activity will be done and tell others how to accomplish activities
D	Evaluation and Complete Theory	Individual can evaluate conditions and create new rules or concepts about the subject and when used with a performance code, can inspect, weigh, and design solutions related to the theory involved with activities.

A2.4.11.1. Regression. Once a crewmember has received “P” for an event, the only subsequent grade allowed for that event is either “P” or “U”.

A2.4.11.2. Regression occurs when an activity is graded “U” after having achieved “P” in the same task. Regression from a “P” to a “U” requires an explanation in the student’s training folder. The overall grade is at the instructor’s discretion. For regression, the student will re-obtain proficiency prior to the end of the block of training in order to be recommended for an evaluation (when applicable) or certification (when applicable).

A2.5. Instructions for the AF Form 4025, *Aircrew Summary/Close-Out Report*.

A2.5.1. Units will close out student folders within five duty days once the training timeline ends in accordance with [paragraph 1.7.1](#) When a training folder is closed, a single

summary/closeout report (Form 4025) will be completed detailing the individual's strengths, weaknesses, overall performance, and other pertinent information.

A2.5.2. Sq/CC, operations officers and flight commanders will ensure the comments on this form do not reflect personnel opinions or biases. All comments are supported by information contained in the AF Forms 4023 and 4024 or training guides as applicable. At formal schools, the instructor will accomplish the AF Form 4025 and the Sq/CC's signature is optional.

A2.6. Aircrew Training Guides. If available, use aircrew training guides (TG) for training programs.

A2.6.1. Units may produce TGs when the ATS contractor is unable to provide them. TGs will be developed in accordance with AFI 36-2201, Volume 1, Training Development, Delivery and Evaluation. All TGs will be produced using the AMC approved format. Coordinate TG development and approval through AMC/A3TA.

A2.6.2. Initiating TGs. Training and resource management personnel in each unit will initiate a TG on crew-members prior to their entering any phase of qualification training. These TGs will be inserted in AF Form 4022.

A2.6.3. Use of TGs. Specific instructions for annotating training are included in each TG. TGs will be placed in an AF Form 4022 and maintained in accordance with [paragraph A2.1.5](#)

A2.6.3.1. Active status TGs will be carried by the student during all training and operational missions and made available to the instructor for review and annotation. The student will review the TG and initial the training progress record after each training period.

A2.6.3.2. Complete the training progress record portion of the TG in sufficient detail to specify areas of training accomplished, areas needing improvement, recommended specific study areas for the trainee, and recommended training for the next training period. When the trainee attains sufficient knowledge, experience, and prerequisites for upgrade, the instructor will recommend an evaluation and state: "Recommend evaluation for (crew position)" on the training progress record. Trainees will not be recommended for an evaluation if a TG required event is incomplete or requires corrective action.

A2.6.3.3. On missions without an instructor or examiner, the senior qualified counterpart (AC for Co-Pilots) will accomplish required training for those areas not requiring an instructor. Annotate applicable training information in the TG.

A2.6.3.4. When an initial qualification flight evaluation is not successfully completed and additional training is required, the flight commander will annotate deficient areas on reproduced pages of the appropriate TG and training progress record. This TG insert will be placed in the AF Form 4022 and used to document completion of additional training.

A2.6.3.5. Training is concluded following completion of the training syllabus and folder closeout. If no evaluation is required, use instructor validation of training (i.e., "sign-off") or Sq/CC Certification. Fill out an AF Form 4025 in accordance with [paragraph A2.5](#) Maintain completed TG and associated AF Form 4025 in a training folder according to [paragraph A2.1.5](#)

A2.6.3.6. Do not maintain the training guide in the flight evaluation folder.

A2.6.4. Review Procedures:

A2.6.4.1. Instructors and students will review the TG after each training period and discuss training accomplished, problem areas, and immediate goals.

A2.6.4.2. The flight commander or squadron training representative will conduct a monthly review of the training folder or GTIMS. When a training folder is used, the review will be indicated by entering initials and date in the review block of the AF Form 4023.

A2.6.4.3. The commander or operations officer will review active TGs at least once each calendar quarter and prior to an evaluation. This review will be a separate entry on the AF Form 4023 and will include comments on weak areas and upgrade potential. Indicate review by signing the instructor trainer block of the training progress record, and enter “quarterly review” in the training period identifier block.

A2.6.4.4. Records of crewmembers not receiving training (but in an active status) will be reviewed monthly and quarterly as indicated above. If applicable, the statement, “no training accomplished during this period,” the reason why, and the projected date when training will resume will be entered on the student’s training progress record.

A2.6.5. Disposition of TGs.

A2.6.5.1. Place completed TGs in AF Form 4022 and maintain according to [paragraph A2.1.5](#)

A2.6.5.2. Formal schools will maintain copies of the aircrew training records on incomplete trainees for 6 months.