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This manual implements Air Force Instruction (AFI) 11-200, *Aircrew Training* and is consistent with Air Force Manual (AFMAN) 11-202V1, *Aircrew Training.*" It establishes standards for qualification, mission qualification, continuation, and upgrade training for aircrew members operating the MC-12W aircraft. This manual is applicable to the Air National Guard (ANG). This manual is not applicable to Air Force Reserve Command (AFRC). This publication does not apply to the United States Space Force (USSF).   This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, DoD Privacy Program. The applicable System of Records Notice (SORN) F011 AF XO A, *Aviation Resource Management Systems* (ARMS) is available at **http://dpclo.defense.gov/Privacy/SORNs.aspx**.   Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level, requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors' commander for non-tiered compliance items. See DAFMAN 90-161, *Publishing Processes and*

Procedures, 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 requestors commander for non-tiered compliance items.

SUMMARY OF CHANGES

This re-write incorporates the following changes: elimination of Basic and Mission Aircraft Commander by combining them to Aircraft Commander only, elimination of Airborne Mission Commander, updates references for the Rap Tasking Message (RTM), updates aircrew qualification codes, updates to the required hours for aircrew qualification upgrades, and eliminates references to Tactical Systems Operator training.

Chapter 1

GENERAL GUIDANCE

1.1. General. This manual provides training management of MC-12W pilots and combat systems officers (CSOs). Training policy, guidance, and requirements are set forth for each phase of aircrew training. Training is designed to progressively develop the combat readiness of each aircrew member, while maintaining previously acquired proficiency.

1.1.1. Initial Qualification Training **(Chapter 2)** qualifies aircrew members for basic, non-tactical aircrew duties.

1.1.2. Mission Qualification Training **(Chapter 3)** qualifies aircrew members in an assigned crew position for a specific aircraft to perform their command and unit's mission.

1.1.3. Continuation Training **(Chapter 4)** provides the capability for aircrew members to reinforce and build upon previous training and conduct Air Force Task List, United States Special Operations Command (USSOCOM) Joint Mission Essential Task List (METL), and MAJCOM METL based, combat-oriented aircrew training.

1.1.4. Upgrade/Specialized Training **(Chapter 5)** identifies general prerequisites and training requirements for upgrades, including special mission qualifications and certifications.

1.2. Training Objective. The overall objective of the aircrew training program is to develop and maintain a high state of mission readiness, facilitating immediate and effective employment in exercises, contingencies, limited war, and general war operations.

1.2.1. The training program must train aircrew in the knowledge, skills, and abilities (KSAs) required in accomplishing assigned missions. The training program is designed to ensure aircrew members have the KSAs to accomplish assigned missions. The program leverages an extensive base of authoritative sources including Air Force official guidance, DoD regulations and guidance, federal aviation regulations, international standards and practices, and others.

1.3. Roles and Responsibilities. The Air Force Special Operations Command (AFSOC) Commander is responsible for overall management of Air Force flying training programs supporting Air Force Special Operations Forces (AFSOF) and USSOCOM. AFSOC is designated lead command for the MC-12W Mission Design Series (MDS) aircraft.

1.3.1. AFSOC Operations (AFSOC/A3) is the focal point for all formal aircrew training management and is responsible for formal school training matters such as curriculum, standardization of training programs, and flying hour management. AFSOC/A3 may issue updated mission continuation training guidance via Ready Aircrew Program (RAP) Tasking Memorandum (RTM) as necessary to Group Commanders (OG/CCs) for implementation.

1.3.2. AFSOC Training (AFSOC/A3T) is responsible for the oversight of MC-12W formal school training programs. The 137 Special Operations Group Detachment 1, 137 Special Operations Group, Will Rogers Air National Guard Base, Oklahoma is responsible for syllabus development, conducting initial/mission qualification, requalification, upgrade, and simulator refresher training for MC-12W aircrew per this manual, and Department of the Air Force Formal Schools Education & Training Course Announcements (ETCA).

1.3.3. AFSOC/A3T Responsibilities.

1.3.3.1. Oversee all MC-12W formal flying training and mission ready (MR) ground training events.

1.3.3.2. Monitor quality of training for MC-12W students.

1.3.3.3. Coordinate prerequisite waiver requests for all MC-12W aircrew training courses.

1.3.3.4. Determine student training quotas required to maintain adequate MC-12W crew force levels.

1.3.3.5. Allocate and monitor student quotas for aircrew training courses supporting MC-12W units.

1.3.3.6. Ensure Standardization and Evaluation (Stan/Eval) trend analysis data is incorporated into formal aircrew training course reviews and RTM development.

1.3.3.6.1. Review and approve syllabi for all MC-12W formal aircrew training courses. Conduct Formal Course Reviews (FCR) every 2 years.

1.3.3.6.2. Review trend data on an annual basis for FCR and RTM development.

1.3.3.7. Review and recommend changes to ETCA catalogued courseware for all MC-12W formal aircrew training courses.

1.3.3.8. Attend annual Programmed Flying Training (PFT) conferences, coordinate PFT issues, and monitor publication of PFT documents and subsequent revisions.

1.3.3.9. Validate Flying Hour Program required for all MC-12W aircrew training.

1.3.3.10. Monitor resources required to meet MC-12W aircrew training requirements. Identify deficiencies in manpower, personnel, facilities, or training equipment and will coordinate with NGB for resolution.

1.3.3.11. Monitor Graduate Field Evaluation programs per AFMAN 11-202V1, *Aircrew Training*, and Air Force Special Operations Command Instruction (AFSOCI) 36-2602, *Formal Aircrew Training Management*.

1.3.3.12. Review and approve syllabi and training plans for all MC-12W unit developed aircrew training courses.

1.3.3.13. Manage the contractor support for MC-12W aircrew training devices and courseware.

1.3.3.14. Manage MDS simulator certification.

1.3.3.14.1. Produce a simulator event certification letter to delineate training that may be accomplished in specific Aircrew Training Devices (ATD).

1.3.3.14.2. Validate ATD suitability to credit simulator time for upgrade and experience levels.

1.3.4. National Guard Bureau (NGB) Responsibilities.

1.3.4.1. Ensure aircrew meet appropriate formal school course prerequisites or possess an appropriate waiver prior to attending. Waiver authority is AFSOC/A3T.

1.3.4.2. Establish and maintain personnel assignment policies to provide quality aircrew instructors for AFSOC training programs.

1.3.4.3. Determine and validate manpower required to support MC-12W aircrew training programs.

1.3.4.4. Complete force level forecasts for the next Presidential Budget submission plus the next Program Objective Memorandum cycle. Provide the projected number of assigned aircrew members for each time period, with corresponding authorizations and force turnover rates.

1.3.4.5. Determine and forward to Headquarters USAF required force structure data for computation of advanced student authorizations needed to support formal aircrew training schools.

1.3.5. AFSOC/A5/8 and NGB/A5/8 Responsibilities.

1.3.5.1. Manage the acquisition and modification of MC-12W aircrew training devices.

1.3.5.2. Program sufficient funding to satisfy identified deficiencies in MC-12W aircrew training.

1.3.5.3. Coordinate use and availability of National Guard and Reserve Equipment Account funding on an annual basis following Air Force Reserve Component Weapons and Tactics Conference.

1.3.6. Formal Training Unit (FTU) Responsibilities.

1.3.6.1. Provide overall operation, logistics, and administration of MC-12W formal training courses.

1.3.6.2. Conduct and monitor MC-12W formal training to meet all course objectives and standards. This includes monitoring and adjusting syllabus of instruction (SOI) content and quality as well as PFT quantity to produce crew members qualified to perform the mission. The periodic training review, FCR, and PFT conferences are the primary conduits for significant changes.

1.3.6.3. Administer end-of-course critiques and graduate field evaluations. Forward a summary of all critiques and evaluations to AFSOC/A3T for review. Coordinate with AFSOC/A3T to ensure formal school graduates meet unit requirements.

1.3.6.4. Maintain a class roster of student entries and graduates for each formal course. Award AF Form 1256, *Certificate of Training*, to graduates per the ETCA. Maintain a record of certificates issued, to include graduate's name, rank, course completed, course number, dates of course entry and completion, and automated personnel data system course code. Forward documents to individual's base education office, as applicable.

1.3.6.5. Prepare, review, and forward all SOI to AFSOC/A3T for coordination. Syllabi will contain a brief summary of revised, deleted, or added material and a resource impact statement (flying hours, manpower, facilities, etc.).

1.3.6.6. Recommend required changes to ETCA course catalogue through appropriate channels to AFSOC/A3T.

1.3.6.7. Notify AFSOC/A3T and gaining unit, in writing, when student graduation dates are extended 30 days past scheduled, or if students will graduate without completing all syllabus-training requirements.

1.3.6.8. Conduct an FCR every 2 years in conjunction with AFSOC/A3T.

1.3.7. Wing/Group Responsibilities.

1.3.7.1. Should assign, by letter of appointment, a minimum of one officer to work in the operations support squadron training office (preferred) or the operational unit to act as the operations group training officer. This individual will be instructor qualified. Assign additional crew members as required.

1.3.7.2. Develop programs to meet training objectives. Provide necessary staff support and assist subordinate units in management of training programs that meet unit needs.

1.3.7.3. Attach each wing/group/Special Operations Support Squadron (SOSS) Aircrew Position Indicator-6 flyer to a flying squadron.

1.3.7.4. Determine annual formal aircrew training quota requirements, submit quota requests to AFSOC/A3T, and manage quotas allocated.

1.3.7.5. Ensure subordinate unit training offices are trained in regulations, procedures, and other facets of job performance.

1.3.7.6. Ensure RTM guidance implementation to include ARMS training profile updates and squadron dissemination.

1.3.7.7. Ensure squadrons establish annual training plans, conduct quarterly training review boards, and identify crew members for upgrade.

1.3.7.8. Ensure squadron Stan/Eval trend data and instructor feedback are reviewed at a group-wide level on a semiannual basis. Pertinent information from review will be disseminated to the individual squadrons for incorporation into squadron training plan. **Example:** Applicable U-28A Night Vision Goggle (NVG) takeoff and landing trends relayed to MC-12W community.

1.3.8. Flying Squadron Commander Responsibilities.

1.3.8.1. Should assign, by letter of appointment, a minimum of one officer crew member to work in the unit training office. The chief of the training section should be instructor qualified. Additional crew members will be assigned as required.

1.3.8.2. Ensure RTM guidance implementation to include ARMS training profile updates. Ensure crew members complete in-unit ground, mission, and continuation training programs.

1.3.8.3. Ensure adequate training continuity and supervision of assigned and attached crew members. Assign additional requirements based on individual crew members' experience and proficiency as necessary.

1.3.8.4. Review training and evaluation records of newly assigned or attached crew members and those completing formal training to determine the necessary training required to assign the individual to a Basic Aircraft Qualified (BAQ), Basic Mission Capable (BMC), or MR status.

1.3.8.5. Periodically assign Flying Training Levels (FTLs) and levels of qualification (e.g., instructor) or certification (e.g., evaluator) to assigned and attached crew members (see

Chapter 4 for description of training levels). Assign training levels based on experience and aircraft proficiency.

1.3.8.6. Establish annual squadron training plan in accordance with Air Force Special Operations Force Generation. Any flying training that doesn't support AFSOC METLs, unit mission essential tasks (METs), or formal school training should be questioned and reviewed.

   1.3.8.6.1. Conduct quarterly training review boards to monitor training, correct deficiencies and identify crew members for upgrade.

   1.3.8.6.2. Ensure Stan/Eval trend analysis data and instructor feedback are collected, analyzed and incorporated into the squadron training plan.

   1.3.8.6.3. Assign MR or Non Mission Ready (NMR) status to assigned and attached crew members based on continuation training performance, this manual, and current RTM.

   1.3.8.6.4. Establish unit training plan for NMR and BMC crew members to establish MR status. Training should be tailored to individuals flying experience and proficiency.

1.3.8.7. Ensure supervisors complete the formal school post-graduate surveys in accordance with AFMAN 11-202V1_AFSOCSUP, *Aircrew Training*.

1.3.8.8. Review qualifications and monitor training requirements for unit assigned flight surgeons in accordance with AFMAN 11-202V1_AFSOCSUP and applicable AFSOC guidance.

1.3.8.9. Supplement this manual (as required) and forward unit supplement to AFSOC/A3T for approval.

1.3.9. Unit Training Office Responsibilities.

1.3.9.1. Manage unit training programs to ensure compliance with this manual and applicable Air Force guidance on the training of aircrew members.

1.3.9.2. Submit waivers in accordance with **paragraph 1.6**, this manual, and maintain a waiver tracking log.

1.3.9.3. Monitor status of unit training. Ensure flight commanders or designated representatives monitor the quality of training being accomplished and identify training deficiencies to the training office. Report deviations and document significant trends affecting unit or individual training status to unit commanders and operations officers.

1.3.9.4. Schedule and conduct required or directed training to ensure all crew members receive applicable ground training during eligibility periods.

1.3.9.5. Fill allocated training quotas through appropriate channels. Submit nominees or return quotas to AFSOC/A3T no later than 30 days prior to class start date.

1.3.9.6. Conduct annual training reviews for all aircrew members. Coordinate with unit commander to ensure FTL appointment letter is updated prior to the beginning of the next training period.

1.3.9.7. Submit all unit-developed training programs to AFSOC/A3T for review and approval (except unit indoctrination and NMR to MR training plans).

1.3.9.8. Maintain training continuity product detailing training office management. Maintain a copy of the unit training officer/noncommissioned officer appointment letter in the continuity book and forward a copy to AFSOC/A3T.

1.3.9.9. Maintain and update unit training office self-inspection checklist. Conduct self-inspection in accordance with wing/group self-inspection program. A copy of the last two self-inspections and open discrepancy tracking sheets will be maintained in the unit training continuity book or through the use of the Management Internal Control Toolset (MICT) in accordance with AFI 90-201, *The Air Force Inspection System*.

1.3.9.10. Initiate, track, review, and close out aircrew training folders, forms, and career training folders in accordance with AFSOCI 36-2602. If paper training folders are not kept then backup electronic training folders should be archived on a separate system from the primary electronic training folders.

1.3.9.11. Track continuation training and notify individuals, unit operations officer, and commander on issues affecting readiness.

1.3.9.12. Maintain training material and equipment for recurring ground training events. Periodically review ground training materials, tests, and computer based instruction for currency (not required when maintained by WG/GP/SOSS).

1.3.9.13. Coordinate with servicing military personnel element to ensure the individual acknowledges any active duty service commitment (ADSC), if required, for in-unit upgrade training and the ADSC is properly processed once training is complete.

1.3.10. Instructor Responsibilities.

1.3.10.1. Be thoroughly familiar with all courseware and contents of the applicable attachments to this manual for qualification, upgrade, and specialized training they are required to administer.

1.3.10.2. Review the student's training records prior to performing each flight or training session.

1.3.10.3. Conduct thorough preflight briefing and postflight critique.

1.3.10.4. Ensure all required upgrade training items are completed and signed off only after the student demonstrates the required level of knowledge and proficiency. Complete and sign off all required training items prior to recommending the student for an evaluation or certifying the student in a maneuver or procedure.

1.3.10.5. Each instructor aircrew member is responsible for the safe execution of the duties of their respective crew position. At any time during the flight, if the judgment or proficiency of the student should raise a question in the instructor's mind as to the student's ability to safely execute the duties of the aircrew position, the instructor will immediately take over these duties. The instructor should then explain and demonstrate the proper method of executing these duties. Instructors must be highly knowledgeable in MC-12W tactics, techniques, and procedures and governing AFIs and AFMANs to provide immediate instruction to any crew position concerning weapon system employment and

regulatory and non-regulatory guidance. All instructors will place special emphasis on the procedures for positive identification of emergency conditions before initiating corrective action. In addition, instructors will place a high emphasis on the procedures for positive exchange of control; these procedures will be thoroughly briefed.

1.3.10.6. Instructors who demonstrate deficiencies in their ability to instruct may be relieved of instructor duties. Commanders will take the necessary action to either retrain or remove those individuals from instructor status in accordance with Air Force or AFSOC directives.

1.3.10.7. Individuals designated for instructor duty are authorized to instruct at all levels of qualification. Instructors are authorized to teach any event in which they are qualified and current unless specifically restricted.

1.3.11. Individual Aircrew Member Responsibilities.

1.3.11.1. Upon Permanent Change of Station (PCS), hand carry career training folder and any other available training records to assist the gaining unit in assessing qualifications and training requirements.

1.3.11.2. When attending a formal school course, hand carry a copy of ARMS Individual Data Summary, flying history report, individual training summary, aeronautical orders, aviation service worksheet, and any additional requirements set forth in the ETCA catalogued SOI to the training squadron aviation resource management office.

1.3.11.3. Complete training requirements and currencies within the guidelines of this manual.

1.3.11.4. Participate only in ground and flying activities for which they are qualified, current and adequately prepared.

1.4. Aircrew Training Guidance. The primary training method for MC-12W initial qualification, requalification, or upgrade training is attendance at an ETCA catalogued formal school. The secondary method is in-unit training using applicable formal school courseware. The use of formal schools is required unless attendance is impractical. Secondary method training (SMT) requires a waiver request be submitted through appropriate channels for approval by AFSOC/A3T. Training accomplished in an operational unit designated by AFSOC/A3T to fulfill the role of an FTU is not considered SMT and does not require a waiver. Any aircrew member who was previously disenrolled from a formal ETCA course for substandard performance is ineligible for a secondary method training waiver. When specific formal courseware is not published, use of locally developed training syllabi is authorized. Units will forward all locally developed syllabi for in-unit training to AFSOC/A3T for review and approval. All locally approved in-unit syllabi are posted on the AFSOC/A3T web page. **(T-2)**

1.4.1. Secondary Method Training. Aircrew members must start training within 45 days of waiver approval (90-days for ANG), and complete training within 180 days from their first ground training session or first flight, whichever occurs first. **(T-2).** Individuals unable to complete training within these limits may continue training; however, their units will notify AFSOC/A3T with a description of the difficulty and expected completion date (not to exceed an additional 120 days). If SMT is not completed by this date, any further extension requires

AFSOC/A3 approval. Commanders will ensure aircrew personnel engaged in qualification or requalification training complete their training in a timely and uninterrupted manner. **(T-2).**

1.4.1.1. Extensions. Squadron Commander (SQ/CC) may extend training time up to 60-days (120-days ANG) through a Memorandum for Record (MFR) or waiver documentation in training folder; no notification to AFSOC/A3T (or equivalent) is required. Extensions exceeding 60-days (120-days ANG) require AFSOC/A3T (or equivalent) approval and will be requested before the crewmember exceeds upgrade training time limits in **Table 1.2**.

1.4.1.2. Complete all academic, ground, and flight training outlined in the courseware. When the courseware is adapted for local use, modify it only if the training is incompatible with local training conditions (e.g., simulator not available).

1.4.2. Differences Training. AFSOC approved differences training may be conducted in unit without a waiver (see Chapters **2** and **3**).

1.4.3. Courseware. Unit requiring courseware will send a request for any applicable courseware through channels to AFSOC/A3T, with an information copy to the appropriate formal school. **(T-2).** Include unit point of contact (name, rank, office symbol, and telephone number) and the name and rank of the individual who will receive the training.

1.4.4. Training Forms. Aircrew training records and forms will be established and maintained per MAJCOM directives.

1.4.4.1. AF Form 4348, *USAF Aircrew Certifications*, will be used to document ground/flying training associated with mission qualification, and to document instructor certified and one-time/initial flying training events. **(T-2).** The AF Form 4348 is maintained in the individual's Flight Evaluation Folder (FEF) per AFMAN 11-202V2_AFSOCSUP, *Aircrew Standardization/ Evaluation Program*.

1.4.4.2. The following forms aid management of aircrew training programs.

1.4.4.2.1. AF Form 4109, *SOF/CSAR Aircrew Training Record*, is used as the training record jacket to document in-unit qualification or upgrade of an aircrew member. It documents applicable ground training, special function training, part task training, cockpit procedures training, simulator training, and flying training accomplished by crew members.

1.4.4.2.2. AF Form 4110, *Comments–SOF/CSAR Training Record*, is used to document narrative comments on aircrew training activities.

1.4.4.2.3. AF Form 4111, *SOF/CSAR Training Record*, is used to list required proficiency levels, indicate events for training sortie completion, and to document demonstrated student task and subtask performance and knowledge proficiency levels. Units are authorized to overprint and reproduce AF Form 4111 for approved course syllabi. The number of training tasks in the appropriate training guide is a recommended minimum, which normally allows the student to achieve proficiency. It is neither intended to restrict the number of times the task must be accomplished nor restrict proficiency advancement.

1.4.4.3. AFSOC flying units and FTUs will utilize digital training folders for all new students and unclassified courseware. Electronic training forms and folders are a suitable

substitute for the AF Form 4109, 4110, and 4111. Submit waiver and course build requests for gradebooks to AFSOC/A3T.

1.4.5. Duties Not Involving Flying (DNIF). Aircrew training while medically restricted to DNIF. Crew members whose status is DNIF may log ground training events, including simulator training, if the member's physical condition allows. Consult the DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, to determine if the DNIF status includes ground training limitations. Contact the local Flight Surgeon Office for any required clarifications.

1.4.6. In-flight Supervision. Unless specifically directed, the unit commander determines the level of supervision necessary to accomplish required training. If the mission objectives include introduction to tasks or to correct previous discrepancies, then an instructor may be required. The following personnel must be supervised by an instructor from a like crew position when performing aircrew duties:

1.4.6.1. Non-current crew members. **(T-1).**

1.4.6.2. Crew members in initial, difference, upgrade or requalification flying training. **(T-1).**

1.4.6.3. Senior officers who have not completed initial qualification as outlined in **Chapter 2**, and as outlined in **paragraph 1.7**, of this manual. **(T-1).**

1.4.7. Cross Crew Position Training. With unit commander, operations officer, or flight order authenticating official approval, instructors from one crew position may train crew members from a different crew position on specific skills/events in which both are qualified (as long as the instructor is current in that event) unless otherwise restricted in this volume. **(T-2).** Flight evaluations must comply with requirements of AFMAN 11-2MC-12WV2, *MC-12W Aircrew Evaluation Criteria*.

1.5. Waivers. Unless otherwise stated in this publication, waiver authority for the contents of this manual is AFSOC/A3.

1.5.1. When unable to comply with guidance or procedures in this manual, unit personnel/training staff may request a waiver. All personnel should familiarize themselves with the waiver approval authorities as defined and described in DAFMAN 90-161, *Publishing Processes and Procedures*, Chapter 9 and Table A10.1..

Table 1.1. Processing of Waiver Requests.

Waiver requested by:	Waiver Authority:	Forward request through:	Reply sent to:	Info copy sent to:
ANG unit	AFSOC/A3	GP/DOT to AFSOC/A3T	GP/DOT	NGB/A3/10, Requesting Unit

1.5.2. Waivers to the requirements of this manual will be submitted via message, memo, or e-mail through the group training office to the Special Operations Group Commander (SOG/CC), and then to AFSOC/A3T for approval, unless otherwise specified. **(T-2).** Group commanders are the delegated waiver authority for flying hour requirements and for ground and flying

training requirements as outlined below in paragraph **1.5.4** and **1.5.5**, this manual. Groups will keep an accurate record of all waivers granted and notify AFSOC/A3T, as appropriate, by message when such waivers or extensions are issued. **(T-2**).

1.5.2.1. Units will maintain waiver logs for one year. As a minimum, track the following information:

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

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

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

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

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

1.5.2.1.6. Copy of the signed waiver. **(T-2)**

1.5.3. General Waiver Format. Name, grade, flying organization (assigned or attached), present crew position (including special mission qualifications), total flying time and primary aircraft assigned (PAA) time (including instructor, evaluator and applicable BE-300/MC-12W ATD time) and justification, crew qualification to which member is qualifying or upgrading, scheduled training start date, expected upgrade or qualification date, date last event accomplished, remarks, and requesting unit point of contact (include name, rank, telephone number, and office symbol). Waiver format templates are available on the AFSOC/A3T website, **https://teams.afsoc.af.mil/sites/afsocactraining/default.aspx**.

1.5.4. Units requesting waivers for SMT in-unit qualification, mission qualification, or upgrade of an aircrew member will send requests through appropriate channels to AFSOC/A3T. Formal schools will forward current copies of courseware materials to units semiannually. Maintain copies of all waivers in the individual's training folder. If the training incurs an ADSC per **paragraph 1.5**, this manual, include the statement "Individual acknowledged receipt of ADSC by signing the AF Form 63, *Active Duty Service Commitment Acknowledgement Statement*, on <date AF Form 63 signed>." **(T-2).**

1.5.5. OG/CC or equivalent (e.g. COMAFSOF) may:

1.5.5.1. Extend ground training requirement due dates up to 2 months for Note 1 items in RTM, Table 4.1 on an individual basis only (**Exception:** Items referenced in **paragraph 1.5**, this manual, levied by other AFIs may not be waived by the OG/CC unless specifically authorized to do so in the source AFI). These events may count towards the next periodic requirements (units should note on waiver when events were accomplished and the ARMS due date should be updated).

1.5.5.2. Waive all RTM flying training requirements (except as otherwise noted) on an individual basis only. Wings/groups must keep an accurate record of waivers granted. Notify AFSOC/A3T when waivers are issued. **(T-2).**

1.5.6. Unit commanders may carry new crew members as MR for up to six months if an aircrew member arrives at the unit after a PCS or formal school and is not MR in all core mission events. Units must notify AFSOC/A3T of any unit extensions. **(T-2).** Under no circumstance will aircrew perform events in which they are not qualified unless under the direct supervision of an instructor. If training is not complete in six months, the aircrew member

becomes NMR. Squadrons will have six months from the time a new core mission event is added and AFSOC guidance issued to train and qualify aircrew in the new event. **(T-2).**

1.6. Senior Officer Flying/Supervisory Aircrew. AFMAN 11-202V1, as supplemented, identifies senior officer qualification training requirements. See formal course syllabus for additional guidance.

1.7. Intra-command and Inter-command Transfer of Aircrews. For intra-command transfer of aircrew members, the gaining organization will honor validated training completed by newly assigned crew members prior to the transfer. **(T-3).** For inter-command transfer, certifications and qualifications should be accepted to the maximum extent practical, as long as training and evaluation standards are equivalent. The operations officer at the gaining unit should review the individual's career training folder and flight evaluation folder to determine which certifications and qualifications will be honored. Aircrew members qualified in the same MDS are considered qualified in that equipment throughout the force when used for the same mission.

1.7.1. PCS Screening. Losing units will screen individual flight and ground training records during unit out-processing. **(T-2).** Accomplish this screening in sufficient time to correct discrepancies prior to PCS. Losing unit will provide a printed copy of current ground and flying training summaries to individuals prior to PCS. See DAFMAN 11-401, *Aviation Management* for additional guidance. **(T-3).**

1.7.2. Instructor training and qualifications may be accepted at the discretion of the gaining unit commander.

1.8. Initial Cadre for Change of Equipment or Capability. Authorization to form initial cadre crews will be contained in the conversion program action directive.   Unless otherwise stated in the program action directive, the following conditions will apply to management of initial cadre aircrew qualification for aircraft conversion:

1.8.1. A nucleus of instructor and flight examiner personnel (initial cadre) will be formed to begin aircrew training. Initial cadre will not be designated in a crew position higher than currently held. For example, an instructor pilot may not be designated as a flight examiner. **(T-2).**

1.8.2. Units send proposed initial cadre list by name, rank, current crew position and aircraft, total flying time, and requested crew qualification level through channels to AFSOC/A3 for approval. **(T-2).**

1.8.2.1. Following final approval, publish a squadron letter to identify initial cadre instructors and flight examiners by aircraft and crew qualification and file in each cadre individual's FEF at Tab 2. **(T-2).**

1.8.2.2. If an evaluation was accomplished, enter appropriate comments in the remarks section of AF Form 8, *Certificate of Aircrew Qualification* explaining the individual's status as initial cadre instructor or flight examiner. **(T-2).**

1.8.3. Initial cadre is not required for minor aircraft modifications when any required training for that modification is provided by the contractor and/or can easily be accomplished in-unit. Conduct differences training for the new equipment and log training on a letter of Xs or Memo for Record. Crew members will not fly with new equipment until trained. **(T-2).**

1.9. Mission Essential Task List. Squadrons will maintain mission ready status on all primary aircrew members up to unit authorizations. **(T-2).** Commanders will train aircrews to meet capabilities specified in unit METL found in the Air Force Universal Task List. **(T-3).** Supervisory aircrew and staff members assigned above squadron level, which are in excess of the unit's mission requirements, will maintain mission ready, basic mission capable or basic aircraft qualification status, as required. **(T-3).**

1.9.1. Commanders should not assign additional duties to first assignment "pipeline" (directly out of formal MDS training) crew members (officer and enlisted) for their first 6 months in the unit. This policy allows pipeline students to learn the weapon system without distraction of an additional duty; however, first assignment senior personnel may be assigned additional duties.

1.9.2. Aircrew members will not perform long term duties that detract from the primary duties of training for, or performing the unit flying mission. **(T-3).**

1.9.3. Currency Requirements. Unit commanders may direct specific individuals to maintain only partial BMC qualifications. In such cases, the crew member will require only those currency items associated with this tailored qualification. The individual's AF Form 8 will indicate applicable restrictions based on assignments of less than full mission qualification. **Chapter 4** and the current combined RTM outline exceptions to continuation currency training requirements for these personnel. The individual must comply with MR training requirements or pursue applicable waivers through AFSOC/A3.

1.10. Manual Deviations. This manual does not authorize deviations from the flight manual or any other Air Force Instruction/Manual. Flight safety will be given prime consideration and must take precedence over the requirements and guidance of this manual.

Chapter 2

INITIAL QUALIFICATION TRAINING

2.1. Overview. This chapter outlines the minimum requirements for Basic Aircraft Qualification (BAQ) training which may be completed via initial qualification, requalification, conversion, or differences training. Duties not directly related to qualification or requalification training should be minimized.

2.1.1. BAQ training is completed via the MC-12W Pilot Initial Qualification Training (MC12W-P-IQT) syllabus for Pilots and the MC-12W Combat System Officer (CSO) Initial Qualification Training (MC12W-C-IQT) syllabus for CSOs.   Individuals transitioning from other aircraft or requalifying per requirements of section 4.4.3 in this manual, must complete a full IQT course or the transition/requalification (TX/RQ) course, as applicable. **(T-2).**

2.1.2. Qualification training provides the training necessary to initially qualify crew members in a basic crew position and flying duties without regard to the unit's mission. Upon completion of qualification training, the crew member attains BAQ status. BAQ is a prerequisite for Mission Qualification Training (MQT).

2.2. General Requirements.

2.2.1. Pilots will complete a MAJCOM and Federal Aviation Administration (FAA)-approved King Air 350 (BE-300) commercial training course. An FAA-approved commercial training course shall consist of aircraft general systems, normal/abnormal/ emergency procedures and flight simulation. The flight simulations should allow pilots 50% time in both seats. The training is considered complete upon satisfactory completion of an end of course FAA equivalent evaluation. Completion of an FAA type rating is not required.

2.3. Training Prerequisites. Course prerequisites are in accordance with the appropriate formal course SOI, ETCA procedures, AFMAN 11-202V1_AFSOCSUP, and this manual. The formal school SOI designates the course prerequisite approval authority.

2.3.1. Individuals arriving at the FTU without all prerequisites met or waived may be denied entry into training until the prerequisites are completed.

2.3.2. Survival, Evasion, Resistance, Escape (SERE) training for students is desired but not required for entry into IQT. Water survival training requirement is prescribed in the MDS specific formal course syllabus. All members will comply with training requirements in AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program,* and receive training before mission ready status can be awarded. **(T-2).**

2.3.3. Air Commando Indoctrination (ACI). Attending the ACI courses prescribed in AFSOCI 36-2601 prior to entering IQT is the preferred training order. IQT entry will not be prohibited if these are not accomplished prior to IQT start date.

2.4. Ground Training Requirements. All crew members must complete ground training requirements in accordance with **Table 2.1**, before mission ready status can be awarded. See **Chapter 4**, this manual and the current MC-12W RTM for event descriptions.

Table 2.1. Basic Aircraft Qualification Ground Training Requirements.

Requirement	Reference	Event ID	Notes
Crew Resource Management (Initial)	AFI 11-290	G066XS	1
Aircrew Flight Equipment Familiarization	AFI 11-301V1	LL01XS	1
Emergency Egress Training	AFI 11-301V1	LL03DS	1
Flight Physical	DAFMAN 48-123	None	1
Physiological Training	AFI 11-403	None	1
Local Area Survival	AFI 16-1301	SS01XS	1
Marshalling Exam	AFI 11-218	G101XS	1
Water Survival Training (S-V85-A or S-V90-A)	AFI 16-1301	SS31XS, SS32XS	1
Notes: See AFMAN 11-202V1_AFSOCSUP, for Flight Surgeon, Medical Technician, and Combat Camera Aerial Photographer Training requirements.			
1. Must be completed prior to first flight			

2.4.1. Written Examination. Open and closed book qualification examinations must be completed before the completion of basic qualification flying training. **(T-3).** Written examinations must satisfy the requirements of AFMAN 11-202V2_AFSOCSUP, and AFMAN 11-2MC-12WV2. **(T-2).** When qualification training is completed by secondary method, the student will complete the appropriate group stan/eval or equivalent examination in accordance with AFMAN 11-202V2_AFSOCSUP, paragraph 5.2.7.1 and paragraph 5.2.7.2, all requisites must be completed within the 6-month eligibility period prior to/encompassing the scheduled flight evaluation. **(T-2)**.

2.4.2. Emergency Egress Training, Non-Ejection [LL03]. All crew members and other personnel regularly flying on AFSOC aircraft will receive hands-on egress training in the aircraft prior to their first flight. See current RTM for further details.

2.4.3. BE-300 Training Course (initial) [G045DS]. All pilots must complete the AFSOC/A3T approved training course (or suitable alternative approved by AFSOC/A3T) prior to their first flight. **(T-2).** This course is designed to provide a baseline of knowledge on aircraft systems and performance, in addition to simulator events, before commencing formal USAF flight training.

2.5. Flying Training Requirements. Satisfactorily completing the appropriate ETCA catalogued formal course satisfies the requirements of this section. Approved in-unit qualification training must be accomplished in accordance with applicable formal school courseware and the guidance below:

2.5.1. Flying training lessons should be completed sequentially. If mission scheduling or student progress dictates otherwise, in-unit training sequences may be changed by the unit operations officer. **(T-2).**

2.5.2. MC-12W Operational Flight Trainers (OFT) should be used for simulator missions to the maximum extent possible. **(T-2).**

2.5.3. If an MC-12W OFT is not available, aircrew may complete training in a commercially available BE-300 series equivalent Simulator or other ATD, including part-task trainer, or cockpit procedures trainer. **(T-2).**

2.6. Basic Aircraft Qualification Conversion/Differences Training.

2.6.1. Conversion training is normally associated with training between MDS. Conversion training may be completed via a formal school transition (TX) or IQT course. If neither course is available, the alternate method is via in-unit ground and flight training in accordance with AFSOC/A3T approved AF Form 4111 or electronic equivalent, satisfactory completion of the qualification written open/closed examinations, and instructor certification on the AF Form 4348 for the new aircraft.

2.6.2. Differences training is conducted when training in a different series aircraft in the same mission design. Use differences training when changing between same design aircraft and the amount of training needed for qualification does not warrant attendance at a formal qualification course.

2.6.2.1. For the purposes of basic qualification training, any BE-300 series aircraft with the same avionics is considered the same MDS and differences training is not required.

2.6.2.2. Aircrew members entered into differences training will complete training within 180 days after the first flight of the training program. **(T-2).**

2.6.2.3. Accomplish differences training when an aircraft is modified and any required training for that modification can easily be accomplished in-unit. BAQ difference training qualifies an aircrew member to be a basic crew member.

2.7. Flying Restrictions for Basic Aircraft Qualification Crew Members. BAQ crewmembers will fly under the supervision of their respective position instructor or respective position crewmember with FTL B in accordance with **paragraph 4.2** of this manual. **(T-3).** BAQ crewmembers will not fly on operational sorties unless approved by the OG/CC and under the supervision of a respective positional instructor.

2.7.1. Crewmembers in IQT will not fly in—Flag exercises, Weapons School events, Weapon Systems Evaluation Programs, or equivalent type exercises. **(T-3).**

2.7.2. Unless currently enrolled in a program to achieve MR/BMC, BAQ crewmembers who remain in BAQ status for more than 12 months will be grounded (except general officers). **(T-3).**

Chapter 3

MISSION QUALIFICATION TRAINING

3.1. Overview. This chapter establishes the minimum training requirements for completing mission qualification and requalification. Aircrew members completing mission qualification or requalification will meet the requirements of this chapter. Upon completion of mission qualification training, the crew member will be assigned either BMC or MR status.

3.2. General Requirements. The primary method of mission qualification or requalification is to complete the appropriate formal training course listed in the ETCA. Completing the appropriate formal course satisfies the training requirements of this chapter. If no requalification course exists, conduct requalification using the initial mission qualification course. When attendance is not practical or quotas are not available, units may request waivers to conduct secondary method mission qualification training in accordance with **paragraph 1.4.1**, this manual, using formal school courseware. Any aircrew member who has previously failed to successfully complete the ETCA formal course for substandard performance will not be issued an SMT waiver. **(T-2).** Units may supplement courseware to meet local requirements. Submit all courseware change requests to AFSOC/A3T prior to implementation. **(T-2).** Individuals should complete MQT within 180 days of completing IQT. Training will culminate with a mission evaluation in accordance with AFMAN11-MC-12WV2, resulting in qualification as a Mission Co-Pilot or Mission CSO. A unit-administered MQT program, not acting in the role of FTU, requires OG/CC approval (a copy of local MQT training programs will be forwarded to AFSOC/A3T). **(T-2).**

3.3. Training Prerequisites. Course prerequisites are in accordance with the appropriate formal course syllabus, the ETCA, AFMAN 11-202V1_AFSOCSUP, and this manual. The formal school syllabus designates the course prerequisite approval authority. Aircrew members requalifying in the unit's mission will comply with the TX/RQ course prerequisites. **(T-2).**

3.4. Ground Training Requirements. Complete all ground training listed in Combined RTM Table 4.1 as part of mission qualification training or prior to certifying individuals as mission ready. Completion of training will establish due dates for recurring ground training required in **Chapter 4**, this manual, and the current RTM. Credit any training accomplished at a formal school.

3.4.1. Academic Training. Complete all academic and ground training delineated in applicable courseware. If not included in the course syllabus, accomplish the minimum requirements listed in AFMAN 11-202V1 separately.

3.4.2. Written Examination. Open and closed book mission written examinations must be completed before the completion of mission qualification flying training. **(T-2).** For SMT, OGV or equivalent examinations satisfy the requirement for formal school End of Course examinations.

3.4.3. Flight Surgeon and Medical Technician Training Requirements. For Flight Surgeon and Medical Technician training requirements, refer to AFMAN 11-202V1_AFSOCSUP. For Combat Camera Aerial Photographer Training requirements, refer to DoDI 5040.02, *Visual Information (VI)*.

3.5. Flying Training Requirements. Satisfactorily completing the appropriate ETCA catalogued formal course satisfies the requirements of this section. Approved in-unit qualification

training must be accomplished in accordance with applicable formal school courseware and the guidance below:

3.5.1. Flying training lessons should be completed sequentially. If mission scheduling or student progress dictates otherwise, in-unit training sequences may be changed by the unit operations officer. **(T-2).**

3.5.2. Every effort should be made to complete mission qualification training requirements within the prescribed time period. **(T-2).**

3.5.3. Crew member requirements may be completed on training or operational missions under the supervision of an instructor in the same aircrew position. Comply with restrictions in AFMAN 11-2MC-12W V3, *MC-12W Operations Procedures*. **(T-2).**

3.6. Transition. Crewmembers transitioning from other platforms will complete IQT/MQT as a co-pilot. At the SQ/CC discretion, selected candidates will be eligible to upgrade to Aircraft Commanders at the completion of MQT via a spot check, or immediate enrollment into the Aircraft Commander (AC) SOI. Reference **Table 5.1** note 5.

Chapter 4

CONTINUATION TRAINING

4.1. General Requirements.

4.1.1. Requirements in this chapter satisfy the minimum flying and related ground training to maintain currency. Individual proficiency may require a greater number of events. The MC-12W RTM contains all ground training and flying requirements tables and definitions.

4.1.2. Training requirements may be completed on any sortie if the accrediting criteria of this manual are met. Sorties and events that are compatible may be credited on the same flight.

4.1.3. Aircrew members will not log RAP requirements in events in which they are unqualified unless they are under instructor supervision. (T-3).

4.1.4. Training events accomplished on an evaluation or an instructor certification (that event) may be credited toward the individual's volume requirements.

4.1.5. Flying training events accomplished during formal training will use the course completion date (successful evaluation or certification date) to establish the due dates for all subsequent currency and requirements. Use actual dates for ground training.

4.1.6. Aircraft flying training requirements may be accomplished in an ATD as noted in RTM **Table 6.1**. An RTM issued by AFSOC/A3T may permit ATD event logging in excess of RTM **Table 6.1**.

4.2. Training Levels. The use of experience-based FTLs allows the squadron commander to prioritize training resources. Aircrew members must meet the minimum criteria established in **paragraph 4.2.1**, this manual, and **Table 4.1** before assignment to the respective TL. **(T-3).** When these minima are met, awarding a TL is at the sole discretion of the squadron commander. **Note:** The aircrew member's availability to fly should not be a factor in assigning a TL.

4.2.1. FTLs are based on minimum PAA time and total time per **Table 4.1** For basic qualification FTL, PAA time will include applicable variant of BE-300, MC-12W, or ATD for pilots and the MC-12W or ATD for CSOs.

4.2.1.1. FTL "A"-Highly experienced BAQ and/or MR aircrew members.

4.2.1.2. FTL "B"-Experienced BAQ and/or MR aircrew members.

4.2.1.3. FTL "C"-Inexperienced BAQ and MR aircrew members.

Table 4.1. Minimum FTL Hour Requirements.

Crew Position	FTL "A"	FTL "B"
	PAA/Total Hours	**PAA/Total Hours**
Pilot	500/1,500	200/1,000
Combat Systems Officer	500/1,000	300/500

4.2.2. Change of FTL. Following quarterly TRB hours reviews, change FTLs as necessary via AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet* or FTL change MFR. **(T-3).**

4.3. Proration of Training Requirements. See AFMAN 11-202V1, as supplemented.

4.4. Recurrency and Requalification Training. Training is required whenever an aircrew member does not meet a currency requirement in this manual. An aircrew member will not perform events unsupervised until training has been accomplished. **(T-2).**

4.4.1. Loss of Currency. Failure to accomplish events listed in continuation training RTM Tables 4.1, 5.1 and 5.2 results in a loss of currency for that event. Crew members are noncurrent the day after event currency expires, but may continue to fly with an instructor or flight examiner until recurrency is gained.

4.4.1.1. Loss of currency in any RTM **Tables 4.1**, **5.1** and **5.2** event results in loss of basic aircraft currency, except as noted. These individuals will fly under the supervision of an instructor or flight examiner on all sorties until recurrent. **(T-2).**

4.4.1.1.1. RTM **Table 5.1** currency requirements may be accomplished in either the MC-12W or a FAA commercially approved BE-300 simulator.

4.4.1.1.2. If basic training cycle currency is lost (failure to complete the requirements of RTM), currency is lost for both aircraft and simulator. Lost basic training cycle currency may be regained in either aircraft or a FAA commercially approved BE-300 simulator for events in RTM **Table 5.1**. Events in RTM **tables 5.2** must be accomplished in the MC-12W.

4.4.1.2. Loss of currency exceeding 6-months. Crew members noncurrent in designated BAQ events (RTM **Table 4.2**, Note 1 events) in excess of six months results in loss of BAQ. Crew members noncurrent in designated mission events (RTM **Table 4.3**, Note 1 events) in excess of six months results in loss of mission qualification.

4.4.2. Regaining Currency.

4.4.2.1. Only RTM **Table 5.1** Note 1 events require an evaluation (unqualified) if loss of currency exceeds 6 months (see AFMAN 11-202V1). Other events require showing proficiency to an instructor in the aircraft or FAA commercially approved BE-300 simulator to regain currency. If loss of currency exceeds 24 months in non-note 1 events, additional training will consist of ground and flight training as directed by the unit commander (training folder must be opened). **(T-2).**

4.4.2.2. Aircrew noncurrent in special mission events that only require an instructor certification (RTM **Table 5.2**) may regain currency by showing proficiency in that event to an instructor. **(T-3).**

4.4.2.3. Aircrew noncurrent more than 24 months in special mission events (RTM Table 5.2.) requiring an evaluation will complete all initial training and evaluation requirements for that special mission. **(T-2).**

4.4.2.4. Cross aircrew position recurrency must be approved by Squadron Operations Officer (SQ/DO) or flight order authenticating official. **(T-3).**

4.4.3. Requalification Training. Crew members requiring requalification will accomplish training in accordance with AFMAN 11-202V1_AFSOCSUP and Chapters **2**, **3**, and **5** of this manual.

4.4.4. Requalification training plans for aircrew unqualified for more than 6 months, but less than 39 months, will be tailored to the individual's skill and proficiency levels, but will at minimum include Simulator Refresher, two flights to be accomplished in the aircraft prior to the recommend flight.

4.5. Ground Training. Ground training will be accomplished in accordance with the RTM **Table 4.1** (MC-12W Ground Training Requirements). Crew members will comply with the time periods listed in the RTM **Table 4.1**. Conduct training in accordance with the referenced publications, notes in RTM **Table 4.1**, and the guidance below. The governing directive or RTM takes precedence over **Chapter 4** requirements. If the AFMAN 11-2MC-12WV1 is also listed as a governing directive, the most restrictive guidance should be followed. **(T-2).**

4.5.1. Failure to Complete Ground Training Events. Make-up training should be accomplished at the earliest opportunity. The following apply when crew members exceed due dates for the respective RTM **Table 4.1** events. Reference the RTM for specific information on grounding items, training status items, Basic Mission Capable (BMC) items, and Air Commando Development Status items.

4.5.2. Block Training. The parent OG training office should establish and administer a centralized aircrew block training session (ANG may delegate block training to squadron level). Block training should include all recurring ground training required to maintain readiness.

4.5.3. Ancillary training. This volume is not a comprehensive list of all ancillary training required by the DOD. Ancillary training parent instructions take precedence over this AFMAN for those training items.

4.6. Flying Training.

4.6.1. Aircrew members who maintain BAQ, MR, or BMC must accomplish all applicable training requirements of RTM Table 4.2. (BAQ), based on assigned FTL (A, B, or C). MR and BMC aircrew will also comply with the following:

4.6.1.1. MR aircrew members will also accomplish applicable mission ready requirements from RTM **Tables 4.4** as designated in the RTM according to their mission qualification and FTL. **(T-2).**

4.6.1.2. BMC aircrew members will also accomplish at least 50 percent of the applicable mission requirements from RTM **Tables 4.3** and **4.4** as designated in the RTM according to their assigned FTL. **(T-2).**

4.6.1.3. Instructors and flight examiners may not log events performed by other crew members during instruction or evaluations except where noted. **(T-2).**

4.6.2. Flying Training Events. See current MC-12W RTM for Flying Training Event definitions and requirements. **(T-2).**

4.7. Instructor Ability. Instructors serve solely at the discretion of Squadron Commanders. Instructors should exemplify a higher level of performance and present themselves a reliable and

authoritative expert in their respective duty positions. Instructors exhibiting substandard performance should be reviewed for suitability of continued instructor duty.

4.7.1. Instructors will be decertified if:

4.7.1.1. Awarded a less than fully qualified grade in any area of a flight evaluation regardless of overall crew position qualification.

4.7.1.2. A qualification, EPE, or instrument examination is failed.

4.7.1.3. Unit commander deems instructor is substandard, ineffective, or providing incorrect procedures, technique or policy guidance.

4.7.2. Decertified instructors may regain instructor status by correcting applicable deficiency and completing training and/or evaluation as specified by SQ/CC or SQ/DO.

Chapter 5

UPGRADE TRAINING

5.1. General. This chapter identifies general prerequisites and training requirements for upgrade. See minimum flying-hour requirements, prerequisites, and typical upgrade flow in **Table 5.1**. The flying time prerequisites for upgrade are based on the crew member having gained the knowledge and judgment required to effectively accomplish the unit's missions. Sq/CCs will ensure their continuation training programs emphasize these areas. Crew members will have an in-depth knowledge of systems, procedures, and instructions before being considered for entry into the certification process or formal upgrade programs.

Table 5.1. Aircrew Qualification/Upgrade Prerequisites. (T-2).

From	To	Course Prerequisites	Tasks and Events Required Before Certification	Notes
UC	FCB	UPT	MC-12W Pilot Initial Qualification Course Instrument/Qual Evaluation	
FCB	MCB	MC-12W BAQ Qualification	MC-12W Mission Pilot Qualification Course Mission Evaluation	
MCB	MCA		CMR G268DS	
MCA	MPM	700 Total Flying Hours, 200 MC-12W Hours, Advance Tactical Readiness (ATR)	Mission AC Upgrade INSTM/QUAL/MSN Evaluations, Squadron or Group Certification	3, 4
MPM	IPM	1,000 Total Flying Hours, 400 MC-12W Hours	Instructor Pilot Upgrade, Instructor Evaluation Squadron or Group Certification	1, 4
IPM	EPM	Sq/CC Recommendation	Evaluator Pilot Upgrade Squadron or Group Certification	
UN	MNB	UCT	MC-12W CSO Initial Qualification and Mission Qualification Courses QUAL/MSN Evaluations	
MNB	MNA		CMR G268DS	

From	To	Course Prerequisites	Tasks and Events Required Before Certification	Notes
MNA	INA	700 Total Flying Hours, 400 MC-12W Hours	Instructor Combat Systems Officer Upgrade, Instructor Evaluation, Squadron or Group Certification	2, 3
INA	ENA	Sq/CC Recommendation	Evaluator Combat Systems Officer Upgrade Squadron or Group Certification	

Notes:

1. Previously qualified instructor pilots require only 200 PAA hours.

2. Previously qualified instructor CSOs (Combat Systems Officer, Navigator, Electronic Warfare Officer, Fire Control Officer, or Weapons Systems Officer) only require 200 PAA hours.

3. Squadron commanders may waive 30 percent of the total and PAA flying hours required for upgrade to AC or instructor CSO once the crewmember has completed ATR.

4. The SQ/CC has the discretion to allow previously qualified ACs transitioning to the MC-12 to upgrade to MPM after reviewing the members flying history. This will be accomplished via an INIT AC INSTM/QUAL/MSN Evaluations or enrollment into the AC SOI following IQT/MQT in accordance with **paragraph 5.3.2.1** of this regulation. Members utilizing this route who have not previously completed ATR will accomplish ATR within 6 months of the upgrade.

Notes: For the purpose of this table, PAA hours are any type BE-300 /MC-12W hours or BE-300/MC-12W ATD hours. 'Other' time may not exceed 100 hours for PAA hours. Total Hours are grand total hours from the FHR plus any simulator hours.

5.2. Air Commando Development (ACD). ACD is a continuous upgrade process which replaces traditional upgrade schemes. Crew development is not a formal student syllabus, rather, the program provides a systematic way for pilots and CSOs to chart a course for success in the MC-12W and to develop experience, knowledge, and judgment for command of the unique and complex MC-12W mission. Training timelines are based on performance and are at the discretion of the SQ/CC. Additionally, they should be tailored to match an individual's capabilities, experience level, and maturity.

5.2.1. Crew Development Overview. Typical upgrade progression should be guided by the following programs, in this order; MC-12W Initial Qualification/Mission Qualification formal training course, Combat Mission Ready (CMR) program, Continuation Training, ATR program, AC upgrade, and Instructor Upgrade.

5.2.1.1. Pilots must ensure they receive balanced exposure to the left and right seats to ensure proficiency and currency with flying and nonflying duties in both seat positions. Pilots should work with their leadership to ensure they receive sufficient training to gain experience prior to AC upgrade certification.

5.2.1.2. Pilots are dual-seat qualified after completing IQT and may occupy either seat for all flying events. Pilots may occupy either seat during formal/continuation training in the MC-12W, unless specified by SOI.

5.2.2. Combat Mission Ready (CMR) program. CMR is designed to provide the deployment skill requirements for AFSOC aircrew members. Refer to AFSOCI 36-2201 for further details of the CMR program. New accession and inter-service exchange crew members will not deploy in a flying capacity until they complete CMR. (T-2)

5.2.3. ATR program. ATR is designed to enhance crew member mission/combat proficiency and squadron readiness for aircrew members. Refer to AFSOCI 36-2201 for further details of the ATR program.

5.2.3.1. Aircrew must complete CMR prior to starting the ATR program. ATR is a prerequisite for upgrade to AC for pilots, or upgrade to instructor for CSOs. Members identified by the SQ/CC in **table 5.1** note 4 will have 6 months following their upgrade to complete the ATR program. **(T-2).**

5.2.3.2. Squadron commanders, with Operations Group Commander's concurrence, may tailor ATR for experienced aircrew members (AFSOC and non-AFSOC) cross-flowing into the MDS on a case-by-case basis.

5.2.3.3. Squadron commanders may waive 30 percent of the total and PAA flying hours required for upgrade to AC or instructor CSO once the crewmember has completed ATR.

5.2.3.3.1. Can be waived on an individual basis only.

5.2.3.3.2. File a copy of the waiver in the individual's training record.

5.3. AC Certification. Pilots will not fly as a pilot-in-command until certified by the Sq/CC as an AC.

5.3.1. AC Certification. The prerequisite flying time level are based on pilots having gained the knowledge and judgment required to effectively accomplish the unit's mission. Flying experience should include left seat time prior to certification. Candidates must complete the approved AFSOC ATR program prior to beginning AC upgrade.

5.3.1.1. At the discretion of the squadron commander, pilots who were previously qualified as ACs or four-ship flight lead in another major weapon system may be entered into AC upgrade training without meeting the MC-12W hours in **Table 5.1**. **(T-2).**

5.3.1.2. Once qualified, an AC may command a MC-12W crew performing all BAQ, Mission, and Special Mission Events in which they are current /qualified.

5.3.1.3. Unit commanders will personally review each AC candidate's qualifications and select AC s based on their background, experience, maturity, and ability to exercise CRM to lead a crew. The following characteristics must be considered:

5.3.1.3.1. Leadership Ability. An AC's primary responsibility is to lead/manage a crew. An AC must have the ability to use CRM effectively and lead others. **(T-3).**

5.3.1.3.2. Judgment. ACs must possess judgment necessary to effectively handle emergencies, and the ability to exercise sound judgment through mature realization of their own limitations and those of the aircraft. **(T-3).**

5.3.1.3.3. Technical Knowledge. The AC must be thoroughly familiar with respective aircraft systems and equipment, normal and emergency operating procedures, and the prohibited maneuvers and aircraft performance under all conditions of flight. Additionally, all AC s must be familiar with aviation management, flying training, and flying operations publications. **(T-3).**

5.3.1.3.4. Flying Experience. ACs must possess reasonable flying experience, to include desired standards of skill and proficiency in both the aircraft and assigned missions. Flying hours alone cannot be accepted as criteria for selection to AC. **(T-3).**

5.4. Instructor Qualification. A sound and practical aircrew instructor program is a prerequisite for effective training, standardization, and aircraft mishap prevention.

5.4.1. Unit commanders will personally review each instructor candidate's qualifications and select instructors based on their background, experience, maturity, and ability to instruct. The following characteristics must be considered:

5.4.1.1. Instructional Ability. An instructor is a teacher and must understand the principles of instruction. **(T-3).**

5.4.1.2. Judgment. Instructors must possess judgment necessary to meet unexpected or induced emergencies, and the ability to exercise sound judgment through mature realization of their own, their student's, and the aircraft's limitations. **(T-3).**

5.4.1.3. Personal Qualities. The instructor must have patience, tact, understanding, and the desire to instruct others. Instructors must have a personality that inspires and wins respect of each student. **(T-3).**

5.4.1.4. Technical Knowledge. The instructor must be thoroughly familiar with respective aircraft systems and equipment, normal and emergency operating procedures, and the prohibited maneuvers and aircraft performance under all conditions of flight. Additionally, all instructors must be thoroughly familiar with aviation management, flying training, and flying operations publications. **(T-3).**

5.4.1.5. Flying Experience. Instructors must possess reasonable flying experience to include desired standards of skill and proficiency in both the aircraft and assigned missions. Flying hours alone cannot be accepted as criteria for selection to instructor. **(T-3).**

5.4.1.6. Tactical Experience. The instructor must be familiar with respective aircraft defensive systems and equipment. They must be familiar with how their MDS can be employed in threat areas. They must be familiar with Air Force Tactics, Techniques, and Procedures applicable volumes. **(T-3).**

5.4.2. Initial Candidates. All initial instructor upgrade candidates must be mission ready in their unit's mission for a minimum of 6 months (e.g. time begins upon completion of Initial Mission Evaluation, not completion of CMR), and meet the flying hour requirements identified in **Table 5.1**.

5.4.2.1. Instructor Pilot. The prerequisite flying time levels in **Table 5.1** are based on pilots having gained the knowledge and judgment required to effectively accomplish the unit's mission. Candidates will meet all prerequisites listed in the ETCA and the formal school syllabus. Certification will be annotated on AF Form 4348. **(T-2).**

5.4.2.2. Instructor Combat Systems Officer. ICSO candidates must meet **Table 5.1** requirements. Certification will be annotated on AF Form 4348. The ATR requirements of the Air Commando Development Program must be met prior to entering the CSO into instructor upgrade. **(T-2).**

5.4.3. Ground and Flight Training Requirements. Before being designated an instructor, candidates will demonstrate to a flight examiner their ability to instruct and perform selected maneuvers/tasks and items according to applicable directives. **(T-2).**

5.4.3.1. Candidates will qualify in the applicable formal school instructor course for their crew position in accordance with the ETCA.

5.4.3.2. If no formal school instructor course exists, conduct ground and flying training in accordance with the applicable AFSOC syllabi/AF Form 4111 or electronic equivalent.

5.4.3.3. First time instructors must complete the Academic Instructor Training Course or equivalent.

5.4.4. Instructor Requalification. See AFMAN 11-202V1 and applicable MAJCOM supplement.

5.4.5. Instructor Transfers. See AFMAN 11-202V1 and applicable MAJCOM supplement.

5.4.6. Crew Members Previously Qualified as USAF Aircrew Instructors. See AFMAN 11-202V1 and applicable MAJCOM supplement. With OG/CC approval, these crew members may upgrade in-unit. OG/CCs should take into consideration the previously qualified instructor's experience with AFSOC roles, missions, and Command and Control. They must meet requirements of **paragraph 5.3.2** of this manual. **(T-3).**

5.5. Flight Examiner Upgrade. Flight examiners are selected from the most qualified and competent instructors. Before being designated as a flight examiner, candidates will demonstrate satisfactory knowledge of command training and evaluation policies and procedures. In addition, they will demonstrate the ability to administer an evaluation in accordance with AFMAN 11-2MC-12WV2. Conduct initial training in accordance with AFSOC approved AF Form 4111 or electronic equivalent. Certification will be annotated on AF Form 4348. **(T-3).**

5.6. Special Mission Qualifications and Certifications. The commander will select aircrew members qualified in the unit's mission to maintain additional special qualifications and certifications. A flight evaluation is required for Special Mission Qualifications, while Certifications are gained in accordance with **paragraph 5.8**, this manual. Special mission events are not considered core mission events and are not required for mission ready status. Instructors are authorized to teach any special qualifications in which they are qualified and current unless specifically restricted. **(T-3).**

5.7. Instructor Certified Events. Events that require instructor certification on the AF Form 4348 and the crew positions that require certification are listed below. These events may be taught at the formal school as part of mission qualification training. Formal school instructors will make AF Form 4348 entries for all training completed during mission qualification. Instructors are authorized to teach any event in which they are certified and current unless specifically restricted. Complete training in accordance with AFSOC approved AF Form 4111 and the guidance below:

Table 5.2. Instructor Certified Events (ICE).

Instructor Certified Event	Crew Positions	Notes
Touch-and-Go Landing Certification	Pilot	1
Tactical NVG Certification	All	2, 3
Differences Training	All	

Notes:

1. Touch-and-Go Landing certifications apply to all ACs.

2. Tactical NVG certifications apply to all pilots.

3. CSOs will receive tactical ground NVG training as applicable.

5.7.1. Tactical NVG Certification. All pilots will complete AFSOC/A3T-approved MC-12W Tactical and NVG Certification syllabus prior to being certified to perform Tactical and NVG operations. All crew members will complete Initial/Refresher NVG Training [VV01] in accordance with AFMAN 11-202V1, prior to performing NVG operations. **(T-3).**

5.7.2. Differences Training. All crew members will complete AFSOC/A3T-approved differences training on all significant aircraft modifications. **(T-3).**

CHARLES S. CORCORAN, Maj Gen, USAF
Acting Deputy Chief of Staff, Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 11-2MC-12WV2, *MC-12W Aircrew Evaluation Criteria*, 1 July 2022

AFMAN 11-2MC-12WV3, *MC-12W Operations Procedures*, 1 July 2022

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

AFMAN 11-202V1_AFSOCSUP, *Aircrew Training*, 27 September 2019

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

AFMAN 11-202V2_AFSOCSUP, *Aircrew Standardization and Evaluation Program*, 30 August 2021

AFI 11-214, *Air Operations Rules and Procedures*, 08 July 2020

AFMAN 11-218, *Aircraft Operations and Movement on the Ground*, 05 April 2019

AFI 11-290, *Cockpit/Crew Resource Management and Threat & Error Management Program*, 25 October 2021

AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*, 10 October 2017

AFMAN 11-403 *Aerospace Physiological Training Program*, 13 August 2020

AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, 03 August 2017

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

AFI 90-201, *The Air Force Inspection System*, 20 November 2018

AFI 33-322, *Records Management and Information Governance Program,* 25 July 2021

AFSOCI 36-2602, *Formal Aircrew Training Management,* 8 July 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

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

DAFMAN 48-123, *Medical Examinations and Standards*, 08 December 2020

DODI 5040.02, *Visual Information (VI),* 27 October 2011

Adopted Forms

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

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 63, *Active Duty Service Commitment Acknowledgement Statement*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1256, *Certificate of Training*

AF Form 4109, *SOF/CSAR Aircrew Training Record*

AF Form 4110, *Comments SOF/CSAR Training Record*

AF Form 4111, *SOF/CSAR Training Record*

AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

AF Form 4348, *USAF Aircrew Certifications*

Abbreviations and Acronyms

AC—Aircraft Commander

ACD—Air Commando Development

ACI—Air Commando Indoctrination

ADSC—Active Duty Service Commitment

AF—Air Force

AFE—Aircrew Flight Equipment

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

AFSOCI—Air Force Special Operations Command Instruction

AFSOF—Air Force Special Operations Forces

ANG—Air National Guar\

APS—Aircrew Proficiency Sortie

ARMS—Aviation Resource Management System

ATD—Aircrew Training Device

ATR—Advanced Tactical Readiness

BAQ—Basic Aircraft Qualification

BMC—Basic Mission Capable

CC—Commander

COMAFSOF—Commander, Air Force Special Operations Forces

CRM—Crew Resource Management

CSAR—Combat Search and Rescue

CSO—Combat System Officers

DAFMAN—Department of Air Force Manual

DOD—Department of Defense

DNIF—Duty Not Involving Flying

ETCA—Education and Training Course Announcements

FCR—Formal Course Reviews

FEF—Flight Evaluation Folder

FTL—Flying Training Level

FTU—Formal Training Unit

IP—Instructor Pilot

IQT—Initial Qualification Training

KSA—Knowledge, Skills, and Abilities

MAJCOM—Major Command

MDS—Mission Design Series

MET—Mission Essential Task

METL—Mission Essential Task List

MFR—Memorandum for Record

MICT—Management Internal Control Toolset

MP—Mission Pilot

MQT—Mission Qualification Training

MR—Mission Ready

NMR——Non-Mission Ready

NVG—Night Vision Goggles

OG—Operations Group

OPR—Office of Primary Responsibility

PAA—Primary Aircraft Assigned

PCS—Permanent Change of Station

PFT—Programmed Flying Training

RAP—Ready Aircrew Program

RTM—RAP Tasking Memorandum

SERE—Survival Evasion Resistance Escape

SMT—Secondary Method Training

SOF—Special Operations Forces

SOI—Syllabus of Instruction

SORN—System of Records Notice

SOSS—Special Operational Support Squadron

STAN/EVAL—Standardization and Evaluation

SUP—Supplement

TX—Transition Course

UPT—Undergraduate Pilot Training

USAF—United States Air Force

USSOCOM—United States Special Operations Command

Office Symbols

AFSOC/A3—AFSOC Operations

AFSOC/A3T—AFSOC Training

AFSOC/A5/8—AFSOC Strategic Plans and Programs

NGB/A5/8—NGB Strategic Plans and Programs

Terms

Basic Aircraft Qualification Aircrew Member—An aircrew member who has satisfactorily completed qualification training in the basic aircrew position and maintains aircraft currency in accordance with this manual.

Basic Mission Capable Aircrew Member—An aircrew member who has satisfactorily completed mission qualification and is maintaining 50 percent of the applicable mission qualification currency requirements of this manual. Basic mission capable crew members may perform primary crew duties on any unilateral training mission. For other missions, the unit commander must determine the readiness of each basic mission capable crew member to perform primary crew duties.

Calendar Month—Requirements are due once per month and not necessarily associated with a 30/60 day requirement. For example, an aircrew member could accomplish the event on 1 February and then on 31 March the following month and still fulfill the requirement.

Conversion Training—Training is normally associated with a unit conversion to another MDS. Conversion training requires completion of a formal school initial qualification course. For unit conversions, when formal school courses are not available to handle the throughput, MAJCOMs will develop, and coordinate with the training command, in-unit training plans that maximize use of highly experienced personnel as the initial cadre.

Core Mission Events—A crew member must be qualified in all core mission events to be considered MR or Mission Capable (MC). To determine how non-currency in any core mission event affects overall mission currency, refer to the aircraft's MR Flying Requirements Table (RTM Table 5.2). Loss of qualification in any core mission event results in loss of overall mission qualification. A core mission event will be considered an instructor certified event when it is not required to be evaluated on the Initial Mission Evaluation. Squadrons will maintain at least 100 percent of their required manning as MR. AFSOC unit CC/DO will determine the status/qualification of crew members in excess of 100 percent manning requirement.

Difference Training—Training accomplished when changing between same design aircraft and the amount of training needed for qualification does not warrant attendance at a formal qualification course.

Dual Qualified—A crew member who is qualified in more than one position in the same MDS.

Event—A training item to be accomplished. Multiple events may be completed and logged during a sortie unless specifically excluded elsewhere in this manual.

Formal School Courseware—Training materials and programs developed for training aircrew members at formal schools. It includes all student study guides, workbooks, computer-based training lessons, instructor guides, and AF Form 4111, *Individual Mission Grade Record*, related to the specific course.

Instructor Certified Events—Training given to an aircrew member that requires an instructor to certify the student's attainment of the required proficiency and knowledge levels as specified in courseware and, if appropriate, AF Form 4111. Instructor certified events are documented in AF Form 4348.

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

Mission Essential Task List (METL)—Combat-oriented training requirements. All AFSOC aircrew training requirements should be in support of unit METLs.

Mission Events—The squadron Doctrinal Statement defines required crew capabilities. These capabilities/tactics/events can be categorized as either Core or Special Mission.

Mission Ready Aircrew Member—An aircrew member who has satisfactorily completed mission qualification and is maintaining all of the applicable mission qualification currency requirements of this manual.

Multiple Qualification—A crew member who is qualified in more than one MDS.

Special Mission Events—Some MR/MC crew members will carry additional qualifications in special mission events. Unit CC/DO will determine which crew members will be qualified in special mission events. Unit CC/DO will determine if special mission events have affected C-rating and report variations through Status Of Resources and Training Systems (SORTS). Special mission requirements are also shown in RTM Table 5.2.

Total Flying Time—Total time for all aircraft flown in military service to include student time. Time accumulated must be in the aircrew member's current rating (i.e., pilot, navigator, etc.)

Training Cycle—A training period of time (i.e., quarterly, semiannually, annually).

Training Status—A deficient status in which a crew member must fly under the supervision of an instructor when occupying a primary crew position. Once deficient items are corrected, the crew member is removed from training status.

Volume—For the purposes of this manual, volume refers to the number of events an aircrew member must accomplish in a given period of time (i.e. quarterly or semiannually).