

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

**AIR FORCE MANUAL 11-2KC-46,  
VOLUME 1**



**12 JULY 2021**

***Flying Operations***

**KC-46 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*, and is consistent with Air Force Manual (AFMAN) 11-202, Volume 1, *Aircrew Training*. This manual requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 United States Code § 9013, *Secretary of the Air Force*. The applicable System of Records Notice F011 AF XO A, *Aviation Resource Management System (ARMS)*, is available at: <https://dpcl.d.defense.gov/privacy/SORNS.aspx>. This manual establishes the aircrew training guidance for KC-46 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. This manual does not apply to the United States Space Force. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Route change requests, questions, or recommendations for amending existing course prerequisites through the Major Command (MAJCOM) training staff to the office of primary responsibility (OPR). Change requests require use of the AF Form 847, *Recommendation for Change of Publication*. The OPR address is AMC/A3T, 402 Scott Drive, Unit 3A1, Scott AFB, IL 62225-5302, [AMC.A3T@us.af.mil](mailto:AMC.A3T@us.af.mil). Supplements (including local supplements) that directly implement this publication are required to be routed to the OPR for coordination prior to certification and approval in accordance with AFI

11-200 and AFMAN 11-202V1, *Aircrew Training*. The authorities to waive wing and/or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Compliance with [Attachment 2](#) and [Attachment 3](#) in this publication is mandatory. 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.

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## Chapter 1

### GENERAL

**1.1. Overview.** This manual prescribes basic guidance for training United States Air Force KC-46 crewmembers according to AFMAN 11-202V1.

1.1.1. 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 exercises, peacekeeping operations, contingencies, and war. Mission readiness and effective employment are achieved through the development and mastery of core competencies for KC-46 crewmembers. These core competencies include the ability to conduct tanker and receiver air refueling (AR), tactical ingress, tactical egress, instrument procedures, mission planning, ground operations, aircrew management, and Air Operations Center (AOC) integration.

1.1.2. Additionally, it links Air Force Tactics, Techniques, and Procedures (AFTTP) 3-3.KC-46, *Combat Aircraft Fundamentals—KC-46*, requirements into mission and continuation training tables while retaining a combat culture, leading edge technologies, and pushing capabilities while anticipating warfighter needs.

1.1.3. Although this publication governs KC-46 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.

### 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. Supplements.** Each MAJCOM equivalent or subordinate command level may supplement this AFMAN. Supplements may be more, but not less restrictive than this manual. MAJCOMs may set training requirements lower than specified in this manual when the statement “or as specified in MAJCOM supplement” is indicated as applicable to that item or event.

### 1.4. Roles and Responsibilities.

#### 1.4.1. Lead Command.

1.4.1.1. **Air Mobility Command (AMC)** is designated lead command for the KC-46 mission design series (MDS) according to AFD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, AFD 11-2, and AFD 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 provides KC-46 operations and training guidance to user commands.

1.4.1.2.2. AMC/A3/10 delegates to AMC Flight Operations Division (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 Flight Operations Division (AMC/A3T).** AMC/A3T manages KC-46 training guidance and programs, as stipulated in [paragraph 1.4.1.2.2](#). As such, AMC/A3T coordinates with user command A3Ts (or equivalent) and issues 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 the base manual. KC-46 RTM is located at <https://eim2.amc.af.mil/org/a3t/default.aspx>.

1.4.1.3.1. Course Management. AMC/A3T, in coordination with user commands, approves initial qualification training (IQT), mission qualification training (MQT), upgrade courses, continuation training requirements, and fielding of locally-taught upgrade courses.

1.4.1.3.2. Realistic Training Review Board (RTRB). AMC/A3T hosts an RTRB biennially, or more frequently as required. The RTRB reviews all training programs for currency, applicability, compliance and effectiveness. Attendees should include training representatives from AMC/A3T, AMC Standardization and Evaluation, USAF Expeditionary Center (USAF EC), Air Force Reserve Command (AFRC), National Guard Bureau (NGB), Formal Training Unit (FTU), unit chiefs of training, curriculum developers, and ATS instructors and staff, as applicable.

1.4.1.3.3. Course Change Proposals. The primary venue for recommending changes to KC-46 training programs is the RTRB. Otherwise, send proposals for course modifications, deletions, or amending course prerequisites to AMC Tanker Training Branch (AMC/A3TK) through the submitter's MAJCOM chain of command for awareness and/or approval. AMC/A3TK coordinates MAJCOM-recommended proposals and approves or 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 also [paragraph 1.17](#)). AMC/A3T coordinates with the FTU to assure completion of graduate surveys on first-assignment trainees arriving from Specialized Undergraduate Pilot Training (SUPT).

**1.4.1.4. Detachment (DET) 2, Air Mobility Command Air Operations Squadron (AMCAOS) personnel will:**

- 1.4.1.4.1. Conduct an annual simulator certification (SIMCERT) on each aircrew training device (ATD) in the KC-46 ATS (semi-annual for Level C+ certified simulators), or when necessary (e.g., ATD modification, configuration change, etc.). **(T-1)**. Guidance on SIMCERT requirements is contained in AFI 16-1007, *Management of Air Force Operational Training Systems*. The program is designed to ensure training devices are maintained to their design configuration and provide accurate and credible training. SIMCERT will include objective and subjective testing, inventory inspection, and quality assurance issues. **(T-1)**. **Note:** For ATDs modified with unique configurations, a SIMCERT is not required for cockpit configuration conversion unless deficiencies are identified affecting the ATDs status of Level C+ performance.
- 1.4.1.4.2. Provide host unit 45-day advance notice of a SIMCERT. **(T-2)**. AMC/A3T may direct a short-notice SIMCERT with verbal coordination between host unit, DET 2, AMCAOS, ATS contractor, and the ATS contract management team. Report SIMCERT results to AMC/A3T and the ATS contract management team.
- 1.4.1.4.3. Monitor training device utilization and availability, and ensure equipment malfunctions are corrected through coordination with the ATS contractor when required. **(T-2)**.
- 1.4.1.4.4. Conduct an annual Training System Support Center (TSSC) audit of courseware and simulation devices. **(T-2)**.
- 1.4.1.4.5. Oversee monthly KC-46 ATS Training System Configuration Working Group (TSCWG) in coordination with Air Education and Training Command (AETC) 97th Training Squadron (TRS) Quality Assurance Agency. **(T-2)**. The TSCWG will review the status of the tasks requested and courseware and hardware configuration of the KC-46 ATS. **(T-2)**. The TSCWG will review and prioritize change requests for incorporation into the KC-46 ATS. **(T-2)**.
- 1.4.2. **Training Command.** AETC is the designated training command for KC-46 formal school syllabi and is the approval authority for changes in coordination with lead and user commands according to AFMAN 11-202V1. AETC designates 19 AF to oversee formal school courses and syllabi management in coordination with the ATS contractor and AMC/A3TK. Formal course information is available via Education and Training Course Announcements (ETCA) and approved formal course syllabi are available via the AETC Bookstore (see **paragraph 1.14.2**). 19 AF Director of Operations (19 AF/DO) manages the Programmed Flying Training (PFT) process with link to quotas (see **paragraph 1.14.1**). 19 AF/DO determines the formal school flying capacity in coordination with lead command (ATS alignment).
- 1.4.2.1. **97 TRS, Altus AFB, Quality Assurance Agency**, is designated as the monitor for ATS performance in coordination with DET 2, AMCAOS. AETC schedules subject matter experts (SMEs) for technical interchange meetings (TIMs) with the ATS contractor. DET 2, AMCAOS will review all continuation training courses and mission scenarios and recommend changes as necessary when aircraft systems, operating procedures, or mission and command training requirements are modified or changed. **(T-2)**.



1.4.2.2. 97 TRS may conduct ATS Contract Compliance Evaluations (CCEs) for KC-46 ATS-supported sites in accordance with the existing AMC/AETC memorandum of understanding (MOU). In such cases, 97 TRS will report results to AETC, AMC/A3T, and ATS contract management team. **(T-2)**. Evaluation personnel should assess ATS contractor performance of aircrew ground training programs to include computer-based training (CBT), simulator training, Visual Threat Recognition and Avoidance Trainer (VTRAT), and training support facilities. 97 TRS will provide 45-day advance notice to the host unit prior to any CCE (non-interference basis) via notification memo or email to the unit point of contact (POC). **(T-2)**. Unit support may include the use of an in-brief and out-brief facility, approximately four hours CBT time, and access to available crewmembers and staff for the purpose of conducting surveys and/or soliciting comments.

#### 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, ATD, and aircrew) necessary to accomplish training requirements and identify known shortfalls to MAJCOM/A3T (or equivalent) 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 are sent from the student's Sq/CC (or designated representative) through the OG/CC to MAJCOM/A3T (or equivalent) (email format is acceptable). MAJCOM/A3T (or equivalent) will submit approved recall letter (email or fax) to 19 AF Pipeline Management (19 AF/DOP) for follow on coordination with the FTU Registrar. Emergency recall during non-duty hours may be coordinated directly with applicable FTU Registrar, with follow up coordination with 19 AF/DOP on the next duty day (see also [paragraph 1.15](#) 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. **(T-2)**. Host and/or co-located units will develop local agreements to consolidate aircrew training support base-wide. **(T-2)**.

1.4.5. **Operations Group Commander (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, and safety; wing tactics, wing 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. **Note:** It is recommended that non-collocated squadrons and/or detachments forward panel minutes to the wing training office for discussion at the primary TRP and inclusion in the primary TRP minutes.

1.4.5.1.1. Frequency and Documentation. OG/CCs will convene the TRP semi-annually. **(T-2)**. The TRP will document pertinent information in the minutes and will

maintain these minutes for a period of two years from the TRP meeting date. **(T-2)**. Commanders may increase meeting frequency at their discretion.

1.4.5.1.2. Format and Content. The TRP should review staff and crewmember management actions necessary to complete group and/or squadron flight and ground training programs. Suggested TRP topics include: current and forecasted flying training levels (FTLs), upgrade and continuation training (CT) status, semi-annual requirement completion rates, aircrew position gains or losses, course critiques, instructor and examiner upgrades, and relevant discussions of Military Flight Operations Quality Assurance (MFOQA) analysis and other proactive safety action programs (e.g., Airman Safety Action Program and Line Operations Safety Audit) 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 Section (MPS) for individual crewmember counseling and personnel system updates affecting an active duty service commitment (ADSC) incurred from training described in this AFMAN (N/A Air Force Reserve (AFR)). **(T-2)**. See AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 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). The OG/CC (or designated representative) will:

1.4.5.3.1. Appoint a primary and alternate instructor for each non-ATS course. **(T-2)**.

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

1.4.5.3.3. Use MAJCOM, ATS, or unit developed 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](#).

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 to the commander changes to 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/A3TK. **(T-2)**.

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

1.4.5.5. Select a Director of Training from the most highly qualified and experienced instructors within their group. Candidates should have previous training experience. Evaluator or FTU experience is highly desired.

1.4.5.5.1. The OST will standardize and coordinate training among all squadrons. **(T-2)**. These individuals are responsible to the OG/CC for all aircrew training matters.

1.4.5.5.2. For multiple flying squadron units, staff the OST in accordance with the Unit Manpower Document. **(T-3)**. OST staffing with an instructor for each aircrew position is desired. Instructors should be selected based on experience, availability, and time on station (to ensure continuity of operations for each aircrew position in OST).

1.4.5.5.3. Total Force Integrated units may consolidate under a single OST provided that non-host unit training concerns are also represented.

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

1.4.6.1. Maintain a squadron training office (DOT) to manage and administer aircrew training programs. **(T-2)**.

1.4.6.1.1. Sq/CC will select and appoint a DOT Chief or Flight Commander (Flt/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 aircrew position to the squadron DOT office. **(T-3)**. At least one instructor (any aircrew position) should be on duty in DOT during duty hours to the maximum extent possible.

1.4.6.1.2. Sq/CC should select DOT staff based on experience, availability, and time-on-station to maximize continuity across training programs and all aircrew positions. **Note:** Previous evaluator or FTU experience is highly desired.

1.4.6.2. Reserved for future use.

1.4.6.3. Convene and chair a Squadron Training Review Panel (STRP) (may be delegated no lower than the squadron Operations Officer (Sq/DO)). **(T-3)**. Panel members should include representatives from squadron training, tactics, stan/eval, safety, and operations (i.e., operations officer, assistant operations officer, flight commanders, etc.), and any other areas determined by the Sq/CC (e.g., SARM).

1.4.6.3.1. The Sq/CC will convene the STRP at least monthly (quarterly for ARC and 509 Weapons School (WPS)). **(T-2)**. The STRP will maintain Sq/CC-approved minutes for two years from the date of the panel meeting. **(T-3)**. **Note:** DOT chiefs may reproduce, distribute, and/or store minutes, as required, for effective program administration.

1.4.6.3.2. 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 and evaluator manning, RTM, additional Sq/CC directed events, aircrew position gains and losses, status of aircrew member

- training (i.e., 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 and individual continuation training, event proration, and semi-annual waiver projections and status.
- 1.4.6.4. Ensure crewmembers complete in-unit mission, ground, and continuation training programs. **(T-3)**. Units will not enroll crewmembers into another aircrew course or upgrade until existing upgrades are complete. **(T-3)**. Failure to reasonably progress may require action for removal.
- 1.4.6.5. Assign FTLs to assigned and attached crewmembers before each semi-annual training period (see **Chapter 4**). **(T-2)**. Continuation training requirements in the RTM are the minimum required events. **Note:** Unit commanders may assign additional requirements to any crewmember based on the individual crewmember's experience and proficiency level.
- 1.4.6.6. For returning or inbound trainees, ensure both the student and supervisor(s) complete post-graduate course surveys no later than (NLT) 180 calendar days (ARC 240 calendar days) after the student's graduation from formal training. **(T-2)**. **Note:** Surveys are located on the AETC website at: <https://www.my.af.mil/agepiftprod>.
- 1.4.6.7. 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. The preferred (and in some instances, mandated) electronic equivalent for MAF is the Graduate Training Integration Management System (GTIMS).
- 1.4.6.8. Review training and evaluation records of newly assigned or attached crewmembers and those completing formal training to determine the necessary training to complete and certify the individual as Basic Aircraft Qualified (BAQ), Basic Mission Capable (BMC), or Mission Ready (MR). **(T-2)**.
- 1.4.6.9. Execute squadron-level aircrew certifications and qualifications described in this manual. **(T-2)**.
- 1.4.6.10. Review qualifications and monitor training requirements for squadron-assigned flight surgeons, where applicable. **(T-2)**.
- 1.4.6.11. Ensure Sq/DO (or designated representative) monitors quality of training accomplished and identifies training deficiencies. **(T-2)**. 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 and AFRC require the use of GTIMS for waiver management.
- 1.4.6.12. Designate and certify unit personnel (when required) to operate ATDs. **(T-3)**. Establish a selection process and implement initial and recurring training programs to ensure designated and certified personnel are proficient in ATD operations. **(T-2)**.

1.4.6.13. Ensure flight training sorties (including those conducted when all V1 training requirements for all aircrew positions have been met) are required to meet aircrew, unit, or external user requirements. **(T-3)**. Unit commanders will utilize aircrew training devices for continuation training to the maximum extent possible. **(T-2)**.

1.4.7. **ATS Contractor.** The KC-46 ATS contractor is responsible for academic and ATD instruction at the KC-46 formal schoolhouse and specialized training at all KC-46 training sites. This responsibility is defined exclusively in the KC-46 ATS contract performance work statement and includes developing, updating and publishing courseware, formal school syllabi for AETC, maintaining ATS facilities, maintenance and operation of all assigned ATD, etc., according to the KC-46 ATS contract (see **Chapter 6**). **Table 6.2** contains a list and description of all KC-46 formal training courses. Where there is a conflict between the contract or Statement of Work (SOW) any provision regarding contractor responsibility in this volume, the contract or SOW shall take precedence. **(T-0)**.

1.4.8. **Formal School, Non-ATS.** See requirements in AFMAN 11-202V1.

1.4.9. **SIMCERT Status.** KC-46 ATDs receive periodic SIMCERTs to gain or maintain Level C+ Certification. Each device has unique conditions and maintenance actions that require the device to gain, lose, or regain certification by DET 2 AMCAOS. These actions have a direct impact on flight events creditable in the ATD (see the RTM).

1.4.9.1. Units who require currency updates should check with their host ATD site manager for latest status.

1.4.9.2. **ATD Motion Requirements.** Crewmembers shall use ATD motion systems to log flying training events, unless otherwise specified in this manual or the RTM (see the RTM tables for current continuation training events that are creditable in the simulator). **(T-2)**. KC-46 ATDs modified with motion systems are capable of dramatic change in pitch and roll sufficient to cause occupants to be injured if not secured. When training or conducting tours aboard the ATD equipped with motion systems, if motion is applied, all parties aboard will occupy a seat and wear the seatbelt; the instructor operator station (IOS) will have a certified operator. **(T-1)**. Use of motion is not authorized when a certified operator is not aboard nor when the number of people in the ATD exceeds the number of available seats.

## 1.5. Waiver Authority.

1.5.1. 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.

1.5.2. **Flying Hour and FTU Course Prerequisites.** Units will not send students to formal training without the required prerequisites or an approved waiver. **(T-2)**. OG/CC is the designated waiver authority for flying hour prerequisites for formal upgrade courses (see **Table 5.1**). 19 AF/CC is the designated waiver authority for other FTU course prerequisites specified in the ETCA. Units route prerequisite waiver requests through their owning MAJCOM/A3T (or equivalent) to AMC/A3T and 19 AF (in turn). The unit will file a copy of all prerequisite waivers in the student's flight evaluation folder. **(T-2)**.

1.5.3. Waiver for In-Unit Training (Secondary Method) in Lieu of Formal School Training. MAJCOM/A3T (or equivalent) is approval and waiver authority for in-unit training via secondary method. See **Table 6.1** to determine when in-unit training is considered a secondary method for training. Before approval, review the appropriate syllabus and consider FTU course availability and ATD requirements.

1.5.4. Formal Training Unit (FTU) Syllabus Waivers. Unit commanders will ensure FTU course syllabus waivers or non-completed events are annotated in each student's training record. **(T-2)**. Students will complete all waived or non-accomplished syllabus or formal course training events that are required for the unit's assigned mission in-unit prior to being assigned MR status. **(T-2)**.

1.5.5. Non-FTU Training Program Waivers. Submit waiver requests to the waiver authority for any planned or expected exception to a non-FTU syllabus, mission qualification and certification program, training plan, etc. 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 or Exceptions without a Waiver. Report inadvertent or 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. Document waivers, deviation(s), and exception(s) in the student's training record or electronic equivalent. **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 or remove specific requirement(s) based on unforeseen circumstances that prohibited completion of the training event, as scheduled or written (i.e., mission delay/change, equipment failure, divert, etc.).

1.5.7. Senior Officer Course (SOC) Waiver. SOC syllabus waiver authority is AMC/A3/10 with concurrence of gaining MAJCOM/A3. Refer to AFMAN 11-202V1 for SOC guidance 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)**. Refer to **Table 1.1** for waiver processing requirements. 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 HHQ" in the rationale section.

1.5.8.1. For AMC waivers, submission via GTIMS is mandatory. **Note:** Ensure the V1 reference paragraph to be waived is included in the waiver request. Response is returned via GTIMS to the OST.

1.5.8.2. For United States Air Forces in Europe, Air Forces Africa (USAFE-AFAFRICA) waivers, reference the USAFE-AFAFRICA/A310 SharePoint® page ([https://portal.usafe.af.mil/sites/a3/A3T/A3TV\\_External/default.aspx](https://portal.usafe.af.mil/sites/a3/A3T/A3TV_External/default.aspx)) "Waiver/Approval Memorandums" for all current USAFE-AFAFRICA issued waivers, memorandums, templates, and additional information. Courtesy copy waiver requests to AMC/A3TK. Response returned to OG/CC and OST.

1.5.8.3. For Pacific Air Forces (PACAF) waivers, send an OG/CC-coordinated eSSS or AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, to PACAF Aircrew Training and Stan/Eval (PACAF/A3TV) organizational inbox.

1.5.8.4. For AFR waivers, use of GTIMS is mandated in accordance with AFRC Mobility Operations Division (AFRC/A3M) Memorandum, *Graduate Training Integration Management System (GTIMS)*, dated 2 Nov 17. Response is returned via GTIMS to the OG Training Office (or equivalent). Route all waivers through AFRC/A3M. For AFR waivers that require AFRC/A3 or lower approval, units will submit an MFR in line with **Figure 1.1. (T-2)**. For AFR waivers that require higher than AFRC/A3 approval, units will submit a waiver via AF Form 679. **(T-2)**.

1.5.8.5. For Air National Guard (ANG) waivers, send a memorandum, eSSS, or AF 1768, *Staff Summary Sheet* to NGB Mobility Operations Division (NGB/A3M) (may use GTIMS if available) with courtesy copy to AMC/A3TK. Response returned directly to the ANG unit.

**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.
2. Flying organization (assigned or attached).
3. Present qualification (include special qualifications and certifications if appropriate).
4. Total flying time: primary aircraft authorized (PAA) time (include instructor or evaluator time).
5. Specific nature of waiver request, e.g., cites requirement and requested deviation.
6. Rationale or justification for waiver request.
7. Aircrew 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 request for time limit, specify mandatory upgrade or qualification date.
11. Date event last accomplished and normal eligibility period.
12. Remarks (include FTU 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.

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 and guidance contained in the prescribing publication (i.e., 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 (AFR 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. **Note:** For AFR units, send a copy of all approved waivers under [paragraph 1.5.9.1](#) and [paragraph 1.5.9.2](#) to AFRC/A3M for situational awareness.

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 (or equivalent).

1.5.9.4. Waiver Self-Approval. Commanders shall not waive their own training requirements. **(T-2)**. When a commander is the designated waiver authority and requires a waiver for their own continuation training 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 Sq/CC (AFR Sq/CC or Sq/DO) for the unit where the OG/CC is attached to fly and a second period waiver is elevated to either the Wg/CC or MAJCOM/A3T (or equivalent)).

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 (i.e., GTIMS) for a minimum of two years in accordance with Air Force Records Disposition Schedule at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

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.



**Table 1.1. Processing Waivers to this Manual.**

Waiver Initiated By:	Send Waiver Request To:	Waiver Reply Will Be Sent To:	With Information Copy To:
Regular Air Force (RegAF) AMC Wing or Group	AMC/A3TK	OG/CC	19 AF Graduate Operations (19 AF/DOG), if formal training Altus AFB
AETC	Unit training office through 19 AF/DOG	OG/CC	AMC/A3TK
PACAF	OG/CC to PACAF/A3TV	OG/CC	AMC/A3TK
USAFE-AFAFRICA	Refer to <b>paragraph 1.5.8.2.</b>	OG/CC	AMC/A3TK
AFR Unit	AFRC/A3M	OG/CC	AMC/A3TK
ANG Unit	NGB/A3M	OG/CC	AMC/A3TK
Associate Unit	Host OG/CC (info copy Parent OG/CC) to	Host OG/CC	Parent OG/CC
509 Weapons School (WPS)	Air Combat Command Aircrew Training	WPS/CC	AMC/A3TK
<b>Note:</b> For formal training waiver requests, submit requests through MAJCOM channels. MAJCOMs in turn submit requests to AETC for approval. Associate units keep host's OG/CC advised on the status of waivers initiated.			

## 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. **(T-2)**. Refer to AFI 24-602V1, *Passenger Movement*, Department of the Air Force Manual (DAFMAN) 11-401, *Aviation Management*, AFMAN 11-202V1, and applicable MAJCOM guidance for additional guidance.

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

1.6.1.2. See AFMAN 11-2KC-46V3, *KC-46 Operations Procedures*, for off-station training flight requirements.

1.6.2. Training on Operational Missions. Unless prohibited or restricted specifically by weapon system operating procedures or theater operations order, the OG/CC exercising operational control may approve upgrade, qualification, or special qualification training on operational missions. In order to maximize efficient utilization of training resources, 618 Air Operations Center (AOC) and tasked units will jointly identify and take maximum advantage of opportunities to conduct appropriate continuation training items that may be conveniently suited to concurrent operational mission segments. **(T-2)**. Examples include circling approaches and air refueling. If necessary, 618 AOC and tasked units will coordinate training

mission numbers for the specific mission segment. **(T-2)**. Commanders will ensure the training will not impact mission effectiveness and the crewmember receiving training is under the supervision of an instructor of like-specialty. **(T-2)**. Comply with passenger carrying restrictions found in AFMAN 11-202V3, *Flight Operations*, DAFMAN 11-401, and AFMAN 11-2KC-46V3 (including any supplements for each).

1.6.3. Unit Commanders will utilize aircrew training devices (Weapon System Trainer (WST), Boom Operator Trainer (BOT), Fuselage Trainer (FuT), etc.) 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** Crewmembers entered in an in-unit training program leading to qualification (or requalification) will be dedicated to that training program on a full-time basis (N/A AFR if on inactive status). **(T-2)**.

1.7.1. Training start date is the date of the first significant training event contributing to qualification, certification, or upgrade of the crewmember (e.g., Learning Management System (LMS), WST, flight, etc.), or 45 calendar days (90 calendar days for ARC) following a member's reporting to the unit following completion of a formal school, whichever occurs first. 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 squadron commander certification (if required as part of the training program). Crewmembers should begin their checkrides within 30 days of syllabus completion.

1.7.2. Reserved for future use.

1.7.3. Training Time Extensions.

1.7.3.1. Sq/CCs (AFR Sq/CC or Sq/DO) may extend training time (prior to a crewmember exceeding course time limits specified in **Table 1.2**) for up to 60 additional calendar days (120 days for ARC if on inactive duty status) using their MAJCOM-approved waiver process. **Note:** AMC/A3/10 has mandated use of GTIMS for waiver management for all AMC units. No notification to MAJCOM/A3T (or equivalent) is required. Subsequent extensions or extension requests exceeding 60 days (120 days for ARC if on inactive duty status) require MAJCOM/A3T (or equivalent) approval and will be requested before the crewmember exceeds authorized training time (standard or previously waived). **(T-2)**.

1.7.3.2. When a crewmember becomes unavailable for an extended period of time (i.e., deployment, down status, etc.) the unit may request a waiver for the full unavailability period plus the estimated time required to complete training following the unavailability period. Additionally, the unit may formally remove the crewmember from the training program at the commander's discretion.

**Table 1.2. In-Unit Training time Limitations.**

<b>Training Type</b>	<b>Time Limit</b>	<b>Notes</b>
Initial Qualification Training	90 days	2
Difference Qualification or Certification	90 days	2
Requalification or Transition Course	90 days	2
Mission Qualification Training - Conventional. (Includes in-unit training leading to MR status following initial, difference, or requalification training)	90 days	1, 2, 3
Mission Qualification Training - OPLAN 801X (Includes in-unit training leading to 801X MR status following initial, difference, or requalification training, MR certification, and required security clearance)	90 days	1,2, 4
Pilot Upgrade (Flight Qualified Pilot (FP) to Mission Pilot (MP))	180 days	
Instructor Upgrade	60 days	2
Other Upgrade Training and Unit-Level Certifications (e.g., Special Operations Air Refueling (SOAR))	90 days	2
<p><b>Notes:</b></p> <p>AFR members on active duty status with centrally funded Training Line Number or AFRC/A3 Mission Training Program funding will follow AMC Time Limit while members on inactive duty status (i.e., part-time) are allowed the alternative AFR Time Limit (defined by AFRC). <b>(T-2).</b></p> <ol style="list-style-type: none"> <li>1. First Assignment Instructor Pilot (FAIP), first-term airmen, Operational Support Airlift (OSA), and other crossflow and cross-trainee crewmembers use 120 days.</li> <li>2. 180 days for ARC crewmembers if on inactive duty status.</li> <li>3. 120 days for SOAR Certification.</li> <li>4. Sq/CC may delay MQT-OPLAN-801X for operational reasons or lack of security clearance.</li> </ol>		

**1.8. Training Documentation.**

1.8.1. ARMS Event Identification Codes. Standardized ARMS event identification codes have been established for the MAF. Refer to the RTM for applicable KC-46 ARMS codes and event descriptions. Refer to the RTM for establishing and managing MAF unit-defined ARMS code (i.e., use of "X" codes). OG/CCs (or designated representative) shall document approved unit-defined events, codes, and descriptions in local training guidance, an operating instruction, or publication supplement. **(T-3).**

1.8.2. Periodic and Recurring Training. Document using MAJCOM-approved electronic training management system (i.e., GTIMS), AF Form 1522, *ARMS Additional Training Accomplishment Report* or locally approved mission accomplishment report, as defined by MAJCOM and local guidance.

1.8.3. Training Programs Leading to Qualification and/or Certification. Use a MAJCOM-approved electronic training management system (i.e., GTIMS) or alternatively, an approved paper training folder (i.e., AF Form 4022, *Aircrew Training Folder*). **Note:** The preferred (and in some instances, mandated) electronic training system is GTIMS. KC-46 units will utilize the AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*, to document award of specific qualifications or certifications in ARMS. **(T-2)**. Specifically, block 22 will contain the following minimum information: certification code (e.g., CQ33Y), certification name (e.g., PHOENIX BANNER), and date of certification. **(T-2)**. **Note:** Refer to the RTM for specific certification codes. **Exception:** Personnel may use an AF Form 1522 to credit aircrew certification events that do not require assignment of associated training profiles. **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 of the certification can be verified and tracked through ARMS processing.

**1.9. Flight Examiner 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 (USAFWS) 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 manned US Air Force aircraft and who meet the minimum flying hour requirements may upgrade in-unit with OG/CC approval. Sq/CC (AFR Sq/CC or Sq/DO) will determine training required to complete an in-unit instructor upgrade. **(T-3)**.

1.10.3. Faculty Training Course (FTC). The FTC program is developed by the FTU for FTU instructor cadre. Only FTC graduates are authorized to instruct FTU students.

1.10.3.1. 509 Weapons School (WPS) Cadre Instructor Course constitutes FTC for WPS cadre members. Common Instructor Academics (CIA) is not required prior to instructing WIC students.

1.10.3.2. 509 WPS may utilize guest instructors. Guest instructors are considered SMEs and do not require Cadre Instructor Course in order to provide classroom instruction. However, they do require approval by the 509 WPS/CC for other instructional tasks. **Note:** Approval may be provided verbally.

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

1.10.4.1. All non-current crewmembers. **(T-3)**. Direct instructor supervision is required while performing any event for which a crewmember is non-current.

1.10.4.2. All crewmembers in initial qualification flying training unless syllabus states that direct supervision is not required. **(T-1)**.

1.10.4.3. All crewmembers in upgrade training accomplishing upgrade training events during critical phases of flight, unless the syllabus states that direct supervision is not required. **(T-2)**.

1.10.4.4. All crewmembers in requalification flying training during critical phases of flight, unless the syllabus states that direct supervision is not required. **(T-2)**.

1.10.4.5. All crewmembers designated by the Wg/CC, OG/CC, or Sq/CC. **(T-3)**.

1.10.4.6. All unqualified or FTL-E crewmembers require direct instructor supervision during all critical phases of flight in the aircraft. **(T-2)**.

1.10.5. Only designated ATS contractors or Sq/CC-certified USAF crewmembers may operate an ATD as appropriate (see RTM for certification requirements).

### **1.11. Transfer of Aircrews.**

1.11.1. When a crewmember transfers from one unit to another, the gaining Sq/CC will review the crewmember's qualification, certifications, and training currency. **(T-2)**. The Sq/CC, in coordination with Sq/DOT and SARM, will assign the transfer crewmember an appropriate qualification level and FTL (normally honoring the crewmember's most current qualification and FTL from a prior unit). **(T-2)**. MR crewmembers transferring to a new unit are required to accomplish only unit-specific training and applicable events in which they have lost currency (see paragraphs [3.3.3](#) and [3.4.3](#) for additional information).

1.11.2. Foreign Military Sales, guest pilots, and/or exchange officers training requirements are defined in DAFMAN 11-401. Initial and/or continuation training requirements are specified in an appropriate MOU, OPLAN, or agreement and should mirror requirements of this AFMAN to the maximum extent possible.

1.11.3. Inter-fly Requests. Gaining unit commanders will review and assess individual crewmember qualifications and training currency prior to granting approval for any crewmember from another unit to fly their unit-assigned aircraft. **(T-2)**. **Note:** See also DAFMAN 11-401.

**1.12. Aircrew Training While in Down Status.** Crewmembers in down status (formerly "duties not including flying") may 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* for action (prescribed by DAFMAN 48-123, *Medical Examinations and Standards*) if the down status includes ground training limitations.

### **1.13. Aircrew Rated Management Overview.**

1.13.1. Programmed Flying Training (PFT). 19 AF/DOP 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, ATS 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 1.17.1](#)), who in turn compile and

forward projections to Headquarters Air Force Total Force Aircrew Management (AF/A3TF) for inclusion into the Graduate Program Requirements Document. **(T-2)**. Training commands determine training capacity and report shortfalls to AF/A3TF.

1.13.2. AF/A3TF 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 FTU 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 and/or 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://trss3.randolph.af.mil/bookstore/home/homepage.aspx>.

1.14.3. Crewmembers' supervisors complete Formal School Post Graduate Questionnaire at: <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](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 in accordance with AFMAN 11-202V1. **(T-2)**. **Exception:** The 509 WPS follows USAFWS guidance.

**1.16. Career Enlisted Aviator (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 aircrew 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 AMC's quota management procedures. These procedures are mandatory for all AMC units; all other units follow their MAJCOM guidance.

1.17.1. Administration. AMC/A3TF quota managers coordinate with wing training offices (OST) exclusively. OSTs are responsible for providing the name, phone number, and e-mail address for their primary and alternate quota management points of contact to AMC/A3TF quota managers at Defense Switched Network (DSN) 779-3577/7881 or commercial (618) 229-3577/7881. **Note:** Squadrons or individuals work through servicing OST.

1.17.1.1. Quota Allocations. When quotas have been allocated, OSTs will submit the rank, full name, SSN, course, and class number via encrypted e-mail to AMC/A3TF quota managers NLT 45 days prior to class start date (CSD). **(T-2)**. **Note:** Contact in accordance with [paragraph 1.17.1](#) for the appropriate e-mail address. Units will return allocated training quotas that cannot be filled at least 45 days prior to CSD to AMC/A3TF quota managers. **(T-2)**. AMC/A3TF quota managers offer the returned training quotas to units on the approved standby list.

1.17.1.2. Prerequisites. Sq/CCs (AFR Sq/CC or Sq/DO) ensure students complete course prerequisites NLT 30 days prior to CSD to allow for remedial training or substitution. **(T-2)**. Units are responsible for identifying an alternate candidate for each allocated quota. **(T-3)**. If the primary candidate becomes unavailable, send AMC/A3TF quota managers a substitution request with the alternate's information.

1.17.1.3. Foreign Exchange Officer Allocations. Units shall properly identify Foreign Exchange Officers on requests for formal course allocations. **(T-2)**. Units shall not locally substitute for a foreign exchange officer once an allocation has been uploaded. **(T-2)**. When a change is necessary, send justification along with the replacement's complete data to AMC/A3TF quota managers for consideration and approval.

1.17.1.4. Late Changes and/or No-Shows. Unit leadership will submit a written explanation through OG/CCs to AMC/A3TF quota managers within five duty days following any student cancellation and/or substitution that occurs within 10 calendar days of CSD and for any student "no-show" for an allocated training course. **(T-2)**.

1.17.1.5. Additional Allocation Requests. OSTs send requests for additional quotas to AMC/A3TF quota managers. AMC/A3TF coordinates with Air Staff and AETC to add or reallocate quotas if unit capability is in jeopardy.

1.17.1.6. External Coordination. AMC units shall not coordinate quota exchanges with other commands. **(T-2)**. OSTs will forward all requests to the AMC/A3TF quota managers for coordination with other commands. **(T-2)**. Please allow for extended coordination time when considering this option.

1.17.2. HQ AMC Orientation Tour (GRACC). Global Reach Aircraft Commander Course (GRACC) is an overview of the offices and functions of HQ Air Mobility Command, 18 AF and the 618 AOC. Refer questions regarding GRACC to the AMC/A3TF quota managers at DSN 779-3576/7881 or commercial (618) 229-3576/7881.

1.17.3. 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.

**1.18. Distribution.** Units will establish distribution requirements of this AFMAN. **(T-3)**.

## Chapter 2

### INITIAL QUALIFICATION TRAINING

**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 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. Until KC46PIQ course is implemented, PIQ candidates will attend PTX-3 or PTX-2. **(T-2).** PIQ students attending PTX-3 or PTX-2 are trained on pilot flying (PF) duties during takeoff, cruise, tanker AR, descent, approach, landing and taxiing. Training also focuses on pilot monitoring (PM) duties and responsibilities during receiver AR. These students are not required to have been previous aircraft commanders or have prior receiver air refueling background and do not receive aircraft commander (AC) or receiver AR qualifications. Additionally, only qualified KC-10 or KC-135 FPs will attend PTX-3 or PTX-2. **(T-2).**

2.1.2. Pipeline students from Undergraduate Pilot Training (UPT) are not projected to enter KC46PIQ until the formal PIQ course has been fully implemented.

**2.2. Initial Qualification Training (IQT) Prerequisites.** Complete initial qualification prerequisites in accordance with the ETCA website, this manual, and the course syllabus. **(T-2).**

**2.3. Ground Training Requirements.** Complete ground training requirements for IQT in accordance with AFMAN 11-202V1 and this manual. **Table 2.1** lists the required ground training events for initial qualification. During formal training, aircrews may complete (and receive credit for) aircrew-specific training events found in the RTM. See the appropriate formal training course syllabus.

2.3.1. Ground training events from **Table 2.1** that are not accomplished at the FTU or formal course are completed at the gaining unit. The FTU will provide suitable documentation to the gaining unit for non-completed items 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-V85-A, *Emergency Parachute and Water Survival Training*, for initial SS05, Water Survival Training, and SS06, Emergency Parachute Training (EPT) dates.

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



2.3.2.5. Complete periodic SERE and Water Survival refresher training in accordance with AFI 16-1301, this manual, the RTM, 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 the RTM for specific details.

**Table 2.1. Initial Qualification Ground Training Requirements.**

Code	Event	Crew Position	Notes
	Flight Physical	All	1,4
	Physiological Training	All	1
GC33Y	Crewmember Anti-Hijacking CBT	P, B	2
GD13Y	Aircraft Servicing Training	P, B	2
GD17Y	Aircrew Intelligence Training (AIT)	P, B	2,5
GD19Y	Approach Plate Familiarization Ground Training	B	2
GD25Y	Crew Resource Management (CRM/TEM)/Threat & Error Management (TEM) Initial Training	P, B	
GD39Y	Hazardous Cargo Ground Training	P, B	2
GD55Y	Instrument Refresher Course (IRC)	P	
GD75Y	Tactics Training	P, B	2
GH01Y	Communications/COMSEC Procedures Ground Training	P, B	2
GK19Y	Cargo Loading Training	B	
LL01	Aircrew Flight Equipment Familiarization	All	5
LL03	Emergency Egress Training - Non Ejection	All	1
LL06	Aircrew Flight Equipment Training (AFET)	P, B	1,5
LL07	Aircrew Flight Equipment (AFE) Fit Check	P, B	2,5
SS01	Local Area Survival Training	All	1,5
SS20	Combat Survival Training (Initial)	All	3
SS32	Water Survival Training (Initial)	All	3
VT01	Visual Threat Recognition and Avoidance Trainer (Initial)	P, B	2
All=All aircrew positions      P=All Pilots      B=All Boom Operators			

**Notes:**

1. Mandatory grounding item; individual will not fly until required event is accomplished. **(T-2)**.
2. Not required for BAQ or BMC crewmembers, Senior Officers, or aircrew assigned to MAJCOM Headquarters, NAF, 618 AOC, and USAF Expeditionary Center unless specified in Area of Responsibility (AOR) Special Instructions (SPINS) or theater reporting instructions
3. Initial training is called S-V80-A, S-V88-AL Evasion Conduct After Capture, or S-V90-A Water Survival Training in accordance with AFI 16-1301 (see **paragraph 2.3.2**). This training is not accomplished at the FTU, but should be completed before member arrives at the gaining unit. If the member arrives at the gaining unit without this training, schedule as soon as practical.
4. Flight physicals become due the 366th day after the previous physical and expire after the 455th day or as indicated on the DD Form 2992, whichever occurs first. The required frequency may vary to address waivers and/or individual physical limitations (as determined by the flight surgeon), but in no case will exceed 455 days.
5. Individuals transferring between units (i.e., PCS) re-accomplish after arrival at new duty station.

**2.4. Flying Training Requirements.** Complete flying training requirements for initial qualification in accordance with AFMAN 11-202V1 and this manual.

**2.5. Conversion Training Requirements.** When possible, qualified personnel in other units will provide the initial cadre. When no qualified personnel exist, units will form an initial cadre of crewmembers. **(T-3)**. Certain qualification training requirements may be waived to create a cadre of instructors. See AFI 11-202V2, *Aircrew Standardization and Evaluation Program*. The following conditions will apply to the management of initial cadre crewmember qualification:

2.5.1. MAJCOM, in coordination with lead and training command, will develop a training plan for unit conversions. **(T-2)**. The plan should include provisions to form a nucleus of crewmembers to include instructors and flight examiners (initial cadre). For unit conversions, PAA time requirements do not apply to initial cadre.

2.5.2. Initial cadre will not be designated in an aircrew position higher than currently held, e.g., KC-135 MP to KC-46 EP, unless previously qualified at that level in the conversion aircraft. **(T-2)**.

2.5.3. MAJCOMs identify initial cadre of instructors and flight examiners by aircrew qualification.

**2.6. Multiple Qualification.** Crewmembers will attend a formal initial qualification course for dual qualification in different MDS aircraft. **(T-2)**. Crewmembers maintaining dual qualification in different model aircraft will, as a minimum, maintain FTL-A currency requirements in each aircraft (N/A for senior officers; see **paragraph 2.7**). **(T-2)**. See AFI 11-202V2.

**2.7. Senior Officer Qualification (SOQ).** AFMAN 11-202V1 identifies senior officer qualification requirements. See formal course syllabus for specific instructions. SOQ (training and certification) should be completed within the first 180 days after assuming the assignment.

AMC/A3/10 retains the waiver authority for Senior Officer Pilot (SOP) requirements outlined in this manual.

2.7.1. Senior Officer Pilot. After qualification in accordance with AFMAN 11-202V1 and with OG/CC approval, senior officers (assigned or attached) may seek training which leads to a higher FTL and/or qualification. The unit OST is responsible for determining training requirements based on the senior officer's flying experience and familiarity with the weapons system. MAJCOM/CC (or MAJCOM/A3 if appropriately delegated) approves the proposed training plan prior to execution.

2.7.2. Senior Officers that complete full qualification training requirements will maintain FTL-A continuation training requirements. **(T-3).**

**2.8. Flight Surgeon (FS).** Flight surgeons may fly with their assigned unit in accordance with local OG/CC guidance and may log flight time during IQT. Flight surgeon IQT includes Aircrew Chemical, Biological, Radiological, Nuclear (ACBRN) Ground Training (LL04) (one-time requirement only), required ground training events from [paragraph 3.5](#), and the first two sorties in the member's primary assigned aircraft. Sq/CCs (AFR Sq/CC or Sq/DO) designate flight surgeons as mission qualified or mission ready in their primary assigned aircraft upon completion of IQT. **(T-2).**

**2.9. Qualification Training (RQT).** AFMAN 11-202V1 specifies requalification training limits and requirements. For ADSCs related to aircrew training, see AFI 36-2107 (N/A AFR). For in-unit RQT using ATS support, see [paragraph 1.5.6](#).

2.9.1. Individuals requalifying as KC-46 crewmembers will complete in-unit or formal school training (in accordance with AFMAN 11-202V1) and accomplish those MQT events from [Table 2.1](#), [Table 3.1](#), [Table 3.2](#), and continuation training events defined in the RTM in which they are non-current. **(T-2).** A thorough review of the individual's flying training and history documentation will be conducted by appropriate training authority (Sq/DOT for in-unit requalification, or FTU if formal school requalification) and items to be accomplished during the requalification will be determined. **(T-2).** These items are annotated on the AF Form 4024, *Aircrew Training Accomplishment Report*, in the individual's training folder or electronic equivalent and specified on the in-unit requalification letter if applicable.

2.9.2. Former KC-46 instructors may accomplish instructor requalification concurrent with basic requalification (in-unit or formal course) for their aircrew position. In all cases of loss of qualification exceeding 39 months, the Sq/CC (or designated representative) determines which special qualifications and certifications are required to be re-accomplished and the training required to recertify. If the gaining Sq/CC (or designated representative) determines that the individual requires additional seasoning prior to performing instructor duties, an individual can be certified as an aircraft commander (pilots) or basic qualification (boom operators) until the Sq/CC (or designated representative) determines the individual is ready to be certified as an instructor.

2.9.3. Requalification Training Courses. Unqualified crewmembers complete the appropriate TX-1, TX-2, or TX-3 (longest to shortest) courses outlined below.

2.9.3.1. Crewmembers unqualified for up to 39 months at the end of a non-flying assignment, or up to 51 months at the end of any active (or current) flying assignment, may accomplish an in-unit training program (see [paragraph 5.4](#)) or TX-3 course. A flight

evaluation is required in accordance with AFI 11-202V2 and AFMAN 11-2KC-46, Volume 2, *KC-46 Aircrew Evaluation Criteria*. **(T-1)**. Crewmembers may simultaneously requalify as an instructor while attending TX-3 course if the gaining unit's Sq/CC (or designated representative) submits the request to the 97 TRS prior to the training start date. The FTU may decide not to qualify the individual to instructor status based on performance or resources.

2.9.3.2. Crewmembers unqualified 39 or more months at the end of a non-flying assignment, or 51 or more months at the end of any active (or current) flying assignment, up to eight years, will complete TX-2 course and a flight evaluation. **(T-2)**. Refer to AFI 11-202V2 and AFMAN 11-2KC-46V2 for evaluation requirements.

2.9.3.3. Crewmembers unqualified for over eight years will complete TX-1 course and a flight evaluation. **(T-2)**. Refer to AFI 11-202V2 and AFMAN 11-2KC-46V2 for evaluation requirements. Crewmembers may not simultaneously requalify as instructor. **(T-2)**.

2.9.4. Units conducting simultaneous requalification and instructor training compare the formal requalification course syllabus and instructor course syllabus to develop an individual training plan. The plan includes all phases of training and an appropriate (suitable) substitute (e.g., CBT, instructor-based training, simulators, number of flights, etc.). See AFMAN 11-2KC-46V2 for simultaneous instructor requalification training and evaluation requirements.

## Chapter 3

### MISSION QUALIFICATION TRAINING (MQT) AND CERTIFICATION

**3.1. Overview.** This chapter establishes minimum criteria and training requirements for conventional and/or OPLAN-801X MQT. Except where specifically stated, units conducting initial or requalification training and MQT may arrange mission sequence or sequence training events as necessary to use flying training hours effectively. Crewmembers that have graduated from a formal training course noted in **Table 6.1** or an in-unit initial or requalification training program with a valid AF Form 8 are considered qualified but not certified as MR until the appropriate MQT program has been completed (as applicable). Crewmembers will be MR before entry in special mission qualification and certification or upgrade training, unless noted in **Table 3.1**, **Table 3.2**, and/or **Table 3.3** or unless the training is specifically directed as pre-MQT (i.e., SOAR Certification). **(T-3)**. Special mission certifications may run concurrent with MQT. Do not delay MQT to accomplish special mission certifications. **(T-3)**. Crewmembers in MQT may participate in exercises.

3.1.1. Conventional mission certification will be completed prior to crewmembers deploying. **(T-2)**. If operational requirements exist, conventional certification and OPLAN-801X certification may be conducted separately. If OPLAN-801X certification is not conducted in conjunction with conventional certification, the crewmember will complete OPLAN-801X certification as soon as conditions permit (return from temporary duty (TDY), obtain appropriate clearance, etc.). **(T-3)**.

3.1.2. MQT is not required for BMC crewmembers assigned to MAJCOMs, Numbered Air Force (NAF), AOCs, USAF Expeditionary Center (EC), Contingency Response Wing (CRW)s, Contingency Response Group (CRG)s, FTU, USAFWS, Direct Reporting Unit (DRU)s or SOC graduates not on aircrew mobility status unless specified in a course syllabus, a MAJCOM supplement, or this manual.

**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 and documents the crewmember's MR certification. **Note:** See **Table 1.2** for training time limitations.

3.2.1. Aircraft Commander Initial Qualification (ACIQ) and Pilot Requalification (PREQ) Graduates. ACIQ and PREQ graduates qualifying to aircraft commander 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 SORTS and TRP purposes. **(T-2)**. These pilots may fly as a "FPL" on any mission (including operational missions). ACIQ and PREQ graduates will be coded as "MP" in ARMS once certified as an aircraft commander by the Sq/CC (or designated representative). **(T-2)**. Pilots shall not fly as pilot-in-command until formally certified as a "MP" by the Sq/CC (or designated representative). **(T-2)**. Refer to **Table 5.1** for AC certification requirements.

3.2.2. 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 certified as an aircraft commander by the Sq/CC (or designated representative). **(T-2).**

3.2.3. For units with an OPLAN-801X commitment, complete the appropriate training events in **Table 3.3** and in accordance with Air Mobility Command Instruction (AMCI) 13-520-S (U), *Mobility Nuclear Operations*. Completion results in a crewmember being declared MR-OPLAN-801X. Certification includes a mission briefing to the Wg/CC or designated representative. Units with an OPLAN-801X commitment will complete OPLAN-801X Certification (CK11Y) for all crewmembers. **(T-3).** Complete events in **Table 3.3** prior to certification. **Exception:** BAQ and BMC crewmembers are not required to complete 801X certification.

**3.3. Ground Training Requirements.** To be considered MR, all crewmembers will complete applicable events in **Table 3.1** as well as any events not previously accomplished in **Table 2.1 (T-2)**. For units with OPLAN-801X commitments, complete all applicable events in **Table 3.3**.

3.3.1. Local training and CONUS missions may be flown before completing all events, provided Flight Physical, Physiological Training, Aircrew Flight Equipment Familiarization Training (LL01), Egress Training (LL03), Local Area Survival (SS01), and medical clearance are accomplished.

3.3.2. MR crewmembers transferring between units (or BMC crewmembers transferring to a BMC unit) require unit-specific MR or syllabus training events (and events in which they have lost currency during the change of station). Refer to **Table 2.1, Table 3.1, Table 3.2,** and the RTM.

3.3.3. Ground training events accomplished during MQT establish the crewmember's due dates for subsequent continuation training.

**Table 3.1. Mission Qualification Ground Training Requirements (Conventional).**

Code	Event	Crew Position	Notes
CE09Y	ILS PRM Certification	P	4,5
CQ50Y	Tactical Datalink Certification	P	2,3,4
GD05Y	AIR Card® User Training	P	3,4,5
GD15Y	Aircraft Systems Training	P, B	2,3,4
GD37Y	Ground Alert Start Procedures Training	P, B	3,4
GD63Y	Overwater Navigation Procedures Ground Training	P	2,3,4,5
GE07Y	Use of Force (L-6) CBT	P, B	2,3,4,5
GM09Y	Isolated Personnel Report (ISOPREP) Review	P, B	2,3,4,5
GM21Y	Small Arms Training	P, B	2,3,4,5
GN01Y	NVG Initial Ground Training	P, B	2,3,4,6
CP11Y	Global Reach Aircraft Commander Course (GRACC) Certification	P	1,5

LL04	Aircrew Chemical, Biological, Radiological, Nuclear (ACBRN) Ground Training	P,B	2,3,4
P= <i>All Pilots</i>		B = <i>Boom Operators</i>	
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Event applies only to AMC Pilots upgrading to MP. GRACC is highly encouraged for PACAF, USAFE-AFAFRICA, and ARC mobility forces Pilots upgrading to aircraft commander.</li> <li>2. Aircraft commander candidates shall be current in this event but are not required to re-accomplish if previously accomplished as a MPD Pilot. <b>(T-3)</b>.</li> <li>3. Mission ready crewmembers transferring between flying units only need unit-specific training in these events plus events in which they lost currency.</li> <li>4. Credit may be awarded if the event was accomplished at the formal school or during in-unit upgrade.</li> <li>5. Not required if current in this event from training in previous MDS.</li> <li>6. Not required until night vision goggles (NVG) training is incorporated into FTU syllabus and/or AMC/A3T syllabus is established.</li> </ol>			

### 3.4. Flying Training Requirements.

3.4.1. BAQ crewmembers pursuing MR status are assigned an appropriate FTL and accomplish continuation training (currency and semi-annual) requirements in accordance with the RTM. Continuation training requirements may be pro-rated based on the training time start date as defined in [paragraph 1.7.1](#) Crewmembers may credit training events accomplished during MQT in accordance with [paragraph 4.4.1](#).

3.4.2. Crewmembers in mission certification training who fail to accomplish all semiannual training requirements complete training in accordance with [paragraph 4.10.5](#) prior to awarding MR status. On a case-by-case basis, the Sq/CC (or designated representative) may review the crewmember's training accomplished and waive incomplete requirements as required (document the waiver in the crewmember's training folder). Crewmembers non-current for an event may be certified MR on a case-by-case basis, but the crewmember will remain Non-Mission Ready (N-MR) for that event and will be supervised on any flight requiring that event in accordance with [paragraph 4.10.2.4](#). **(T-3)**.

3.4.3. After arrival at duty station, all crewmembers will receive a local area briefing and supervised local orientation flight (not applicable for in-unit initial, requalification, or upgrade training). **(T-3)**. Pilots should accomplish a supervised takeoff, approach, and landing. Boom operators should accomplish a supervised air refueling.

**Table 3.2. Mission Certification Flying Training Requirements (Conventional).**

Code	Event	MP	FP	BO	Notes
CK18Y	Receptacle-Equipped Fighters Certification			P	1,2
CQ11Y	Emission Control (EMCON) 3 Certification	P	P	P	2,3,4,5,7
CQ13Y	Emission Control (EMCON) 4 Certification	P	P	P	2,3,4,5,7
CQ19Y	Multi-Element Flight (Formation) Lead Certification	P			1,5
MB01Y	Basic Sortie	P	P	P	
MB28Y	Aircrew Chemical, Biological, Radiological, or Nuclear Task Qualification Trainer (ACBRNTQT) Sortie	P	P	P	1,2,3,5
MB50Y	Tactical Sortie	P	P	P	1,2,3,5
PC35Y	Have-Quick Event	P	P		2,3,5
PC39Y	Secure Voice Event	P	P	P	2,3,5
RA23Y	Deployment Mission Planning	B	B		2,3,5
RA29Y	Fighter Deployment Operations	P	F	P	2,3,5
RF53Y	Tanker Formation	P	P		2,5
RF51Y	Aircraft Air Refueling (AAR) Formation	P	P		2,5
RT01Y	Radio Silent AAR	P	F	P	2,4,7
RU07Y	Receiver AAR, Anchor Air Refueling Area (ARA)	P			1
RV31Y	In-Flight ARC-210 Demand Assigned Multiple Access (DAMA) SATCOM Training	P	P		6
<i>P = Proficient</i>		<i>B = Briefing</i>		<i>F = Familiarization</i>	
<b>Notes:</b> Events accomplished at the FTU or during in-unit requalification (to the required proficiency level) may be credited toward MQT.					



1. Initial training shall be accomplished in the aircraft. **(T-2)**.
2. Mission ready crewmembers transferring between flying units only need unit-specific training in these events (plus events in which they lost currency).
3. Not required for BAQ or BMC crewmembers, Senior Officers, or aircrew assigned to MAJCOM Headquarters, NAF, 618 AOC, and USAF Expeditionary Center unless specified in AOR SPINS or theater reporting instructions.
4. May be accomplished in the WST or BOT.
5. Aircraft commander candidates shall be current in this event but are not required to re-accomplish if previously accomplished as a MPD pilot. **(T-3)**.
6. Applicable to SOAR crewmembers only.
7. Not required until KC-46 EMCON 3 and 4 operations are allowed. Refer to NATO Allied Tactical Publication 3.3.4.2, *Air to Air Refueling*, United States Standards Related Document (USA SRD).

**3.5. Flight Surgeon Requirements.** Flight surgeon requirements are established in AFI 11-202V1, AFI 16-1301, and AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*. In addition to any external requirements from those publications, flight surgeons will complete the following training events prior to their first flight at a new base:

- 3.5.1. Expired and/or non-complete continuation ground and mobility events in [paragraph 4.6.1](#). **(T-2)**.
- 3.5.2. Unit Indoctrination (UI) Training (GD81Y). **(T-2)**.
- 3.5.3. Aircrew Flight Equipment Familiarization (LL01). **(T-1)**.
- 3.5.4. Local Area Survival Training (SS01). **(T-1)**.

**3.6. Aircraft Defensive Systems.** Does not need to be tracked as a separate certification, but should be included in local orientation or differences training. Training should include academic and flight training. See AFTTP 3-3.KC-46 for defensive systems information.

**Table 3.3. Mission Certification Training-OPLAN-801X Requirements (801X-Committed Units Only).**

Code	Event	Crew Position	Notes
AV71Y	Aircraft Alert Start Procedures Demonstration	P, B	3
CK11Y	OPLAN-801X Certification	P, B	
GB05Y	Unit Mission Briefing (OPLAN 801X)	P, B	
GD13Y	Aircraft Servicing	P, B	2
GK37Y	Flash Blindness and Thermal Protection	P, B	1,2
GK39Y	Initial Command & Control Procedures	P, B	1,2

GK67Y	OPLAN-801X Study	P, B	
GK69Y	Polarized Lead-Lanthanum-Zirconate-Titanate (PLZT) Goggle Training	P, B	1,2
GK77Y	Unit Alert Procedures	P, B	1,2
TK13Y	OPLAN-801X/EWO Performance Training	P	1,2
<i>P = All Pilots</i>		<i>B = Boom Operators</i>	
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Aircraft commander candidates shall be current in this event but are not required to re-accomplish if previously accomplished as a MPD pilot. <b>(T-2)</b>.</li> <li>2. MR crewmembers transferring between flying units only need unit specific training in these events.</li> <li>3. Shall be accomplished in the aircraft. <b>(T-2)</b>.</li> </ol>			

## 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. Unit commanders 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 in the unit's operational mission. **Note:** For readiness reporting purposes, refer to the RTM and Designed Operational Capability Statement amplifying notes for method of calculating trained aircrews.

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 shall be able to attain full qualification to meet operational taskings within 30 days. **(T-3).**

4.2.2.1. BMC aircrew members may include flying personnel assigned to MAJCOM headquarters, Numbered Air Force (NAF), Expeditionary Mobility Task Forces (EMTF), 618 AOC, USAF EC, Contingency Response Group (CRG), Air Mobility Operations Group or Wing (AMOG/AMOW), FTU, Direct Reporting Unit (DRU), or senior officers (or others).

4.2.2.2. The unit commander shall certify FTU BMC instructors in the unit's training mission before those FTU instructors perform 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 (e.g., 618 AOC-tasked) within CONUS (includes Alaska and Hawaii) and the Caribbean. FTU BMC instructors 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 Qualified (BAQ). An aircrew member who has satisfactorily completed IQT and is qualified to perform aircrew duties in the unit's aircraft. The member shall perform at the minimum frequency necessary to meet the most recent sortie and flight standards set in this manual and current RTM. **(T-3).**

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.** **(T-2).**

**4.3. Flying Training Levels (FTL).**

4.3.1. The Sq/CC (or designated representative) determines and assigns each crewmember an appropriate FTL before the start of each semi-annual period. Base FTL on a crewmember's

experience and aircraft proficiency. **Note:** Newly assigned crewmembers are assigned a FTL during in-processing. **Note:** Crewmembers may be assigned a FTL that is more restrictive, but never less restrictive, than the requirements under this paragraph.

4.3.1.1. FTL-A—Highly experienced crewmembers (as a guide, crewmembers having 10 or more years of operational flying experience). Examples include MAJCOM headquarters staff and 618 AOC personnel, FTU instructors, NAF personnel, USAF EC instructors, Wg/CC, OG/CC, and Sq/CC, operations officers, crewmembers assigned to OG evaluation positions, and instructors assigned primarily to staff duties. Sq/CCs (AFR Sq/CC or Sq/DO) have the discretion to assign highly-experienced MR line crewmembers to this level. **Note:** N-MR crewmembers assigned to MAJCOM staff and/or NAF instructors or evaluators, 618 AOC, 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, MR crewmember (including BAQ experienced crewmembers pursuing MR status). As a guide, crewmembers having between 5-10 years of operational flying experience.

4.3.1.3. FTL-C – MR crewmember or BAQ crewmember pursuing MR status after initial qualification training. (As a guide, crewmembers having less than five years of operational flying experience) Initially assign inexperienced MR crewmembers to FTL-C.

4.3.1.4. FTL-E – BAQ or BMC non-instructor staff. This training level may include senior officers, MAJCOM, NAF, 618 AOC staff, CRW, DRU, and other attached flyers that are not maintaining MR or instructor status. FTL-E requirements are insufficient for MR status and crewmembers assigned to FTL-E will fly with an instructor of like specialty at all times (see [paragraph 1.10.4](#)). (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. **Exception:** Units associating FTLs with aircrew positions may change FTLs after upgrade is complete (i.e., instructor upgrade). BAQ crewmembers may be placed into a different FTL any time after attaining MR status. Prorate events upon changing training levels (see [paragraph 4.9](#)).

#### 4.4. Crediting Event Accomplishment.

4.4.1. 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). Use date of successful evaluation as the date of accomplishment for all flying training currency events that were trained during the formal or in-unit course (see [Table 6.1](#)). All aircrew members may credit GD25Y, GD27Y, GX01Y, and GX29Y currencies upon successful completion of an ATS formal course syllabus or if accomplished during in unit requalification in accordance with [paragraph 1.5.5](#) (use the evaluation date as the date of accomplishment). Continuation training requirements for these events apply until the next applicable period.

4.4.2. Do not credit continuation training events graded as Q-3 accomplished on an unsatisfactory flight evaluation until requalified. (T-1).

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 may not credit takeoff, landings, or receiver AR flown by another pilot.

4.4.5. Records and Documentation. Sq/CCs (or designated representative) will ensure all training events are recorded in ARMS. **(T-2)**. Units use AF Form 1522, prescribed by AFMAN 11-202V1, to record training accomplishments. **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 or phase 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.

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. Flying events accomplished in the simulator (WST or BOT) as allowed in the RTM are coded by replacing the lead character in the standardized MAF ARMS identifier with an "S". Flying events accomplished using a Distributed Mission Operations (DMO) ATD use a "D" in place of the first character. Sq/CCs (or designated representative) will ensure all simulator accomplishments are documented and tracked in ARMS using GTIMS (preferred) or manual inputs when GTIMS is not available/used. **(T-2)**. **Note:** Both S- and D-codes dual credit the associated flying event when completion via simulator is authorized.

**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. Unit commanders shall place crewmembers who fail to accomplish continuation ground training events in the RTM in N-MR status. **(T-1)**. See [paragraph 4.10](#) for regaining mission ready status.

4.5.1.2. Failure to complete mobility training requirements in the RTM does not result in N-MR 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 AOR. Refer to Air & Space Expeditionary Force (AEF) Center's Expeditionary Readiness Training (ERT) guidance and theater-developed 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. **(T-0)**. If a conflict exists, comply with the more restrictive version. **(T-0)**.

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 Events. The current RTM lists mobility-wide standardized semi-annual flying continuation training requirements by aircrew position. Event descriptions are located in the RTM attachment. 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)**.

4.5.2.1. 50% Credit in an ATD. The definition of 50% creditable in the WST is that crewmembers will complete a minimum of 50% of the semi-annual volume requirements in the aircraft. **(T-2)**. Crewmembers may accomplish remaining percentage in either the WST or the aircraft. If event volume is reduced to one through proration, crewmembers shall accomplish that event in the aircraft. **(T-2)**.

4.5.2.2. Crewmember Qualification Requirements. Primary crewmembers may log continuation training events using an ATD per the RTM, provided the aircrew is qualified in their respective aircrew 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. **(T-2)**. **Exception:** Qualified crewmembers may credit continuation training events when paired with an unqualified crewmember, if that event is defined in a requalification plan and a current and qualified Air Force or ATS instructor is present in the device.

4.5.2.3. Simulator Certification. Currency and training events will only be creditable in simulators holding a current simulator certification from AMC/AOS Det 2. **(T-2)**. Specific currency and training events will not be creditable in a simulator that has been issued a partial decertification for those events by AMC/AOS Det 2 in accordance with the restrictions given under the partial decertification. **(T-2)**.

4.5.2.4. Credit takeoff, instrument approach, and landing events only at airfields certified in the visual database by AMC/AOS Det 2.

4.5.3. Allocation of Flying Hours for Continuation Training. Each MAJCOM allocates flying hours to each wing as training, test, and ferry hours or operations and maintenance hours. Allocated hours provide all aircrew positions with sufficient hours (based on FTL-C) to accomplish required continuation flying training events.

**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 (AS) 8A status when logging time in the KC-46 as a secondary airframe or when assigned to AMC and logging time in any Department of Defense 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). **(T-2)**. **Note:** Flight surgeons complete events in accordance with FTL-C.

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. Flight surgeons require an aircraft commander's signature on a copy of the AMC Surgeon General memo or other approved form (e.g., AF Form 1522, locally generated form, etc.) to certify that an egress procedures review was completed prior to flight. **Note:** Documentation on Air Force Technical Order (AFTO) 781, *ARMS Aircrew/Mission Flight Data Document*, is not acceptable. The flight surgeon is required to submit this documentation to the local Squadron or Host Aviation Resource Management (SARM or HARM) office upon mission completion. **(T-2)**. SARM or HARM files documentation in accordance with records management disposition.

#### 4.7. Senior Officer Qualification Continuation Ground and Flying Requirements.

4.7.1. SOQ pilots will complete required ground training requirements in accordance with the RTM. **(T-2)**. Units may tailor simulator refresher training events and profiles for senior officers. MAJCOM/A3T (or equivalent) is designated as the waiver authority for SOQ ground and flying continuation training events identified in this manual and the RTM.

4.7.2. SOQ pilots will complete 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.

4.7.2.1. SOQ pilots will not fly unsupervised in a primary aircrew position. **(T-2)**.

4.7.2.2. 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 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 (RM) 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)**. **Note:** AMC/A3/10 retains waiver authority for SOQ waiver requests not otherwise specified by this manual.

4.7.3. SOQ pilots are not exempt from CCMD or 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 or occupational series. This manual 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 and/or AEF Online ERT Checklist for required training frequency located at: <https://aef.afpc.randolph.af.mil/Predeployment.aspx>. **Note:** 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 representative to ensure compliance with additional non-aircrew specific expeditionary readiness training (ERT) requirements established through the Air and Space Expeditionary Forces website (AEF Online) located at: <https://aef.afpc.randolph.af.mil/Predeployment.aspx>.

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 is 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) 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.

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 two 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 one (e.g., two months available x 12 instrument approaches / six months in the semi-annual training period = four 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.

**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

4.9.2. 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**.

**4.10. Failure to Complete Training Requirements.** Sq/CCs shall declare crewmembers who fail to complete ground or flying continuation training requirements in accordance with AFMAN 11-202V1 as N-MR, non-basic mission capable (N-BMC), or non-basic aircraft qualified (N-BAQ). **(T-2). 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 “CUR” 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. Sq/CCs shall place crewmembers non-current in one or more currency events in N-MR, N-BMC, or N-BAQ status (as appropriate) in those unit missions requiring that event. **(T-2)**.

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

4.10.1.3.2. Oceanic Sorties. Aircraft commanders who are not current for an oceanic sortie may fly in command on operational CONUS missions.

4.10.1.3.3. Receiver Air Refueling Sorties. Aircraft commanders who are non-current for RU01Y shall not fly in command on missions requiring receiver air refueling until currency is regained. **(T-3)**.

4.10.1.4. Individuals who, by the nature of their aircrew position are N-MR, or already require instructor supervision (i.e., some individuals in MQT, FTL-E crewmembers) do not need to be separately placed in supervised status over and above what their aircrew position or training program already requires. Aircrew members in a training program who are already qualified, who have reached a point in their training program before the end of the semi-annual period that permits them to fly unsupervised, who fall within the currency window to revert to an earlier aircrew position (i.e., FPK, etc.), or who are undergoing training as a result of a failed evaluation will be tracked as N-MR for unit readiness purposes. **(T-2)**.

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 event (full or prorated volume, as appropriate) in the most current RTM become non-current for the individual event(s) on the first day of the new semi-annual training period. At the end of the semi-annual training period, Sq/CCs (or designated representative) will:

4.10.2.1. Review ARMS products for those crewmembers who become non-current for volume events. **(T-2)**.

4.10.2.2. Place each non-current crewmember in N-MR, N-BMC, or N-BAQ status (as appropriate). **(T-2)**.

4.10.2.3. Formulate a get-well plan to re-establish individual currencies. **(T-2)**.

4.10.2.4. Assure that each non-current crewmember is under direct instructor supervision while performing the non-current event(s) until currency is regained or a waiver has been approved. **(T-2)**.

4.10.2.5. Document by crewmember on an “End of Semi-Annual N-MR, N-BMC, and N-BAQ” letter incomplete events and required actions for each crewmember to regain currency. **(T-2)**. This allows for tracking of non-current 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 N-MR, N-BMC, and N-BAQ” letter. **(T-2)**. **Note:** Overdue currency and ground continuation training are not included/tracked on the “End of Semi-Annual N-MR, N-BMC, and 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.

4.10.3. Regaining Currency for Flying Training Events. 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.

4.10.3.1. Completion of Assigned Training. Crewmembers become current upon completion of Sq/CC-assigned training event(s).

4.10.3.2. Waivers. Crewmembers may be granted a waiver in accordance with [paragraph 1.5.9](#) to re-establish flying 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 flying 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.

4.10.3.3. 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 ATS 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.

4.10.3.4. Non-Current Exceeding Six Months. A crewmember who remains non-current exceeding six months for flying training events identified as leading to unqualified status in the RTM continuation 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 11-2KC-46V2. **(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 4.10.4.2](#).

4.10.4. Failure to Complete Ground Continuation Training Requirements.

4.10.4.1. Declare aircrew members who fail to complete ground continuation training events required by the RTM as non-current for the specific training event(s). Designate those crewmembers as N-MR, N-BMC, or 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, and CONUS missions according to the RTM on sorties not requiring the specific ground training event(s).

4.10.4.2. Declare aircrew members who fail to complete aircrew-specific mobility training events required by the RTM as non-current for those specific training events. Do not designate these crewmembers as N-MR, N-BMC, or 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.

4.10.4.3. Regaining Currency for Aircrew Ground Continuation Training Events. A crewmember has two options to regain currency for ground continuation training events.

4.10.4.3.1. The crewmember completes the required ground training to re-establish currency.

4.10.4.3.2. Specific event(s) may be judiciously waived in accordance with [paragraph 1.5.9](#) Document waivers, when determined appropriate, in accordance with this manual and/or the RTM. Such a waiver is intended to account for unforeseen circumstances and is only for events that do not degrade mission accomplishment. Base waiver decisions on the individual crewmember's experience and proficiency level. Do not base waiver decision on scheduling or availability concerns. A waiver extends the due date for the specific event(s), but does not delete the requirement. Aircrew members should complete the event(s) to re-establish currency as soon as possible after currency is lost.

4.10.4.4. Crewmember Restrictions While Non-Current for Ground Continuation Training Events. With the exception of mandatory grounding items noted in the RTM, crewmembers who are non-current for events 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. **Exception:** CONUS-based crewmembers who are non-current for Combat Survival Training (SS02) or Water Survival Training (SS05) are restricted to CONUS missions until currency is regained or a waiver is granted. **Exception:** AFR Crewmembers who are non-current for Water Survival Training (SS05) are restricted to CONUS missions until currency is regained or a waiver is granted. AFR crewmembers who are non-current for Combat Survival Training (SS02) may be permitted to fly non-combat-related AFR-managed missions (including OCONUS) where mission re-tasking will not occur, but are restricted to CONUS-only for 618 AOC- managed mission until currency is regained or a waiver is granted. **(T-2). Exception:** Non-CONUS-based crewmembers may fly local or theater sorties within their assigned theater that do not transit combat zones when SS02 is overdue or do not include over-water segments when SS05 is overdue until currency is regained or a waiver is granted.

4.10.4.5. An individual N-MR for failure to complete Hazardous Cargo Ground Training (GD39Y) may fly unsupervised on local training missions only with Sq/CC (AFR Sq/CC or Sq/DO) approval until training is completed.

4.10.5. 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. Aircrews Flying in Non-USAF Aircraft or with Non-USAF Units.** See AFMAN 11-202V1.

**4.15. Training Period.** Semi-Annual (SA) periods are defined as 1 Jan – 30 Jun, and 1 Jul – 31 Dec. Quarterly (Q) periods are defined as the first and second 3-month periods within the semi-annual periods (e.g., 1 Jan – 31 Mar). Monthly periods are defined as beginning on the first day of a month and ending on the last day of that same month (e.g., 1-31 Jan). MAJCOMs may adjust training periods based on unique mission requirements.

## 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 guidance, governing instructions, and applicable tactics, techniques, and procedures for their MDS.

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

5.1.2.5. Course allocation provided by the MAJCOM quota manager for the intended course.

5.1.3. Waiver Authority for Formal Course Prerequisites. 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.

**Table 5.1. Pilot Prerequisites for Aircraft Commander Upgrade.**

From	To	Prerequisite for Course Entry	Prerequisite Before Review and Certification Board Certification	Notes
UP (Various MDS)	MP (PTX1, PTX2, or PTX3)	Previous AC in USAF Fixed-Wing MDS or 1000 hours TFT	100 KC-46 hours (PAA) & MPD Phase II guide, if required	1,2,3
FP	MP (via PCO)	1000 hours TFT and MPD Phase I & II	400 KC-46 hours (PAA) & MPD Phase I, II, & III	1,2

**Notes:**

1. Total Flying Time (TFT) represents all flying time logged aboard a fixed-wing military aircraft as a pilot, including simulator time, SUPT “student” time, and “other” time. **Exception:** TFT does not include time in another aircrew specialty or Remotely Piloted Aircraft time.
2. 100 KC-46 hours PAA required before certification to perform AC duties.
3. Pilots with dissimilar background (OSA or FAIP, fighters, C-130, etc.), use PTX1. For KC-135 non-receiver air refueling qualified aircraft commanders, use PTX2. For heavy receiver air refueling qualified aircraft commanders (KC-10, C-5, C-17, RC-135, etc.), use PTX3

**5.2. Mobility Pilot Development (MPD) Program.** MPD is a program for PIQ graduates leading to AC certification. MPD pilots are not ACs. The MPD program consists of the PIQ (or ACIQ) formal training course followed by continuation training and seasoning in a primary aircraft, then progresses to the MPD pilot’s upgrade to and certification as an AC. **Note:** PIQ, ACIQ, and AC upgrade programs are described elsewhere in this manual. MPD continuation training and seasoning is divided into multiple phases: MPD Phase I, MPD Phase II, GRACC, Pilot Checkout (PCO), and commander certification to AC. **Note:** See minimum flying hour requirements in **Table 5.1** The commander’s assessment of the MPD pilot’s performance drives the timeline required to upgrade to AC. Unit commanders should tailor continuation training and seasoning programs to the individual pilot’s knowledge, skill, and experience level. The success of the MPD program depends on MPD pilots being effectively mentored and provided with sufficient training and development opportunities for success.

**5.3. MPD Program Continuation Training.**

5.3.1. Documentation. Document MPD training using ARMS as follows: MPD Phase I uses ARMS code CP15Y, MPD Phase II uses ARMS code CP17Y, GRACC uses ARMS code CP11Y, and aircraft commander certification uses ARMS code CP03Y. Document full-course completion and Sq/CC (AFR Sq/CC or Sq/DO) certification using the AF Form 4324 (or electronically using GTIMS).

5.3.2. Training Guides. MPD Phase I & II training guides are available for download on AMC/A3T’s SharePoint® site. MPD pilots should carry appropriate training guide(s) on all sorties to maximize training opportunities.

5.3.3. MPD Phase I Certification (CP15Y). MPD Phase I consists of core aircraft commander development activities for new pilots. The center of this training is the MPD Phase I Training Guide that focuses on communications, checklist discipline, aircraft systems knowledge, and basic mission planning to build the MPD pilot’s knowledge and understanding of their assigned aircraft and its mission. MPD Phase I pilots are not expected or authorized to act as aircraft commanders. The program’s intent is to provide them with a variety of opportunities to observe and learn aircrew leadership fundamentals from aircraft commanders in multiple settings. MPD Phase I pilots should not be assigned additional duties in the squadron during their training period to allow them to focus on study and flying the mission to the maximum extent possible. MPD Phase I pilots will complete the MPD Phase I Training Guide NLT 180 days (365 days for ARC) after becoming mission ready. **(T-3)**. **Note:** Pilots crossflowing from FAIP, OSA, or non-MAF weapons systems are not required to complete MPD Phase I.

5.3.3.1. MPD Phase I pilots fly in the right seat for day-to-day operations. MPD Phase I pilots may fly in the left seat under direct supervision of an IP. FPs not qualified in the left seat may only fly in the left seat under direct IP supervision and without passengers aboard. **(T-1)**. They should be in the right seat for refresher simulators, but may use any proficiency time available at the end to build left-seat experience. MPD Phase I pilots may be in either seat for proficiency simulators.

5.3.3.2. MPD Phase I may be considered complete no earlier than six months after training start date (as defined in [paragraph 1.7.1](#)), however, the pilot must have attained a minimum of 200 hours and completed the MPD Phase I Training Guide. **(T-3)**. Document Sq/CC (AFR Sq/CC or Sq/DO) approval via the STRP and transition the pilot to MPD Phase II.

5.3.4. MPD Phase II Certification (CP17Y). MPD Phase II builds on core knowledge and experience gained in MPD Phase I. The center of this training is the MPD Phase II Training Guide that focuses on flying skill, situational awareness, mission considerations, and aircrew management in preparation for certification as an aircraft commander. As MPD Phase II pilots advance in knowledge, they are encouraged to practice actual mission management skills and decision making under the guidance of their AC or IP.

5.3.4.1. During MPD Phase II, pilots receive ‘balanced exposure’ by flying in both seats. Units should increase left-seat flying opportunities for MPD Phase II pilots. MPD Phase II pilots should be in the left seat during refresher and proficiency simulators. **Note:** FPs not qualified in the left seat may only fly in the left seat under direct IP supervision and without passengers aboard. **(T-1)**.

5.3.4.2. Pilots will be considered to have completed MPD Phase II when the MPD Phase II Training Guide and all prerequisites defined in [Table 5.1](#) are complete. **(T-3)**. Document Sq/CC (AFR Sq/CC or Sq/DO) approval via the STRP and review training records to determine suitability and timing for upgrade to aircraft commander. Upgrade determinations should be based on performance, experience, and requisite flight hours. MPD pilots shall have a minimum of one flight evaluation (AF Form 8) following FP mission ready certification before entry into aircraft commander upgrade. **(T-2)**. **Exception:** Crossflow pilots from FAIP, OSA, or non-MAF weapons systems are exempt from this flight evaluation requirement.

5.3.5. Global Reach Aircraft Commander Course (GRACC) Certification (CP11Y). This event is an essential familiarization with the operational command and control structures and mission management oversight that resides at the headquarters level. See [paragraph 1.17.2](#) for scheduling and the RTM for additional course details. Attendance is mandatory for AMC pilots and highly encouraged for all others during upgrade and prior to certification as an aircraft commander. The intent is for MPD pilots to attend GRACC after completion of MPD Phase II (CP17Y) and prior to beginning PCO.

5.3.6. Pilot Checkout (PCO) Course. PCO (also referred to as aircraft commander upgrade) is the final training course before a MPD pilot’s certification as an aircraft commander. The Sq/CC (AFR Sq/CC or Sq/DO) determines (via the STRP) projected date for the MPD pilot’s PCO course. The actual training start date occurs with the first PCO training event. Training time limitation is defined in [Table 1.2](#) PCO requires a formal training folder (AF Form 4022) or electronic equivalent to document required training and certification. Multiple training



programs may be combined into a single training folder (or GTIMS training template), at the unit commander's discretion. **Note:** Training guides are authorized.

5.3.6.1. Aircraft commander candidates accomplishing PCO training events require IP supervision during non-critical phases of flight and direct IP supervision during critical phases of flight. It is permissible for aircraft commander candidates to be in both seats in the simulator while under IP supervision, as required.

5.3.6.2. Prior to certification, aircraft commander candidates shall be current in all applicable MQT events listed in **Table 3.1 (T-3)**. An Operational Mission Evaluation (OME) will be conducted in accordance with AFMAN 11-2KC-46V2 after all upgrade requirements are met. **(T-2)**. **Note:** Normally, the OME is the last event prior to Sq/CC (AFR Sq/CC or Sq/DO) certification.

5.3.7. Certification. Complete certification in accordance with this manual and document via STRP. Assign the appropriate mobility pilot designation code in accordance with AFI 11-401\_AMCSUP\_I, *Aviation Management*.

#### **5.4. Aircraft Commander Certification (Prior-Certified in another MDS).**

5.4.1. The following are prerequisites for entry into AC upgrade:

5.4.1.1. Aircraft Commander Initial Qualification (ACIQ) course. **Note:** Refer to **Table 5.1** for course requirements until ACIQ course is available.

5.4.1.2. 100 KC-46 PAA hours after MQT completion.

5.4.1.3. MPD Phase II Training Guide. **Note:** Optional for MAF crossflow pilots with similar experience (e.g., C-17, KC-10, etc.).

5.4.2. Prior to certification, aircraft commander candidates shall be current in all applicable MQT events listed in **Table 3.1 (T-3)**. An Operational Mission Evaluation (OME) will be conducted in accordance with AFMAN 11-2KC-46V2 after all upgrade requirements are met. **(T-2)**. **Note:** Normally, the OME is the last event prior to Sq/CC (AFR Sq/CC or Sq/DO) certification.

5.4.3. Certification. Same as **paragraph 5.3.7**.

**5.5. 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.

5.5.1. See **Table 5.2** for instructor upgrade prerequisites.

5.5.2. Individuals who complete the applicable instructor course are qualified instructors for all mission qualification events in which they maintain currency.

5.5.3. Initial instructor candidates will qualify through the formal KC-46 ATS instructor course (IAC or BIC). **(T-2)**. **Note:** Reference **paragraph 5.5.4** for exceptions. MAJCOMs will review waivers on a case-by-case basis if formal school course allocations are not available.

5.5.4. Instructor candidates who previously attended a formal instructor course for instructor qualification and were certified in any US Air Force or Navy fixed-wing aircraft may upgrade in-unit without completing the ATS instructor course. In-unit instructor upgrades require

OG/CC approval. MAJCOM waivers are not required. Sq/CCs determine training required to complete upgrade. Sq/CCs will ensure the syllabus lists all ground, ATD, and flying training events. **(T-3)**. Evaluation will be according to AFMAN 11-2KC-46V2 for initial instruction evaluations. **(T-2)**. The Sq/CC determines and OG/CC approves training required to complete the Instructor upgrade in-unit (including evaluation according to AFMAN 11-2KC-46V2). Sq/CCs may require prior instructors to attend the ATS instructor qualification course. If using ATS instructor support for in-unit training, units will coordinate with AMC/A3T ATS manager for simulator profile considerations; using FTU syllabus profiles are not permitted. **(T-2)**. All initial instructor upgrade candidates shall be mission ready for a minimum of six months. **(T-3)**. Instructor candidates who attend the ATS instructor qualification course at the FTU or in-unit may incur an ADSC in accordance with AFI 36-2107 (N/A AFR).

#### 5.5.5. Instructor Responsibilities:

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

5.5.5.2. Provide thorough pre-flight briefings, post-flight briefings, and critiques. Comply with requirements of mission outlines, as appropriate, for the type of mission being flown.

5.5.5.3. 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.

5.5.5.4. Ensure all required upgrade training items are completed, signed off, and proficiency demonstrated in accordance with AFMAN 11-2KC-46V2 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.

5.5.5.5. Instructors 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 should 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 should place special emphasis on procedures for positively identifying emergency conditions before initiating corrective action.

5.5.6. Initial instructor pilot candidates will qualify through the ATS Instructor Aircraft Commander Qualification (IAC) course. **(T-2)**. Additionally, IP candidates will complete unique and/or specialty instructor training programs using ATS courses and courseware, where courses and courseware are available. **(T-2)**.

**Table 5.2. Instructor Upgrade Prerequisites.**

<b>From</b>	<b>To</b>	<b>Prerequisites</b>	<b>Tasks and Events Required Before Certification</b>	<b>Notes</b>
AC	Instructor Pilot	200 KC-46 PAA hours after KC-46 aircraft commander certification and formation certifications complete	KC-46 IAC course and initial instructor evaluation	
BO	Instructor BO	1500 TFT with 300 KC-46 PAA or 1800 TFT with 200 KC-46 PAA and one year experience as MDS instructor BO	BIC course and initial instructor evaluation	1,2,3

**Notes:**

1. Enlisted aircrew qualifications are separate and distinct from skill level qualification. When AF Form 8 is completed for the applicable flight evaluation, the crewmember is qualified to perform duties assigned for the crewmember qualification regardless of skill level. Aircrew instructor and flight examiner qualifications are also separate and distinct from OJT trainer or certifier designation and are reflected in AFSC by use of “K” prefix (aircrew instructor) and “Q” prefix (aircrew standardization and flight examiner).
2. Total Flying Time (TFT) represents all flying time logged aboard a fixed wing aircraft including “student” and “other” time (but does not include time in another aircrew specialty). WST and BOT time is creditable to meet TFT requirement.
3. Instructor Boom Operator candidates with total flying hours logged from other than the Boom Operator aircrew position (i.e., Flight Engineer, Loadmaster) require 2000 total flying hours and 750 hours as a boom operator prior to consideration for upgrade.

5.5.7. Pre-Instructor Course Training. Units provide pre-attendance simulator or flying training to instructor course candidates before school attendance. The purpose of the additional flight or simulator training is to help prepare instructor candidates to instruct while performing the maneuvers. These events are completed by the instructor candidate demonstrating to their instructor on how to perform the procedure and/or techniques that would assist other crewmembers. When applicable, the instructor candidate should provide instruction throughout the pre-course training. Complete the appropriate pre-attendance workbook (GD51Y), lessons, and examination in accordance with the appropriate syllabus. Pre-attendance courseware shall be available to the student no later than 180 days prior to class start date, and completed no earlier than 60 days prior to the class start date. **(T-2)**.

## 5.5.8. Instructor Course Training.

5.5.8.1. Maneuvers identified in this AFMAN, the RTM, or the appropriate syllabus as “FTU-only” or “AETC instructor cadre-only” will only be accomplished by instructors currently assigned or attached to the formal school at Altus AFB, who have completed FTC and are appropriately certified to perform the maneuvers. **(T-2)**.

5.5.8.2. Instructor Course Documentation.

- 5.5.8.2.1. For personnel who fail to complete an instructor training course and formal school-administered evaluation, closeout of instructor course using AF Form 4025, *Aircrew Summary/Close-Out Report*, or GTIMS equivalent will contain remarks by the Sq/CC or Sq/DO recommending the candidate for an instructor evaluation, removal, or reconsideration for instructor training at a later date. **(T-2)**. Include results of academic tests, in-flight progress report, course or class number, start and course completion date.
- 5.5.8.2.2. After an instructor candidate successfully completes the instructor evaluation, the training unit sends a copy of AF Form 8 to 97 TRS who, in turn, returns a certificate of completion in memo format to the individual's squadron.
- 5.5.8.3. Each IP and IB candidate will receive an initial instructor evaluation at the formal school. **(T-1)**. Refer to AFI 11-202V2 and AFMAN 11-2KC-46V2 for evaluation requirements. Successful completion of an initial instructor evaluation and certification by the unit commander are the final actions of the instructor training course.
- 5.5.8.4. Instructor course candidates demonstrating unsatisfactory progress during the academic phase may be removed from training and returned to home station (see [paragraph 1.15](#)).
- 5.5.8.5. Instructor Training Course Required Publications. Approved training representatives may go to the AETC Bookstore to find current syllabi, which list required publications.
- 5.5.9. Faculty Training Course (FTC). Candidates shall be current and qualified KC-46 instructors. **(T-2)**. (Pilots should have at least one year of combined experience as a receiver-qualified AC, IP, and/or EP.)

**5.6. Flight Examiner Certification.** Select evaluator candidates based on experience, proficiency, judgment, flying skill, instructional performance, and technical knowledge. Flight examiner prerequisites are found in [Table 5.3](#).

- 5.6.1. Sq/CC (or designated representative) 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 guidance and procedures, and the ability to administer evaluations according to applicable publications.
- 5.6.2. Flight examiner candidates will:
- 5.6.2.1. Complete unit-developed flight examiner upgrade requirements. **(T-3)**. At a minimum, flight examiner upgrade shall consist of the requirements in [paragraph 5.6.2.2](#) and [paragraph 5.6.2.3](#). **(T-2)**.
- 5.6.2.2. 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 MAF examiners.
- 5.6.2.3. Demonstrate comprehensive knowledge and application of command guidance, AFMAN 11-202V1, AFI 11-202V2, AFMAN 11-2KC-46V2, 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.

**Table 5.3. Evaluator Upgrade Prerequisites.**

From	To	Prerequisites	Tasks and Events Required Before Certification
Instructor Crewmember	Flight Examiner Crewmember	Sq/CC recommendation	In-unit flight examiner checkout
<p><b>Note:</b> Enlisted aircrew qualifications are separate and distinct from skill level qualification. When AF Form 8 is completed for the applicable flight evaluation, the crewmember is qualified to perform duties assigned for the crewmember qualification regardless of skill level. Aircrew instructor and flight examiner qualifications are also separate and distinct from OJT trainer or certifier designation and are reflected in AFSC by use of “K” prefix (aircrew instructor) and “Q” prefix (aircrew standardization and flight examiner).</p>			

**5.7. Special Qualifications and Certifications.** Document all additional certifications in ARMS (see [paragraph 1.8](#)). Use appropriate event identifiers listed in the RTM. Qualifications and certifications are one-time events, unless otherwise stated. For requalification, Sq/CC should evaluate if any training is required on a case-by-case basis.

## Chapter 6

### AIRCREW TRAINING SYSTEM (ATS) AND SIMCERT RESPONSIBILITIES

**6.1. Description.** The KC-46 ATS is a contractor-provided aircrew training system. In accordance with the expressly stated terms of the KC-46 ATS contract and the statement of work (SOW), the ATS contractor shall provide qualification and continuation training courseware, academic instruction, ATD operation and instruction, and training facility management. Any changes to ATS contract terms, contractor responsibilities or contractor performance standards will be done in coordination with, and only at the approval of, the contracting officer. The USAF provides all flight instruction.

6.1.1. The ATS contractor guarantees trained students meet government standards. The USAF validates training, conducts all flight training aboard the KC-46, and administers all evaluations according to AFI 11-202V2.

6.1.2. Reports. For initial qualification training, the KC-46 ATS includes a post-training feedback system that elicits information and comments in critique format from students, supervisors, and evaluators. The program seeks to collect data to monitor the training while seeking to continually improve, update, and refine the ATS. Return critiques to: Det 2 AMCAOS, 510 North Sixth Street Suite 3, Altus AFB, OK 73523-5089.

**6.2. Applicability.** See AFMAN 11-202V1.

6.2.1. Purpose. The KC-46 ATS is a system of academics, ATD sessions, and ground and flight training phases. The system provides qualification, upgrade, and continuation training to attain and maintain the appropriate qualification for KC-46 pilots and boom operators.

6.2.2. Goal. The ATS program goal is to optimize aircrew training through the integrated use of academics, ATDs, and flight-line KC-46 aircraft instruction. The KC-46 ATS has ATS and student performance requirements in a SOW and system specification. The ATS follows the USAF-sponsored instructional systems development process; developing (and maintaining) a master task listing (MTL), evaluation standards document (ESD), objective media analysis report, and media selection syllabus report products (approved by AMC/A3T). These products help define each course content, standards, and training media selected for each task and objective.

6.2.3. Responsibilities.

6.2.3.1. ATS Contractor. The ATS Contractor is responsible for satisfying all requirements of the KC-46 ATS contract and the SOW. Of particular importance, the ATS Contractor shall:

6.2.3.1.1. Co-host a quarterly KC-46 ATS program management review (PMR) to outline the ATS program including currency, applicability, and effectiveness. **(T-1)**. Publish meeting minutes and monitor suspenses (as specified in the ATS contract).

6.2.3.1.2. Maintain the WST, BOT, FuT, and other devices or training aids to ensure they enhance the formal school and continuation flight training programs. **(T-1)**. Schedule lessons, ATD missions and conduct mission overviews and debrief (by the ATS instructor) for each lesson. Provide all necessary data to complete the ATD mission or assigned task. **(T-1)**.

- 6.2.3.1.3. Ensure instructors provide an environment for simulator training that is as realistic as possible. Attention will be directed to aircrew coordination throughout all phases of flight. **(T-2)**. Crews will utilize equipment in the trainer the same as in flight. **(T-2)**. This includes communications, personal headsets, and emergency equipment. Correct communications phraseology, techniques, checklist usage and regimentation, and instrument, flight, and AR procedures will be stressed at all times. **(T-2)**. Realistic aircraft systems and navigational aid failures and malfunctions will be included in a logical and timely manner. **(T-2)**.
- 6.2.3.1.4. Conduct a post-lesson critique to reinforce the desired learning outcomes. **(T-2)**.
- 6.2.3.1.5. Provide comments on the recurring training documentation. The intent of these comments is to provide meaningful feedback to the appropriate levels of supervision (USAF and contractor) on the student's continuation training. In those rare cases where the student requires more training than the time available, exhibits less than required preparation, or displays an attitude problem, the instructor will provide immediate documentation and feedback to the student's unit through appropriate channels. **(T-1)**.
- 6.2.3.1.6. Provide all students with a training critique. **(T-2)**.
- 6.2.3.2. AMC/A3TK ATS Manager. Provides overall management authority for KC-46 ATS contract training through the AF Training Group (AFMC ASC/WNS).
- 6.2.3.2.1. Ensures the ATS contractor-provided academic and ATD training complies with guidance in this instruction and the ATS contract.
- 6.2.3.2.2. Ensures training performance objectives are met.
- 6.2.3.2.3. Acts as AMC focal point for review of all recommendations, changes or initiatives affecting the KC-46 ATS program.
- 6.2.3.2.4. Co-hosts the ATS contractor quarterly KC-46 ATS PMR.
- 6.2.3.2.5. Determines fiscal year training requirements (ATS throughput ranges).
- 6.2.3.3. 19 AF/DOG. Monitors all actions associated with the KC-46 training program through close coordination with Detachment 2/AMCAOS, 97 TRS, and AMC/A3TK.
- 6.2.3.3.1. Monitors KC-46 ATS formal school aircrew training performance objectives.
- 6.2.3.3.2. Acts as AETC focal point for review of all recommendations or initiatives directed toward the KC-46 ATS contract in coordination with AMC/A3TK.
- 6.2.3.3.3. Reviews crewmember feedback tools including critiques, evaluator feedback, course feedback, and AETC flight evaluations.
- 6.2.3.3.4. Reviews and evaluates ATS contractor training analysis, objective hierarchy, courses and training materials for accuracy, currency, and effectiveness.
- 6.2.3.3.5. 97 TRS (AETC). Ensures instruction is of the highest quality through the review of crewmember critiques, evaluator feedback, course feedback, and course monitoring and evaluation. Reviews and evaluates the task analysis, objective

hierarchy, and contractor courses and training materials for accuracy, currency, and effectiveness. Acts as the focal point for proposed formal school syllabus changes at Altus AFB.

6.2.3.4. DET 2 AMCAOS. Refer to **paragraph 1.4.1.4.**

6.2.3.5. Air Force appointed ATS contracting officer's representative (COR). The COR is empowered to evaluate contractor compliance with the ATS contract and is the unit-level government representative who may instruct the contractor to perform (or stop) work at the direction of the contracting officer. The COR shall perform duties in accordance with federal law, regulation and the guidance found within the *Department of Defense COR Handbook*.

6.2.3.6. Wings and Groups.

6.2.3.6.1. Provide constructive reports and inputs concerning the ATS program in **Chapter 1**.

6.2.3.6.2. Provide assistance and support with SME upon request by AMC/A3T or Det 2 AMCAOS.

6.2.3.6.3. Review ETCA course description and requirements for requesting, allocating, scheduling, and confirming attendance for formal training courses. Close coordination with the MAJCOM formal school quota managers (for AMC RegAF use AMC/A3TF) is imperative to ensure effective utilization of training slots and contractor resources.

6.2.3.7. KC-46 ATS Syllabi.

6.2.3.7.1. The ATS contractor develops and maintains the appropriate course syllabi with approval by AETC (refer to **paragraph 1.4.2**). Each syllabus is the blueprint for each KC-46 ATS course in a format standardized by AETC. The format is also adopted for AMC-managed courses.

6.2.3.7.2. ATS contractor will produce each course syllabus and is therefore responsible for curriculum development described in the KC-46 ATS contract SOW and system specification. **(T-1)**. The ATS contractor will review syllabi annually and update, as required, in coordination with 19 AF/DOG. **(T-1)**. AETC reviews each course syllabus every four years.

**6.3. Dedicated Training Time.** As defined in AFMAN 11-202V1. Applies to formal school and continuation training. It is imperative that students complete training in a timely and uninterrupted manner. Students are enrolled on a full-time basis. Relieve students of duties not directly related to training. **Exception:** SOQ students may continue their normal duties as time permits.

**6.4. ATS Course Prerequisites.** Course prerequisites in **Table 5.1** include a minimum number of flying hours, commander recommendation, and completion of applicable training guides or workbooks. Each ATS course is designed on certain prerequisites being met by the trainee before course entry. All prerequisites shall be complete, with exception by approved waiver from the appropriate agency (see **Chapter 1**) before entering a formal course listed in **Table 6.1**. **(T-2)**.



**Table 6.1. KC-46 ATS Courses.**

Course ID	Title	Duration	Notes
KC46PTX1	Pilot Transition Course 1	TBD	1,3
KC46PTX2	Pilot Transition Course 2	TBD	1,2,3
KC46PTX3	Pilot Transition Course 3	TBD	1,3
KC46PIQ	Pilot Initial Qualification Course	TBD	1,3
KC46PCO	Pilot Checkout	TBD	1,3
KC-46PRC	Pilot Requalification Course	TBD	1,2,3
KC46IAC	Instructor Aircraft Commander Course	TBD	1,4,3
KC46PFTC	Pilot Faculty Training Course (FTC) (Altus Only)	TBD	1,3
KC46BIQ	Boom Operator Initial Qualification	TBD	1,3
KC46BRC	Boom Operator Requalification	TBD	1,3
KC46IB	Instructor Boom Operator	TBD	1,4
KC46BTX	Boom Operator Transition Course	TBD	1,3
KC46BFTC	BO Faculty Training Course (FTC) (Altus Only)	TBD	1,3
KC46SOC	Senior Officer Course (SOC)	TBD	1,3,5
KC46SOF	Senior Officer Familiarization (SOF)	TBD	

**Notes:**

1. Course duration and content is subject to change, see syllabus for course details.
2. Aircraft commander requalification includes pilots previously qualified in the KC-46.
3. These courses have a proficiency advancement option that allows for accelerated completion of the flying portion of the training.
4. Instructor upgrade course for highly experienced crewmembers only. See **Chapter 5** for prerequisites.
5. Pilot course for O-6 selectees and above who will fly under instructor supervision.

**Table 6.2. Formal Training Courses.**

	Course Name	Course Description
a.	Pilot Transition Course 1 (KC46PTX1)	This course qualifies pilots as KC-46 aircraft commanders who were previously qualified as aircraft commanders in non-tanker non-receiver aircraft, non-crew aircraft, or OSA.
b.	Pilot Transition Course 2 (KC46PTX2)	This course qualifies pilots as KC-46 aircraft commanders who were previously qualified as non-receiver aerial refueling aircraft commanders in KC-135 aircraft.

	<b>Course Name</b>	<b>Course Description</b>
c.	Pilot Transition Course 3 (KC46PTX3)	This course qualifies pilots as KC-46 aircraft commanders who were previously qualified as receiver aerial refueling qualified aircraft commanders in other heavy aircraft.
d.	Pilot Initial Qualification Course (KC46PIQ)	This course qualifies pilots to fly in the right seat of the KC-46 and accomplish flying related tasks (receiver aerial refueling is familiarization only, not qualification). It does not qualify them as an aircraft commander. The flying portion of this training may team KC46PIQ course pilots with KC46PTX, KC46PCO or KC46PRQ pilots if necessary.
e.	Pilot Checkout Course (KC46PCO)	This course upgrades current and qualified KC-46 pilots to aircraft commanders. It focuses on receiver aerial refueling and general aircraft commander duties.
f.	Pilot Requalification Course (KC46PRC)	This course takes previously qualified KC-46 aircraft commanders and instructor pilots and requalify them to their previous qualification level as KC-46 aircraft commanders or instructor pilots.
g.	Instructor Aircraft Commander Course (KC46IAC)	This course takes current and qualified KC-46 aircraft commanders and upgrades them to instructor pilots. The course also includes operation of the WST IOS and procedures to power up, operate equipment, and shut down the WST, the Training Management System (TMS), and the LMS.
h.	Senior Officer Course (KC46SOC)	This course provides senior officers with exposure to the KC-46 mission and teach basic KC-46 operation (takeoff, landings, and emergency procedures) resulting in the issuance of a restricted AF Form 8. Successful completion of this course allows senior officers to operate the aircraft from the left seat under the direct supervision of an instructor pilot during critical phases of flight.
i.	Pilot Faculty Training Course (FTC) (FTU personnel only)	This advanced instructor course upgrades a current and qualified KC-46 instructor pilot to fly with initial qualification students. It focuses on common student errors and AETC instructional and grading criteria.
j.	Boom Operator Transition Course (KC46BTX)	This course qualifies boom operators in the KC-46. Trains individuals who were previously qualified as KC-135 or KC-10 boom operators.
k.	Boom Operator Initial Qualification Course (KC46BIQ)	This course qualifies individuals to perform duties as a KC-46 boom operator. Graduation from the Basic Boom Operator Course is required to attend this course.

	Course Name	Course Description
l.	Boom Operator Requalification Course (KC46BRC)	This course takes previously qualified KC-46 boom operators and requalifies them to their previous qualification level.
m.	Instructor Boom Operator Course (KC46BIC)	This course takes current and qualified KC-46 boom operators and qualifies them as instructor boom operators. The course also includes operation of the BOT IOS and ATS procedures to power up, operate equipment, and shut down the BOT, Fuselage Trainer, TMS, and the LMS.
n.	Boom Operator Faculty Training Course (FTC) (FTU personnel only)	This advanced instructor course upgrades a current and qualified KC-46 instructor boom operator to fly with initial qualification students. It focuses on common student errors and AETC instructional and grading criteria.
o.	Senior Officer Familiarization Training (KC46SOF)	This course provides senior officers with familiarization to the KC-46 mission and basic KC-46 operation. Successful completion of this course does not result in the issuance of an AF Form 8.

**6.5. Lesson Objectives.** Use lesson objectives as a reference to establish training and evaluation standards. The KC-46 ATS uses the MTL and the ESD available on the ATS Contractor web site (see [paragraph 1.15](#)).

6.5.1. MTL and ESD Purpose. MTL and ESD provide the basis for ATS courseware development, and are the principle source for evaluation criteria (validate MDS crewmember performance).

6.5.1.1. Courseware development and instructors training KC-46 crewmembers may use criteria from the MTL and ESD to help determine the ability of an individual to meet performance levels required to be mission qualified. For evaluation, use AFMAN 11-2KC-46V2 criteria.

6.5.1.2. Conduct the USAF evaluation to ESD standards, in a timely manner subsequent to the trainee's completion of the ground-based or flight training (to guaranteed standards).

6.5.2. Crew Resource Management/Threat and Error Management (CRM/TEM) Training. The KC-46 ATS incorporates CRM/TEM principles during all phases of training, including initial and continuation training, to meet requirements of AFI 11-290, *Cockpit/Crew Resource Management Program* (and MAJCOM supplement). The CRM/TEM Facilitator Course is also available, upon request. Instructors use the web-based AMC Form 4031, *CRM/TEM Skills Criteria Training/Evaluation*, subsequent to CRM/TEM skills training, in accordance with AFI 11-290 and MAJCOM Supplement, to critically evaluate and document student CRM/TEM skills.

6.5.2.1. 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 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.

6.5.2.2. 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 and mission-oriented simulator training missions are accomplished during annual simulator proficiency periods. These training periods are dedicated to reviewing and applying CRM/TEM principles, effective PM behaviors, and relevant VVM skills.

**6.6. Unsatisfactory Student Progress.** If at any time during a trainee's ATS ground instruction for formal school or unit-level continuation training, the ATS instructor considers training progress is unsatisfactory, the trainee lacks preparation or participation, etc., the ATS contractor will notify the unit training manager. **(T-2).** See [paragraph 1.16](#).

6.6.1. Failure to Progress. If a student fails to progress according to syllabus requirements, the command accomplishing the training will conduct a progress review. **(T-2).** The progress review can recommend continuation in training or, in accordance with AFMAN 11-402, *Aviation and Parachutist Service*, action (e.g., Flying Evaluation Board) to the individual's unit commander. The ATS contractor then identifies students who fail to progress according to the ATS contract.

6.6.2. Failure to Complete Training. If a crewmember fails to complete a formal course, the formal school will send a recommendation of action to the individual's unit. **(T-1).** The recommendation will specify if the student should complete training in-unit, return to the formal school to complete training, or be referred to the AF personnel system for reassignment. **(T-2).**

**6.7. Courseware Changes.** While completing CBTs, the user may also submit a comment or proposed change. See CBT on-screen instructions on the opening to each CBT lesson. The inputs are consolidated as part of the CBT centralized reporting function. ATS contractor, in coordination with 97 TRS/TRK (if applicable), monitors inputs for consideration of future courseware updates.

## **6.8. Scheduling.**

6.8.1. Units schedule directly with the local ATS site. While an ATD undergoes conversions or hardware modifications, the ATS management team or ATS contractor coordinates with AMC/A3TK for the host aircrews to travel to other ATS sites with available training capacity. The ATS contractors' TMS office at Altus AFB and AMC/A3TK orchestrate the annual scheduling of KC-46 crews in coordination with Air Force Life Cycle Management Center Simulator Division (AFLCMC/WNS).

6.8.2. AMC/A3TK ATS Manager, through the KC-46 ATS contracting office and training group (AFLCMC/WNS), determines FY ATS formal school and continuation training requirements for all ATS courses. The PFT reflects the planned annual formal school throughput based on USAF requirements, formal school and ATD capacities, and contract authorizations. ATD simulator scheduling at formal training school is managed by 97 TRS, Altus AFB in coordination with the ATS contractor, TMS scheduling office.

6.8.3. Cancellation of ATS Formal School Course Quota. Units will notify their MAJCOM/A3T (or equivalent) staff (AMC RegAF call AMC/A3TF) within 45 days before class start date if a quota cancellation or no-fill is pending. **(T-2)**. All formal school quota cancellations must be made no later than 30 days prior to class start date to enable the quota to be reallocated (see ETCA, **paragraph 1.15.7**, for additional information). **(T-2)**. For cancellations at locations other than the AETC FTU, notify MAJCOM/A3T (or equivalent) staff immediately and site scheduler as early as possible to permit reallocation/rescheduling.

6.8.4. Contractor Responsibilities: (These reports are exempt from Office of Management and Budget review in accordance with Public Law 96-511, *The Paperwork Reduction Act of 1980, as amended, Title 44, United States Code, Chapter 35.*)

6.8.4.1. Develop and submit the following year's PFT to AMC/A3TK no later than 15 Apr of the current year. **(T-2)**.

6.8.4.2. Provide units with a quarterly pilot and boom operator refresher and additional training time schedule no later than 45 days prior to the start of the following quarter. The ATS Contractor is responsible for satisfying all instructor manning requirements of the KC-46 ATS contract and the SOW. The contractor will fill any vacancies in each quarter's draft simulator and BOT schedule with additional training time (ATT) periods. **(T-2)**. The goal is to ensure the squadrons have the opportunity to use 100% of available simulator time as long as the contracted ATT throughput is not exceeded. The contractor should not leave an available period unscheduled in the draft schedule due to lack of instructor availability. The training facility manager and all local KC-46 squadrons will establish mutually agreeable scheduling procedures. **(T-2)**.

6.8.5. OG/CC OPR (AFRC/A3) Responsibilities:

6.8.5.1. No later than the last week in November of each year, provide AMC/A3TK with estimated training requirements (initial qualification, requalification, upgrade, senior staff, ATD refreshers, engine run, and additional simulator training time) of their units for the next fiscal year.

6.8.5.2. Coordinate with AMC/A3TK when additional training slots are required. Additional requirements for training slots will be thoroughly justified. **(T-2)**.

6.8.5.3. Provide wing formal training with either a form letter or an annotated class roster indicating the date and names of crewmembers completing their evaluation.

6.8.6. Unit Responsibilities:

6.8.6.1. No later than the last week in October of each year, provide OG/CC (AFRC/A3RB for AFR units and NGB/A3M for ANG units) with the estimated training requirements (initial qualification, requalification, upgrade, ATD refreshers, and additional simulator training time) of their units for the next fiscal year.

6.8.6.2. When filling initial, requalification, aircraft commander upgrade course, and instructor allocations, ensure allocations are sent to the unit MPS with the minimum: course, class number, grade, name, and SSN of the individual scheduled for training. Crewmembers are to be reminded to receive an ADSC briefing by MPS prior to attending training (N/A for AFR). When training involves TDY, it is unit funded. In this case, units provide fund cite to the applicable MPS.

6.8.6.3. Cancellation of ATS Formal School Course Quota. The ETCA requests units notify their MAJCOM/A3T (or equivalent) staff (AMC RegAF call AMC/A3TF) within 45 days before class start date if a quota cancellation or no-fill is pending. All formal school quota cancellations must be made no later than 30 days prior to class start date to enable the quota to be reallocated. **(T-2)**.

6.8.6.4. Quota owners make unused allocations available to other units.

6.8.6.5. Units desiring to trade quotas may do so without AMC headquarters approval; however, they shall inform AMC/A3TF and all appropriate agencies and units. **(T-2)**.

6.8.6.6. Submit requests for additional training quotas directly to AMC/A3T with information copies to OG/CC and AFRC/A3RB or A3M (as applicable). AMC/A3T takes required action and informs applicable command formal training (DPPET-AMC and DPTF-AFRC/A1KE) of any new authorized classes.

6.8.6.7. Coordinate aircrew refresher and additional training time scheduling requirements with the applicable training facility. The unit works with the training facility manager to establish mutually agreeable and effective scheduling procedures. As a minimum, in accordance with the contract, the contractor will provide next quarter's schedule to the units 45 days prior to the start of the quarter. **(T-2)**. Units designate which unit will use each training period and cancel any training that is not needed. Units then return the schedule with squadron assignment no later than 20 days prior to the start of the quarter. Each active duty and ARC unit should coordinate closely when scheduling ATD training. Training slots that cannot be filled by one unit should be offered to other units in a timely manner. Training slots should not go unfilled unless unavoidable.

6.8.6.8. Ensure the training contractor is kept apprised of scheduling changes or training requirements. The contractor should be provided as much advance notice as practicable.

6.8.6.9. The contractor should schedule one ATT per week per RegAF squadron. These ATTs should be scheduled so they may be used for crewmember evaluations on the third consecutive day following a two-day refresher. Intent is to move RegAF simulator evaluations out of quarterly refresher periods and into ATT simulator periods.

6.8.6.10. When practicable, squadrons use these ATT periods to schedule RegAF recurring simulator evaluations. If practical, try to schedule more than one evaluation during the same ATT, e.g., pilots who are both in their eligibility window. Units should also strive to maintain aircrew integrity throughout the 3-day period.

6.8.6.11. Squadron schedulers notify the contractor training administrator with the names of the students for refresher ATD periods. The squadron scheduler may replace individuals to meet mission requirements. If the squadron cannot fill the training session with a full crew, the contractor shall be notified of the cancellation by 1600 local time the workday prior to the scheduled training. **(T-3)**. When the squadron does not fill the scheduled training session and does not notify the contractor administrator of a cancellation, this constitutes a "no-show." No-shows are submitted to AMC on the contractor monthly throughput report. Unit ATS COR notifies squadron Director of Operations of any no-shows incurred by the squadron.

6.8.7. Simulator Tours. Units request tours at least 24 hours in advance through the KC-46 ATS COR. The COR coordinates with the site contractor to ensure the contractor provides the time at no additional cost to the government. The COR also coordinates with the contractor and the wing training branch to ensure the tour will not impact simulator maintenance or training. If approved, the COR notifies the tour coordinator and emphasizes that times are approximate, because training will not be affected to meet a tour time. Tours which require whole periods or significant parts of simulator periods usually will not be supported, because these tours would require canceling a refresher training period. The fifteen-minute break during each simulator is the most opportune time to accomplish an orientation without adversely affecting training.

## 6.9. Administration.

6.9.1. General. Recurring academic and ATD training ensures required subject training materials are presented in a realistic manner on a programmed or phased basis.

6.9.2. Objective. Ensure all crewmembers maintain the proficiency to safely operate the KC-46 aircraft and effectively perform the assigned mission. Crewmembers utilize the WST to enhance the training areas (e.g., windshear and microburst training, low visibility approaches, tanker and receiver air refueling, formation, systems knowledge, emergency and non-normal procedures, degraded navigation systems). Boom operators should utilize the BOT and FuT to minimize required on-aircraft training while enhancing the training received.

## 6.10. Student Expectations.

6.10.1. Self-Study. Each crewmember is responsible for adequate preparation before reporting for each ATD mission. Review the mission profile, pre-course study material, CBT module(s), associated normal, non-normal, and emergency procedures, and applicable aircraft systems. Each crewmember shall review the applicable portions of the flight publications and answer review exercises questions located in the ATD profile. **(T-3)**.

6.10.2. Pre-mission. The ATS instructor will conduct a pre-mission briefing before each ATD profile and cover the mission overview, academic session overview (if applicable), systems, aircraft loading, performance data, route-of-flight, communications, takeoff weather, simulator discrepancies, and WST emergency egress. **(T-2)**. Also include mission objectives, special procedures specific (required) training items, scheduled systems and performance training, CRM/TEM, and any additional area of emphasis.

6.10.3. Mission. The aircrew and ATS instructor will fly the ATD profile to the maximum extent possible. **(T-2)**. For proper pacing, it is imperative the pilot team cope with simulated emergencies while continuing to fly the aircraft.

6.10.4. Post-mission. The ATS instructor critiques the crew's performance during each phase of the mission utilizing the onboard computer debriefing system. The WST and BOT are equipped with a dual-screen simulator mission playback system. Complete post-mission documentation in accordance with Technical Order 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, to include AFTO Form 781A, *Maintenance Discrepancy and Work Documentation*, AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance* and ARMS products. Send requests or recommendations for additional training to the unit training manager. Accomplish additional training as soon as practical, schedule permitting.

**6.11. Browsing Training Products.** KC-46 crewmembers are encouraged to browse any and all lessons existing within the ATS. This is particularly applicable to those personnel preparing to enter upgrade courses, subject to the following restrictions:

6.11.1. Browser time is on a space-available basis.

6.11.2. All browser requests need to be coordinated with the ATS training supervisor.

6.11.3. Trainees are not to be scheduled to browse lessons for remediation. Remediation will be scheduled by coordinating with the ATS contractor. **(T-3)**. Browsing a lesson does not enable the trainee to take the end-of-lesson test(s). Trainees in remediation will be enrolled in lessons for review in order to take the end-of-lesson test(s) and keep a permanent record of the remediation. **(T-3)**.

**6.12. Aircraft Flights for ATS Training Instructors.**

6.12.1. ATS Contractor Personnel Flight Operations. ATS training instructors are required by the KC-46 ATS contract to observe in-flight operations. **(T-1)**. Guidance is contained in DAFMAN 11-401. Flights will be accomplished according to the terms and conditions of a current government contract. **(T-1)**. ATS contract instructors who observe local missions (defined as training missions originating and returning to home station) may observe the mission in mission essential personnel (MEP) status (or in accordance with applicable MAJCOM supplement to DAFMAN 11-401). ATS contract instructors are authorized (at the aircraft commander's discretion) to occupy the flight deck during any phase of flight. ATS contract instructors flying in MEP status are not authorized access to flight controls or to occupy a primary aircrew position. **(T-1)**. Units detail local requirements in a supplement to this manual.

6.12.2. The ATS contract and list of contractor personnel authorized to fly in MEP status will be kept on file in the SARM or HARM office. **(T-2)**.

**6.13. KC-46 ATS Facility Tours.**

6.13.1. Wing training offices will coordinate all requests for KC-46 ATS facility tours with the COR and contractor as soon as possible, but in no case later than 24 hours before the planned event. **(T-2)**. This may require close coordination with public affairs and protocol. USAF option time may be used at the discretion of the OG/CC. Tours will be on an as-available basis and will not displace scheduled training events. **(T-2)**.

6.13.2. OG/CC will ensure a USAF representative meets, greets, accompanies, and conducts all tours. **(T-2)**. The contractor is not manned for or on contract to perform these duties. The contractor is responsible for providing an aircrew training device operator only.

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



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

- 10 United States Code § 9013, *Secretary of the Air Force*
- Public Law 96-511, *The Paperwork Reduction Act of 1980*, 44 USC Chapter 35, 11 December 1980
- AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 March 2007
- AFPD 10-21, *Rapid Global Mobility*, 26 August 2019
- AFPD 11-2, *Aircrew Operations*, 31 January 2019
- AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, 21 September 2018.
- AFI 11-202V2, *Aircrew Standardization and Evaluation Program*, 6 December 2018
- AFI 11-290, *Cockpit/Crew Resource Management Program*, 27 May 2020
- AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*, 10 October 2017
- AFI 11-401\_AMCSUP\_I, *Aviation Management*, 18 June 2014
- AFI 16-1007, *Management of Air Force Operational Training Systems*, 1 October 2019
- AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Operations*, 3 August 2017
- AFI 24-602V1, *Passenger Movement*, 15 December 2020
- AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- DAFI 33-360, *Publications and Forms Management*, 1 December 2015
- AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 22 October 2018
- AFMAN 11-202V1, *Aircrew Training*, 27 September 2019
- AFMAN 11-202V3, *Flight Operations*, 10 June 2020
- AFMAN 11-2KC-46V2, *KC-46 Aircrew Evaluation Criteria*
- AFMAN 11-2KC-46V3, *KC-46 Operations Procedures*
- DAFMAN 11-401, *Aviation Management*, 27 October 2020
- AFMAN 11-402, *Aviation and Parachutist Service*, 24 January 2019
- DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020
- AFTTP 3-3.KC-46, *Combat Aircraft Fundamentals—KC-46*, 8 November 2019
- NATO Allied Tactical Publication 3.3.4.2, *Air to Air Refueling*, United States Standards Related Document (USA SRD), 15 January 2021
- AMCI 13-520-S (U), *Mobility Nuclear Operations*, 18 April 2019

T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*, 1 June 2018

*Department of Defense COR Handbook*, 22 Mar 2012

AFRC/A3M Memorandum, *Graduate Training Integration Management System (GTIMS)*, 2 November 2017

### **Adopted Forms**

AF Form 8, *Certificate of Aircrew Qualification*

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 1381, *USAF Certification of Aircrew Training*

AF Form 1522, *ARMS Additional Training Accomplishment Report*

AF Form 1768, *Staff Summary Sheet*

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 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance*

AMC Form 4031, *CRM/TEM Skills Criteria Training/Evaluation*

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

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

**19 AF**—19<sup>th</sup> Air Force

**19 AF/DO**—19<sup>th</sup> Air Force Director of Operations

**19 AF/DOG**—19<sup>th</sup> Air Force Graduate Operations

**19 AF/DOP**—19<sup>th</sup> Air Force Pipeline Management

**A**—Annual

**A3T**—Flight Operations Division

**AC**—Aircraft Commander

**ACBRN**—Aircrew Chemical Biological Radiological Nuclear

**ACBRNTQT**—ACBRN Task Qualification Training

**ADSC**—Active Duty Service Commitment

**AEF**—Air & Space Expeditionary Force

**AETC**—Air Education and Training Command

**AF**—Air Force

**AF/A3TF**—Headquarters Air Force Total Force Aircrew Management

**AFE**—Aircrew Flight Equipment

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserves

**AFRC**—Air Force Reserve Command

**AFRC/A3**—Air Force Reserve Command Directorate of Operations

**AFRC/A3M**—Air Force Reserve Command Mobility Operations Division

**AFSC**—Air Force Specialty Code

**AFTO**—Air Force Technical Order

**AFTTP**—Air Force Tactics, Techniques, and Procedures

**AIT**—Aircrew Intelligence Training

**AMC**—Air Mobility Command

**AMC/A3/10**—Air Mobility Command Directorate of Operations, Strategic Deterrence, and Nuclear Integration

**AMC/A3T**—Air Mobility Command Flight Operations Division

**AMC/A3TK**—Air Mobility Command Tanker Training Branch

**AMCAOS**—Air Mobility Command Auxiliary Operational Squadron

**ANG**—Air National Guard

**AOC**—Air Operations Center

**AOR**—Area of Responsibility

**AR**—As Required

**ARC**—Air Reserve Component (ANG and AFR)

**ARMS**—Aviation Resource Management System

**ATD**—Aircrew Training Device

**ATS**—Aircrew Training System

**ATT**—Additional Training Time

**B**—Biennial

**BAQ**—Basic Aircraft Qualified  
**BMC**—Basic Mission Capable  
**BO**—Boom Operator  
**BOT**—Boom Operator Trainer  
**CBT**—Computer-Based Training  
**CC**—Commander or appropriate ARC Operations Supervisor  
**CEA**—Career Enlisted Aviator  
**COMSEC**—Communications Security  
**CONUS**—Continental United States  
**CRG**—Contingency Response Group  
**CRM/TEM**—Crew Resource Management/Threat and Error Management  
**CRW**—Contingency Response Wing  
**CSD**—Class Start Date  
**DAFI**—Department of the Air Force Instruction  
**DAFMAN**—Department of the Air Force Manual  
**DMO**—Distributed Mission Operations  
**DO**—Operations Officer  
**DSN**—Defense Switched Network  
**EMCON**—Emission Control  
**EP**—Evaluator Pilot (who is performing evaluator duties on the mission)  
**ESD**—Evaluation Standards Document  
**ETCA**—Education and Training Course Announcements  
**EWO**—Emergency War Order  
**FAIP**—First Assignment Instructor Pilot  
**Flt/CC**—Flight Commander  
**FP**—Flight Qualified Pilot  
**FPL**—Flight Qualified MR Aircraft Commander Course graduate prior to aircraft commander certification (ARMS Code)  
**FS**—Flight Surgeon  
**FTC**—Faculty Training Course  
**FTL**—Flying Training Level  
**FTU**—Formal Training Unit  
**FuT**—Fuselage Trainer

**GRACC**—Global Reach Aircraft Commander Course  
**GT**—Ground Training  
**GTIMS**—Graduate Training Integration Management System  
**HARM**—Host Aviation Resource Management  
**HQ**—Headquarters  
**IB**—Instructor Boom Operator  
**ILS**—Instrument Landing System  
**IOS**—Instructor Operator Station  
**IP**—Instructor Pilot  
**IQT**—Initial Qualification Training  
**IRC**—Instrument Refresher Course  
**ISOPREP**—Isolated Personnel Report  
**LMS**—Learning Management System  
**M**—Monthly  
**MAF**—Mobility Air Forces  
**MAJCOM**—Major Command  
**MAJCOM/A3**—Major Command Directorate of Operations  
**MAJCOM/A3T**—Major Command Aircrew Training Division  
**MB**—Mission Ready Boom Operator  
**MDS**—Mission Design Series (i.e., KC-46A)  
**MEP**—Mission Essential Personnel  
**MOU**—Memorandum of Understanding  
**MP**—Mission Pilot  
**MPD**—Mobility Pilot Development  
**MPS**—Military Personnel Section  
**MQT**—Mission Qualification Training  
**MR**—Mission Ready  
**MTL**—Master Task Listing  
**MX**—Maintenance  
**N/A**—Not Applicable  
**NAF**—Numbered Air Force  
**N-BAQ**—Non-Basic Aircraft Qualified

**N-BMC**—Non-Basic Mission Capable

**NGB**—National Guard Bureau

**NGB/A3M**—National Guard Bureau Mobility Operations Division

**NLT**—No Later Than

**N-MR**—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

**OPLAN**—Operations Plan

**OPR**—Office of Primary Responsibility

**OSA**—Operational Support Airlift

**OST**—Wing Training

**P**—Proficient

**PAA**—Primary Aircraft Authorized

**PACAF**—Pacific Air Forces

**PACAF/A3TV**—Pacific Air Forces Aircrew Training and Standardization and Evaluation

**PCO**—Pilot Checkout

**PCS**—Permanent Change of Station

**PF**—Pilot Flying

**PFT**—Programmed Flying Training

**PIQ**—Pilot Initial Qualification

**PM**—Pilot Monitoring

**PMR**—Program Management Review

**POC**—Point Of Contact

**PREQ**—Pilot Requalification

**PRM**—Precision Runway Monitoring

**PTT**—Part Task Trainer

**RegAF**—Regular Air Forces

**RM**—Risk Management

**RPL**—Required Proficiency Level  
**RQT**—Requalification Training  
**RTRB**—Realistic Training Review Board  
**SARM**—Squadron Aviation Resource Management  
**SATCOM**—Satellite Communications  
**SERE**—Survival, Evasion, Resistance, and Escape  
**SIMCERT**—Simulator Certification  
**SME**—Subject Matter Expert  
**SOAR**—Special Operations Air Refueling  
**SOC**—Senior Officer Course  
**SOQ**—Senior Officer Qualification  
**SORTS**—Status of Resources and Training System  
**SOW**—Statement of Work  
**SPINS**—Special Instructions  
**Sq/CC**—Squadron Commander  
**Sq/DO**—Squadron Operations Officer  
**SSN**—Social Security Number  
**STRP**—Squadron Training Review Panel  
**SUPT**—Specialized Undergraduate Pilot Training  
**TDY**—Temporary Duty  
**TFT**—Total Flying Time  
**TG**—Training Guide  
**TIM**—Technical Interchange Meeting  
**TMS**—Training Management System  
**T.O.**—Technical Order  
**TRP**—Training Review Panel  
**TTP**—Tactics, Techniques, and Procedures  
**TX**—Transition  
**UP**—Unqualified Pilot  
**UPT**—Undergraduate Pilot Training  
**US**—United States  
**USAF**—United States Air Force

**USAFE-AFAFRICA**—United States Air Forces in Europe, Air Forces Africa

**USAF EC**—United States Air Force Expeditionary Center

**USAFWS**—United States Air Force Weapons School

**VVM**—Verbalize, Verify, Monitor

**Wg/CC**—Wing Commander

**WIC**—Weapons Instructor Course

**WPS**—Weapons School

**WST**—Weapon System Trainer

**WX**—Weather

### *Terms*

**Academic training**—a course of instruction including, but not limited to, classroom instruction for aircraft systems and operation, flight characteristics and techniques, performance, normal procedures, non-normal procedures, and emergency procedures. To adequately prepare students, academic courses should be completed prior to simulator or flight training.

**Aircraft Commander (AC)**—Pilot who has been certified to perform pilot-in-command duties.

**Aircrew training device (ATD)**—Includes cockpit procedures trainer, boom operator part task trainer, weapons systems trainer, operational flight trainer, cargo loading trainer, and other flight simulator.

**Aircrew training system (ATS)**—Integrated qualification, upgrade, and continuation training program for crewmembers. Civilian contractors conduct most academic and ATD training.

**Annual**—Training required once every calendar year.

**Basic aircraft qualified (BAQ)**—Aircrew member who has successfully completed an in-flight evaluation, but is not mission qualified in his or her assigned aircraft.

**Biennial**—Training required once every two calendar years.

**Boom Operator Trainer (BOT)**—An ATD meeting boom operator simulator Level 2 requirements and capable of DMO and capable of being linked with a local WST for CRM/TEM training. Provides synthetic flight and tactics environment in which KC-46 boom operators learn, develop, improve, and integrate skills.

**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 aircraft qualification status.



**Crew Resource Management/Threat and Error Management (CRM/TEM) training**—See specifics of CRM/TEM in AFI 11-290 and MAJCOM Supplement. CRM/TEM is designed to improve aircrew teamwork, dynamics, and effectiveness.

**Critical phases of flight**—See AFMAN 11-2KC-46V3. The instructor will occupy one of the seats or stations, with immediate access to the controls. **(T-2)**.

**Currency event**—Flying continuation training events with prescribed maximum interval between accomplishment shown in the currency column.

**Cycle**—17-month cycle based on in-flight evaluation completion according to AFI 11-202V2 and AFMAN 11-2KC-46V2, and appropriate MAJCOM supplement.

**Distributed Mission Operations (DMO)**—Warfighter training that utilizes the integration (networking) of live-fly, virtual (man in the loop), and constructive (computer generated) entities, systems, and environments to complete mission essential competencies required for a combat ready force. DMO focuses on individual and small team unit-level training, utilizing a unit's organic resources to train assigned warfighters to perform their wartime tasks. It also expands a unit's training capabilities and resources to facilitate Inter-team training among geographically separated and composite force teams to execute missions (or significant portions of missions) and mission rehearsal scenarios.

**Direct Instructor Supervision**—Instructor of like specialty with immediate access to controls (for pilot position, instructor may occupy either seat).

**Event**—A training requirement or training event described in this manual. Several events or tasks constitute a training profile.

**Flight Examiner or Evaluator**—A crewmember designated to administer evaluations according to AFI 11-202V2 and the appropriate MAJCOM supplement.

**Flight Surgeon (FS)**—Medical doctor qualified to perform FS duties and has current aeronautical orders in that AFSC.

**Frequency**—Period in which an event must be accomplished to maintain currency.

**Fuselage Trainer (FuT)**—An aircrew training device providing a full scale replication of the cargo compartment to provide cargo loading training, AE training, egress training, and other training capabilities as provided in the specification.

**Graduate Training Integration Management System (GTIMS)** —Provides the method of maintaining information required on each student enrolled in the various graduate flying training courses or training. It provides student status, performance accounting, academic, simulator and flight trend analysis.

**Instructor**—Crewmember trained, qualified, and certified by the Sq/CC (or designated representative) as an instructor.

**Instructor Candidate**—A crewmember undergoing upgrade training to instructor.

**Instructor Supervision**—A qualified instructor of like specialty supervising a maneuver or event.

**Mission Ready (MR)**—Crewmember who is current, qualified, and certified in the unit's missions.

**Mobility Pilot Development (MPD)**—The process by which a MPD pilot transitions from a new right-seat qualified pilot in the MDS to a fully qualified and certified aircraft commander.

**Monthly**—Training required once every calendar month.

**Night**—After official sunset until before sunrise according to DAFMAN 11-401.

**Non-Mission Ready (N-MR)**—A crewmember that is unqualified, non-current or incomplete in required continuation training, or not certified to perform the unit mission.

**Primary Aircraft Authorized (PAA)**—KC-46 aircraft (primary, secondary, instructor or evaluator) and simulator time count towards PAA hours. Do not count other time towards PAA time.

**Part Task Trainer (PTT)**—A physical training device to practice a specific task (e.g., BOT) or software for a CBT trainer.

**Pilot Flying (PF)**—The pilot at the flight controls who is in direct maneuvering control of the aircraft. The PF is primarily responsible to control and monitor the aircraft's current or projected flight path and energy state (including autoflight systems, if engaged). The PF is secondarily responsible to monitor non-flight path actions (e.g., radio communications, aircraft systems) but must never allow these activities to interfere with the PF's primary responsibility.

**Pilot Initial Qualification (PIQ)**—Term used to describe the FTU course for initial qualification of a Specialized Undergraduate Pilot Training student into a MAF KC-46 Pilot.

**Pilot Monitoring (PM)**—The PM is the pilot at the flight controls who is not in direct maneuvering control of the aircraft, yet is primarily responsible to actively monitor the aircraft's current or projected flight path and energy state, intervening if necessary. The PM supports the PF and is additionally responsible for accomplishing non-flight path actions (e.g., radio communications, aircraft systems) but must never allow these to interfere with his or her primary responsibility.

**Pipeline**—An initial qualification trainee directed for training by the AF Personnel Center process.

**Quarterly**—3-month periods defined as 1 October to 31 December (first quarter of the fiscal year), 1 January to 31 March, 1 April to 30 June, and 1 July to 30 September.

**Requalification Training**—Training to requalify a crewmembers in an aircraft in which they have been previously qualified. See [Chapter 2](#) for requalification training requirements.

**Semiannual**—6-month training periods from 1 January to 30 June and 1 July to 31 December.

**Supervised Status**—Crewmember required to fly under instructor supervision as designated by the Sq/CC (AFR Sq/CC or Sq/DO) or evaluator. Usually from a result of loss of currency or due to less-than-qualified evaluation.

**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.

**Verbalize, Verify, Monitor (VVM)**—A closed-loop system of communication designed to significantly reduce errors. VVM consists of a three-step process.

**Weapon system trainer (WST)**—An aircrew training device meeting 14 CFR Part 60 Full Flight Simulator Appendix A, Level D requirements, and ARASQ Revision C tanker and receiver simulator Level D requirements and capable of DMO and capable of being linked with a local BOT for CRM/TEM training. Provides synthetic flight and tactics environment in which crewmembers learn, develop, improve, and integrate skills while enabling crewmembers to maintain and regain flight currency for specific training events listed in this manual and KC-46 RTM training tables.

## Attachment 2

### AIRCREW TRAINING DOCUMENTATION

**A2.1. General Information.** This attachment provides guidelines on proper training documentation. Instructions are provided for AF Form 4022, AF Form 4023, *Aircrew Training Progress Report*, AF Form 4024, and AF Form 4025, electronic training folders, or MAJCOM-approved electronic equivalent (i.e., GTIMS) products and aircrew training guides.

A2.1.1. Create an AF Form 4022 aircrew training folder for ETCA formal training courses (formal school or in-unit), mission certification, special qualification and certification (if simulator or flight is required, in-unit upgrade program to the next higher aircrew qualification, requalification training (formal school or in-unit), AC upgrade training, and all corrective action or additional training requiring a simulator or flight (if directed by the squadron commander). MQT requirements may be tracked with cadre instructor course when accomplished simultaneously and do not require a separate AF Form 4022.

A2.1.1.1. Electronic training folders and reports not reproduced on paper for inclusion in the AF Form 4022 shall be stored in two places (a primary and a backup) for at least one year. **(T-2)**. An example virtual folder can be found on the AMC/A3TK website: <https://eim2.amc.af.mil/org/a3t/A3TK/default.aspx>.

A2.1.1.2. The unit operations officer may waive the training folder requirement if corrective action or additional training is limited (e.g., if no simulator or flight is required). If initiated, the instructor or flight examiner who evaluated the aircrew member's performance should enter comments pertinent to the training deficiency on AF Form 4023 or the training guide. Use the existing AF Form 4022 for end of course evaluations that result in additional training.

A2.1.1.3. Electronic training folders are authorized. MAJCOM approved unit developed electronic training folder programs are authorized as long as documentation provided complies with this section. Overprints cannot alter the original form. Altering of AF Forms 4023, 4024, and 4025 are not authorized without AMC/A3TK approval. Electronic training folders and reports not reproduced on paper for inclusion in the AF Form 4022 shall be stored in two places (a primary and a backup) for at least one year. **(T-2)**.

A2.1.1.3.1. Electronic versions shall be password protected or require an individual user to login to ensure data integrity (ensure individual has only read access to their files). **(T-2)**.

A2.1.1.3.2. Digital signatures are authorized using “//signed//” plus the individual's name.

A2.1.2. Formal schools will send AF Form 4022 or aircrew training guide (formal schoolhouse only) with all training records to the trainee's gaining unit. **(T-2)**. This may be done electronically at the gaining unit's request. Sq/CCs (or designated representative) review formal school training records and enter appropriate comments on the training guide progress record or AF Form 4023.

A2.1.3. The unit (typically squadron-level) will maintain the training folders for assigned personnel in a location readily accessible to instructors and supervisory personnel. **(T-2)**. The

trainee may review his or her folder at any time. Electronic versions shall be password protected to ensure data integrity. **(T-2).**

A2.1.4. The instructor or trainer reviews the training folder, to include AF Forms 4023 and 4024 or the training guide, prior to all training periods. Note areas not previously accomplished or those in which crewmembers require additional training for inclusion during the current training period. Sq/CC or Sq/DO will review active training folders quarterly, and flight commanders or squadron training representatives will conduct a monthly review. **(T-2).** Annotate monthly and quarterly reviews on AF Form 4023 or in the training guide. Quarterly reviews fulfill the requirement for monthly reviews for the month the review was completed. For FTU students, 97 OG/CC will determine the requirement to review student training documentation. **(T-3).**

A2.1.5. Upon completion of training, place hard copy of the AF Form 4025 in the individual's flight training folder. Place a copy of the AF Form 4025 in the individual's flight evaluation folder only if directed by the appropriate guidance (e.g., AFI 11-202V2 and/or MAJCOM supplement, AFMAN 11-2KC-46V2). Additionally, if the training completed results is initial, one-time, or new aircrew certifications that require award of specific ARMS event identifiers and associated training profiles, the members' AF Form 1381, *USAF Certification of Aircrew Training*, (or MAJCOM approved form) shall be updated and signed by the Sq/CC (or designated representative). **(T-2).** Forward updated AF Form 1381 (or MAJCOM approved form) to the unit ARMS section as appropriate for processing. After one year, training offices should retain a copy of the AF Form 4025 in a permanent record and return the AF Form 4022 to the crewmember. AF Form 4025s should be sent with the members' flight records folder upon change of station for the receiving training office to hold on to. Document in ARMS per applicable event and [paragraph 1.8](#).

A2.1.6. ATS and Formal School Courses. If training guides or MAJCOM-approved electronic equivalent (i.e., GTIMS) products are not provided by the ATS, use AF Forms 4023, 4024, and 4025.

A2.1.7. For purposes of training documentation, academic training is considered FTU classroom only training. Ground training is considered all training conducted outside the classroom not associated with a flight or ATD. All ground training referenced in this manual is referenced as ground training.

A2.1.8. A single AF Form 1381 (or MAJCOM approved form) will be used as a source document for recording various initial or one-time aircrew certifications as well as document new aircrew certifications that require award of specific ARMS CQ event identifiers and associated training profiles. **(T-2).** The Sq/CC (or designated representative) signs the AF Form 1381 (or MAJCOM approved form) for all certifications and qualifications. If any new aircrew certifications that require award of specific ARMS "CQ" event identifiers and associated training profiles, add those profiles to the first available line in section four of the most current AF Form 4324 in the members' 6-part folder in the unit ARMS office. **(T-2).**

A2.1.8.1. An AF Form 4324 will be used to document changes assigned primary aircraft, change in FTL, or change in aircrew position. **(T-2).** Forward completed forms to the unit ARMS section for processing. A current and original AF Form 4324 and AF Form 1381 (or MAJCOM approved form) will be kept on file in the unit ARMS office for the duration

of the aircrew member's assignment and released to the member upon reassignment. (T-2).

A2.1.8.2. An AF Form 1522 may be used to update and log recurring aircrew certification events that do not require assignment of associated training profiles (refer to [paragraph 1.8](#)). The Sq/CC (or designated representative) shall either print and sign their name, or use a digital signature. (T-2).

**A2.2. Instructions for AF Form 4022.** This folder is constructed of hard stock paper. The inside cover includes tables for documenting training. AF Forms 4023, 4024, 4025, training guides, and additional information (waivers, etc.) will be attached through the centered holes of the folder. (T-3). Obtain a folder through the AF publications system (see web site address on first page of this instruction). MAJCOM approved electronic versions may be used. **Note:** Formal school instructors are not required to complete the following sections of the AF Form 4022: Ground training summary, written evaluations, and flying training summary if this information is tracked by other means.

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 qualification, enter type, e.g., SOAR, 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, e.g., "KC46BIQ," etc. Otherwise, leave blank.

A2.2.2. Ground Training Summary (inside left). This section provides a record of ground training events. Entries are required for WST, BOT or FuT. (T-3). Entries are required on the AF Form 4022 for in-unit academic instruction conducted according to formal school courseware. Identify classroom academic training as AT. (T-3). Overprints are authorized and, if used, will be placed on the left side of the AF Form 4022. (T-3). Individual AT & GT entries are not required to be entered on page 2 of the AF Form 4022. Total AT & GT times are entered on page 2 of the AF Form 4022. If training guides account for ground training date, event ID, instructor, and training time, AT and GT entries are not required to be entered on page 2 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," "BOT-3," "FuT-5", 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 or Trainer (Qualification). Enter the name of the instructor or trainer and aircrew qualification, e.g., AC, IP, IB, 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 11-2KC-46V2 description or other appropriate identifier.

A2.2.4.3. Grade. Enter according to AFMAN 11-2KC-46V2.

A2.2.5. Performance Evaluation Summary. Record data on required evaluations including reevaluations (if applicable).

A2.2.5.1. Date Recommended. Enter the date recommended for a performance evaluation (FTD, WST, BOT, FuT or flight).

A2.2.5.2. Type Evaluation. Enter AFMAN 11-2KC-46V2 evaluation description or other appropriate identifier.

A2.2.5.3. Instructor (Qualification). Enter the name and aircrew qualification of the instructor recommending the student for an evaluation.

A2.2.5.4. 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 school training courses. **(T-3).** SQ/CC (or designated representative) will review before flight evaluations. **(T-2).**

A2.2.5.5. Date Evaluated. Enter the date the evaluation was completed.

A2.2.5.6. Evaluator. Self-explanatory.

A2.2.5.7. Grade. Enter according to AFMAN 11-2KC-46V2.

A2.2.6. 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).

A2.2.6.1. Date. Self-explanatory. On operational missions, enter inclusive dates, e.g., 28 Jul - 7 Aug 18.

A2.2.6.2. Training Period. Enter sequentially numbered training period designators. For purposes of training documentation, academic training is considered FTU classroom training only. Ground training is considered all training conducted outside the FTU classroom not associated with a flight, WST, or BOT. Simulator training is considered all training conducted in an WST or BOT. Flight training is considered all training conducted on the aircraft.

A2.2.6.3. Status. Enter “INC” and reasons, e.g., “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.

A2.2.6.4. Instructor (Qualification). Enter the name and aircrew qualification of the instructor.

A2.2.6.5. Mission Time. Enter the total flight-time of the training or operational mission in the top half of the block. If documentation of seat-time is required, enter the flight-time the trainee was actually in the seat in the lower half of the block.

A2.2.6.6. 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, if required, the total cumulative seat-time in the lower half of the block.

A2.2.7. Performance and Knowledge Standards. For use with AF Form 4024, see [paragraph A2.4.11](#).

A2.2.8. Grading Codes . For use with AF Form 4024, see [paragraph A2.4.8](#).

A2.2.9. 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. One form may be used for continuous missions during a single TDY with the same instructor. Complete this form or a unit developed overprint anytime formal training requirements are completed or anytime the IP, IB, and/or AC considers that a write-up is warranted. Electronic forms are authorized (see [paragraph A2.1.1.3](#)). Overprints cannot alter the original form. A full page AF Form 4023 is approved for use by AMC/A3TK; additional alterations of AF Forms 4023, 4024, and 4025 are not authorized without AMC/A3TK approval. File AF Forms 4023 in order with the most recent flight on top. **Note:** FTU may use MAJCOM approved substitute. An original AF Form 4023 is optional if a MAJCOM approved training guide (see [paragraph A2.6](#)), electronic training folder program or MAJCOM-approved electronic equivalent (i.e., GTIMS) product is used to record training. **Note:** AF Form 4023 is optional if a training guide is used to record training.

A2.3.1. Training Period and Date (Item 1). Training period is either, ground, aircrew training device, or flight, i.e., AT-1, GT-1, WST-3, S-4, etc. Also, annotate the date the training occurred. An original AF Form 4023 is optional if a training guide is used to record training.

A2.3.2. AT, GT, FLY, and ATD (Items 2, 4, and 6). Annotate time allocated for training and keep a running total (Items 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. **(T-3)**. Any training event that does not have an ARMS identifier shall be documented on an AF Form 4023 or training guide (e.g., Formation Lead ground training, Local Area Brief, Tactics ground training, EMCON 3 & 4). **(T-2)**.

A2.3.3. Total Training Time (Item 8). Keep a running total of all training time (add items 3, 5, and 7).



A2.3.4. Remarks and Recommendations (Item 9). Describe the mission scenario. Local overprints are authorized. Overprints cannot alter the original form. Altering of AF Forms 4023, 4024, and 4025 are not authorized without AMC/A3TK approval. Comments should elaborate on trainee strengths and weaknesses, identify problem areas, record unusual circumstances, and indicate student progress. Recommendations should be specific and include tasks requiring further training and the type of training required. If instructor recommendations are not followed, document rationale on the AF Form 4025. If more space is required for annotating remarks, draw vertical arrows through sortie information heading section (Items one through eight) and continue remarks.

A2.3.4.1. Operations Review. In addition to reviewing all AF Form 4023 entries, the training Flt/CC or a SQ training flight representative will conduct a monthly review of active status AF Forms 4022. **(T-2)**. The Sq/CC or Sq/DO will review active status AF Forms 4022 at least once each quarter. **(T-2)**. Document reviews on an AF Form 4023. The reviewer annotates “monthly review” or “quarterly review,” as applicable, in the training period block. Operations review will be annotated, and if required, a separate entry in the training record including comments on the student’s progress will be made. **(T-2)**. 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. In this case, the training Flt/CC’s initials on the AF Form 4023 or training guide satisfies this requirement. ATS personnel will review the student’s records and ensure all required training is completed prior to entering flight training. **(T-2)**. If problems are encountered during the flying phase, the squadron conducts reviews necessary to document unsatisfactory progress.

A2.3.5. Instructor Block (Item 10). Instructors print and sign their name and annotate rank and aircrew qualification.

A2.3.6. Students Block (Item 11). Students print and sign their name.

A2.3.7. Reviewer Block (Item 12). For monthly and quarterly reviews, the Sq/CC, Sq/DO, or training Flt/CC print and sign their name and indicate their position. The training Flt/CC may use their initials in the review block after reviewing individual AF Form 4023 entries.

A2.3.8. Students and instructors will review the AF Form 4023 or training guide prior to the next training period. **(T-2)**. **Note:** Formal school courses only: To ensure documentation flow does not delay training, once flight training begins, ATS instructors are not required to review the training folder, and may forward subsequent training reports to the flightline unit’s training representative electronically (electronic signatures authorized), who reviews and inserts the report into the student’s AF Form 4022 or training guide. Except in cases of unsatisfactory student performance, ATS training reports do not require student or instructor review prior to the next flight training period.

**A2.4. Instructions for the AF Form 4024.** This form tracks, for each sortie, individual event and task accomplishment and grades. Units overprint event and task listings, total number of repetitions required, and the required proficiency level (RPL) for each event and task. Overprints cannot alter the original form. Altering of AF Forms 4023, 4024, and 4025 are not authorized without AMC/A3TK approval. Simulator, ground training, and flight training events may be

combined on a single AF Form 4024 provided they are separated and labeled in the Training Event and Task Listing column. Maintain AF Forms 4024 on the right side of AF Form 4022. **Note:** The AF Form 4024 is optional if a training guide is used to record training.

A2.4.1. Name. Self-explanatory.

A2.4.2. Crew Position. Self-explanatory.

A2.4.3. Course or Phase of Training. Enter the ETCA formal course identifier, e.g., KC-46PCO. For special mission qualification, 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, CPT-1, etc.

A2.4.5. Date. Self-explanatory.

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 “B”, “F,” “P,” “S,” or “U,” as appropriate. Refer to following subparagraphs for explanation.

A2.4.8.1. “1”Item is accomplished once by the crewmember, 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 OG/CC or delegate will determine whether “F” items are completed by briefing, demonstration, observation, or actual accomplishment. **(T-3)**.

A2.4.8.4. “P”Proficient; crewmember has achieved the required proficiency level.

A2.4.8.5. “S”Satisfactory; crewmember has not achieved the required proficiency level but progress is satisfactory.

A2.4.8.6. “U”Unsatisfactory; crewmember was previously proficient, but has regressed or progress is unsatisfactory. **Note:** Once a crewmember has received “P” for an event, the only subsequent grade allowed is either “P” or “U.” Any event graded “U” shall have an associated remark on AF Form 4023. **(T-2)**.

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 has a performance standard designated for the required proficiency level the crewmember 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 instruction.

For those weapons systems that do not have any RPL listing, all events have an RPL of “3” for performance and “C” for knowledge (if knowledge standards are used in addition to performance standards). **Exception:** One-time events required for familiarization and not listed in the MTL and ESD or specific weapon system instruction do not have performance and knowledge standard assigned. Performance and knowledge standards are described in [Table A2.1](#).

**Table A2.1. Event and Task Performance Standard.**

<b>Event and Task Performance Standard</b>		
<b>Code</b>	<b>Performance is:</b>	<b>Definition:</b>
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 FPs, proficiency may involve actual aircraft control or FP duties only. 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.
<b>Event and Task Knowledge Standard</b>		
<b>Code</b>	<b>Knowledge of:</b>	<b>Definition:</b>
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 facts, or procedures involved in an activity.
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 must 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.
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A2.4.12. Regression. Once a crewmember has received “P” for an event, the only subsequent grades allowed for that event are either “P” or “U”. Regression occurs when a maneuver is graded “U” after having achieved “P” in the same task. Regression from a “P” to a “U” requires an associated remark on AF Form 4023 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). **(T-2)**. Regression rules only apply to the training program that the student is currently enrolled in (i.e., An IQT graduate that starts MQT at their new assignment may be graded “S” on any training event that has not been previously graded “P”).

### A2.5. Instructions for AF Form 4025.

A2.5.1. For each training program complete a summary and close-out report upon completion of the defined final training program events, including: evaluation, IP sign-off and Sq/CC certification. This form summarizes the individual’s strengths, weaknesses, overall performance, and other pertinent information. Strengths and weaknesses should be a trend (i.e., noted on at least two training reports). A copy of this report is filed in the crewmembers training folder after completion of training. See [paragraph A2.1.5](#).

A2.5.2. Sq/CC, Sq/DO or training Flt/CC ensures the comments on AF Form 4025 do not reflect personal opinions or biases. All comments shall be supported by information contained in the AF Forms 4023 and 4024 as applicable. **(T-2)**. At formal schools, the instructor accomplishes the AF Form 4025, Sq/CC signature is optional. Digital signatures are authorized.

### A2.6. Aircrew Training Guide (TG).

A2.6.1. The ATS contractor may develop a TG. Units may also produce a TG when the ATS contractor is unable to provide them or use a previously approved AMC/A3TK or MAJCOM TG, MAJCOM TG template, or AF Forms 4023, 4024 and 4025. Overprints do not allow the original form to be altered. Altering of AF Forms 4023, 4024, and 4025 are not authorized without AMC/A3TK approval.

A2.6.2. Initiating TG. Training and resource management personnel in each unit will initiate a TG on crewmembers prior to their entering any phase of qualification training. **(T-2)**. These TGs are inserted in AF Form 4022 and may be used in lieu of AF Forms 4023 or 4024. An original AF Form 4023 is optional if a MAJOM approved training guide (see [paragraph A2.6](#)), electronic training folder program or MAJCOM-approved electronic equivalent (i.e., GTIMS) product is used to record training. Overprints cannot alter the original AF Forms 4023, 4024 and 4025. Altering these forms is not authorized without AMC/A3TK approval.

A2.6.3. Use of TG. Specific instructions for annotating training are included in each TG. TGs are maintained in accordance with [paragraph A2.1.1](#).

A2.6.3.1. Active status TG will be carried by the student during all training and operational missions and made available to the instructor for review and annotation. **(T-2)**. The

student reviews the TG and initial the training progress record prior to the next 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.

A2.6.3.3. On missions without an instructor or examiner, the senior qualified counterpart (e.g., AC for FP, etc.) should 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 training Flt/CC annotates deficient areas on reproduced pages of the appropriate TG and training progress record. Place the mini-TG in the AF Form 4022 and used to document completion of additional training.

A2.6.3.5. At the conclusion of training, when all requirements of the TG are met, fill-out an AF Form 4025 in accordance with [paragraph A2.5](#) Maintain 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 should review the TG after each training period and discuss training accomplished, problem areas, and immediate goals. To ensure documentation flow does not delay training, once flight training begins, ATS instructors are not required to review the training folder, and may forward subsequent training reports to the flightline unit training representative electronically (electronic signatures authorized), who will review and insert the report into the student's AF Form 4022 or training guide. Except in cases of unsatisfactory student performance, ATS training reports do not require student or instructor review prior to the next flight training period.

A2.6.4.2. The training Flt/CC or training flight representative will conduct a monthly review of TGs. **(T-2)**. This review will be indicated by entering initials and date in the review block of the TG. **(T-2)**.

A2.6.4.3. The Sq/CC, Sq/DO or training Flt/CC will review active TG's at least once each calendar quarter and before an evaluation. **(T-2)**. This review is a separate entry on the TG and includes 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. **(T-2)**. 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. **(T-2)**.

#### A2.6.5. Disposition of TGs:

A2.6.5.1. Retain 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 six months. **(T-2)**.

### Attachment 3

#### GTIMS TRAINING DOCUMENTATION

**A3.1. General Information.** GTIMS provides the method of maintaining information required on each student enrolled in the various graduate flying training courses, or training. It provides student status, performance accounting, academic, simulator and flight trend analysis. This information is used to monitor and evaluate mission accomplishment, training trends, and budget requirements. The OG/CC or operational unit is the focal point for all matters pertaining to the flying training student accounting system and has the primary responsibility to maintain the student accounting files.

A3.1.1. Each student has a training record that includes grade sheets and other documentation as defined by the specific training program, applicable AFI 11-2MDS-specific volumes, and local guidance. Units use GTIMS as the primary training records management tool to fulfill this requirement, as mandated by MAJCOM. Create GTIMS training jacket for formal training courses (formal school or in-unit), mission qualification, special qualification, certification training, in-unit upgrade program to the next higher aircrew qualification, requalification training (formal school or in-unit), MPD, and all corrective action or additional training.

A3.1.2. GTIMS training records are for the exclusive use of the student or trainee, student's instructor(s), Sq/CC, FLT/CC, supervisors, and immediate chain of command. Additional procedures may be specified in unit supplements to this instruction.

A3.1.3. Secure training records to prevent unauthorized access. Information affecting aircrew training that is inappropriate for public access or sensitive in nature is documented in the PIF, not in GTIMS. The contractor approved for conducting formal training or maintaining training records will keep training records in a secure location. **(T-2)**. When required, FLT/CCs and supervisors will maintain PIFs on students to protect information of a personal nature not appropriate for the training folder. **(T-2)**. Trainees may access only their own training record at any time. GTIMS shall be password protected to ensure data integrity. **(T-2)**.

A3.1.4. GTIMS is protected according to the Privacy Act of 1974 and maintained in a secure location. All GTIMS information is maintained by the squadron and disposed of according to Air Force records disposition schedule.

A3.1.5. For a crewmember undergoing more than one training program in a short period of time, the unit may combine all training into one training record (ex: MPD pilots upgrading to AC may have the upgrade, mission qualification, and formation lead training combined in one folder).

A3.1.6. The instructor or trainer will review the training jacket prior to all training periods. **(T-2)**. Those areas not previously accomplished, or those in which crewmembers require additional training, will be noted for possible inclusion during the current training period. **(T-2)**. Sq/CC or Sq/DO will review active training records quarterly, and FLT/CC's or Sq training representatives will conduct a monthly review. **(T-2)**. Annotate monthly and quarterly reviews on AF Form 4023 or in the training guide. Quarterly reviews fulfill the requirement for monthly reviews for the month the review was completed.

A3.1.7. AF Forms 4324 are used as a source document for recording various aircrew certifications. Completed and original AF 4324s are kept on file in the unit ARMS office for

the duration of the aircrew member's assignment and released to the member upon reassignment. AF Form 4324, blocks 1-5 and 11-13, are used to document new aircrew certifications that require award of specific ARMS "Q" code identifiers and associated training profiles. Specifically, block 22 will contain the following minimum information: ARMS identifier, certification name (e.g., GRACC), and date of certification. **(T-2)**. Forward completed forms to the unit ARMS section for processing.

**A3.2. Operations Group Commander.** The OG/CC manages the use of GTIMS, and designates a GTIMS manager and/or GTIMS functional system administrator if one is not provided for by contract. Additionally, the duties listed below do not supersede or add to the duties of the contracted GTIMS system manager that are listed in their SOW.

**A3.3. Designated GTIMS Manager or Functional System Administrator.**

A3.3.1. Ensures the adequacy and effectiveness of GTIMS processes and products.

A3.3.2. Serves as point of contact with AMC/A3T for processing changes and updates to GTIMS.

A3.3.3. Serves as liaison between flying squadrons and AMC/A3T concerning GTIMS issues.

A3.3.4. Ensures processing and migration of students from one GTIMS syllabus version to another according to Modification and Update Support System configuration bulletin deadlines.

A3.3.5. Collects all group GTIMS trouble ticket submissions and forwards them to AMC/A3T when applicable. Prior to trouble ticket submission, coordination with GTIMS manager or functional system administrator personnel from all AETC bases using GTIMS is required. **(T-2)**. Coordination will be accomplished via the GTIMS Community of Practice website or a separate approved process as dictated by AMC/A3T. **(T-2)**.

A3.3.6. Establishes a training program for all unit GTIMS managers and provides assistance as required to all UTA and end-users.

A3.3.7. Provides initial and continuation training resources for all GTIMS end users.

A3.3.8. Ensures all GTIMS files supplied by AMC, including the PFT, calendar, syllabus, maneuver item, and maneuver grade files are properly loaded according to established deadlines.

A3.3.9. The unit GTIMS manager ensures, at a minimum, the following items will be included in a GTIMS training jacket and annotated according to this manual as applicable:

A3.3.9.1. Training Jacket cover. **(T-2)**.

A3.3.9.2. Summary Record of Training. **(T-2)**.

A3.3.9.3. Individual Mission Grade sheet. **(T-2)**.

A3.3.9.4. Training Accomplishment Report. **(T-2)**.

A3.3.9.5. Aircrew Summary and Closeout Report. **(T-2)**.

**A3.4. Squadron Operations Officer.**

A3.4.1. Manages the squadron's use of GTIMS.



A3.4.2. Ensures the daily flying schedule incorporates all of the unit's planned daily flying; all instructor continuation training, PFT, and simulator and/or academic support schedules should be entered and maintained within GTIMS.

A3.4.3. Designates a Primary and alternate unit GTIMS associate, as needed.

### **A3.5. Unit GTIMS Associate.**

A3.5.1. Ensures GTIMS problems and support requests are forwarded to the group GTIMS manager in a timely manner.

A3.5.2. Assigns appropriate GTIMS permissions to all assigned FTU instructor personnel.

A3.5.3. Collects GTIMS error reports and other trouble ticket candidate items and forwards them to the group GTIMS manager.

A3.5.4. Assists the group GTIMS manager in providing unit initial and continuation GTIMS training. Prepares instructor force for upcoming GTIMS version software changes and updated program capabilities.

### **A3.6. Documentation.**

A3.6.1. Record each academic event, ground training event, simulator event, or aircraft sortie in the training record. A sortie event will be documented even if the sortie was not flown if a pre-flight was accomplished. **(T-2)**.

A3.6.2. Grade sheets are used to document student training in the training record. Instructors provide grades for applicable mission events and tasks, give a concise summary of the student's training, and ensure entries clarify any training action. In addition, documentation on grade sheets is required for the following:

A3.6.2.1. Airsickness (FTU only). **(T-2)**.

A3.6.2.2. Unusual occurrences that could affect the student's progress. **(T-2)**.

A3.6.2.3. Syllabus deviations. **(T-2)**.

A3.6.2.4. Authorization for and accomplishment of AT (FTU only). **(T-2)**.

A3.6.2.5. Syllabus prerequisite waivers or syllabus waivers. **(T-2)**.

A3.6.2.6. Strengths and weaknesses. **(T-2)**.

A3.6.2.7. Recommendations for the next training event. **(T-2)**.

A3.6.2.8. Additional forms required for certification and qualification or other requirements determined locally (for example: Sq/CC directed training plans, applicable waivers). **(T-3)**.

### **A3.7. GTIMS Grading Procedures.**

A3.7.1. Performance and Knowledge Standards measure student performance and knowledge against the CTS and the RPL. These standards and proficiency levels are drawn from the master task listing (MTL) and AFMAN 11-2MDSV2. The RPL is the minimum level required of the student per the MIF. The task performance standard (**Table A3.1**) will have the performance code associated for each specific task, event, sortie, and/or lesson (for example, 2B or 3C). **(T-2)**.

**Table A3.1. Event and Task Performance Standard.**

<b>Code Performance is:</b>		<b>Definition</b>
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 FPs, proficiency may involve actual aircraft control or FP duties only. 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.

A3.7.2. The task knowledge standard ([Table A3.2](#)) is used to define a level of knowledge for a subject not directly related to any specific task or event (for example, B or C), or for a subject common to several tasks or events.

**Table A3.2. Event and Task Knowledge Standard.**

<b>Code Knowledge of:</b>		<b>Definition:</b>
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 facts, or procedures involved in an activity.
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 is 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.

A3.7.3. Individual Task and Event Grading. The individual task and event grading code (**Table A3.3**) evaluates the student's training and performance before proceeding to the next lesson and/or sortie. The instructor measures student performance on all subordinate objectives in the lesson and/or sortie. MIF items not accomplished during the lesson and/or sortie may be evaluated verbally. Each task and/or event will be graded using the grading scale in **Table 3.3** unless otherwise specified. **(T-2)**.

**Table A3.3. Individual Task and Event Grading Scale.**

I T E M	A	B	C	D
	Alphanumeric Grade Designation	Grade	Criteria	Notes
1	U	Unsatisfactory	Crewmember was previously proficient but has regressed, or progress is unsatisfactory.	1,2,3
2	S	Satisfactory	Crewmember has not achieved the required proficiency level but progress is satisfactory.	1,3
3	P	Proficient	Crewmember has achieved the required proficiency level.	3
4	F	Familiarization Item	Proficiency is not required.	3
5	B	Briefing Item Only		3
6	1		Item is accomplished once by the crewmember, but does not require proficiency.	3

**Notes:**

1. Students with a rating of "S" or "U" in an area requiring a "P" will receive remedial training during this and/or subsequent tasks or events until reaching a rating of "P". **(T-2)**.
2. Any task or event graded "U" will have an associated remark in the student's training record. **(T-2)**.
3. Follow this manual for guidance in completing training records.

A3.7.4. Overall Lesson or Sortie Grade. After grading individual tasks and events, the instructor will rate the student's overall performance. **(T-2)**. The overall grading scale is shown in **Table A3.4** and should be followed unless otherwise specified in the syllabus.

**Table A3.4. Overall Lesson or Sortie Grading Scale.**

I T E M	A	B	C
	Alphanumeric Grade Designation	Overall Grade	Criteria
1	U	Unsatisfactory	Unsatisfactory progress on this lesson or sortie
2	C	Conditional	Marginal progress on this lesson or sortie
3	G	Good	Normal progress on this lesson or sortie
4	E	Excellent	Exceptional progress on this lesson or sortie
5	NG	No Grade	Non-graded lesson or sortie

**Notes:**

1. The overall lesson or sortie grade is at the discretion of the instructor. A grade of “G” or “E” may be appropriate when an individual grade of “U” is given for a single noncritical task/event. A student’s performance is expected to improve during training, and lack of progression will be reflected in the overall grade. **(T-2)**.
2. Following an overall lesson and/or sortie grade of “U”, students will not progress to or perform a lesson and/or sortie in another block or phase of training until the objectives of that lesson and/or sortie are satisfactorily achieved. **(T-2)**.
3. Follow this manual for guidance in completing the training record.