COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This manual implements policy found in Air Force Policy Directive (AFPD) 13-1, *Command and Control Enterprise (C2 Enterprise)* and AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*. This manual provides guidance for the fixed Battle Management Command and Control (BMC2) units, including Air National Guard units, within Air Combat Command (ACC) and Pacific Air Forces (PACAF) that employ the Battle Control Center (BCC) as well as the PACAF fixed BMC2 units in Korea and Japan, though they do not currently employ the BCC. This manual does not apply to Air Force Reserve, or Civil Air Patrol. This manual requires the collection and or maintenance of information protected by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*." The applicable SORN F011 AF XO A, *Aviation Resource Management System (ARMS),* is available at **http://dpcld.defense.gov/Privacy/SORNs.aspx**. 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 located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval in accordance with **paragraph 1.10** of this publication. The authorities to waive wing/unit level requirements in this publication are identified with a Tier

("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction (AFI) 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 waiver authority, or alternately, to the requestor's commander for non-tiered compliance items. See **paragraph 1.10.2** for details on submitting waivers. Compliance with **Attachments 4** and **Attachment 5** in this publication are mandatory.

SUMMARY OF CHANGES

This manual has been completely revised and rewritten and must be completely reviewed due to numerous operational changes. This revision addresses the changes resulting from the stand-up of Air National Guard Air Defense Squadrons. It updates terminology to align with AFI 13-1 Vol. 2, *Ground Command and Control Systems Standardization/Evaluation Program-Organization and Administration*. It expands and clarifies the instructor training program, addresses the Emergency Action Coordinator as a complementary certification within the Battle Control Centers (BCCs), and updates training reports and the use of electronic records management data. It reflects the transition of PACAF units in Korea and Japan to the Air Battle Manager Qualification, with its accompanying certifications. Waiver authorities have been changed to reflect guidance in AFI 33-360.

Chapter 1

OVERVIEW AND CONCEPTS

1.1. General. This manual provides guidance for the fixed tactical Battle Management Command and Control (BMC2) units within the Continental United States and Pacific Air Forces (PACAF) to include the 169th Air Defense Squadron (ADS) and 176th ADS. This manual applies to Air National Guard (ANG) units employing the Battle Control Center (BCC). It also applies to PACAF units that operate fixed tactical BMC2 platforms at locations in Japan and Korea (610th Air Control Flight (ACF), 623d Air Control Squadron (ACS) and 621 ACS). Throughout this manual, Air Force Specialty Code (AFSC) 13B refers to Air Battle Managers (ABM), AFSC 1C5X1D refers to Weapons Directors (WD), and AFSC 1C5X1 refers to Command and Control Battle Management Operators (all include Canadian equivalents).

1.2. Purpose. This manual establishes the minimum training requirements to ensure operations personnel are adequately trained during Initial Qualification Training (IQT), Mission Qualification Training (MQT) and Continuation Training (CT). The lack of a dedicated Formal Training Unit for these operational units, necessitates that IQT be conducted on the operational mission system. As such, the training activities are integrated into the operational equipment suite. To make the most effective use of positional training, IQT and MQT are fully integrated. Trainees must meet the following Combat Mission Ready (CMR) requirements:

1.2.1. Complete an Air Education and Training Command (AETC) approved formal training course (AFSC Award) **(T-2).**

1.2.2. Complete IQT/MQT.   Successful completion of an Initial Qualification (INIT QUAL)/Mission Qualification (MSN) evaluation in accordance with AFI 13-1 STAN/EVAL Vol. 2 is the event that marks completion of IQT/MQT **(T-2)**.

1.3. Unit Recommendations for Change.

1.3.1. Recommendations for changes are encouraged and focus on specific areas and standards of performance. Forward recommend changes through the chain of command to Air Combat Command   C2 Intelligence, Reconnaissance and Surveillance Operations Division (ACC/A3C), using AF Form 847. The Air Force Deputy Chief of Staff, Operations, Plans and Requirements (AF/A3/5) is the approval authority for changes to this AFMAN.

1.3.2. PACAF and National Guard Bureau (NGB) will forward recommendations for change and any Major Command (MAJCOM) supplement to this volume to ACC/A3C for coordination prior to sending to Headquarters Air Force Command and Control and Integrated Air and Missile Defense Division (AF/A3TY) for AF/A3/5 approval.

1.4. Roles and Responsibilities.

1.4.1. ACC/A3C is the Office of Primary Responsibility (OPR) for this volume, the Lead Command for the Battle Control Center weapon system and:

1.4.1.1. Coordinates all changes to the volume with applicable MAJCOM/A3s.

1.4.1.2. Forwards change recommendations to AF/A3TY.

1.4.1.3. Coordinates Air Force Guidance Memorandums and Interim Changes with NGB and PACAF OPRs prior to approval.

1.4.1.4. Provides overarching Lead Command guidance and monitors the overall training program.

1.4.1.5. Provides command assistance in the resolution of major training problems and coordinates with agencies both internal and external to the command for training equipment, to include contracted training.

1.4.1.6. Ensures allocation of training materials to meet training requirements.

1.4.1.7. Uses **Chapter 5** of this volume to document other MAJCOM supplements and/or unique requirements and restrictions for specific units.

1.4.1.8. Establishes standards, tasks, and formal training requirements. Act as the OPR for crew positional syllabi and provides training materials.

1.4.1.9. Provides assistance, guidance, and resources for the implementation, direction, and monitoring of the training program.

1.4.1.10. Monitors/facilitates training programs to ensure all crew members are prepared to perform roles and missions.

1.4.1.11. Conducts Staff Assistance Visits (SAV) to subordinate units when requested by unit commander (CC) to monitor and assist with implementation of unit training programs.

1.4.2. PACAF Theater Air Control System C2 Branch (A310):

1.4.2.1. Uses **Chapter 5** of this volume and MAJCOM-specific supplements for unique mission considerations/requirements and establishes individual unit tasking as required.

1.4.2.2. As the theater OPR for MAJCOM-level training matters, provides assistance, guidance, and resources to subordinate units for the implementation, direction, and monitoring of the training program.

1.4.2.3. Monitors/facilitates training programs to ensure all units are prepared to perform roles and missions.

1.4.2.4. Monitors/coordinates actions to correct training deficiencies.

1.4.2.5. Conducts SAVs to subordinate units when requested by unit CC to monitor and assist with the implementation of unit training programs.

1.4.2.6. Provides courtesy copy of all approved waivers affecting PACAF BCC units to ACC and National Guard Bureau (NGB).

1.4.2.7. Reviews and approves subordinate unit directives (as required) to ensure compliance with published directives.

1.4.3. National Guard Bureau Airfield Operations and Command and Control Forces Division (NGB/A2/3/6/10Y) functions as the NGB OPR, and uses **Chapter 5** of this volume and supplements for unique ANG considerations/requirements.

1.4.4. Numbered Air Force (NAF):

1.4.4.1. Provides assistance, guidance, and resources to subordinate units for the implementation, direction, and monitoring of the training program to include use of the courseware and the Learning Management System (LMS).

1.4.4.2. Monitors/coordinates actions to correct training deficiencies.

1.4.4.3. Conducts SAVs to subordinate units when requested by the unit CC to monitor and assist with implementation of unit training programs.

1.4.5. Unit Commanders:

1.4.5.1. Ensure personnel/crews are trained to a level of mission/combat readiness that meets the unit's operational requirements.

1.4.5.2. Request waivers in accordance with guidance provided in this volume.

1.4.5.3. Ensure adequate continuity and supervision of crew/individual training needs, experience, as well as the proficiencies of assigned and attached crewmembers.

1.4.5.4. Appoint an instructor qualified AFSC 13B (or Canadian equivalent) as the Chief of Training (COT), in writing, to implement and manage the operations training program.

1.4.5.5. Ensure training scenarios develop and practice crew duties to include crew integration and current tactics, techniques, and procedures.

1.4.5.6. Submit Training Deficiency Reports (TDRs) in accordance with **Chapter 6.**

1.4.5.7. Determine utilization of Basic Mission Capable (BMC) crewmembers.

1.4.5.8. Ensure the COT manages trainee temporary duty (TDY) and leaves of personnel in IQT/MQT status to reduce interruptions in training.

1.4.5.9. Take administrative action in accordance with **Attachment 4**, AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, AFI 11-401, *Aviation Management, and* AFMAN 11-402*, Aviation and Parachutist Service* on individuals who cannot perform or meet the unit's training/physical mission requirements or are unable to comply with AFSC requirements.

1.4.6. Unit Chief of Training: The term and/or acronym Chief of Training (COT) is generic for the training officer and the actual term may vary from unit to unit, e.g., Operations Training Officer. The training officer is an AFSC 13B (or Canadian equivalent) qualified as an instructor. The COT:

1.4.6.1. Uses MAJCOM-approved syllabi, courseware/training materials, and locally developed materials (if necessary) to implement the unit training program, and use the MAJCOM provided electronic management system to access online training materials and recording of training accomplishments.

1.4.6.2. Ensures   review   of   an   individual's   previous   training records/accomplishments/experience prior to entry into training, and recommend an appropriate duty position to the Operations Officer.

1.4.6.2.1. Establish a tailored requalification program (based on records review) for individuals returning to the BCC, or those individuals with experience in other tactical BMC2 platforms, and if appropriate, requalify in the same duty position.

1.4.6.2.2. Maintains a roster of unit CMR/BMC crewmembers.

1.4.6.3. Ensures training supplies and current training materials are available to trainees.

1.4.6.4. Verifys successful completion of training.

1.4.6.5. Provides assistance in academic and positional subject areas and keep the Director of Operations (DO) advised on personnel who are having difficulty with their training.

1.4.6.6. Forwards through their chain of command proposed changes, corrections, or recommended improvements to training programs and materials to NAF/MAJCOM.

1.4.6.7. Uses the Training Change Request Format (TCRF) located on the ACC Training Support Squadron (TRSS) Detachment 9 Community of Practice to submit recommended changes to training products. The TCRF is used by 1AF Operations Training Division (1AF/A3T) to nominate new courseware for development or revise existing BCC courseware material. Units will forward, through channels, the TCRF to 1AF/A3T. The recommendation shall include the rationale with references, and identify the type of comment/recommendation (Critical, Major, Substantive, or Administrative) **(T-2)**.

1.4.6.7.1. Critical. Critical comments highlight incorrect content that if not resolved could result in personal injury, damage to equipment, or compromise safety of flight.

1.4.6.7.2. Major. Major comments are significant concerns within the training materials that may result in non-effective training. This category may be used with a general statement of concern with a subject area, intent of the document, etc., followed by detailed comments on specific entries in documents that, taken together, constitute the concern.

1.4.6.7.3. Substantive. Substantive comments identify sections in the training materials that may be incorrect, incomplete, misleading, or confusing.

1.4.6.7.4. Administrative. Administrative comments correct inconsistencies between different sections, typographical errors, or grammatical errors.

1.4.7. Flight Commanders and Supervisors:

1.4.7.1. Ensure crew members are CMR/BMC in the duty position they are performing, or supervised by an instructor.

1.4.7.2. Ensure event objectives are briefed, debriefed, and assessed to determine successful accomplishments.

1.5. Training. Battle Control Center (BCC) training is designed to progress crewmembers from IQT (Basic Course or Requalification Training)/ MQT to CT. Upon successful completion of training (IQT/MQT) requirements, individuals are released to STAN/EVAL for evaluation. STAN/EVAL awards a qualification in accordance with AFI 13-1 STAN/EVAL Vol. 2. The qualification statuses are Combat Mission Ready (CMR) and Basic Mission Capable (BMC).

1.5.1. Upon successful completion of the Initial Qualification/Mission evaluation, crewmembers are designated as CMR or BMC.

1.5.1.1. Combat Mission Ready (CMR). CMR crewmembers maintain proficiency in all core missions of the unit, accomplishing the required training in all of the mission tasks for their duty position.

1.5.1.2. Basic Mission Capable (BMC). BMC is a status conferred on MAJCOM, NAF, and attached personnel whose primary duties do not allow them to maintain CMR status (i.e., lookback and CT requirements). BMC crewmembers can be used to provide additional mission generation/combat capability. Unit/CC's designate personnel as BMC in writing.

1.5.1.2.1. Commander approval is required for unsupervised mission participation by BMC crewmembers.

1.5.1.2.2. BMC crewmembers are exempt from academic training and/or special training programs except where specifically directed by the host unit.

1.5.2. Attached Personnel. ACC Combat Integration Branch (A3CI) (PACAF/A310 for PACAF units) determines/approves attached personnel requirements for personnel assigned above NAF level. Attached crewmembers will have a valid AF Form 8, *Certificate of Aircrew Qualification* in accordance with AFI 13-1 STAN/EVAL Vol. 2 **(T-2).**

1.5.3. Unqualified (UQ). Crew members will be designated UQ for the following:

1.5.3.1. Downgraded for being non-CMR/non-BMC (NCMR/NBMC) longer than 6 months **(T-3)**.

1.5.3.2. Downgraded for a demonstrated lack of ability **(T-3).**

1.5.3.3. Downgraded for failure to meet standards during a periodic evaluation, failure to complete an evaluation by the expiration date, or at the commander's discretion following a commander-directed downgrade in accordance with AFI 13-1 STAN/EVAL Vol. 2. **(T-3).**

1.5.4. Crewmember Experience Level. Crewmember experience levels indicate to unit/CCs how much training crewmembers need to maintain CT requirements and proficiency. The unit DO designates all crewmembers as "Inexperienced" or "Experienced" after meeting the criteria below. The Chief of Training (COT) documents experience levels in accordance with **Chapter 6**.

1.5.4.1. An experienced Air Battle Manager (ABM), Air Weapons Officer (AWO), or Weapons Director (WD):

1.5.4.1.1. Has 1 year in the AFSC after award **(T-3).**

1.5.4.1.2. Performed as a CMR/BMC ABM, AWO or WD for a minimum of 6 months (3 months for 621 ACS) on the unit's assigned system of record **(T-3).**

1.5.4.1.3. Has at least 50 controlled events (live/virtual/constructive (L/V/C)) in a CMR/BMC status, of which a minimum of 25 must be on the unit's assigned system of record **(T-3).** For AFSC 13Bs, Senior Director (SD) and AWO CMR events from previous units can count toward controlled events. Due to shortened assignment timelines, the 621 ACS/CC may waive system of record minimums.

1.5.4.2. An experienced crewmember (all other duty positions):

1.5.4.2.1. Has been formally awarded a AFSC 13BXX/1C5X1 AFSC **(T-2).**

1.5.4.2.2. Has 1 year in the AFSC after award **(T-3).**

1.5.4.2.3. Performed in the duty position for a minimum of 6 months (3 months for 621 ACS) on the unit's assigned system of record **(T-3)**.

1.5.4.2.4. Has at least 50 career event operations (L/V/C) performing duties in the corresponding qualification, of which a minimum of 25 must be on the unit's assigned system of record **(T-3).** Due to shortened assignment timelines, the 621 ACS/CC may waive system of record minimums for assigned personnel.

1.5.5. Upgrade/Specialized Training. Upgrade/Specialized training is training in any special skills necessary to carry out the unit's assigned mission that is not required of every crewmember. Upgrade/Specialized training is normally accomplished after a crewmember is assigned CMR/BMC status and is in addition to CMR/BMC requirements. Unless otherwise specified, CMR/BMC crewmembers may hold special certifications/qualifications as long as they meet all additional training requirements. (See **Chapter 4**) Crewmembers upgrading to Instructor maintain CMR status in their duty position. Instructors may perform instructor duties in accordance with the Instructor Syllabus. Instructors who become Non-CMR (NCMR) require unit/CC approval to continue academic and/or positional instructor duties.

1.6. Training Concepts and Guidance.

1.6.1. Training programs are designed to achieve the highest degree of combat readiness consistent with flight safety and resource availability. Training balances the need for realism against the expected threat, crew capabilities, and safety. This volume provides training guidelines to be used with operational procedures specified in other applicable flying/operations publications.

1.6.2. Training missions are designed to provide unit personnel with the skills to accomplish unit mission, roles/capability, maintain proficiency, as well as to enhance safety. Training missions emphasize combat/contingency skills through missions/scenarios that reflect procedures and operations based on employment plans, location, current intelligence, and opposition capabilities.   Units train using procedures and actions applicable to combat/contingency scenarios (e.g., ,appropriate use of code words, authentication procedures, combat tactics, safe recovery procedures, tactical deception, in-flight reports, threat reactions, intelligence briefings and debriefings).

1.6.3. Crewmember Supervision.   The following personnel must be under the direct supervision of an instructor/evaluator when performing mission positional duties/tasks.

1.6.3.1. Unqualified crewmembers **(T-3)**.

1.6.3.2. Crew members performing events in which they are not certified **(T-3)**.

1.6.3.3. Crew members performing IQT/MQT **(T-3)**.

1.6.3.4. Crew members regressed to NCMR/NBMC **(T-3)**.

1.6.4. Medical Clearance.

1.6.4.1. All AFSC 13B ABMs must maintain a medical clearance documented on DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty* in accordance with AFI 11- 401. **(T-2).**

1.6.4.2. All AFSC 1C5Ds must maintain a medical clearance documented on DD Form 2992 in accordance with AFI 48-123, *Medical Examinations and Standards*. **(T-2).**

1.6.4.3. Individuals without a valid medical clearance will not conduct live operations/exercises as part of the combat mission crew **(T-2);** the unit/CC will determine what, if any, battle staff functions the individual may perform. They can accomplish virtual/constructive training. (**NOTE**: virtual/constructive training activities while on Duty Not Involving Controlling (DNIC) status count towards CT requirements).

1.6.5. The COT may adjust training time or remove personnel from IQT/MQT training due to medical disqualification or DNIC status, emergency leave, operational exercises, inspections, convalescent leave, work-related TDYs, or administrative action. An entry indicating the adjustment by the COT will be documented in accordance with **Chapter 6** (**T-3**).

1.6.6. Personnel TDY for 30 consecutive days (two Unit Training Assemblies (UTA)) (UTA applies to Drill Status Guardsmen) or more to locations where IQT/MQT/CT is available will accomplish training **(T-3).**

1.6.7. Individuals not performing duties in the operations section because of disciplinary, serious administrative issues, or lack of fitness for duty reasons, will not be entered into/continued in training **(T-3).** Individuals not performing duties in the operations section for reasons of Uniform Code of Military Justice prosecution/conviction, drug abuse, conscientious objector status, or loss of security clearance, will not be entered into/continued in training **(T-2).**

1.7. Training Requirements.

1.7.1. This manual establishes the minimum training requirements used by the COT to ensure operations personnel are trained during IQT/MQT and CT in accordance with MAJCOM approved training syllabus. Personnel assigned to units covered under this manual have varying backgrounds and different levels of experience and proficiency. The COT ensures review of individuals' training accomplishments and establishes an appropriate course of training based on individual background and experience. The COT records the review on the AF Form 4141, *Individual's Record of Duties and Experience Ground Environment Personnel.*

1.7.2. The total number of training missions/events accomplished is the primary factor for maintaining an individual's qualification status. A review of the training missions/events accomplished also considers specific event types.

1.7.3. Progression from BMC to CMR requires:

1.7.3.1. Evaluation of any additional specialized mission training required for CMR **(T-2)**.

1.7.3.2. Meeting 3-month lookback requirements as described in the respective tables in **Chapter 3, Chapter 7 & Chapter 8 (T-2)**.

1.7.4. Continuation Training (CT) requirements are further outlined in **Chapter3 & Chapter 8** .

1.8. Training Records and Reports. Units will maintain individual crewmember training records in accordance with AFI 33-322, AFI 11-401, AFI 13-1 BCC Vol. 2, *Battle Control Center (BCC) Evaluation Criteria*, guidance found in **Chapter 6** of this volume, and appropriate MAJCOM directives **(T-3).**

1.9. Training Event Allocation Guidance. Training event allocation prioritizes IQT/MQT over CT **(T-3)**. In general, inexperienced crewmembers receive event allocation priority over experienced crewmembers.

1.10. Supplements/Waivers.

1.10.1. Supplements.

1.10.1.1. MAJCOMs may supplement this manual. MAJCOMs will coordinate their supplement to this manual with ACC/A3C before publication. MAJCOM/A3s approve the MAJCOM supplement. The issuing MAJCOM OPR will provide copies of MAJCOM-level supplements to AF/A3TY and the other MAJCOMs upon approval and publication.

1.10.1.2. Units coordinate their supplements through their chain of command for approval. MAJCOM OPRs will approve unit supplements. ANG units will coordinate their supplements with the NGB OPR (**paragraph 1.4.3**) who in-turn will forward to MAJCOM OPRs for approval coordination **(T-2).**

1.10.1.2.1. Supplementary guidance will not be less restrictive than the antecedent publication, but can be more restrictive **(T-2).**

1.10.1.2.2. Supplemental guidance will not contradict the antecedent publication **(T-2).** Waivers.

1.10.2. Waiver authority for requirements of this volume will be in accordance with AFI 33-360. Waiver requests must come from commanders (or civilian directors) of the affected unit seeking relief from compliance through the command chain up to the appropriate waiver authority (i.e., Tier 0, 1, 2, 3, or unit commander for non-tiered compliance items). See AFI 33-360 for definition of Tier categories. Tier 3 waiver authorities for this AFMAN are as follows: (1) AFNORTH/A3 for 224 and 225 Air Defense Squadrons (ADS); (2) 611 AOC/CC for 176 ADS; (3) 298 ADG/CC for 169 ADS; (4) 607 AOC/CC for 621 ACS; (5) 35 FW/CC for 610 ACF; and (6) 18 WG/CC for 623 ACS.

1.10.2.1. Submit waiver requests via email or memorandum, and include the following:

1.10.2.2. Reference and text of the specific requirement for which the commander/director is requesting a waiver **(T-2)**.

1.10.2.2.1. Annotate which of the following three reasons apply **(T-2).** and why:

1.10.2.2.1.1. The cost of compliance creates unacceptable risk to a higher priority task **(T-2).**

1.10.2.2.1.2. The expected cost of compliance outweighs the benefit **(T-2)**.

1.10.2.2.1.3. Personnel cannot comply with the requirement due to a lack of

resources (training, funds, equipment, facilities, guidance or manpower) **(T-2)**.

1.10.2.2.2. Circumstance and time period for waiver **(T-2)**.

1.10.2.2.3. Risk mitigation measures the requesting commander will implement during the waiver period **(T-2)**.

1.10.2.2.4. Impact if waiver is disapproved **(T-2)**.

1.10.2.3. Approved waivers will be uploaded into the unit's Management Internal Control Toolset for inspection activity review and publication OPR's situational awareness/filing **(T-2).**

1.10.2.4. PACAF/A310 and NGB/A2/3/6/10Y will forward a copy of all approved waivers for their units to ACC/A3C. ACC/A3C will forward a copy of all approved waivers to AF/A3TY. Units will forward all approved waivers and report all deviations or exceptions without waiver, through their chain of command, to MAJCOM OPR **(T-2).**

1.10.2.5. Waivers will not exceed the requested waiver period or 30 calendar days after the approving commander's tour length, whichever is shorter **(T-2).**

1.10.2.6. Unless directed by the waiver authority, trainees continue to train while waiver requests are being staffed.

1.10.2.7. File a copy of approved written waivers with this volume in accordance with AFI 33-322 **(T- 2).**

Chapter 2

INITIAL/MISSION QUALIFICATION TRAINING (IQT/MQT)

2.1. General. This chapter outlines the conduct of IQT/MQT at the operational-unit level.

2.1.1. Any individual whose qualification has expired and lapsed for longer than 60 months must accomplish IQT/MQT **(T-2).**

2.1.2. If a crewmember is in unqualified status for more than 1 year, the Chief of Training (COT) coordinates with the Director of Operations/Operations Officer to determine the course of action (requalification training or IQT/MQT) **(T-3)**.

2.2. Authority.

2.2.1. MAJCOM approved syllabi identify IQT/MQT requirements for each duty position. Course syllabi do not take precedence over the guidance in this AFMAN; however, units will conform/adhere to the grading criteria, academic/performance training standards, and general/specific instructions unless it specifically conflicts with this AFMAN **(T-2).**

2.2.2. 1AF Operations and Training Division (1AF/A3T) functions as the lead to develop BCC IQT/MQT syllabi and course training materials in coordination with PACAF/A310 with oversight by ACC/A3CI.

2.2.2.1. 1AF/A3T is responsible for developing, maintaining, and updating training task lists, syllabi, grade sheets, interactive courseware, and related tests outlined in the BCC IQT/MQT syllabi. 1AF/A3T ensures syllabi are reviewed every 24 months or sooner to account for weapon system changes, course critiques, or other data that necessitate earlier review. 1AF/A3T documents the results of the syllabus review and forwards a copy of the documentation to ACC/A3CI, and ACC TRSS.

2.2.2.2. Course training materials include academic lessons and ACC Form 206, *Individual Mission Gradesheet* (or equivalent) to document training results when conducting tasks, simulations, or live fly exercises.

2.2.3. IQT/MQT is conducted by units using MAJCOM-approved syllabi and other course material.

2.2.4. Elimination Procedures. Units will follow IQT/MQT elimination procedures outlined in specific course syllabi and the guidance outlined in this AFMAN, Training Evaluation Board at **Attachment 4** and AFI 11-401 for rated aircrew members **(T-2). Note:** There are tiered compliance items in Atch 4.

2.3. Prerequisites. Prior to entering IQT/MQT, trainees must meet Air Force Education and Training   Course   Announcements   selection   prerequisites   at   site: **https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx. (T-2).**   Trainees   in   the following CMR Duty positions will also meet positional prerequisites in **Table 2.1 (T-3).**

2.3.1. Mission Crew Commander (MCC).

2.3.2. Senior Director (SD).

2.3.3. Air Surveillance Officer (ASO).

2.3.4. Interface Control Officer (ICO).

2.3.5. Air Weapons Officer (AWO).

2.3.6. Weapons Director (WD).

2.3.7. Air Surveillance Technician (AST).

2.3.8. Interface Control Technician (ICT).

2.3.9. Surveillance Technician (ST).

Table 2.1. Positional Prerequisites (As Applicable).

POSITION FOR WHICH ENTERING TRAINING	MUST HAVE PREVIOUS QUALIFICATION IN	Notes
MCC	SD, ASO, ICO, Countermeasures Officer (ECO)	1
SD	AWO	1
AWO/WD	Not Required	
ASO	AWO	1
AST	ST, Data System Technician (DST)	1
ST	Not Required	
ICO	AWO	1
ICT	Any Position	1
Note: 1. Qualification in other Theater Air Control System units (e.g., Control and Reporting Center/Airborne Warning and Control System may satisfy this requirement.		

2.4. Timelines. Personnel start and complete training in accordance with the appropriate duty position syllabus/training guides timeline **(T-3).**

2.4.1. Personnel attending First Term Airman Center or other mandatory Professional Military Education courses enter IQT/MQT the first duty day after program or course completion **(T-3).**

2.4.2. The DO ensures the COT enters operations personnel into IQT/MQT not later than (NLT) 30 calendar days after the member reports to the unit (10 days for Korea units). **(T-3).** **Note**: Trainees may be required to complete core training prior to entry into IQT/MQT.

2.4.3. Commanders will report through appropriate channels to the applicable waiver authority individuals not entered into IQT/MQT within the above timeline and the reason for the delay **(T-3).**

2.4.4. Personnel awaiting a technical training course may enter IQT/MQT without a time limitation.

2.4.5. Time Limitations. All trainees must complete IQT/MQT requirements within 150 calendar days (24 UTAs) (60 days for 621 ACS) **(T-3).** Failure of the trainee to complete IQT/MQT requirements within the above time constraints results in the COT pursuing actions outlined in the flowchart at **Attachment 2** **(T-3)**. Trainees continue to train during staffing of the training extension request.

2.4.5.1. Upon reaching the 150th calendar IQT/MQT day (24 UTAs) (60 days for 621 ACS), the trainee who does not complete IQT/MQT requirements is referred to the unit/CC, who can authorize a 30-calendar day (two UTAs) (20 days for 621 ACS) extended training period for primary qualifications. The unit/CC may take actions in accordance with AFI 36-2101, and/or AFI 11-401 in lieu of extending the training period by 30 calendar days (two UTAs) (20 days for 621 ACS) **(T-3). NOTE**: The COT in coordination with the DO may authorize training extensions for secondary qualifications **(T-3).**

2.4.5.2. NLT the 180th calendar day (26 UTAs) (80th day for 621 ACS) of the training period, one of the following occurs **(T-3).** Either,

2.4.5.2.1. The trainee completes IQT/MQT requirements and is released to STAN/EVAL.

2.4.5.2.2. The trainee does not complete IQT/MQT requirements and is referred to the commander. The commander may request a 30 calendar day (two UTAs) (10 day for 621 ACS) extended IQT/MQT period from 1AF/A3T or PACAF/A310 who may approve or disapprove the request. The COT may authorize training extensions for secondary qualifications.

2.4.5.2.2.1. The unit/CC may take action in accordance with AFI 36-2101 and/or AFI 11-401 in lieu of requesting an extended training period from the 1AF/A3T or PACAF/A310.

2.4.5.2.2.2. 1AF/A3T or PACAF/A310 approves a 30-calendar day (two UTAs) training period extension. PACAF/A310 may delegate this authority. Disapproval of the extended training period request results in unit/CC taking actions in accordance with AFI 36-2101 and/or AFI 11-401.

2.4.5.3. NLT the 210th calendar day (28 UTAs) (90th day for 621 ACS) of the training period, one of the following occurs **(T-3).** Either,

2.4.5.3.1. The trainee completes the IQT/MQT requirements, and is released to STAN/EVAL.

2.4.5.3.2. The trainee does not complete IQT/MQT requirements and is referred to the unit/CC who may request a 30 calendar day (two UTAs) additional extended training period, through the chain of command from the MAJCOM OPR (ACC/A3C, PACAF/A3/6C as applicable). The COT may authorize training extensions for secondary qualifications.

2.4.5.3.2.1. The unit/CC may take actions in accordance with **Attachment 4**, AFI 36-2101, and/or AFI 11-401, in lieu of requesting an extended training period from the MAJCOM.

2.4.5.3.2.2. The intermediate headquarters may deny the request and choose not to forward to the MAJCOM, resulting in the unit/CC taking actions in accordance with AFI 36-2101 and/or AFI 11-401.

2.4.5.3.2.3. MAJCOM approves the 30-day (two UTAs) training period extension. MAJCOM disapproval of the extended training period request results in the unit/CC taking actions in accordance with AFI 36-2101 and/or AFI 11-401.

2.4.5.4. NLT the 240th calendar day (30 UTAs) (120th day for 621 ACS) of the training period, one of the following occurs **(T-3)**. Either,

2.4.5.4.1. The trainee completes IQT/MQT requirements and is released to STAN/EVAL.

2.4.5.4.2. The trainee does not complete IQT/MQT requirements. Trainee is referred to the unit/CC. Commander takes action in accordance with AFI 36-2101 and/or AFI 11-401. 621 ACS may seek PACAF guidance instead of, or in addition to, administrative actions.

2.4.5.5. **For units in Korea and Japan.** If a trainee successfully completes IQT/MQT requirements, but fails INIT QUAL/MSN, the trainee enters a 30-training day additional training period. NLT 60 calendar days (30-days additional training plus 30-calendar day evaluation period) from the time of QUAL failure, one of the following occurs **(T-3)**. Either,

2.4.5.5.1. Trainee completes training requirements and passes the requalification evaluation.

2.4.5.5.2. Trainee does not complete the training requirements or fails the re-evaluation and is referred to the unit/CC who may request a 30-calendar day extended training period or take appropriate administrative action in accordance with AFI 36-2101.

2.4.6. Additional Training. Additional training identified during any evaluation must be completed in accordance with AFI 13-1 STAN/EVAL Vol. 2. Trainees who fail to complete additional training are referred to unit/CC for administrative action **(T-3)**.

2.5. Training Documentation, Reports and Forms. Training documentation will be completed in accordance with **Chapter 6** **(T-3)**.

2.6. Waivers.

2.6.1. Waiver authority for individual IQT/MQT entry is the Tier 3 authority identified at **paragraph 1.10.2.1**

2.6.2. 1AF Director of Operations (A3) is the waiver authority for IQT/MQT and upgrade course syllabi for ACC ANG BCC units. PACAF/A310 is delegated waiver authority for IQT/MQT and upgrade course syllabi for all PACAF units (to include ANG units). Units will forward waiver requests through channels to the appropriate MAJCOM OPR. ANG units will forward information copies to the NGB OPR **(T-2).** MAJCOMs will forward a copy of all approved waivers to AF/A3TY **(T-3).**

2.6.3. The COT will be the approval authority for IQT/MQT proficiency advancement when the student demonstrates performance above syllabus standards **(T-3).**

2.6.4. The COT may authorize training deviations to the order of training to flex to special weather and/or peculiar local conditions for all student and instructor training. Deviations will be consistent with good training management, student progress, and student experience level. However all prerequisite academic training must be accomplished before associated positional training. Document all deviations and substitutions in accordance with **Chapter 6 (T-3).**

2.7. Positional Training Requirements.

2.7.1. The COT will review the records and evaluation folders of newly assigned personnel to ensure an appropriate course of training. Experience and previous qualifications in the unit's weapon system are considered in determining the specific training track. With DO approval, individuals with specific prior experience or positional qualifications can enter into a tailored training program **(T-3).**

2.7.2. The DO will ensure the COT provides the appropriate amount of training in each academic and positional area. The COT uses the MAJCOM approved syllabi to conduct IQT/MQT **(T-3).**

2.7.2.1. The MAJCOM-approved syllabus outlines the minimum training requirements for IQT/MQT completion.

2.7.2.2. The minimum standard for block progress checks in accordance with course syllabus **(T-3)**.

2.7.2.3. Trainees must pass all blocks and complete applicable progress checks in accordance with course syllabus **(T-3).**

Chapter 3

ACC AND PACAF BATTLE CONTROL CENTER (BCC) CONTINUATION TRAINING

3.1. General. This chapter CT requirements to maintain Battle Control Centers (BCC) qualification, and to requalify previously qualified crewmembers at the BCCs operated by 169/176/224/225 ADS. CT provides crewmembers with the volume, frequency, and mix of training necessary to maintain proficiency at the assigned qualification level.

3.2. Training Cycle. CT requirements are designed/planned for a specified training cycle with specific requirements additionally defined by crew position. Requirements are accomplished during a 3-month sliding window lookback period **(T-3).** The training cycle is a 12-month cycle beginning 1 October. Training requirements are based upon crewmember experience level. Training should be balanced across the training cycle.

3.3. Waivers.

3.3.1. Waiver authority will act on requests within 30 days of receipt **(T- 3).**

3.3.2. CT Waiver Process. CCs forward to the waiver authority a list of crewmembers requiring CT waivers and crewmembers downgraded for failure to meet CT requirements **(T-3)**. The waiver requests should arrive no later than 15 days after the end of their CT training cycle.

3.3.2.1. After final review and determination of waiver requests, the waiver authority notifies subordinate units of the approval/disapproval of the waiver request.

3.3.2.2. Non-MAJCOM level waiver authorities will forward an info copy to ACC/A3C **(T-2).**

3.4. Logging CT Requirements by Instructors/Evaluators.

3.4.1. At the end of the training cycle, up to 50 percent of required positional CT training cycle events (rounded down to the next whole number, but not below 1) may be credited from instructor/evaluator monitored events. The instructor/evaluator must have monitored mission planning and any briefings, missions, and debriefings **(T-3).**

3.4.2. Instructor/Evaluator Senior Directors (SD) cannot log control events for solely supervising Air Weapons Officers (AWOs) or Weapons Directors (WDs) engaged in aircraft control. In order to log control events, SD must meet the provisions of **paragraph 3.7.8.1 (T-3).**

3.5. Proration of Training Cycle Requirements.

3.5.1. At the end of the training cycle, the COT may prorate all positional training requirements when:

3.5.1.1. An individual is TDY, medically disqualified/Duty Not Involving Controlling (DNIC) on convalescent leave or emergency leave for more than 30 cumulative days (two UTAs).

3.5.1.2. An individual upgrade occurs after the start of the training cycle.

3.5.2. Contingency Operations. Contingency operations can have a positive or negative impact on a unit's overall CT program, as emphasis is on supporting contingency operations. The DO will consider this during unit planning, at the end of the training cycle and prior to submitting training cycle waivers. Additionally, the following proration procedures are intended to provide DO's flexibility in accomplishing their unit's CT program.

3.5.3. Crew members that become Combat Mission Ready (CMR)/Basic Mission Capable (BMC) after the beginning of the training cycle accomplish a prorated share of existing training cycle academic training requirements for the remainder of the period. Proration period starts with the first day of the following month. **Note**: Training accomplished during Initial Qualification Training (IQT)/Mission Qualification Training (MQT) does not count toward CT requirements.

3.5.4. Round down training requirement events to the next whole number when prorating; however, no requirement can be less than one (1).

3.5.5. **Chapter 6** provides guidance on prorating requirements.

3.6. Regression from CMR/BMC Status. Crewmembers who are regressed to Non-Combat Mission Ready/Basic Mission Capable (NCMR/NBMC) status are not authorized to perform crew duties unless under instructor/evaluator supervision.

3.6.1. Crew members are regressed to NCMR/NBMC status for one or more of the following reasons:

3.6.1.1. Failure to meet **Table 3.1** lookback requirements. To regain CMR/BMC status crewmembers will follow **paragraph 3.8** guidance **(T-3).**

3.6.1.2. Failure to complete training cycle CT requirements. To regain CMR/BMC status crewmembers will follow **paragraph 3.8** guidance **(T-3).**

3.6.1.3. At CC direction. To regain CMR/BMC status crewmembers are to complete an approved training plan **(T-3)**.

3.6.2. Lookback. Lookback is a management tool used to determine and monitor CMR crewmember proficiency during the training cycle. A lookback flow chart is located at **Attachment 3**. A crewmember's lookback requirements are based on the crewmember's experience status at the end of the lookback period. Lookback requirements are outlined in **Table 3.1**

3.6.2.1. Lookback does not apply to BMC crewmembers.

3.6.2.2. DNIC crewmembers' training accomplishments in virtual/constructive environments count towards lookback requirements.

3.6.2.3. Lookback calculations are based on the previous 3-months **(T-3).** Example: Senior Airman (SRA) Jones (an inexperienced WD) participated in two control events in June and one control event in July. If SRA Jones had a 3-month lookback requirement of eight control events, he/she would need to participate in five control events during the month of August in order to stay CMR.

3.6.2.4. The COT will submit the 3-month lookback report by the fifth duty day of the new month **(T-3).**

3.6.2.5. Lookback computations for newly qualified crewmembers begin following completion of Initial Qualification/Mission (INIT QUAL/MSN) evaluation, as applicable, and three full months of CMR status. Computation for crewmembers restored to CMR status will start the month following return to CMR status **(T-3).**

3.6.2.6. If a CMR crewmember fails to meet the 3-month lookback requirement, the unit/CC may:

> 3.6.2.6.1. Regress the individual to NCMR status **(T-3).**

> 3.6.2.6.2. Remove the individual from the CMR position **(T-3).**

> 3.6.2.6.3. Place the crewmember in probation status for 1 month **(T-3)**. If the commander chooses probation, the crewmember is required to reestablish a 3- month lookback by the end of the probation period to remain CMR. Example: SRA Jones (an inexperienced WD) participated in one control event in June, two control events in July, and three control events in August. In this example, SRA Jones did not meet the requirement of eight control events for an inexperienced WD. With a commander-approved probationary period, SRA Jones must complete three control events in September in order to remain CMR after his/her probation period expires. The completion of these control events would reestablish SRA Jones's lookback and prevent him/her from becoming NCMR.

3.6.2.7. Document all actions in accordance with **Chapter 6 (T-3).**

3.6.2.8. Crewmembers that regress to NCMR status for less than 6 months (seven UTAs) will complete training consisting (as a minimum) of the following before returning to CMR status **(T-3).**

> 3.6.2.8.1. Conduct a minimum of one effective control event, link event, and/or event operation, applicable to the duty position while monitored by an instructor **(T-3).** The event may be live, virtual, or constructive.

> 3.6.2.8.2. Upon completion of the training and instructor recommendation, the commander returns the individual to CMR status **(T-3).**

> 3.6.2.8.3. Events accomplished during the training count toward a crewmember's CT requirements.

3.6.2.9. If a crewmember is NCMR for more than 6 months, (seven UTAs) downgrade the individual to Unqualified (UQ) status and enter into requalification training with subsequent requalification evaluation **(T-3).**

Table 3.1. Battle Control Center Equipped Unit 3-Month Lookback (Inexperienced/Experienced[I/E]).

	Control Events I/E	Tracking Events	Event Operations I/E	Link Events I/E	Environment	Notes
MCC/ASO			3/2		L/V/C	3
AST		3/2	3/2		L/V/C	2,3
ST		3/2			L/V/C	2,3
SD	4/3		3/2		L/V/C	1,2,3,4
AWO/WD	8/6				L/V/C	1,2,3,4
ICO/ICT				4/3	L/V/C	4

Notes:

1. Any combination of controlled events may be used to attain the minimum requirements.

2. Virtual and Constructive accomplishments may be used for lookback.

3. Virtual and Constructive accomplishments by DNIC crewmembers will count towards

 lookback **(T-3).**

4. Instructor/Evaluator Control and Link Events count towards lookback.

3.7. Continuation Training (CT) Requirements. The CT training cycle consists of academic and positional training requirements. A crewmember's CT requirements are based on their current experience status at the end of the training cycle.

3.7.1. The DO is responsible for oversight of training crew personnel on the general procedures and preparation for executing the unit's mission under any applicable operations plans **(T-3).**

3.7.2. Academic Training Requirements**.** The intent of the academic portion of continuation training is to keep day-to-day training current with relevant tactics, techniques and procedures as well as applicable intelligence training.

3.7.2.1. The unit COT, in conjunction with the Weapons and Tactics officer, administers and records the academic training that supports CT, based on the review, update, and expansion of existing IQT/MQT materials, as well as the introduction of any unit unique current operations interest/focus areas **(T-3).**

3.7.2.2. The COT can adjust the training plan, throughout the training cycle, to meet a dynamic operational training environment or to address any negative trends, with the approval of the DO.

3.7.2.3. The COT ensures documentation of CT in accordance with **Chapter 6 (T-2).**

3.7.3. Positional Training Requirements. The intent of the positional portion of CT is to keep crewmembers proficient in the skill sets outlined in AFI 13-1 BCC Vol. 3, *Operating Procedures Battle Control Center (BCC).*

3.7.3.1. The COT will ensure CMR/BMC individuals meet positional training cycle requirements contained in the respective duty position tables **(T-3).**

3.7.3.2. The COT ensures documentation of positional CT in accordance with **Chapter 6 (T-3).**

3.7.3.3. Failure to meet positional training requirements.

3.7.3.3.1. Crewmembers who fail to accomplish positional training requirements are regressed to NCMR/NBMC status **(T-3).**

3.7.3.3.2. The crewmember will remain NCMR/NBMC until all overdue positional training requirements are accomplished or the crewmember accomplishes appropriate/specific training as directed by the unit/CC **(T-3).**

3.7.3.3.3. All training requirements for the previous training cycle must be completed before events can count toward the next training cycle **(T-3).**

3.7.4. The commander must submit a TDR to inform applicable MAJCOM through their chain of command when potential training shortfalls may result in individuals not meeting their training cycle requirements **(T-2).** In order to receive credit toward lookback and live training cycle control events (WD/AWO/SD), the control events must be accomplished in accordance with **Tables 3.1**, **Table 3.3,** and **Table 3.4** Additionally, these control events must be briefed/debriefed in accordance with AFI 11-214, *Air Operations Rules and Procedures* **(T-3).**

3.7.4.1. Although units need to take advantage of all training opportunities available, events conducted without using live/virtual entities will be logged/counted toward WD/AWO/SD constructive events **(T-3).**

3.7.4.2. Exercises count towards event operation/tracking event/link event CT requirements.

3.7.5. CT-CMR Positional Training Requirements (TRs) are defined in terms of, Control Events, Tracking Events, Event Operations, Link Events, and Exercises.

3.7.6. Mission Crew Commander (MCC)

3.7.6.1. Event Operations. The MCC will receive credit for one operational event each time they perform duties (mission planning, supervising the mission crew, and debriefing the mission) as a CMR/BMC crewmember for a minimum of 2 hours **(T-3).**

3.7.6.2. Exercises. The MCC will receive credit for one exercise event each time they perform duties for a minimum of 50 percent of the exercise, or a minimum of 2 hours if the exercise is longer than the entire duty shift **(T-3).**

Table 3.2. Mission Crew Commander (MCC) Training Cycle Requirements (Inexperienced/Experienced).

	CMR I/E	BMC I/E	Environment
Event Operations	12/9	5	L/V/C
Exercises	2	2	L/V/C

3.7.7. Senior Director (SD)

3.7.7.1. Event Operation. The SD will receive credit for one operational event each time they perform duties (mission planning, supervising the WDs/AWOs engaged in aircraft control, and operations execution) as a CMR/BMC crewmember, for a minimum of 2 hours **(T-3).**

3.7.7.2. Control Event. The SD receives credit.for a control event in accordance with 3.7.8.1 below **(T-3).**

3.7.7.3. Exercises. The SD will receive credit for one exercise event each time they perform duties for a minimum of 50 percent of the exercise, or a minimum of two hours if the exercise is longer than the entire duty shift **(T-3).** Exercises count towards event operation/link event CT requirements.

Table 3.3. Senior Director (SD) Training Cycle Requirements (Inexperienced/Experienced).

	CMR I/E	BMC I/E	Environment	Note
Event Operations	12/9	5	L/V/C	
Control Events	20/14	8	L/V/C	
Exercises	2	Not Applicable (N/A)	L/V/C	

3.7.8. Air Weapons Officer (AWO)/Weapons Director (WD).

3.7.8.1. Control Event. A control event includes control of any of the following mission types:

3.7.8.1.1. Air-to-Air. The AWO/WD provides control to at least one flight of aircraft conducting air-to-air tactics against a dedicated adversary. The AWO/WD will control the flight from hand-off to hand-off **(T-3).**

3.7.8.1.2. Air Refueling (A/R). The AWO/WD provides control to an aircraft/flight conducting A/R in accordance with AFI 11-214. The AWO/WD provides the appropriate level of control to an aircraft, or flight of aircraft (where flight integrity is maintained) that rendezvous with a tanker/cell (or fighter simulating a tanker). Each single receiver/set of receivers counts as one controlled event.

3.7.8.1.3. Personnel Recovery (PR). SDs/AWOs/WDs mission plan, brief and debrief the conduct of the scenario including coordination with external agencies, manage participants while executing the PR plan to include control or coordination of PR air support, execute the communication plan and manage the airspace as tasked **(T-3)**.

3.7.8.2. A control event counts **(T-3)** when the following criteria are met:

3.7.8.2.1. Briefed and debriefed the event/mission**(T-3)** .

3.7.8.2.2. Provided close, tactical or broadcast control and assisted in the accomplishment of mission objectives by managing the employment, weapons, fuel, positioning or tasking of airborne asset(s) **(T-3)**.

3.7.8.3. Swapping Controllers. During air-to-air training or A/R missions, the Senior Director may hand over the mission to another controller so that more than one individual may log a control event during the conduct of the mission. To log a control event, each AWO/WD provide control to fighters from initiation ("fights-on") through termination ("knock-it-off") or a prescribed vulnerability time **(T-3)**. For A/R mission each controller must meet the minimum A/R mission requirements **(T-3)**.

3.7.8.4. Exercises. The AWO/WD will receive credit for one exercise event each time they perform duties for a minimum of 50 percent of the exercise, or a minimum of two hours if the exercise is longer than the entire duty shift **(T-3).**

Table 3.4. Air Weapons Officer (AWO)/Weapons Director (WD) Training Cycle Requirements (Inexperienced/Experienced).

	CMR **I/E**	**BMC** **I/E**	**Environment**	**Note**
Control Events	32/24	16/12 16/16	L/V/C	1
Exercise	2	2	L/V/C	
Notes: 1. Constructive missions may count toward 50% of control event requirements to bring an operator back to CMR from NCMR.				

3.7.9. Air Surveillance Officer/Air SurveillanceTechnician (ASO/AST)

3.7.9.1. Event Operation. The ASO/T receives credit for one operational event each time they perform ASO/T duties (supervising the surveillance section, and performing air picture management) for a minimum of two hours. Units have the discretion of employing available surveillance opportunities to meet practical training requirements **(T-3).**

3.7.9.2. Tracking Event. The AST receives credit for one operational tracking event each time he/she performs tracking of surveillance objects as a CMR/BMC qualified AST for a minimum of 2 hours **(T-3).**

3.7.9.3. Exercises. The ASO/T will receive credit for one exercise event each time they perform ASO/T duties for a minimum of 50 percent of the exercise, or a minimum of two hours if the exercise is longer than the entire duty shift **(T-3).**

Table 3.5. Air Surveillance Officer (ASO)/Air Surveillance Technician (AST) Training Cycle Requirements (Inexperienced/Experienced).

	CMR I/E	BMC I/E	Environment	Note
Event Operations	12/9	5	L/V/C	
Tracking Events	12/9	5	L/V/C	1
Exercises	2	2	L/V/C	
Note 1: ASOs do not require tracking events				

3.7.10. Interface Control Technician (ICT)

3.7.10.1. Link Event. The ICT receives credit for one operational link event each time he/she performs link operations for a minimum of 2 hours as a CMR/BMC qualified crewmember **(T-3).** The ICO/ICT must be actively involved in duty related tasks (briefing the link, preparing to link, entering/exiting/maintaining the link, ensuring accuracy in the air picture, designing, implementing, and/or monitoring filters, coordinating changes to frequencies/ crypto modes/keys and the areas of responsibility and debriefing the link).

3.7.10.2. Exercises. The ICT receives credit for one exercise link event each time he/she performs ICO/ICT duties for a minimum of 50 percent of an exercise, or a minimum of two hours if the exercise is longer than the entire duty shift. The exercise must include multiple active links with external units in accordance with Operational Tasking Data Link **(T-3).**

Table 3.6. Interface Control Technician (ICT) Event.

	CMR I/E	BMC I/E	Environment
Link Events	12/6	5	L/V/C
Exercises	1	1	L/V/C

3.7.11. Surveillance Technician (ST).

3.7.11.1. Tracking Events: The ST receives credit for one operational event each time he/she performs surveillance duties (tracking/identification) for a minimum of 2 hours **(T-3).**

3.7.11.2. Exercises. The ST receives credit for one exercise event each time they perform for a minimum of 50 percent of the exercise, or a minimum of two hours if the exercise is longer than the entire duty shift **(T-3).**

Table 3.7. Surveillance Technician (ST) Training Cycle Requirements (Inexperienced/Experienced).

	CMR I/E	BMC I/E	Environment
Event Operations	12/9	5	L/V/C
Exercises	2	2	L/V/C

3.8. Directed Downgrade to Unqualified (UQ).

3.8.1. The commander will direct the downgrade of a CMR/BMC qualified individual to Unqualified (UQ) status when the individual fails any positional evaluation, fails to complete a Qualification Mission (QUAL/MSN) evaluation by the expiration date, fails to regain CMR status within 6 months, or the commander determines an individual to be non-proficient. When an individual is UQ, one of the following will occur **(T-3)**:

3.8.1.1. The commander will direct trainee entry into requalification training for 30 calendar days (two UTAs) as required.

3.8.1.2. The commander takes appropriate administrative action in accordance with AFI 36-2101 and/or AFI 11-401.

3.8.2. Upon successful completion of the requalification training, the COT releases the individual to STAN/EVAL.

3.8.3. NLT the 30th calendar day (two UTAs), of the requalification training period one of the following occurs **(T-3):**

3.8.3.1. The trainee completes the requalification training and is released to STAN/EVAL **(T-3)**.

3.8.3.2. The trainee does not complete the requalification training. The trainee is referred to the unit/CC to do one of the following:

3.8.3.2.1. Take administrative action in accordance with AFI 36-2101 and/or AFI 11-401 **(T-3)**.

3.8.3.2.2. Request an additional 30 calendar days (two UTAs) of extended requalification training through the appropriate NAF to ACC/A3C (PACAF/A310 for PACAF units). The trainee will immediately enter the 30 calendar day (two UTAs) extension while the request is being staffed **(T-3).** These days will count towards the 30 days (two UTAs) of extended requalification training.

3.8.4. If the NAF or ACC/A3C (PACAF/A310 for PACAF units) denies the request then the unit/CC takes action in accordance with AFI 36-2101 and/or AFI 11-401. The MAJCOM is the final approval for the additional 30 calendar days (two UTAs) of requalification training.

3.9. Multi-Qualified Personnel. The DO may permit multiple qualifications for personnel who demonstrate the knowledge and proficiency skills required to maintain multiple BCC duty position qualifications. The purpose of multiple qualifications is to provide units with the flexibility to address a dynamic training environment and to increase combat capability.

3.9.1. Personnel selected to train in another position must complete IQT/MQT requirements in accordance with **Chapter 2** **(T-3).**

3.9.2. Multi-qualified CMR/BMC personnel must achieve the performance standards and academic TRs for each position, however, when the academic requirements are identical, they need only be accomplished once **(T-3).**

3.9.3. Upon completing an INIT QUAL/MSN for a secondary qualification, complete documentation in accordance with **Chapter 6.** Additionally, ensure the documentation reflects the primary duty position **(T-3)**.

3.9.4. A separate AF Form 4142, *Individual Annual Training Record* must be maintained for each duty position an individual is qualified in **(T-2).**

3.10. Multiple Systems Qualified Personnel. Multiple system-qualified personnel are only required to meet CT TRs as if qualified on a single system with the additional guidance below.

3.10.1. Credit events accumulated during a TDY status, to include contingency operations as CT events/count toward training cycle events with the following exceptions:

3.10.2. A crewmember's primary system training cycle events account for at least 50 percent of total requirements **(T-3)**.

3.10.3. Contingency events count for only 50 percent of total CT requirements **(T-3).**

Chapter 4

UPGRADE/SPECIALIZED TRAINING

4.1. General.

4.1.1. Upgrade training is defined as specific academic and positional training required to qualify/certify in a supervisory/higher crew position. Current or previous qualification in another crew position (or experience level) within the same weapon system serve as prerequisites for upgrade training.

4.1.2. This chapter outlines/establishes the minimum eligibility criteria and the training requirements for upgrade and specialized training.

4.2. Requirements. Upgrade training requirements provide crewmembers with the academic, crew-training device, and/or control activity needed to attain a supervisory/higher level of crew qualification.

4.3. Waivers/Extensions. Wing Commanders, wing-level equivalents or their designated representatives are the waiver authority for upgrade requirements/prerequisites. In cases where current conflicts exist between IQT/MQT and upgrade training guidance, IQT/MQT guidance will take precedence **(T-2).**

4.4. Instructor Upgrade. Instructor upgrade training prepares crewmembers for qualification as an instructor.

4.4.1. Academic training materials for instructor qualification are identified in the MAJCOM-approved syllabus.

4.4.2. Nominees for instructor upgrade will be experienced in the duty position **(T-3)**. Enlisted crewmembers must also hold an skill-level 5 AFSC **(T-3).**

4.4.3. Prerequisites. The commander may waive the experience requirement based on an individual's previous instructor experience. The following may also be used to nominate crewmembers for instructor upgrade.

4.4.3.1. US Air Force Weapons School (USAFWS) Weapons Instructor Course and Advanced Instructor Weapons Director Course graduates upon completion of the INIT QUAL/MSN or QUAL/MSN. An Instructor evaluation is required prior to assuming instructor duties **(T- 3).**

4.4.3.2. Academic Instructor Course, Flight Instructor Course, and Battle Management Instructor Training graduates after 4 months as a Combat Mission Ready CMR crewmember and exhibiting necessary BCC equipment knowledge. Graduates of these courses must still complete an Instructor evaluation prior to assuming instructor duties **(T-3).**

4.4.4. Those individuals who were instructor qualified on other weapons systems after a minimum of 4 months of CMR status in the similar crew position, at the discretion of the unit/CC.

4.4.5. Crew Position Instruction.

4.4.5.1. Instructors in supervisory duty positions (e.g., BCC Mission Crew Commander or Senior Director; Air Surveillance Officer/Technician, Section Leads [specific to units in Korea and Japan]) may instruct the duty positions under their supervision.

4.4.5.2. All instructors may instruct the core blocks of any mission crew position and any other blocks of instruction that are associated with the position(s) for which they hold qualification.

4.5. Air Weapons Officer Upgrades. Air Weapons Officers (AWOs) require a minimum of 12 months CMR/BMC status as an AWO prior to entering any upgrade training. The unit/CC may waive the experience prerequisite based a DO recommendation.

4.6. Unit Certification Program. Certification status is for positions (non-CMR/BMC) that complement, augment or assist the mission. AFI 13-1 BCC, Vol. 3 identifies these positions. Each unit will develop and implement a training program for all unit certified positions in accordance with MAJCOM/NAF/Group/unit directives **(T-3)**. Certification documentation is in accordance with **Chapter 6**.

4.7. Qualification Transfers/Difference Training. With the gaining unit/CC's approval, crewmembers transferring from a unit with like mission equipment (e.g., AN/FYQ156A, AN/TYQ23A,) may be continued in their previous training phase/qualification, upon completion of any required equipment difference training and local procedures training.

4.7.1. The COT prescribes the training requirements based on current mission equipment and the crewmember's system knowledge/experience **(T-3)**.

4.7.2. Syllabus training task list standards for the duty position are met **(T-3)**.

4.7.3. The difference training completion date and any test scores of written local area procedures examinations are entered into the individual training record, in accordance with **Chapter 6**.

Chapter 5

MAJCOM SPECIFIC GUIDANCE

5.1. General. MAJCOMs may use separate chapter supplementation or publish a combined basic publication that includes supplemental guidance. If the combined method is used, MAJCOM-specific guidance will follow the applicable paragraph in the basic volume with the appropriate MAJCOM publications designator and number inserted after the paragraph number **(T-2).**

5.2. Supplements. Units will process their supplements to this publication in accordance with **paragraph 1.10 (T-2).**

Chapter 6

OPERATIONS TRAINING DOCUMENTATION

6.1. Introduction. Documentation of academic and positional training accomplishments provide a current record of an individual's training. This information is vital for an accurate assessment of the individual's three-month lookback, training cycle requirements (TRs), as well as overall experience level.

6.2. Training Records Maintenance. Unit operations training will maintain operations training records for all assigned/attached AFSC 13B/1C5 personnel **(T-2)**. Units with access to the Patriot Excalibur (PEX), Learning Management System (LMS) or other MAJCOM approved electronic management system will use those systems as the primary means to document required data from the Air Force Forms identified below. **(T-3).**

6.3. Forms. This manual prescribes and directs the recording the data found in AF Form 4141, and AF Form 4142. It also refers to the AF Form 8 prescribed by AFI 13-1 STAN/EVAL Vol. 2. Instructions for completing these forms are contained within the electronic form, this chapter, and **Attachment 5**.

  6.3.1. AF Form 4141. Operations Training maintains AF Form 4141 data on all personnel entered into qualification training in accordance with **paragraphs 6.4.1 to 6.4.5 (T-2).**

  6.3.2. AF Form 4142.   Operations Training maintains AF Form 4142 data for assigned/attached personnel who are required to maintain Combat Mission Ready/Basic Mission Capable CMR/BMC qualification.   Qualification data is in accordance with **paragraph 6.4.1 (T-2)** Each duty position qualification requires a separate AF Form 4142 **(T-2).**

  6.3.3. AF Form 8. STAN/EVAL form used to record evaluations; however, the COT uses it to certify completion of any additional training requirements that result from evaluations. The instructor completing the additional training (or last training event if more than one) will notify the COT, or designated representative if COT is not available, that additional training is complete (along with providing supporting mission grade sheet documentation) **(T-3)**. The COT, or designated representative, will sign and date the "Date Additional Training Completed" block in Section II of the AF Form 8 **(T-3).** The COT annotates completion of the evaluation on the AF Form 4141 **(T-3).**

6.4. Permanent Training Record. The COT maintains a permanent training record for all assigned and attached personnel. The COT uses individual 6-part folders and identifies each folder by typing the individual's last name, first name, and middle initial in capital letters on a standard size folder label. This label is affixed to the folder's tab. The training officer may pencil in additional information on the label (e.g., rank, crew, director designator). Tests or test answer sheets are not filed in this folder. Current AF Form 4141/4142 data may be in a separate binder for ease of record keeping, but will be returned to the permanent training records prior to the individual's permanent change of station **(T-3).** Permanent training records may be maintained electronically in lieu of hard copies. If maintained electronically, the format will be

identical to the six-part folder. A backup system for recovering the "digital" records due to system failure must be in-place **(T-3).** The unit ensures continuous accessibility of the digital records. **NOTE**: The COT will ensure recording of all items within the LMS **(T-3).** DD Form 2992 will be handled in accordance with **paragraph 6.4.3** **(T-3).** The permanent training record, to include electronic versions, is as follows:

6.4.1. Section I, Qualification Data. This section contains the current data found in AF Form 4141 and AF Form 4142. If hard copies are maintained for AF Form 4141 entries, place the AF Form 4141 on the left side and AF Form 4142 on the right side of Section I **(T-3)**. Units with the LMS, PEX or other MAJCOM-approved electronic programs may maintain the data electronically; however, the information in both areas must match **(T-3).**

6.4.2. Section II, Personal History. This section contains any other current records/documents pertaining to qualification or proficiency, to include waivers **(T-2).**

6.4.3. Section III, Medical Qualification/Medical Waivers. This section includes a current copy of the DD Form 2992 for all AFSC 13B/1C5D personnel or Canadian equivalents. A DD Form 2992 placing an individual on Duty Not Involving Controlling (DNIC) status is also kept during the DNIC period**.** In addition, medical profiles that affect operational status will be filed in this section **(T-3).** Sensitive medical history or other records of a personal medical nature will not be maintained in this file **(T-3).** If medical documentation is sensitive, a memorandum for record, signed by the DO, is placed in this section **(T-3)**. This memo states the individual is removed from training and includes dates, if available **(T-3)**. After an individual is placed on DNIC status, the COT will ensure the DD Form 2992, is maintained during the DNIC period (7 days or more), file it in the transitory files and annotate the AF Form 4141 **(T-3).**

6.4.4. Section IV, Training History. This section includes certificates from AETC courses, MAJCOM formal courses, and any formal ground environment training. This material is chronological with the latest date on top and kept as a permanent part of this folder. Locally generated training records may be in this section while the individual is in IQT/MQT training. The DO's justification for late entry into IQT/MQT is in this section. System specific task/task qualification, or the computer-generated product, is in this section or in a database. Upon Permanent Change of Station (PCS), translate all computerized products into hardcopy or electronic means and placed in the appropriate section **(T-3).** If training shops elect to use an alternative method to store Training History records, a memo for record signed by the Chief of Training (COT), is in this section.

6.4.5. Section V, Miscellaneous Experience. This section contains completed AF Form 4141/4142 and control experience forms from other commands. File these forms chronologically with the latest date on top as a permanent part of the training folder **(T-3).**

6.5. Transfer of Records. When transferring to a new unit, a student will hand carry the permanent records to the gaining unit **(T-3).** If the gaining unit has access to the electronic management system, the unit administrator may transfer the record. Where available, the information required by AF Form 4141/4142 will be in the LMS (instead of hardcopy) **(T-3).** If the LMS version is used, the losing unit may release the record and the COT may print a hard copy or provide electronic copy of the AF Form 4141 and all AF Form 4142s data to be hand carried with the individual. Upon in-processing operations training, the gaining unit will transfer the individual's record into their unit's domain **(T-3).**

6.6. Documentation Forms. Training documentation consists of two forms: AF Form 4141 and AF Form 4142. The LMS is the primary system of documentation for those units that access the LMS **(T-2).**

6.6.1. AF Form 4141. This form records significant occurrences during individual training **(T-3)**. As a minimum the following events must be recorded:

6.6.1.1. The COT reviews all newly arriving individuals' training records and ensures recording in the LMS **(T-3)**. The COT will use these instructions in conjunction with the ACC/A3CI-provided training documentation table for completing the AF Form 4141 within the LMS **(T-2).**

6.6.1.2. When an individual has completed a transfer of training status from another unit, the COT will enter completion date and test scores **(T-3).**

6.6.1.3. The COT will annotate any removal from unit training for purposes of formal school attendance **(T-3).**

6.6.1.4. The COT will certify that a trainee has completed IQT/MQT **(T-3).**

6.6.1.5. The COT will record entry into CT-CMR or CT-BMC **(T-3).**

6.6.1.6. The DO will identify the primary duty position of multi-qualified personnel **(T-3).**

6.6.1.7. The COT will document the appointment of an individual as an instructor by duty position **(T-3).**

6.6.1.8. The COT will document regression to NCMR/NBMC status and return to CMR/BMC status **(T-3).**

6.6.1.9. When the commander (CC) grants a probationary period for an individual to meet 3-month lookback requirements **(T-3).**

6.6.1.10. The DO records and certifies proration of requirements **(T-3).**

6.6.1.11. The COT will document specialized training/task certification (e.g., Emergency Action Coordinator) **(T-3).**

6.6.2. AF Form 4142, *Individual Annual Training Record*. This form documents annual training accomplishments. The COT records academic and positional training requirements and instructor or STAN/EVAL monitored accomplishments on AF Form 4142. **(T-2).**

6.7. Training Deficiency Reports (TDR). Training Deficiency Reports identify problems beyond the unit's ability to resolve and that may prevent the unit, or individual(s) from satisfying academic or positional TRs. TDRs identify known or potential training problems to Higher Headquarters for information and management purposes. TDR identified issues need to be resolved at the lowest level of command.

6.7.1. TDRs contain the following information:

6.7.1.1. Broken equipment that has an impact on training (to include simulation equipment) **(T-2).**

6.7.1.2. Lack of live and virtual events for training or evaluations **(T-2).**

6.7.1.3. Instructor/evaluator shortfalls **(T-2).**

6.7.1.4. Airspace limitations **(T-2).**

6.7.1.5. Inability to conduct effective exercises **(T-2).**

6.7.1.6. Mode 4 training shortfalls **(T-2).**

6.7.1.7. Computer operations to include hardware and software problems **(T-2).**

6.7.2. Reporting Format**.** Units submit TDRs through their chain of command via electronic means in electronic memorandum format noted in AFMAN 33-326, *Preparing Official Communications* **(T-2).** Units include the following detail:

6.7.2.1. Title: Training Deficiency Report.

6.7.2.2. Unit: Unit submitting the training deficiencies.

6.7.2.3. Description of problem.

6.7.2.4. Date problem began/expected to begin.

6.7.2.5. Corrective action taken/anticipated.

6.7.2.6. Estimated date of problem correction.

6.7.2.7. Recommended solution to resolve the training deficiency.

6.7.2.8. Remarks.

6.7.3. MAJCOMs will respond to these reports within 10 workdays of receipt, and if appropriate, respond with specific guidance or a plan to resolve the identified issues with estimated completion dates.

Chapter 7

KOREAN TACTICAL AIR CONTROL SYSTEM

7.1. General. This chapter outlines CT requirements for personnel assigned to the 621 ACS. CT provides crewmembers with the volume, frequency, and mix of training necessary to maintain proficiency at the assigned qualification level. All AFSC 13B and 1C5 personnel must attain CMR status in an authorized duty position, unless otherwise stated **(T-2).**

7.2. Waivers. Submit waiver requests in accordance with **paragraph 1.10.2**

7.3. Logging CT Requirements by Instructors/Evaluators. At the end of the lookback period, up to 50 percent of required positional CT events (rounded down to the next whole number, but not below 1) may come from instructor/evaluator monitored events.   The instructor/evaluator must have monitored mission planning and any briefings, missions, and debriefings **(T-3).**

7.4. Proration of Training Cycle Requirements.

7.4.1. At the end of the lookback period, the COT may prorate all positional training requirements when:

7.4.1.1. An individual is TDY, medically disqualified/DNIC, convalescent leave, or on emergency leave for 30 cumulative days or more. Normal annual leave does not count as non-availability **(T-3).**

7.4.1.2. Upgrade occurs after the start of the lookback period. Training accomplished during IQT/MQT will not count toward CT requirements **(T-3).**

7.5. Continuation Training (CT) Requirements. The COT documents on the AF Form 4141 that the trainee has completed training requirements and is CMR **(T-3).** CT requirements consist of both academic and positional minimums identified below.

7.5.1. Academic Training Requirements. The intent of the academic portion of CMR/BMC continuation training is to keep day-to-day training relevant and current with the unit's tasked missions as well as dynamic real-world environment and ever-changing tactics, techniques and procedures.

7.5.1.1. The unit COT, in conjunction with Weapons and Tactics, administers and records the academic training that supports CT based on the review, update, and expansion of existing IQT/MQT materials, as well as the introduction of any unit unique current operations interest/focus areas **(T-2).**

7.5.1.2. As a minimum, academic CT requirements consist of 7 hours of quarterly training **(T-3).**

7.5.1.3. Academic CT requirements are prorated based upon the month the upgrade occurred (beginning the first full month following upgrade to CMR) **(T-2).**

7.5.1.4. The COT ensures documentation of CT in accordance with **Chapter 6 (T-2).**

Table 7.1. 621 Air Control Squadron Quarterly Live Weapons Positional/3-month Lookback Requirements.

MISSION TYPE	CMR WD (I/E)	CMR ABM (I/E)	CMR Senior Battle Management Technician (SBMT)/DST (I/E)	Notes
Air-to-Air	12/6	9/2	N/A	2, 3, 4
Refueling	2/1	2/1	N/A	1, 4
Air-to-Surface	6/3	6/2	N/A	3, 4
Positional Hours	N/A	24	48/24	4, 5,6
Check In Hours	32/16	16/8	N/A	4,7

Notes:

1. Constructive Air Refueling (A/R) can count for 100% of live requirements.

2. Air-to-air missions must be a minimum of 2vX events or greater **(T-3).**

3. When live air-to-air and air-to-surface missions are not available to meet TRs, the DO may authorize an individual to substitute 50% of live requirements with constructive events.

4. Instructor/evaluators can credit up to 50% of total training requirements from monitored missions on a one-to-one basis.

5. Event operations equate to positional hours.

6. Only Section Lead certified ABMs require positional hours

7. Check-in will be a certification; however, there will continue to be lookback requirements.

7.5.2. Positional Requirements. Personnel will complete the required number of events in **Table 7.1 (T-3).** Due to annual rotation cycle associated with remote assignments, lookback requirements replace annual requirements **(T-3).**

7.5.2.1. Events accumulated during a TDY status, to include contingency operations, count toward lookback events. However, crewmembers' primary system lookback events will never be less than 50 percent of total requirements **(T-3).**

7.5.2.2. DNIC crewmember training in the virtual/constructive environment will count towards lookback requirements **(T-3).**

7.5.2.3. Training requirements are based upon crewmember experience level at the end of the 3-month lookback period **(T-3).**

7.5.2.4. Lookback calculations are based on the previous 3-months **(T-3).**

7.5.2.5. The COT will submit 3-month lookback reports no later than the 5th day of the month **(T-3).**

7.5.2.6. Lookback computations for newly qualified crew members begins following completion of INIT QUAL/MSN Eval, as applicable, and 3 full months of CMR status. Computation for crewmembers restored to CMR status will start the month following return to CMR status **(T-3).**   *EXAMPLE*: Capt Garza completed his/her INIT QUAL/MSN on 17 October. His/her lookback computations will not begin until 1 November. Even though Capt Garza's lookback does not start until 1 November, any CT accomplishments accumulated from 17 - 31 October count toward lookback requirements.

7.5.3. Failure to meet 3-Month Lookback. All actions must be documented in accordance with **Chapter 6** **(T-2).**   If a CMR crewmember fails to meet the 3-month lookback requirement, the DO may:

7.5.3.1. Regress the individual to NCMR status.

7.5.3.2. Remove the individual from a CMR position.

7.5.3.3. Place the crewmember in probation status for 1 month.

7.5.3.4. Document all actions in accordance with **Chapter 6** **(T-2).**

7.5.4. Crewmembers that regress to NCMR status for less than 6 months will complete DO-approved training consisting of the following (as a minimum) before returning to CMR status**:**

7.5.4.1. Conduct a minimum of one effective control event, link event, and/or event operation, applicable to the duty position while monitored by an instructor **(T-3).**   The event will be completed on a live mission **(T-3).**

7.5.4.2. Upon completion of training, the instructor recommends return to CMR and the COT returns the individual to CMR status **(T-3).**

7.5.4.3. The missions and events accomplished during the training count toward a crewmember's 3-month lookback **(T-3)**.

7.5.5. If a crewmember is NCMR for more than 6 months, the COT will downgrade the crewmember to UQ status and they will enter into requalification training with subsequent requalification evaluation **(T-3).**

7.5.6. If a crewmember is UQ for more than 1 year, the COT will determine if the crewmember will be entered into requalification training or IQT/MQT **(T-3).**

7.6. Directed Downgrade to Unqualified (UQ)

7.6.1. The DO will direct the downgrade of a CMR/BMC qualified individual to UQ status when the individual fails any positional evaluation, fails to complete a QUAL/MSN by the expiration date, fails to regain CMR status within 6 months, or the DO determines an individual to be non-proficient **(T-3).**   When an individual is UQ, one of the following occurs:

7.6.1.1. The DO directs trainee entry into requalification training for 30 calendar days as required.

7.6.1.2. Unit CC takes appropriate administrative action in accordance with AFI 36-2101 and/or AFI 11-401.

7.6.1.3. Upon successful completion of the requalification training, the COT releases the individual to STAN/EVAL to complete the requalification evaluation within 30 days.

7.6.2. NLT the 30th calendar day, of the requalification-training period **(T-3)** one of the following occurs:

7.6.2.1. The trainee completes the requalification training, and is released to STAN/EVAL by the COT **(T-3)**.

7.6.2.2. The trainee does not complete the requalification training. The trainee is referred to the unit DO to do one of the following:

7.6.2.2.1. Refer the trainee to the unit CC to take administrative action in accordance with AFI 36-2101 and/or AFI 11-401 **(T-3)**.

7.6.2.2.2. Request an additional 30 calendar days of extended requalification training through the appropriate NAF to PACAF/A310. The trainee will immediately enter the 30 calendar day extension while the request is being staffed **(T-3).** These days will count towards the 30 days of extended requalification training **(T-3).**

7.6.2.2.3. If the NAF or PACAF/A310 denies the request then the unit CC takes action AFI 36-2101 and/or AFI 11-401. The MAJCOM is the final approval for the additional 30 calendar days of requalification training.

7.7. Unit Certification Program. Certification status is for positions (non-CMR/BMC) that complement, augment or assist the mission **(T-3).** When applicable, each unit will develop and implement a training program for all unit certified positions in accordance with MAJCOM/NAF/Group/unit directives and document the certification in accordance with **Chapter 6 (T-3).**

7.7.1. The ABM Section Lead certification will train ABM's responsible for supervising C2 effects employed within the construct of a Battle Management Area (BMA) within the specified Area of Operations. In coordination with the COT, the DO will recommend qualified ABMs to upgrade to Section Lead (SL). ABMs will not upgrade to Instructor unless they have a SL certification **(T-3)**.

7.7.2. The ABM Mission Commander (MC) certification will focus on employment at the C2 package commander level and higher, employing C2 effects in two or more BMAs at the same time. The MC is the conduit between the operational level of operations and tactical execution. The MC translates operational intent into tactical action by understanding assets available in the BMA, by executing force packaging and fusing capabilities to achieve a specified operational/tactical objective.

7.7.3. Course entry requirements for the SL and MC certification programs are in the applicable course control documents **(T-3)**.

7.8. Multi-Qualified Personnel. The DO may multi-qualify personnel who demonstrate the knowledge and proficiency skills required to maintain multiple duty position qualifications. The purpose of multiple qualifications is to provide unit with flexibility to address a dynamic training environment and to increase combat capability.

7.8.1. Personnel selected to train in another position must complete IQT/MQT requirements in accordance with **Chapter 2 (T-3).**

7.8.2. Multi-qualified CMR/BMC personnel must achieve the performance standards and academic TRs for each position, however, when the academic requirements are identical, they need only be accomplished once **(T-3).** Crewmembers who hold multiple qualifications must meet full 3-month lookback in their documented primary position and half the 3-month lookback in their documented secondary position. No lookback requirement for either position will be less than one **(T-3).**

7.8.3. Upon completing an INIT QUAL/MSN for a secondary qualification, complete documentation in accordance with **Chapter 6.** Additionally, ensure the documentation reflects both a primary duty position and all other qualifications as secondary duty positions **(T-2).** Individual training folders require a separate AF Form 4142 for each duty position **(T-2).**

7.9. Augmenting Personnel. The 621 ACS is required to develop/implement a training program for augmenting personnel (ABM/WD, AWO SD or Joint service equivalent) in accordance with unit directives. The DO will ensure augmenting personnel are CMR (or service equivalent) in their home station primary weapon system. Based on the unit approved training program, augmenting personnel are monitored by an instructor until certified. Upon completion of certification, augmenting personnel may perform crew specific duties **(T-3).**

7.10. Event Operations/Positional Hours.

7.10.1. Senior Battle Management Technician (SBMT)/Data System Technician (DST) Event Operations/Positional Hours. The SBMT/DST will receive credit for one operational event each time they perform duties (mission planning, supervising the mission crew, and debriefing the mission) as a CMR/BMC crewmember for an entire crew shift **(T-3).**

7.10.2. Section Lead (SL).

7.10.2.1. Event Operations/Positional Hours. The SL will receive credit for one operational event each time they perform SL duties (mission planning, supervising the weapons crew, operations execution and debriefing the crew) as a CMR/BMC crewmember/lead, for an entire crew shift **(T-3).**

7.10.2.2. Controlled Event. A controlled event will be in accordance with **paragraph 7.10.3.2 (T-3).**

7.10.3. Air Battle Manager (ABM)/Weapons Director (WD).

7.10.3.1. Controlled Event. A controlled event will include control of any of the following mission types: air-to-air, PR, A/R and air-to-ground **(T-3).**

7.10.3.2. A controlled event is credited when the following criteria are met **(T-3):**

7.10.3.2.1. Briefed/debriefed the mission/controlled event.

7.10.3.2.2. Took radar/radio control of the aircraft performing the mission.

7.10.3.2.3. Accomplished at least one of the following:

7.10.3.2.3.1. Air-to-Air. The ABM/WD provides control to at least one flight of aircraft conducting air-to-air tactics against a dedicated adversary. The ABM/WD will control the flight from hand-off to hand-off **(T-3).**

7.10.3.2.3.2. Air Refueling. The ABM/WD provides control to an aircraft/flight conducting A/R in accordance with AFI 11-214. The ABM/WD provides close or tactical control to an aircraft, or flight of aircraft (where flight integrity is maintained) that rendezvous with a tanker/cell. During A/Rs, the ABM/WD may credit one A/R mission per set of receivers or single receiver. Weapons personnel may also credit more than one type mission during combined missions, in cases where the flight conducts another mission in addition to the refueling. For example, if the ABM/WD conducts a rendezvous onto a tanker then takes the fighters off tanker and conducts intercepts, the weapons individual credits both an A/R and an air-to- air mission. The A/R missions must be conducted in a live, virtual, constructive environment **(T-3).**

7.10.3.3. Swapping controllers: During air-to-air, air-to-ground or A/R missions, controllers may hand over the mission to another controller so that more than one person may log a control event during the conduct of the mission. To log a control event, each ABM/WD must control fighters from fights-on/vulnerable time through terminate/knock-it-off using close/tactical control. For A/R mission each controller must meet the minimum A/R mission requirements **(T-3).**

Chapter 8

JAPAN AIR SELF DEFENSE FORCE (JASDF) JAPAN AIR DEFENSE GROUND ENVIORNMENT (JADGE) SYSTEM

8.1. Purpose. This chapter outlines CT requirements for personnel conducting command and control operations from Japan Air Self Defense Force (JASDF) JADGE facilities. This includes the 623 ACS and 610 ACF. All AFSC 13B and 1C5 personnel are required to attain CMR/BMC status in a duty position unless otherwise stated. Personnel assigned to the 35 Operations Group/35 Operations Support Squadron will attain CMR/BMC status in an operational duty position at the 610 ACF **(T-3).**

8.2. Waivers. Submit Waiver requests in accordance with **paragraph 1.10.2**

8.3. Logging CT Requirements by Instructors/Evaluators. Follow the guidance in **paragraph 3.4** **(T-3)**.

8.4. Proration of Training Cycle Requirements. Follow the guidance in **paragraph 3.5**

8.5. Regression from CMR/BMC Status. Follow the guidance in **paragraph 3.6** with the following exceptions **(T-3)**:

8.5.1. Japan lookback requirements are in accordance with **Table 8.1**

8.5.2. Up to 50% of requirements may be conducted using simulated constructive missions.

Table 8.1. Japan 3-Month Lookback Requirements.

Duty Position	Control Events (I/E)	Event Operations (I/E)	Link Events (I/E)
MC/SBMT/SL		6/3	
SL	6/3		
ABM/WD	8/6		
ICT			3/2

8.6. Continuation Training (CT) Requirements. Follow the guidance in **paragraph 3.7** with the following exceptions.

8.6.1. Japan positional training requirements are in accordance with **Table 8.2**

8.6.2. Missions performed on other automated control systems equipment count toward the completion of annual/lookback training requirements.

8.6.3. Up to 50% of requirements may be conducted using simulated or constructive missions.

8.6.4. Participation in a bilateral exercise is required. With ACF/CC approval, a wing-level large force employment may be substituted if a bilateral exercise is not available **(T-3)**.

Table 8.2. Japan Training Cycle Requirements

	Control Events (I/E)	Event Operations (I/E)	Link Events (I/E)	Large Scale Exercises	Notes
MC/SBMT		24/12		2	1,2,3,4,5
SL	12/8	16/9		2	1,2,3,4,
ABM/WD	32/24				1,2,3
ICO/ICT			12/6		

Notes:

1. Instructor/Evaluators can credit up to 50% of total training requirements from monitored missions on a one-for-one basis.

2. Missions performed on other automated control systems equipment may be counted toward the completion of annual training requirements.

3. Personnel can receive up to 50% of annual requirements on simulated missions.

4. Accomplish positional training while performing duties supervising their appropriate section in accordance with *AFI 13-1BCC Vol. 3*

5. Participation in a bilateral exercise (e.g., COPE NORTH, KEEN EDGE, KEEN SWORD) is required. One wing-level large force employment may be substituted if a bilateral exercise if not available.

8.7. Event Operations/Positional Hours. Follow the guidance for the respective duty positions in **paragraph 3.7** In addition, air-to-surface events may count as controlled missions. During large force employment and exercises involving multiple sets of aircraft, check-in may qualify for currency requirements at the discretion of the DO.

8.8. Directed Downgrade to Unqualified (UQ). Follow the guidance in **paragraph 3.8**

8.9. Unit Certification Programs. Follow the guidance in **paragraph 4.6**

8.10. Multi-Qualified Personnel. Follow the guidance in **paragraph 3.9**

8.11. Augmenting Personnel. ACFs are required to develop/implement a training program for augmenting personnel (AWO/WD or Joint service equivalent) **(T-3)**. Upon completion of certification, augmenting personnel may perform crew specific duties **(T-3)**.

MARK D. KELLY, Lt Gen, USAF
Deputy Chief of Staff, Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems,* 8 March 2007

AFPD 13-1, *Command and Control Enterprise (C2 Enterprise),* 6 August 2012

AFI 33-324, *The Air Force Information Collections and Reports Management Program,* 22 July 2019

AFI 11-214, *Air Operations Rules and Procedures,* 14 August 2012

AFI 11-401, *Aviation Management,* 10 December 2010

AFMAN 11-402, *Aviation and Parachutist Service,* 24 January 2019

AFI 13-1 BCC Vol. 2, *Battle Control Center (BCC) Evaluation Criteria,* 24 November 2014

AFI 13-1 BCC Vol. 3, *Operating Procedures Battle Control Center (BCC),* 14 November 2014

AFI 13-1 STAN/EVAL Vol. 2, *Ground Command and Control Systems Standardization/Evaluation Program-Organization and Administration,* 21 July 2015

AFI 16-1007, *Management of Air Force Operational Training Systems,* 1 October 2019

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

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted),* 25 June 2013

AFI 36-2626, *Airman Retraining Program,* 20 November 2018

AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

AFMAN 33-326, *Preparing Official Communications*, 31 July 2019

AFI 33-322, *Records Management and Information Governance Program*, *Management of Records*, 6 March 2020

Prescribed Forms

None

Adopted Forms

ACC Form 206, *Individual Mission Grade Sheet*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 702, *Individual Physiological Training Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 4141, *Individual's Record of Duties and Experience Ground Environment Personnel*

AF Form 4142, *Individual Annual Training Record*

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

Abbreviations and Acronyms

1AF—First Air Force

ABM—Air Battle Manager

ACC—Air Combat Command

ACF—Air Control Flight

ACS—Air Control Squadron

ADS—Air Defense Squadron

AETC—Air Education and Training Command

AF—Air Force

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

ANG—Air National Guard

A/R—Air Refueling

ASO—Air Surveillance Officer

AST—Air Surveillance Technician

AWO—Air Weapons Officer

BCC—Battle Control Center

BMA—Battle Management Area

BMC—Basic Mission Capable

BMC2—Battle Management Command and Control

C2—Command and Control

CC—Commander

CMR—Combat Mission Ready

COT—Chief of Training

CT—Continuation Training

DNIC—Duty Not Involving Controlling

DO—Director of Operations

DST—Data Systems Technician

ICO—Interface Control Officer

ICT—Interface Control Technician

INIT—Initial

IQT—Initial Qualification Training

JADGE—Japan Air Defense Ground Environment

JASDF—Japan Air Self Defense Forces

LMS—Learning Management System

L/V/C/—Live/Virtual/Constructive

MAJCOM—Major Command

MC—Mission Commander

MCC—Mission Crew Commander

MQT—Mission Qualification Training

MSN—Mission Qualification

N/A—Not Applicable

NAF—Numbered Air Force

NBMC—Non-Basic Mission Capable

NCMR—Non-Combat Mission Ready

NGB—National Guard Bureau

NLT—Not Later Than

OPR—Office of Primary Responsibility

PACAF—Pacific Air Forces

PEX—Patriot Excalibur

PR—Personnel Recovery

QUAL—Qualification

SAV—Staff Assistance Visit

SBMT—Senior Battle Management Technician

SD—Senior Director

SL—Section Lead

ST—Surveillance Technician

TCRF—Training Change Request Format

TDR—Training Deficiency Report

TDY—Temporary Duty

TEB—Training Evaluation Board

TRSS—Training Support Squadron

TR—Training Requirement

UQ—Unqualified

USAF—United States Air Force

UTA—Unit Training Assembly

WD—Weapons Director

Terms

Academic Training—Training that results from self-study, group study, or classroom instruction.

Additional Extended Training Period—Training period for individuals who fail to progress after the syllabus defined training period or a previously approved extended training period.

Additional Training—Any training or action recommended by an examiner to remedy deficiencies identified during an evaluation

Attached Personnel—Personnel not assigned to a unit's manning document but assigned to the unit and maintaining a positional qualification to support the attached unit's mission. MAJCOM, NAF, and Group personnel are examples of attached personnel.

Basic Mission Capable (BMC)—The status of an individual, who successfully completes IQT/MQT, passes INIT QUAL/MSN Evaluation, and complies with some CT requirements. The individual requires proficiency training prior to obtaining CMR status.

Certification—1) Procedure used to document competency in a particular task. Not interchangeable with qualification, which requires AF Form 8 documentation. 2) A formal indication of an individual's ability to perform a task to required standards. 3) The formal action of completing/signing documentation taken by a certification official, e.g., the unit/CC certified the AF Form 8.

Certification Official—A commander or his designated representative, authorized to determine an individual's ability to perform a task to required standards.

Combat Mission Ready (CMR)—The status of an individual, who successfully completes IQT/MQT, passes INIT QUAL/MSN Evaluation, and complies with CT requirements.

Controlled Events—A controlled event includes control of any of the following mission types: air-to-air employment, air-to-surface, personnel recovery (PR), or air refueling (A/R). The SD and MCC considers the quality of training when determining whether a mission qualifies as a controlled event.

Constructive—Constructive entities simulate real world or virtual systems automatically, or manually driven by an operator or a white force - personnel supporting distributed training that operate as training aids for warfighters accomplishing readiness training (in accordance with AFI 16-1007, *Management of Air Force Operational Training Systems*). Models and simulations that involve simulated people operating simulated systems. Real people stimulate (make inputs) to such simulations. Constructive simulations can also be used to model natural processes without human involvement (e.g., weather)

Continuation Training (CT)—Academic and positional training required to maintain CMR/BMC qualification.

Evaluation—The positional and written examinations used to determine proficiency as prescribed by governing directives.

Event Operation—A term used to describe/capture training tasks by crew position that count toward the crewmember's continuation training requirements.

Exercise—A training or evaluation event, live or simulated, that tests detection and prosecution of air defense threats, and exercises general employment capabilities of the air defense unit. An exercise counts as an event.

Experienced—A category of crewmembers associated to crew position, and defined by one or more of the following criterion: type of qualification, amount of time the individual has been qualified, and the number of events.

Extended Training Period—Training period designed for individuals who fail to progress into the next phase of training.

Inexperienced—A category of crewmembers that do not meet the criterion required to establish experienced status.

Initial Qualification/Mission (INIT QUAL/MSN)—The first evaluation given to determine an individual's qualification status. It consists of a positional evaluation and a written examination.

Instructor—Experienced CMR/BMC qualified individual in operations positional duties qualified/certified to instruct other individuals. (For Instructor Qualification/Certification, see **Chapter 4.**)

Initial Qualification Training (IQT)—Training necessary to qualify individuals in a basic crew position to perform duties without regard to the unit's mission.

Learning Management System (LMS)—An Air Combat Command-approved training management system used to provide online courseware and tracking of training accomplishments for the ground command and control units. It provides a myriad of training management reports on individual training accomplishments and is accessible via the internet to all users.

Mission—Department of Defense definition: The task, together with the purpose, that clearly indicates the action to be taken and the reason therefore. In common usage, especially when applied to lower military units, a duty assigned to an individual or unit, a task. For this AFMAN, a more detailed explanation of this term applies: A mission includes briefing, controlling and debriefing. Briefings include training objectives. Controlling consists of taking radio and radar control of aircraft and accomplishing one or more types of mission, such as air- to-air, air refueling, air-to-surface, and active air defense scrambles. Debriefing with the pilots (and instructor where applicable). The brief/debrief may be accomplished via telephone/radio; however, face-to-face briefs provide optimum training.

Mission Qualification Training (MQT)—Specific training designed to prepare crewmembers to perform duties/tasks in support of a unit mission or tasking.

Mode 4—an electronic means to identify friendly aircraft

Non—**Combat Mission Ready (NCMR)** —The status of a crew member who: 1) failed to meet look back, 2) failed to complete training cycle CT requirements, or 3) was downgraded at the direction of their commander.

Positional Training—Hands-on training resulting from performance of duties in assigned positions.

Proficiency—A measure of how well a task is completed. A crewmember is considered proficient when they can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

Prorating—A process used to determine a crewmember's training requirement proportionately based on approved consideration to include TDY (including contingency operations), medical disqualified/DNIC, or emergency leave status for more than 30 cumulative days.

Qualification—A status assigned to a crewmember after completion of specific positional training and the accomplishment of an evaluation resulting in the generation of AF Form 8 documentation.

Requalification Training—Training for crewmembers who are designated UQ who 1) fail any positional evaluation, 2) fail to complete a MSN by the scheduled date, 3) fail to regain currency within 180 days, or 4) are determined by the unit/CC to be non-proficient.

Training Day—A specific period of time that a unit designates as available for training.

Training Period—A specific amount of time to accomplish a prescribed phase of training.

Training Cycle—A specifically defined period associated with defining, tracking, reporting, and documenting continuation training requirements. The training cycle for units addressed in this AFMAN is 1 October through 30 September.

Unit Training Assembly (UTA)—For the purpose of this manual, a UTA is the 2-day period per month ANG personnel spend on duty. The UTA is 1 full ANG drill weekend.

Unqualified—The status of an individual downgraded for: 1) Being non-CMR/non-BMC (NCMR/NBMC) greater than 6-months or 2) Demonstrated lack of ability or 3) Failure to meet standards during a periodic evaluation or at the commander discretion.

Virtual—Involves warfighters operating simulated systems (in accordance with AFI 16-1007). Virtual simulations inject human-in-the-loop in a central role by exercising motor control skills (e.g., flying an airplane), decision skills (e.g., committing fire control resources to action), or communication skills (e.g., as members of a C4I team)

Attachment 2

INITIAL/MISSION QUALIFICATION TRAINING FLOWCHART
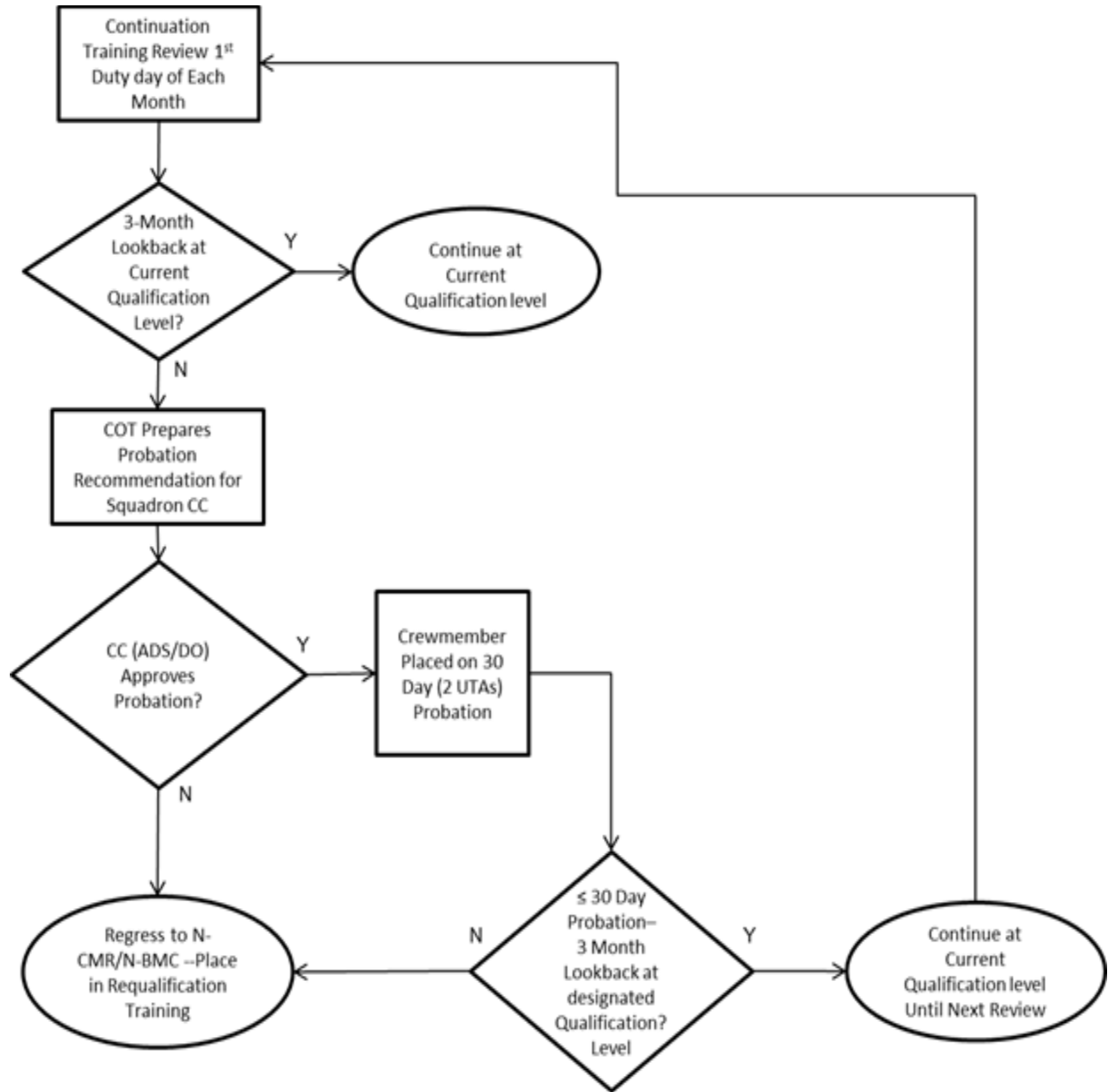
Figure A2.1. Training Flowchart.
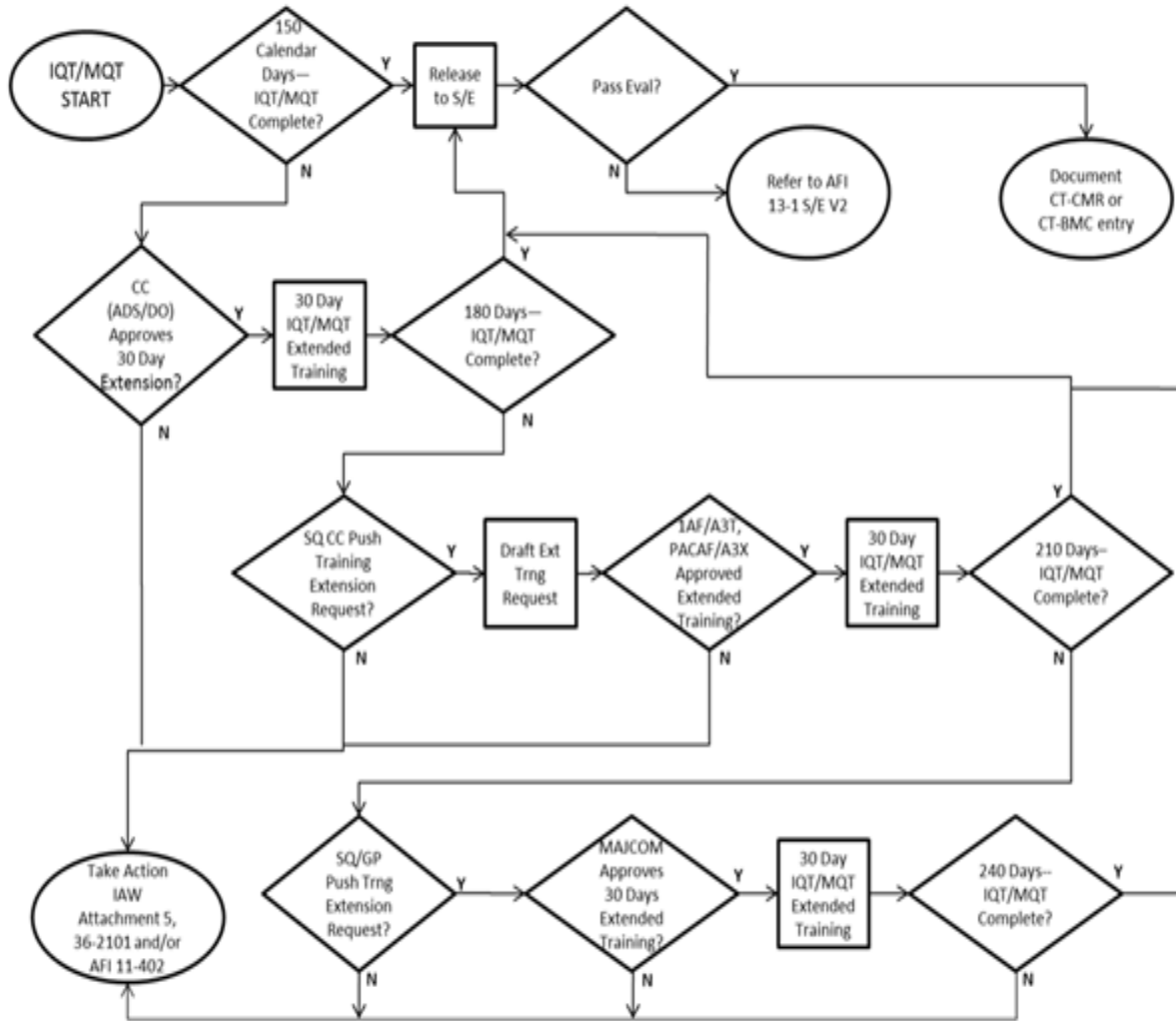
NOTE: STAN/EVAL is further abbreviated as S/E in this flowchart.

Attachment 3

CONTINUATION TRAINING LOOK BACK FLOWCHART

Figure A3.1. Lookback Flowchart.

Attachment 4

TRAINING EVALUATION BOARD (TEB) PROCESS/PROCEDURES

A4.1. General. The purpose of this attachment is to establish/outline specific procedures to be taken when non-rated personnel fail to make satisfactory progress in initial qualification, mission qualification, or continuation training. Procedures to remove a rated officer from training and/or flying related duties/operations are outlined in Air Force Manual (AFMAN) AFI 11-402, Chapter 8, Flying Evaluation Boards. This attachment only applies to non-rated personnel (officer and enlisted) assigned to an ADS. The rights of non-rated personnel are contained in this attachment. A TEB is not required for individuals in training for secondary or beyond qualifications.

A4.2. Guidance. Per AFI 36-2626, *Airman Retraining Program*, Air Force guidance is to retain and retrain only those Airmen who have demonstrated the ability to complete training and whose past record clearly justifies further training. In accordance with training syllabi elimination procedures, utilization of the administrative actions outlined in this attachment are based upon failure of an individual to attain a duty qualification, failure to re-qualify, or to maintain proficiency levels outlined in this manual. These procedures are not meant to replace or be used in place of punitive disciplinary action and are not a substitute for action under the Uniform Code of Military Justice, state military law, or other administrative directives.

A4.3. Explanation of terms.

A4.3.1. Training Evaluation Board (TEB). The TEB is an administrative, fact-finding proceeding designed to ensure the quality control of the ADS officer and enlisted force. Board members examine an individual's professional qualification for BCC-related duties and evaluate/determine potential for use in future operations.

A4.3.2. Flying Evaluation Board (FEB). A FEB is an administrative, fact-finding proceeding designed to ensure the quality control of the rated force. Board members examine an aircrew member's professional qualification for aviation related service, evaluate potential for use in future aviation duties, and make recommendations to higher authorities. A FEB may be established for a rated officer due to lack of proficiency, lack of judgment in the performance of duties, failure to attain/maintain qualification or meet training requirements, or when a rated officer exhibits questionable professional qualities or committed an intentional violation of aviation instructions or procedures. Do not confuse this rated force tool with the TEB outlined in this attachment.

A4.3.3. Rated Aircrew Member. A rated aircrew member is a commissioned officer who holds a USAF aeronautical rating. The USAF considers rated officers to be in career aviation status and awards ratings only to pilots, navigators, ABMs, and flight surgeons.

A4.3.4. Appeal Authority. The appeal authority for the TEB process outlined in this attachment is the convening authority. In cases in which the unit/CC is the convening authority, the appeal authority is the commander/organization having a command relationship with the unit conducting the member's training.

A4.3.5. Cause. Failure of a crewmember to attain or maintain qualification in a crew position and/or failure to meet required standards when enrolled in an upgrade course.

A4.3.6. Respondent. A crewmember for whom the TEB action has been requested or is being considered. The respondent will be given the opportunity to address the board to provide personal insight into their training deficiencies or provide any other information relevant to the boards' recommendations."

A4.3.7. Evidence. The information/facts presented to the TEB. This information may include anything related to the individual's training, performance, or past evaluations. The material gathered by the respondent's organization as evidence will contain a total profile of the individual **(T-2)**. Material may be collected from any source including past assignments. The student/crew member facing possible commander action will be given the opportunity to address the board to provide personal insight into their training deficiencies **(T-2)**.

A4.3.8. Preponderance of the Evidence. The preponderance of the evidence is the standard of proof to be used in arriving at findings in a TEB. A preponderance of the evidence means simply the greater weight of credible evidence."

A4.3.9. Board Administrator. A designated unit member who ensures the TEB is established, conducted, and documented in accordance with this attachment. The Board Chair determines additional administrator responsibilities and cessation of TEB related duties.

A4.3.10. Board Recorder. An officer or non-commissioned officer charged with the administrative details of the board to include publishing of minutes. Board recorder duties include: acquiring any necessary materials (tape recorder, steno pads, pencils, etc.), preparing the TEB location, and most importantly capturing minutes of the board proceedings within two duty days of the TEB (TEB board chair has authority for reasonable delay).

A4.3.11. Board Composition. The TEB will normally include the unit/CC, DO, and COT Training and additional members as determined by the board chairperson **(T-3)**. The unit operations superintendent will be a board member for enlisted personnel TEBs **(T-3)**.

A4.4. TEB Convening Authority. The organization at the 1AF/A3T (PACAF/A310) level or above, with the authority to direct a unit/CC to establish a TEB. The commander/organization having a command relationship with the unit conducting the respondent's training has convening authority/jurisdiction for establishment of the TEB. The convening authority for ACC units is 1AF/A3T. The convening authority for PACAF units is PACAF/A3/6/CX. The commander initiates the TEB process by forwarding a TEB request to the convening authority for review/action. Notify NGB OPR for ANG personnel.

A4.5. TEB Procedures. The Chief of Training will ensure the TEB is established, conducted, and documented in accordance with this attachment **(T-3)**.

A4.5.1. The squadron commander initiates the TEB process by forwarding a TEB request to the convening authority for review/action. Upon approval from the convening authority, the commander will:

A4.5.1.1. Notify the respondent in writing of his/her suspension from training and specify the cause of the TEB **(T-2)**.

A4.5.1.2. Appoint the board administrator **(T-2)**.

A4.5.1.3. Schedule a time and location of the TEB ensuring availability of all board members, the respondent, and any witnesses **(T-2)**. Witnesses may provide evidence to the board remotely, e.g., by telephone, written statement, or other means.

A4.5.1.4. Direct the board administrator to compile the following documents **(T-2)** for the TEB's review.

A4.5.1.4.1. Complete training record to include academic and positional training documentation. (ACC Form 206, etc.) **(T-2)**.

A4.5.1.4.2. Training summary in chronological order **(T-2)**.

A4.5.1.4.3. Pertinent documentation (Letters of Counseling, TDYs, leave taken, etc.). Material may be collected from any source, including past assignments, to present a total profile of the individual **(T-2)**.

A4.5.1.5. Appoint a board recorder **(T-2)**. The board recorder is charged with the following duties:

A4.5.1.5.1. Preparing the TEB location (pads, pencils, etc.).

A4.5.1.5.2. Capturing inputs, statements, and evidence presented before the board.

A4.5.1.5.3. Publishing minutes of the board proceedings within two duty days of the TEB.

A4.5.2. Board Action. NLT 15 calendar days (one UTA) from convening authority approval, the board commander will hold the TEB **(T-2)** and:

A4.5.2.1. Brief board members on their responsibility and TEB procedures **(T-2)**

A4.5.2.2. Brief the Respondent on board proceedings, decisions that may be made, and his/her rights pertaining to the board**(T-2)**.

A4.5.2.3. Brief the board recorder on duties during and after board proceedings **(T-2)**.

A4.5.2.4. Capture inputs, statements, and evidence for the board to consider and evaluate **(T-2)**. Documentation includes statements from evaluators, instructors and supervisor, as applicable. The commander may consult with the local staff judge advocate if there are questions about the adequacy of the process or legal sufficiency of the recommendations

A4.5.2.5. Review and discuss, in a fair and impartial manner, all information relevant to a member's training and professional qualifications **(T-2)**.

A4.5.2.6. Review (in closed session) the evidence concerning the respondent's training and performance, and evaluate the facts to arrive at findings **(T-2).** Each finding must be supported by a preponderance of the evidence The TEB recommends one of the following:

A4.5.2.6.1. No action, return to training. Insufficient reason for removal from crew duty (may not be an option depending on situation).

A4.5.2.6.2. Additional/continuation of training for a specific length of time. Board determines a specified period after taking into consideration all facts and the requirement to request a Group (or equivalent) or MAJCOM waiver to extend the training time in accordance with this manual (if not already exhausted). Options include regressing the student to earlier section of training.

A4.5.2.6.3. Removal from training for failure to attain qualification in a crew position and the initiation of AFI 36-2101 actions.

A4.5.2.7. In closed session, the commander will notify the respondent of the board's decision and follow up on same day with notification in writing **(T-2).** The respondent will acknowledge receipt (not acceptance) of the decision by signing the In-Turn notification memo **(T-2).**

A4.5.3. Upon adjournment of the TEB, the chair will immediately notify the convening authority of the board's decision **(T-2).**

A4.6. Respondent Actions. No later than 2 duty days upon receipt of the TEB decision **(T-3),** the respondent:

A4.6.1. Accepts the board's decision in by signed/dated letter.

A4.6.2. Requests an appeal of the board's decision by signed/dated memo.

A4.7. Appeals. If the respondent decides to appeal the decision of the board, within 3 duty days, the respondent will deliver a memo containing the rationale for the appeal to the commander **(T-3).**

A4.8. Commander Actions. The commander will forward the respondent's appeal memo and the results of TEB (the In-Turn Memo and supporting documentation to include the minutes of the TEB) to the convening authority **(T-2).** The commander may consult with the local staff judge advocate if there are questions about the adequacy of the process or legal sufficiency of the recommendations.

A4.9. Convening Authority Actions. The convening authority, who is the final appeal authority, will notify the respondent, through the respondent's chain-of-command, of the final decision **(T-2).** The commander will initiate appropriate action based on the convening authority's decision **(T-2).**

A4.10. NGB Notification. NGB OPR will be notified of any adverse actions taken against NGB personnel **(T-2).**

A4.11. Board Member Responsibilities. Board members will review this manual and all evidence made available during the TEB. If statements are made by the member or witnesses, listen and ask questions to make sure evidence is fully developed and all facts are identified. Review the facts to arrive at findings and recommendations **(T-2).**

A4.12. Member's Rights. The member undergoing the TEB has the following rights:

A4.12.1. Be informed in writing of the specific reason(s) for convening the board.

A4.12.2. Review all evidence and documents for the board before the board convenes.

A4.12.3. Be provided the opportunity to address the board (verbally or in a written statement), provide relevant materials and evidence, and/or call witnesses, and to question any witnesses. Any written response (including evidence to the notification must be provided to the commander within five duty days.

A4.12.4. Appeal the convening authority's decision.

Attachment 5

INSTRUCTIONS FOR COMPLETING AF FORM 4141, INDIVIDUAL'S RECORD OF DUTIES AND EXPERIENCE GROUND ENVIRONMENT PERSONNEL.

Figure A5.1. Individual's Record of Duties and Experience Ground Environment Personnel.

NAME (Last, First, Middle Initial)		UNIT OF ASSIGNMENT		GRADE	
DATE	MANDATORY ACTIONS TO BE REPORTED (One Type of Action Per Line)	GRADES If Non-applicable, leave blank			RECORD OF AUTHENTICATION OF REMARKS
		Written	Date	Positional	Date	
	Signed into Unit					COT
	Individual Records Review					COT
	Entered IQT/MQT					COT
	Completed IQT/MQT - Released to STAN/EVAL					COT
	Continued in IQT/MQT					CC
	Entered Extended IQT/MQT					DO
	Entered Additional Extended IQT/MQT					CC
	Entered MAJCOM Approved Extended IQT/MQT					CC
	Entered IQT/MQT Awaiting Technical Training Course					COT
	Removed from IQT					CC
	INIT QUAL/MSN					Examiner
	MAJCOM Waiver Request Approved					COT
	Entered CT CMR/BMC					COT
	Entered Instructor Training Program					COT
	Completed Instructor Training Program					COT
	Removed from Instructor Training Program					COT
	Instructor Qualified					CC
	Appointed Instructor					CC
	Instructor Appointment Withdrawn					CC

(Note: The table header shows "GRADE" with sub-columns. "Written", "Date", "Positional", "Date" appear as column headers under the GRADES section.)

	Primary Duty Position				DO
	CMR/BMC - Inexperienced				COT
	CMR/BMC - Experienced				COT
	Secondary Duty Position				COT
	CMR/BMC - Inexperienced				COT
	CMR/BMC - Experienced				COT
	Periodic Evaluation				Examiner
	Completed Objectivity Evaluation				Examiner
	SPOT Evaluation				Examiner
	Downgraded to UQ				CC
	Qualification Withdrawn				CC
	Requalification Evaluation				Examiner
	Appointed as Examiner				CC
	Withdrawn as Examiner				CC
	Regress to NCMR/NBMC				CC
	Restore to CMR/BMC				CC
	Started Additional Training				COT
	Completed Additional Training				COT
	Removed from Additional Training				DO
	Entered Certification Training				COT
	Completed Certification Training				COT
	Removed from Certification Training				DO
	Withdraw Certification				DO
	Entered Recertification Program				COT
	Completed Recertification Program				DO
	Entered Difference Training				COT
	Completed Difference Training				COT
	Removed Difference Training				COT
	Prorate Training Requirements				COT
	Entered Probation Status				CC
	Completed Probation				COT
	Training Period Adjustment				COT

	Formal Operations Related Training Course				COT
	TDY, Location and Reason				COT
	DNIC "Duty Not Involving Controlling"				COT
	Medically Cleared to Return to Duty				COT
	Memorandum for Record				COT
	Instructor Monitored "Missions/Events/Hours" Completed				COT
	Signed Out of Unit				COT

A5.1. Date. Entries on the form are in chronological order. Dates indicate when action occurred. Keep backlog entries to a minimum.

A5.2. Mandatory Action to be Reported. This column contains all the events that must be documented **(T-3).** Do not enter events that are not operationally related (e.g., weapons/vehicle qualification, ancillary training). **Note:** 621ACS will annotate "CRC" in place of "BCC" for all AF Form 4141/4142 LMS entries **(T-2).**

A5.3. Grades. Record the date and grade of any written exam/positional evaluation

A5.4. Record of Authentication of Remarks. This column contains the individual responsible for authenticating the entry (via signature). The incumbent at the time of the event is the only one authorized to sign. A signature block is required for hard copy records. For positional evaluations, only the rank and last name of the examiner is required. If the form must be re-accomplished and the authorizing officials have departed the unit, enter the signature block and type or print "Signature Not Available" above the signature block **(T-3).** For those units using the LMS, annotate the authorizing official in the comments field. No signature is required however, the appropriate name of the individual must be typed in **(T- 3).**