

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

**AIR FORCE MANUAL 13-1 BCC,  
VOLUME 1**



**8 MAY 2026**

***Nuclear, Space, Missile, Command, and  
Control Operations***

***BATTLE CONTROL CENTER (BCC)  
TRAINING***

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This manual implements Department of the Air Force Policy Directive (DAFPD) 13-1, *Command and Control (C2) Enterprise*. It establishes the minimum Air Force standards for training and qualifying Crewmember performing duties in the Battle Control Center (BCC). This publication applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard (ANG) performing Battle Management for the Theater Air Control System (TACS) enterprise. This publication does not apply to the United States Space Force. 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://dpcl.d.defense.gov/Privacy/SORNS.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is 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 Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*, route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing (WG) or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Sector Commanders are the

WG/Commander (CC) (WG/CC) equivalent waiver authorities. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately to the publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF.

### ***SUMMARY OF CHANGES***

This updated manual incorporates substantial revisions and should be reviewed in its entirety. Significant changes include the addition of the Mission System Operator (MSO) Qualification and adding the following certifications: Mission Commander (MC), Section Lead (SL), Regional Interface Control Cell (RICC), and Mission Technician (MT). The following crew positions were removed from the BCC: Air Weapons Officer (AWO), Senior Director (SD), Air Surveillance Officer (ASO)/Air Surveillance Technician (AST), Surveillance Technician (ST), Identification Technician (IDT), Mission Crew Commander (MCC).

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## Chapter 1

### POLICY AND CONCEPTS

**1.1. General Information.** This volume provides procedures and criteria for use during training operations in the BCC weapons system. Specific training criteria are prescribed to ensure a competent and trained force ready for global operations in support of current and future combat taskings.

1.1.1. The criteria in this manual apply to all Active Component, AFR and ANG, Basic Qualified (BQ), Basic Mission Capable (BMC) and Combat Mission Ready (CMR) operations crewmembers performing duties within the BCC and Direct Reporting Units (DRUs). Throughout this instruction, Air Force Specialty (AFS) 13B refers to Air Battle Manager (ABM), Air Force Specialty Code (AFSC) 1C5X1D refers to Weapons Director (WD), and AFSC 1C5X1 refers to Mission System Operator (MSO). WG/CCs may expand AFSC applicability to meet local employment constructs and needs. All units operating the BCC will use this manual for administrative and certification processes.

1.1.2. This manual prescribes standards and concepts critical for execution of Initial Qualification Training (IQT), Mission Qualification Training (MQT), Continuation Training (CT), Upgrade, Specialized, and Instructor Training, and Certifications.

1.1.3. For the purposes of this manual the definition of “certification” and “qualification” is IAW Air Force Manual (AFMAN) 13-1 GBMC2 Volume 2, *Ground Battle Management Command and Control (GBMC2) Standardization/Evaluation Program*; therefore a “certification” will be attained through methods other than evaluation which will be defined later in this document. “Qualification” denotes a formal Standardization and Evaluation (Stan/Eval) evaluation IAW AFMAN 13-1 BCC Volume 2, *Battle Control Center (BCC) - Evaluation Criteria*. The Section Lead (SL) and Mission Commander (MC) certifications will be attained through methods other than evaluation. However, members that hold the SL/MC certification will be evaluated with separate criteria in AREA 19: Section Leadership IAW AFMAN 13-1BCCV2 when being evaluated.

### 1.2. Roles and Responsibilities.

#### 1.2.1. Headquarters ACC/Directorate of Operations (ACC/A3).

1.2.1.1. ACC is designated the lead command for the BCC weapons system. ACC/A3 is the agency responsible for this volume.

1.2.1.2. ACC/A3 will chair annual ACC Realistic Training Review Boards to review ground and flying training requirements programs for Combat Air Forces units. Realistic Training Review Board participants include applicable ACC Regular Air Force (RegAF), the National Guard Bureau (NGB), and Air Force Reserve Command (AFRC) representatives.

#### 1.2.2. ACC Command and Control, Intelligence, Surveillance, & Reconnaissance (C2ISR) Division (ACC/A3C) will:

1.2.2.1. Process all requests for changes to this volume. Changes to this volume will be coordinated with user commands and forwarded for approval to Air Force Command & Control Division (AF/A34C).

- 1.2.2.2. Address time sensitive changes relating to risk of life, safety, property, or mission by AF Guidance Memorandum. Coordinate AF Guidance Memorandum IAW Department of Air Force Instruction (DAFI) 90-160, *Publications and Forms Management* with NGB Operations Directorate (NGB A3/10), AFRC Director of Operations (AFRC A3/10), and relevant Numbered Air Forces (NAFs)/SCCs so that appropriate guidance can be issued to those commands.
- 1.2.2.3. Provide overarching guidance and monitor the overall training program.
- 1.2.2.4. Provide command assistance in the resolution of major training problems, training deficiency reports (TDRs) and coordinate with agencies both internal and external to the command for training equipment.
- 1.2.2.5. Ensure allocation of mission training materials to meet training requirements.
- 1.2.2.6. Use **Chapter 6** of this volume to document geographic NAF/SCC supplements and/or unique requirements for specific BCC units.
- 1.2.2.7. Coordinate with applicable SCCs in which BCCs operate or are apportioned in developing the BCC Ready Aircrew Program (RAP) Tasking Message (RTM). When implemented, the RTM contains specific positional training requirements for Combat Coded/Designed Operational Capability (DOC) tasked BCCs and may not be less restrictive or deviate from training concepts outlined in this volume. DRU and non-combat coded units do not fall under an RTM unless otherwise specified.
- 1.2.2.8. Provide support, guidance, and resources to subordinate units for the implementation, direction, and monitoring of the training program to include ACC-gained units.
- 1.2.2.9. Monitor distributed exercise participation and direct coordination of events among the units.
- 1.2.2.10. Monitor/facilitate training programs to ensure all Crewmembers are prepared to perform BCC roles and missions.
- 1.2.2.11. Task ACC Training Support Squadron (TRSS) Detachment 7 (Det 7) to develop and validate training programs where required.
- 1.2.2.12. Coordinate with the applicable Contract Officer's Representative (COR) to prevent interruption in training support provided by ACC funded contract crewmembers.
- 1.2.2.13. Conduct Staff Assistance Visits (SAVs) when requested by the unit commander or directed by ACC/A3C to monitor and access the implementation of Unit Training Programs (UTPs).
- 1.2.2.14. Forward informational copies of TDRs and waiver requests from ANG and AFRC units to NGB A3/10 and AFRC A3/10.
- 1.2.2.15. Approve all BCC mission crew certification syllabi to ensure quality, uniformity of employment, and members are properly trained and equipped to accomplish their wartime tasking.

**1.2.3. ACC/TRSS Det 7 will:**

1.2.3.1. Establish standards, tasks, and formal training requirements, act as the OPR for BCC IQT crew position syllabi and provide training materials to relevant commands.

1.2.3.2. Establish standards, tasks, and formal training requirements, act as the OPR for BCC MQT syllabi and provide training materials to relevant commands.

1.2.3.3. Establish standards, tasks, and formal training requirements and act as the OPR for all other BCC syllabi (e.g., transition syllabi) and provide training materials to relevant commands.

1.2.3.4. As able and upon request of the BCC Functional Area Manager (FAM), assist in development of standards, tasks, and formal training requirements for CCMD oriented Theater Certification syllabi and develop training materials. **(T-2)**

1.2.3.5. Host Syllabus Review Board (SRB) for BCCs to collaborate formal syllabus changes.

1.2.3.5.1. SRBs will be held no less than biennially. An interim SRB may be held at the discretion of the Mission Design Series (MDS) FAM or ACC/TRSS Det 7 leadership.

1.2.3.5.2. All other interim changes will be managed via a Training Change Request through ACC/TRSS Det 7.

**1.2.4. NGB A3/10, AFRC A3/10, and applicable NAFs/SCCs are Offices of Collateral Responsibility for this publication and will:**

1.2.4.1. Provide assistance and resource subordinate units for the implementation and direction of the training program to meet CCMD requirements.

1.2.4.2. Route supplements to this volume to the ACC BCC FAM for coordination with ACC/A3C for review, endorsement, and formal coordination with AF/A34 for approval.

1.2.4.3. Ensure the Mission Training Program (MTP) is implemented by scheduling and directing Mission Training Exercises (MTEs).

1.2.4.4. As the theater OPR for CCMD-level training matters, NAFs/SCCs will provide assistance, guidance, and resources to apportioned units for the implementation, direction, and monitoring of the Theater Certification training program in addition to ACC direction.

1.2.4.5. When requested, assists MAJCOM in conducting SAVs.

**1.2.5. The Group (GP) (or equivalent organization) will:**

1.2.5.1. Assist in the management of training programs, ensure programs meet unit needs, and provide necessary training staff support.

1.2.5.2. Review programs and manning position designations annually. This task may be delegated no lower than the applicable Squadron Director of Operations (SQ/DO).

1.2.5.3. Assist subordinate units in the management of training programs, ensure programs meet unit needs, and provide necessary training staff support.

1.2.5.4. Conduct reviews of subordinate unit's RAP training and evaluate overall RAP training accomplishments every six months to ensure training is well balanced and equitably allocated.

1.2.5.5. Assist ACC/TRSS in the development of formal training materials referred to in this volume, including BCC Course Control Documents and Course Training Documents.

1.2.5.6. Monitor UTPs for assigned units.

1.2.5.7. Coordinate with ACC/A3C for/on the development of an exercise schedule based on squadron-level inputs and requirements.

1.2.5.8. Identify and capture UTP-related problem areas and facilitate resolutions.

1.2.5.9. Will route new positional certifications to ACC BCC FAM for coordination and approval of ACC/A3C prior to implementation.

1.2.5.10. Act as the certifying/signatory authority for individuals/crews receiving Theater Certification.

1.2.5.11. Establish expiration and/or recertification criteria for Theater (Deployment) Certification of members conducting continuous employed in place missions in support of a CCMD's Joint Operations Area and/or area of responsibility (AOR).

1.2.5.12. Ensure subordinate SQ/CC's have or are in the process of obtaining the 13B3X AFSC prior to assignment.

1.2.5.13. For organizations without a GP, the Wing (WG) will be responsible for the above requirements.

1.2.5.14. For organizations without a GP any item denoting an action or responsibility of the GP will automatically be elevated to the WG.

1.2.5.14.1. WG/Commanders (CCs) may delegate any automatically elevated GP level item to the WG/A3, but no lower.

#### **1.2.6. Squadron Commanders (SQ/CCs) will:**

1.2.6.1. Ensure subordinate SQ/DO's have or are in the process of obtaining the 13B3X AFSC prior to assignment.

1.2.6.2. Ensure crewmembers/crews are trained to a level of mission/combat readiness that meets the unit DOC statement and mission training requirements.

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

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

1.2.6.5. Review records of newly assigned Crewmembers to determine the appropriate training and assignment of duty position.

1.2.6.6. Review records of assigned crewmembers and those completing formal training to determine the training required to achieve CMR, BQ, or BMC status. Certify crewmembers as CMR/BMC when the appropriate training requirements are completed.

1.2.6.7. Submit TDRs.

1.2.6.8. Determine utilization of BMC crewmembers.

1.2.6.9. Assist the WG or GP as applicable in developing and/or reviewing UTPs and materials.

1.2.6.10. Take administrative action IAW Chapter 7, DAFMAN 36-2100, *Military Classification, Technical Training, and Retraining*, DAFMAN 11-401, *Aviation Management* and DAFMAN 11-402, *Aviation, Missile and Parachutist Service* on individuals who cannot perform or meet the unit DOC/training mission requirements.

1.2.6.11. Perform an administrative review of awarded certifications no less than every 18 months.

1.2.6.12. Will ensure crewmembers are trained to fill authorized/required crew positions per unit type code (UTC).

1.2.6.13. Ensure the effective use of CT and an MTP to integrate joint/combined service elements.

1.2.6.14. Establish expiration and/or recertification criteria for all unit level certifications. Criteria will be independent from the processes outlined in and oversight of AFMAN 13-1BCCV2 and AFMAN 13-1 GBMC2V2.

**1.2.7. Squadron Director of Operations (SQ/DO) will:**

1.2.7.1. Provide oversight of training crewmembers on the general procedures and preparation for executing the unit's DOC-tasked mission and any applicable operations plans.

1.2.7.2. Direct the execution of the unit's schedule and mission planning effort to include scheduling of MTEs.

1.2.7.3. Ensure all missions are planned, briefed, executed, and debriefed.

1.2.7.4. Manage Temporary Duty (TDY), leave, and non-operations tasks of crewmembers in IQT and MQT status to reduce interruptions in training.

1.2.7.5. Prepare TDRs and waivers for SQ/CC approval that identify problems beyond the unit's ability to resolve and that may prevent the unit or individual(s) from satisfying academic or positional training requirements.

1.2.7.6. Prepare/route Corrective Action Plan (CAP) for TDR areas to ACC/A3C.

1.2.7.7. Maintain necessary MTP materials from Distributed Mission Operations (DMO) centralized event libraries.

1.2.7.8. Designate an exercise director, and exercise simulation team (White Cell), as appropriate, to meet the training objectives of the mission crew during MTEs and to implement realistic training simulations.

1.2.7.9. Ensure training scenarios and RAP training requirements are oriented to developing and practicing crew duties based on employment plans, location, current intelligence, opposition capabilities, and/or local missions to include crew integration and current Tactics, Techniques, and Procedures (TTP), when applicable.

1.2.7.10. Ensure training mission schedule provides adequate time for instructors to review student training documentation and adequately prepare the student for the training event. Details should be defined in local guidance, Operating Instructions (OIs), publications, and/or Operating Standards.

1.2.7.11. Oversee certification training for crewmembers/crews being certified.

**1.2.8. Squadron Chief of Training (COT) will:**

1.2.8.1. Provide annual reviews with the office of weapons and tactics (DOW or DOK) and Intel office (DOI) to ensure all training materials and scenarios reflect current capabilities and tactics for adversary and friendly (including joint and coalition partner) forces within and adjacent to assigned and projected AORs.

1.2.8.2. Review an individual's training records/accomplishments prior to entry into training and provide a tailored certification training program recommendation to the SQ/CC, delegable to the SQ/DO, based on previous BCC experience (requalification IAW [paragraph 2.4.2](#)) or experience in other C2 platforms.

1.2.8.3. Ensure ACC/TRSS, Det 7 graduate evaluations are accomplished IAW Air Combat Command Instruction (ACCI) 11-251, *Formal Operations Training Development Program*. For units that conduct IQT/MQT internally, a local grad-eval program will satisfy this requirement.

1.2.8.4. Ensure training supplies and current training materials are available to trainees.

1.2.8.5. Aid in academic and positional subject areas and keep the SQ/DO advised on crewmembers who are having difficulty with their training.

1.2.8.6. Forward, through their chain of command, proposed changes, corrections, or recommended improvements to IQT/MQT training materials to ACC/A3C for review and coordination with ACC/TRSS, Det 7.

1.2.8.7. Forward, through their chain of command, proposed changes, corrections, or recommended improvements to certification training materials to ACC/A3C for review and coordination.

1.2.8.8. Conduct a local SRB for all approved certifications no less than biennially and report results/changes to the ACC BCC FAM for coordination and approval of ACC/A3C. The report should include any changes to the syllabi, number of currently certified crewmembers, and usage on crew over the past 24 months.

1.2.8.9. Use the Training Change Request Form located on the ACC/TRSS Det 7 SharePoint® site (<https://usaf.dps.mil/sites/461ACW/461> OG/Det7) to submit recommended changes to training products. (Access to the site, if necessary, is coordinated through ACC/TRSS Det 7).

1.2.8.10. Direct/verify additional training, identified by either the instructor or evaluator.

1.2.8.11. Verify successful training completion and documentation by instructors for all trainees (Certification, IQT, MQT, or additional training).

1.2.8.12. Coordinate with squadron office of Stan/Eval (SQ/CCV) to maintain a roster of the qualifications and/or certifications of unit crewmembers.

1.2.8.13. Monitor unit's ACC/TRSS Det 7 graduate evaluation program. Follow up as necessary with trainees and supervisors to ensure completion and submission of Graduate Evaluation Questionnaire (GEQ) IAW ACC/TRSS Det 7 guidance/policy. (N/A for DRUs).

1.2.8.14. Conduct quarterly cross talks in coordination with the Chief of DOW/DOK, DOI, and SQ/CCV to review deficiencies in training (ACC Forms 206, *Individual Mission Gradesheet*), RAP, unit training plans, real world events, emerging TTPs, and CCV eval observations and trends to develop CAPs. CAPs can consist of refined/modified academic training/training days and/or modifications to unit training plans and training scenarios.

1.2.8.15. Develop a Unit Training Plan IAW the RTM inclusive of events-based training, CT, and RTM training and submit to the SQ/CC for approval and publishing.

1.2.8.16. Monitor and manage assigned and attached crewmember currencies and training requirements (to include tracking medical readiness as annotated on the Department of Defense (DD) Form 2992, *Medical Recommendation for Flying or Special Operational Duty*). (T-3)

1.2.8.17. Ensure crew members are BQ/BMC/CMR and/or certified in the position they are performing.

1.2.8.18. Ensure individuals that have completed IQT within the last 6 months and their supervisors have completed the appropriate ACC/TRSS Det 7 GEQ IAW ACC/TRSS Det 7 policy.

1.2.8.19. Manages certification training, nominations, certification, and applicable documentation for crewmembers/crews being certified.

1.2.8.20. Develop and implement training programs for all positional certifications and forward the certification program through their chain of command to ACC/A3C for approval.

1.2.8.21. Identify instructors for SL/MC training events.

#### 1.2.9. Instructors will:

1.2.9.1. Brief the student on expectations for the event to include at a minimum tailored, specific, measurable, and attainable objectives.

1.2.9.2. Tailor instruction based on student experience and previous training documentation.

1.2.9.3. Instruct student(s) per ACC-approved syllabus requirements and standards.

1.2.9.4. Recommend and conduct additional training.

1.2.9.5. Recommend actions to the Training Evaluation Board (TEB).

1.2.9.6. Recommend proficiency advancement to the COT.

1.2.9.7. Coordinate/consult with COT on student progress.

1.2.9.8. Review assigned student(s) training records after each training event or as necessary.

1.2.9.9. Debrief students following the crew debrief post mission on their performance with the completed training record for the event. Debrief should include a review of the students' performance as they relate to the objectives, specific areas for improvement and fix actions, and areas where the student did well.

1.2.9.10. Complete assigned student(s) training records (e.g., ACC Form 206, *Individual Mission Gradesheet*, DAF Form 797 *Job Qualification Standard Continuation/Command JQS*, etc.) for leadership or next instructor/evaluator's review within 24 hours of training event or prior to next scheduled training event, whichever occurs first.

#### 1.2.10. **Crewmembers will:**

1.2.10.1. Complete training requirements and currencies IAW this volume, unit supplements, and applicable RTM.

1.2.10.2. Maintain BQ/BMC/CMR qualification, applicable certification, and lookback in the crew position they are performing unless under appropriate supervision.

1.2.10.3. Complete a GEQ within 6 months following completion of IQT. Notify supervisor or instructor and COT when this GEQ has been completed/submitted.

### 1.3. Training Concepts and Guidance.

1.3.1. **Crewmember Supervision.** The following crewmembers must be under the direct supervision of an instructor/evaluator when performing mission positional duties and tasks:

1.3.1.1. Crewmembers performing events in which they are non-current, unqualified, or not certified.

1.3.1.2. Crewmembers performing duties as part of IQT/MQT in a position in which they do not hold a current Mission (MSN) Qualification (QUAL) Evaluation (MSN QUAL), except as permitted in [Chapter 3](#).

1.3.1.3. Crewmembers downgraded to Non-Combat Mission Ready (N-CMR)/Non-Basic Mission Qualified (N-BMC).

#### 1.3.2. **Medical Clearance.**

1.3.2.1. All ABMs must maintain a current qualification and medical clearance documented on a DD Form 2992 IAW DAFMAN 11-401. **(T-2)**

1.3.2.2. All 1C5Ds must maintain a current qualification and medical clearance documented on a DD Form 2992, IAW DAFMAN 48-123, *Medical Examinations and Standards*. **(T-2)**

1.3.2.3. Crewmembers that are annotated as Duty Not Involving Controlling (DNIC)/Duty Not Involving Flying (DNIF), on a DD Form 2992, will not perform live operations. 13Bs, 1C5s, 1C5Ds may perform Detect, Track and Report (DTR) and/or MSO duties as applicable with SQ/CC approval. **(T-2)** A standing blanket approval is authorized.

1.3.2.4. Crewmembers that are annotated as DOWN (formerly DNIC/DNIF) will provide a copy of the grounding/ungrounding DD Form 2992 to unit Squadron Aviation Resource Management office (SARM) or if the unit does not have a SARM the servicing Host Aviation Resource Management office (HARM)/Director of Operations Training (DOT). **(T-3)**

1.3.2.5. Virtual/constructive training accomplishments while on DOWN (formerly DNIC/DNIF) status count towards CT/RAP requirements.

#### 1.4. Supplements/Waivers.

1.4.1. **Supplements.** Supplements will not contain procedures or guidance that are contrary to this instruction. **(T-2)** Supplementary guidance will not be less restrictive than the basic publication but can be more restrictive. **(T-2)**

1.4.1.1. NAF/SCC supplements to this instruction are coordinated with the ACC BCC FAM, forwarded for endorsement from ACC/A3C, and are coordinated with AF/A34C before publication. **(T-2)**

1.4.1.2. ACC/A3C will approve and coordinate on all supplements to this manual for publication. **(T-2)** ANG and AFRC units will coordinate their supplement with NGB A3/10 or AFRC A3/10 who in-turn will forward to ACC/A3C. **(T-2)**

1.4.1.3. DRUs will specify their equivalent or unique duty positions and training requirements in their unit supplement. **(T-3)**

1.4.2. **Waivers.** Send waiver requests via email using DAF Form 679, *Department of the Air Force Publication Form Action Request*.

1.4.2.1. Duration of waivers will be IAW DAFMAN 90-161 and may be approved for a period not to exceed the requested waiver period or 90-calendar days after the approving commander's change of command, whichever is shorter. Because waivers are the expression of a specific commander accepting risk, Tier 1, 2, and 3 waivers automatically expire 30-calendar days after a change of command unless the new commander renews the waiver.

1.4.2.2. Unless directed by the waiver authority, trainees continue to train while waiver requests are being staffed. Unless otherwise stated in this document, WG/CCs, are the approval authority for individual crewmember exceptions to the policy outlined in this instruction caused by special or unusual circumstances. File approved waivers in section II of the individual's training folder. Personal waivers do not expire 90-calendar days after a change of command.

1.4.2.3. File a copy of approved written waivers with this volume IAW DAFMAN 90-161.

1.4.2.4. All approved waivers to this volume must be sent to the Office of the Wing Inspector General (WG/IG) and ACC BCC FAM for retention and tracking. **(T-2)**

## Chapter 2

### INITIAL QUALIFICATION TRAINING (IQT)

**2.1. General.** This chapter outlines the BCC IQT programs. The primary method of IQT is to attend and complete the approved BCC IQT syllabi through the Formal Training Unit (FTU) at Robins AFB (129th Combat Training Squadron(129 CTS)/330th Combat Training Squadron (330 CTS)). WDs will attend and complete the Undergraduate Weapons Director formal training course at either Luke AFB (607th Air Control Squadron (607 ACS)) or Tyndall AFB (337 ACS).

2.1.1. When attendance is not practical or quotas are not available, WG/CC will request approval from ACC/A3C to conduct IQT at the local operations unit using formal school courseware. Document in-unit authorization through an Air Force (AF) Form 4141, *Individual's Record of Duties and Experience Ground Environment Personnel*, entry. **(T-2)**

2.1.2. IQT provides the training needed to qualify for basic crew duties in an assigned crew position without regard to the unit's mission. Upon completion of IQT, individuals are released for an evaluation to attain a BQ status.

2.1.3. Any individual who has been unqualified (UQ) for more than 60 months must accomplish IQT. **(T-2)**

### **2.2. Authority.**

2.2.1. ACC-approved syllabi contain IQT requirements for ABM, WD, MSO. Course syllabi do not take precedence over the guidance in this manual, unless otherwise stated. Units will adhere to the grading criteria, academic and performance training standards, and instructions within the syllabus unless it specifically conflicts with this manual. **(T-2)** BCC IQT syllabi and course training documents are jointly developed by ACC TRSS Det 7, and the individual units.

2.2.2. IQT conducted at the operational unit follows the IQT time limitation requirements outlined in this volume. IQT conducted at the FTU follows the time limitation requirements outlined in the applicable syllabus.

2.2.3. Elimination. Units will follow IQT elimination procedures outlined in specific course syllabi and the guidance outlined in this volume. **(T-3)** **Chapter 7** outlines the TEB process for non-aircrew members and DAFMAN 11-402 for aircrew members subject to flying evaluation boards (FEBs).

2.2.3.1. Individuals are not entered into/continued in training if not performing duties in the operations section because of disciplinary or administrative issues (except as noted below), or lack of fitness-for-duty reasons. **(T-3)**

2.2.3.2. Individuals are not entered into or continued in training if not performing duties in the operations section for reasons of Uniform Code of Military Justice or civilian prosecution or conviction, drug abuse, conscientious objector status, or loss of security clearance. **(T-2)**

**2.3. Prerequisites.** Prior to entering BCC formal training, trainees must meet Air Force Education and Training Course Announcements (ETCAs) selection prerequisites at site: <https://usaf.dps.mil/teams/app10-etca/SitePages/home.aspx?isdlg=1>. **(T-3)** SQ/CCs may enter newly assigned crewmembers awaiting a security clearance into IQT, but may not give training that involves classified information, nor conduct live operations.

2.3.1. Individuals not performing duties in the operations section because of medical disqualification will not be entered into or continued in training. **(T-3)**

2.3.2. Crewmembers undergoing a permanent change of station (PCS) or TDY to a unit with the same system of record/MDS may continue in their previous training phase/qualification/certification, following local orientation and selected training, if applicable. Document the completion date and test scores of written local area procedures examinations IAW **Chapter 6**. **(T-3)**

2.3.3. Entry into the ABM or WD IQT course requires successful graduation from either Undergraduate Air Battle Manager Training or Undergraduate Weapons Director course.

2.3.4. Entry into the MSO IQT course requires successful graduation from the Battle Management Operator Apprentice course.

## **2.4. Training Requirements.**

2.4.1. The SQ/DO and COT will review the records of newly assigned crewmembers to ensure an appropriate course of training. Consider experience and previous qualifications in the MDS in determining the specific training track to be followed.

2.4.2. Requalification. If a crewmember is UQ in the BCC MDS for less than 60 months, the SQ/CC will determine if the crewmember enters requalification training (RQT) or IQT. **(T-3)** The COT will conduct a records review, establish a tailored training program for individuals based on previous BCC and other Battle Management Command and Control (BMC2) system experience, and forward to the SQ/CC for review. The SQ/CC ensures the COT provides the appropriate academic and/or positional training. The COT may use ACC-approved IQT syllabi, MQT materials, and other locally developed training materials to conduct RQT.

2.4.2.1. RQT may be taught at the local level without a waiver or coordination with ACC.

2.4.2.2. Any of the following require crewmember requalification:

2.4.2.2.1. Unqualified members IAW **Chapter 4**.

2.4.2.2.2. SQ/CC directed qualification downgrade for a demonstrated lack of ability/proficiency.

2.4.2.2.3. Positional evaluation failures or failures to complete a re-evaluation by the scheduled date.

2.4.2.3. Upon completion of RQT, release individuals to SQ/CCV for the requalification evaluation. Reassign individuals failing the requalification evaluation back to DOT to complete additional training or refer to the SQ/CC for action IAW **Chapter 7**, DAFMAN 36-2100, and/or DAFMAN 11-402.

2.4.3. The SQ/DO will ensure the COT provides the appropriate amount of training in each academic and positional area. **(T-3)**

2.4.3.1. The ACC-approved syllabi outline the training requirements for IQT completion. The passing grade for academic tests is 85%.

2.4.3.2. Trainees who are proficiency advanced through academic blocks are not required to test on those blocks.

2.4.4. The SQ/DO is the approval authority for IQT proficiency advancement when the student demonstrates performance above syllabus standards. Proficiency advancement will not be used as a management tool for the purpose of graduating students or completing training by a specific date. **(T-2)**

2.4.5. Multi-Qualified Crewmembers. Crewmembers who are CMR/BMC and selected to train in another position will complete IQT requirements IAW this chapter. **(T-3)** Time limitations still apply to IQT trainees who are already CMR/BMC in another crew position.

**2.5. Time Period to Qualify.** Crewmembers start and complete training IAW the appropriate syllabus/training guides.

2.5.1. The SQ/DO ensures the COT request class dates No Later Than (NLT) 30 calendar days (next Regular Scheduled Drill (RSD) for ANG and AFR) after the member reports to (or is gained by the ANG) the unit or after award of their applicable AFSC. For coalition partners, the 30 days begin the day the Detachment Commander (DET/CC) releases the coalition member to begin training. **(T-3)** The 30-day requirement is waived for cases where the member's security clearance or DD Form 2992 is being adjudicated.

2.5.2. Crewmembers who attend the FTU enter IQT the first day of the FTU course. **(T-3)**

2.5.3. SQ/CC will inform their respective GP about all individuals who, regardless of waivers, have not received an IQT class date within the above timeline and the reason for the delay. **(T-3)**

2.5.4. Crewmembers that are gained to the unit but awaiting technical training, may be entered into IQT/MQT upon the completion of the technical training. The COT will request class dates NLT 30 calendar days (next RSD for ANG) after the member completes technical training. **(T-3)**

2.5.5. IQT Time Limitations. All trainees, including ANG and AFR, must complete IQT requirements within 150 calendar days. **(T-3)** All members entered into IQT must be placed on full-time orders for the projected time required to complete the course. **(T-3)**

2.5.5.1. Home units are responsible for coordinating orders at the appropriate level prior to a student entering IQT.

2.5.5.2. Upon completion of the last block of IQT, the COT certifies the trainee on AF Form 4141 as ready for initial qualification (INIT QUAL) evaluation and released to Stan/Eval to complete an evaluation IAW AFMAN 13-1BCCV2. After a successful evaluation, individuals are designated BQ and enrolled into MQT. Individuals failing the evaluation return to DOT to complete all Additional Training and then are re-released to Stan/Eval. Failure to complete IQT requirements within the above time constraints results in the COT pursuing actions outlined in the following sub-paragraphs. Trainees continue to train while training extension requests are being staffed.

2.5.5.3. The SQ/CC, under the advisement of the SQ/DO, may adjust training time, authorize deviations, or remove crewmembers from IQT/MQT training due to medical disqualification or extended DOWN (formerly DNIC/DNIF) status, inclement weather, emergency leave, lack of equipment, TDYs (e.g., Professional Military Education (not to include deployments)), administrative action, or for Non-FTU conducting IQT/MQT, for periods where live operations limit instructor availability. Document the adjustment by the SQ/CC IAW [Chapter 6](#). The SQ/CC may delegate authorities in [paragraph 2.5.5.3](#) to the COT

2.5.5.4. Upon reaching the 150th calendar day, trainees not completing IQT are referred to the SQ/CC who is authorized to grant a 30-calendar day extended training period or administer other actions IAW DAFMAN 36-2100, and/or DAFMAN 11-402 in lieu of an extension.

2.5.5.5. Upon reaching the 180th calendar day trainees not completing IQT are referred to the SQ/CC who may request a 30-calendar day extended training period from the GP/CC. If disapproved, the SQ/CC will take actions IAW DAFMAN 36-2100, and/or DAFMAN 11-402. **(T-3)**

2.5.5.6. Upon reaching the 210th calendar day trainees not completing IQT are referred to the SQ/CC who may request 30-calendar day additional extended training period from ACC/A3C (including ANG units) routing the request through the WG/CC to ACC/A3C. The trainee enters the 30-calendar day extension while staffing the request. These days will count towards the 30-calendar days of extended training if approved. **(T-2)** If denied at any level, the SQ/CC will act IAW DAFMAN 36-2100, and/or DAFMAN 11-402. **(T-2)**

2.5.5.7. In lieu of a training extension request, the SQ/CC may take other actions IAW DAFMAN 36-2100, and/or AFMAN 11-402.

2.5.5.8. Trainees not completing IQT by the 240th calendar day will be referred to the SQ/CC for action IAW DAFMAN 36-2100, and/or DAFMAN 11-402. **(T-2)**

## 2.6. Waivers.

2.6.1. The COT submits a tailored training plan to SQ/CC, delegable to the SQ/DO, reflecting any academic lessons or mission events that are to be waived for an individual based on previous qualification(s) or experience. A copy of this memorandum must be maintained in the member's training folder.

2.6.2. For IQT not conducted at the FTU, the SQ/CC may authorize student and instructor training deviations for inclement weather and/or adverse local conditions. Deviations are to be consistent with timely training management, in the best interest of the student's progress and experience level. These days do not count against the member's total number of training days. Approval for syllabus deviations as noted above is documented IAW [Chapter 6](#).

## Chapter 3

### MISSION QUALIFICATION TRAINING (MQT)

**3.1. General.** This chapter outlines the BCC MQT programs. The primary method of MQT is to attend and complete the approved BCC MQT syllabi through the FTU at Robins AFB (129 CTS/330 CTS). MQT upgrades crewmembers from BQ to BMC status.

3.1.1. Crewmembers will complete MQT for each positional qualification. **(T-3)**

3.1.2. When attendance is not practical or quotas are not available, the WG/CC will request approval from ACC/A3C to conduct MQT at the local operations unit formal school courseware. **(T-2)** Document in-unit authorization through an AF Form 4141 entry.

3.1.3. **Mission Qualification Training (MQT).** MQT provides advanced training necessary to qualify crewmembers to perform the command or unit mission in an assigned crew position. Crewmembers maintain BQ status until completion of MQT. Upon completion of MQT and associated Stan/Eval requirements, IAW AFMAN 13-1 GBMC2V2, individuals are designated BMC. MQT is not required for attached WG or Higher Headquarters (HHQ) staff crewmembers.

3.1.3.1. BQ individuals have completed an evaluation and are qualified to perform basic crew positional duties without supervision.

3.1.3.2. The SQ/CC determines those missions that BQ crewmembers may perform unsupervised.

3.1.3.3. DRU BQ crewmembers are fully qualified in the unique mission that their unit performs.

3.1.3.4. Except for DRU, attached WG, and HHQ staff assignments, crewmembers will not remain in BQ status longer than 90 calendar days. **(T-3)**

3.1.3.4.1. Members placed in HHQ staff positions (ex. NGB, CCDR Staff, MAJCOM) for periods greater than 180 days should be reassigned to BQ during their tenure.

3.1.4. Prerequisites. Individuals must possess a current BCC qualification for entry into MQT. **(T-3)**

3.1.5. Elimination Procedures. Units will follow MQT elimination procedures outlined in specific course syllabi and the guidance outlined in this manual. **(T-3)** The TEB process is outlined in [Chapter 7](#) and DAFMAN 11-402 for crewmembers subject to FEBs.

3.1.6. BCC MQT syllabi and course training documents are jointly developed by ACC TRSS Det 7 and ACC/A3C with input from NGB, AFRC, NAFs/SCCs, and operational units.

**3.2. Time Period to Qualify.** Complete MQT IAW the appropriate Course Control Documents in addition to the following.

3.2.1. Crewmembers who complete IQT at the FTU will enter MQT NLT 20-calendar days following graduation from IQT syllabi. **(T-3)**

3.2.1.1. Crewmembers who complete IQT at the operational unit and are granted BQ status via evaluation for their duty position, are immediately released back to DOT and entered into MQT. **(T-3)**

3.2.1.2. Crewmembers enrolled in MQT within 30 days of being released from IQT may receive a combined Qual/MSN Evaluation upon release from MQT. **(T-3)**

3.2.2. MQT Time Limitations. All trainees must complete MQT requirements within 90 calendar days of entering MQT. **(T-3)**

3.2.3. All members entered into MQT will be placed on full-time orders for the projected time required to complete the course. **(T-3)** Home units are responsible for coordinating orders at the appropriate level prior to a student entering MQT.

3.2.4. Upon completion of the last block of MQT, the COT certifies the trainee on AF Form 4141 as ready for the MSN evaluation and released to Stan/Eval to complete an evaluation IAW AFMAN 13-1BCCV2 and AFMAN 13-1GBMC2V2.

3.2.4.1. After successful evaluation, individuals are designated BMC. Individuals failing the evaluation will return to DOT to complete all additional training and then re-released to Stan/Eval. **(T-3)**

3.2.4.2. Failure to complete MQT requirements within the above time constraints results in the COT pursuing actions outlined in the following sub-paragraphs. Trainees continue to train while the training extension request is being staffed.

3.2.4.3. Upon reaching the 90th calendar MQT day, trainees not completing MQT are referred to the SQ/CC who is authorized to grant a 30-calendar day extended training period or administer other actions IAW DAFMAN 36-2100, and/or DAFMAN 11-402.

3.2.4.4. Upon reaching the 120th calendar MQT day, trainees not completing MQT are referred to the SQ/CC who may request a 30-calendar day extended training period from the GP/CC. If disapproved, the SQ/CC will take actions IAW DAFMAN 36-2100, and/or DAFMAN 11-402. **(T-2)**

3.2.4.5. Upon reaching the 150th calendar MQT day, trainees not completing MQT are referred to the SQ/CC who may request a 30-calendar day additional extended training period from ACC/A3C via the ACC BCC FAM. The trainee enters the 30-calendar day of extension while the request is being staffed. These days count towards the 30-calendar days of extended training if approved. If the request is denied at any level, the SQ/CC will act IAW DAFMAN 36-2100 and/or DAFMAN 11-402. **(T-2)**

3.2.4.6. Trainees not completing MQT by the 180th calendar MQT day will be referred to the SQ/CC for action IAW DAFMAN 36-2100, and/or DAFMAN 11-402. **(T-2)**

**3.3. CMR Certification.** Upon completion of IQT, MQT, and applicable local unit training, the SQ/CC certifies crewmembers as CMR or BMC. The COT records entry into CT-CMR or CT-BMC on the AF Form 4141. The SQ/DO identifies the primary duty position of multi-certified/qualified crewmembers on the AF Form 4141 and Letter of Qualification/Certification (LoX). SQ/CCs should consider assigning HHQ Staff, WG, GP, Operations Support Squadron (OSS), Drill Status Guardsman (DSG), Traditional Reservist, Military Personnel Appropriation (MPA), and attached crewmembers BMC status (if not BQ IAW [paragraph 2.5.5.2](#) above) upon completion of IQT and MQT.

**3.4. Theater/Deployment Certification.** Upon certification as CMR members may attend CCDR specific theater certification/deployment spin up training. **(T-3)** The COT records completion of certification on the AF Form 4141. **(T-3)** CCDR specific Theater/Deployment certification must be revalidated no less than every 18 months by COT or DOW/DOK oversight and annotated on AF Form 4141.

**3.5. Waivers.** Except where annotated, the SQ/CC is the waiver authority for MQT events completion. The COT may approve MQT proficiency advancement when the student demonstrates performance above syllabus standards. Do not use proficiency advancement as a management tool for the purpose of graduating students or completing MQT by a specific date. **(T-3)**

## Chapter 4

### CONTINUATION TRAINING (CT)

**4.1. General.** This chapter, in conjunction with the RTM, outlines CT event requirements needed to maintain BCC/DRU qualification, currency, and lookback. CT provides crewmembers with the volume, frequency, and mix of training necessary to maintain proficiency at the assigned qualification/certification level. The RAP is a category of CT designed to focus combat coded unit training toward projected/forthcoming contingency skill sets. Specific RAP instructions are issued by ACC via the RTM to all BCCs. DRU CT requirements should be outlined in the unit supplement.

#### **4.2. Ready Aircrew Program (RAP) Guidance.**

4.2.1. The RTM, when published, is used in conjunction with this volume and may contain updated requirements and definitions not incorporated in this volume. The RTM will be developed by ACC/A3CI and the MDS FAM to prepare units to counter current and emerging threats. The RTM is reviewed by the ACC BCC FAM and ACC/A3C throughout the training cycle. In the absence of an RTM and for non-combat coded units, crewmembers/individuals accomplish the CT requirements outlined in unit supplements.

4.2.2. Where conflicts arise between this volume and the RTM, the RTM will take precedence.

**4.3. Training Program Development.** RTM mission and event requirements apply to CMR and BMC crewmembers as well as those carrying special qualifications or certifications. The standard mission requirements listed in the RTM establish the minimum number of missions/events per training cycle.

**4.4. Logging Training Events/Profiles.** CT and additional (ground) training events/profiles are maintained in the Air Resource Tool Enterprise Mission Information System (ARTEMIS) or AF approved automated systems. Use the forms in the following paragraphs when documenting training. Reports and updates to ARTEMIS generated from AF-approved automated systems (e.g., ARTEMIS, Patriot Excalibur (PEX), Training Integration Management System (TIMS)/Graduate Training Integration Management System (GTIMS), may be used as source documentation for training, provided that these reports contain the minimum required elements. A mission review process must validate these updates.

**4.5. Logging Additional Ground Training.** Use AF Form 1522 *ARMS Additional Training Accomplishment Report*, or MAJCOM approved electronic substitute (e.g., PEX, GTIMS), to document ground training for processing into ARTEMIS. Grounding or non-grounding training events required to be taught by a qualified instructor or appropriately authority as required by event (e.g., Tactics Training or CRM), can be documented and signed by an instructor on the AF Form 1522 (or MAJCOM approved electronic substitute). **Exception:** If the AF-approved automated system (e.g. PEX, TIMS, GTIMS) has the capability for the system to only allow the instructor of the course to update the training event date this may be used in lieu of the AF Form 1522. Signatures are not required. The event will be reviewed by the SARM. If the BCC has no SARM the HARM will review the event. crewmembers for accuracy prior to pushing the information into ARTEMIS.

4.5.1. For training events maintained in ARTEMIS that are accomplished by a single individual when no instructor is involved (e.g., computer-based training), provide a copy of the certificate to the unit SARM, or if the unit has no SARM the servicing HARM, office. The SARM or servicing HARM will maintain a copy of the certificate as a source document.

4.5.2. Non-grounding training events accomplished by other agencies (e.g., fire extinguisher training), that do not provide documentation must be documented on the AF Form 1522 (or MAJCOM-approved electronic substitute) and signed by the member. Instructor certification is not required. **Exception:** If the AF-approved automated system (e.g. PEX, TIMS, GTIMS) has the capability for the system to only allow the agency to update the training event date this may be used in lieu of the AF Form 1522. Signatures are not required. SARM crewmembers will review the event for accuracy prior to adding the information into ARTEMIS.

4.5.3. Training events accomplished by other agencies and documented on another form and/or certificate may be photocopied and annotated in the lower right corner with the ARTEMIS training event identifier. Include date of input, initials of the individual processing the ARTEMIS transaction, date of audit, and the initials of the individual who audited the ARTEMIS transaction.

4.5.4. Crew members who are not input into ARTEMIS may be tracked via a separate system as directed by the unit CC.

#### **4.6. Logging of Continuation Training (CT) Requirements by Instructors/Evaluators.**

4.6.1. CT events will be logged in Zulu date format to match the Air Force Technical Order (AFTO) Form 781, *ARMS Aircrew/Mission Flight Data Document* and any authorizations as applicable. With MAJCOM approval, units may develop local mission accomplishment reports and/or training accomplishment reports to document CT for processing into ARTEMIS. MAJCOMs will establish minimum elements required for each locally developed form.

4.6.2. Instructors/evaluators perform training events IAW this volume and/or the current RTM.

4.6.3. At the end of the training cycle, up to 50 percent of required positional CT/RAP training cycle events (rounded down to the next whole number, but not below one) may be credited from instructor/evaluator monitored events, provided the instructor/evaluator monitored mission planning, briefings, mission execution, and debriefings.

4.6.4. Members assigned to the 330th CTS or 129th CTS may log up to 75% of annual RAP from the instructor/evaluator seat.

**4.7. Proration of End-of-Cycle Requirements.** At the end of the training cycle, the SQ/CC may prorate positional training requirements when an individual is TDY, medically disqualified/DOWN (formerly DNIC/DNIF), on convalescent leave, emergency leave, parental leave, or equipment is not available for a portion of the training period. Do not consider normal annual leave as non-availability.

4.7.1. **Exception:** ANG members mobilized under Title 10 United States Code (USC) Section (§) 12302, *Ready Reserve* or 10 USC § 12301(d), *Reserve Component Generally*, authority may have training requirements prorated for the period of Title 10 activation including leave accrued or taken under Title 10 status.

4.7.2. Proration is based on cumulative calendar days of non-availability in the training cycle. Use **Table 4.1** to determine the number of months to be prorated. Crewmembers start CT the month following completion of MQT and receiving initial CMR/BMC certification. Crewmembers that become CMR/BMC after the beginning of the training cycle accomplish a prorated share of existing training cycle training requirements for the remainder of the period beginning with the first day of the following month.

4.7.2.1. Training accomplished during IQT/MQT is not counted toward CT requirements.

4.7.2.2. Ground training accomplished during IQT/MQT will count towards CT/RAP.

4.7.3. All training requirement events are rounded down to the next whole number when prorating; however, no requirement may be prorated below 1.

4.7.4. When a crewmember changes experience levels, training requirements are prorated from the first day of the month following experience certification. When a crewmember achieves “experienced” certification, their annual training requirements are based on the “experienced” requirements in the RTM.

4.7.5. Proration Example. TSgt Smith was granted 17 calendar days of emergency leave in January and attended Non-Commissioned Officer (NCO) Academy in-residence from March through April for 56 consecutive calendar days. Using the numbers from **Table 4.1.**, TSgt Smith would be authorized to have a total of two months proration (for the 73 cumulative proration days) from his/her training cycle.

**Table 4.1. Proration Chart.**

Number of Cumulative Days Not Available for Normal Duty	Months of Proration	Number of Cumulative Days Not Available for Normal Duty	Months of Proration
1 - 15	0	376 - 405	13
16 - 45	1	406 - 435	14
46 - 75	2	436 - 465	15
76 - 105	3	466 - 495	16
106 - 135	4	496 - 525	17
136 - 165	5	526 - 555	18
166 - 195	6	556 - 585	19
196 - 225	7	586 - 615	20
226 - 255	8	616 - 645	21
256 - 285	9	646 - 675	22
286 - 315	10	676 - 705	23
316 - 345	11	Over 705	24
346 - 375	12	-	-

**4.8. Crewmembers experience level.** Crewmembers' experience levels ("inexperienced" or "experienced") indicate to SQ/CC how much training crewmembers need to maintain CT/RAP requirements and therefore proficiency. SQ/CC should consider previous BMC2 experience when designating an experience level and may waive or modify specific requirements on a case-by-case basis. Squadron Director of Operations Training office (SQ/DOT) is responsible for documenting crewmembers' status IAW **Chapter 6, Table 4.2** outlines criteria for crewmembers to be designated as experienced. SQ/CC may define additional experience criteria in local OIs/publications.

**Table 4.2. Requirements for Experienced Designation.**

All Crew Positions	Inexperienced Crewmembers	Experienced in other BMC2 System (CRC/AWACS)
Time in AFSC	12 Months	N/A
Performed as CMR/BMC	12 Months	3 Months
Mission events (live/virtual/constructive (L/V/C))	60 Events At least 20 live At least 6 in BCC	8 Events At least 4 live All 8 in the BCC

**4.9. Training Period.** CT requirements, including event currency and lookback, are designed and planned to be completed during a specified training cycle with specific requirements additionally defined by crew position. The training cycle is defined by the RTM.

**4.10. Prerequisites.** Crewmembers will have BMC/BQ/CMR certification. **(T-3)**

**4.11. Waivers.** Waiver authority for RTM defined requirements is outlined in the RTM.

**4.12. Unit Training Plan Requirements.** The Unit Training Plan encompasses CT/RAP training requirements and cycle consisting of academic and positional training requirements. The Unit Training Plan is approved IAW **Chapter 1**.

**4.12.1. Academic Training Requirements.** The intent of the academic portion of CMR/BMC CT is to keep day-to-day training relevant and current with the apportioned CCMD's AOR, the dynamic real-world contingency environment, and ever-changing TTP.

4.12.1.1. The unit COT develops an academic training plan as part of the Unit Training Plan based on the review, update, and expansion of existing IQT/MQT materials, the inclusion of RTM training areas, and the introduction of interest/focus areas. The COT also includes any HHQ training inputs/guidance in the plan.

4.12.1.2. The COT, with the approval of the SQ/DO, may adjust the training plan throughout the training cycle to meet a dynamic operational training environment or to address any negative trends. **(T-3)**

4.12.1.3. The COT ensures academic training is documented on the AF Form 4142, *Individual Annual Training Record*.

4.12.1.4. At a minimum the COT will consult with the CC, DO, CCV, DOW(DOK), DOI, and Plans office (XP) when developing the Unit Training Plan. **(T-3)**

4.12.2. Positional Training Requirements keep crewmembers proficient in the skill sets outlined in AFMAN 13-1 BCC Volume 3, *Operating Procedures Battle Control Center (BCC)*. Positional training requirements should be accomplished with a full operations crew to the maximum extent possible.

4.12.2.1. The COT ensures CMR/BMC individuals meet positional training cycle requirements as outlined in the RTM for that training cycle.

4.12.2.1.1. Document positional CT/RAP training on the AF Form 4142.

4.12.2.1.2. Crewmembers will execute positional training on unit's assigned mission systems and/or as defined by the BCC RTM. SQ/CC may designate a mission system similar to the unit's assigned mission system for crewmembers to complete positional training on.

4.12.2.2. Failure to Meet Positional Training Requirements.

4.12.2.2.1. Unless waived, crewmembers are regressed to N-CMR/N-BMC status.

4.12.2.2.2. Unless waived, the crewmember remains N-CMR/N-BMC until all overdue positional training requirements are accomplished or the crewmember accomplishes appropriate/specific training, as directed by SQ/CC.

4.12.2.2.3. SQ/CC, via TDRs, must inform ACC/A3 through their chain of command, and the ACC BCC FAM of any potential training shortfalls resulting from individuals not meeting their training cycle requirements IAW **Chapter 6. (T-2)**

4.12.3. SQ/DOs ensure virtual or constructive missions are accomplished in the most effective manner possible and where live missions are deficient or insufficient. Virtual or constructive missions and scenarios increasingly stress a more difficult tactical scenario as individual crewmembers and crews become more proficient. Virtual or constructive missions stress skills or situations not normally controlled under live conditions (e.g., aircraft/ asset emergencies, multiple tankers in different airspaces). Virtual missions include those accomplished through any of the following environments: Virtual Warfighter System (ViWS), Distributed Training Operations Center (DTOC), and any other DMO entity (e.g., Virtual Flags, Fleet Synthetic Training-Joint (FST-J)).

4.12.4. CT-CMR/BMC positional training requirements for BCCs are included in the applicable RTM. **(T-3)**

**4.13. Progression from BMC to CMR.** For a member to become CMR from BMC they must meet the following requirements:

4.13.1. Lookback at CMR mission/event rate.

4.13.2. Qualification in all missions/events and any specialized mission/event training required for CMR.

4.13.3. SQ/CC certification.

**4.14. CMR/BMC Regression.** N-CMR/N-BMC crewmembers are not authorized to perform crew duties unless under instructor/evaluator supervision. The SQ/CC or designated representative recertifies downgraded crewmembers, in writing, upon completion of required tasks to return to status. Crewmembers are regressed to N-CMR/N-BMC status for one or more of the following reasons:

- 4.14.1. Failure to meet lookback as defined in the RTM
- 4.14.2. Failure to reestablish currency (for CMR individuals) within 30-calendar days of becoming non-current.
- 4.14.3. Failure to complete training cycle CT/RAP requirements.

**4.15. Lookback.** Lookback and requirements are described in the RTM.

4.15.1. Lookback computations for newly qualified crewmembers begin the first of the next month following the completion of INIT QUAL/MSN Eval and one full month of CMR status. Computations for CMR-restored crewmembers begin the month following return to CMR status. **(T-3)**

4.15.2. Failure to Meet Lookback. If a CMR crewmember fails to meet lookback requirements, SQ/CC may take one of the following actions:

- 4.15.2.1. Regress the individual to N-CMR status.
- 4.15.2.2. Remove the individual from a CMR manning position.
- 4.15.2.3. Certify member as BMC.
- 4.15.2.4. Place the crewmember in probation status for one month (30 days/two RSDs). If the SQ/CC chooses probation, the crewmember is required to reestablish lookback by the end of the probation period to remain CMR.

**4.16. Regaining CMR/BMC status.** Crewmembers that regress to N-CMR/N-BMC status for less than 180 calendar days will complete SQ/DO approved training plan. **(T-3)**

4.16.1. Monitored by an instructor until such time the instructor recommends the individual be returned to CMR status. Use L/V/C events to meet these requirements IAW training requirement tables.

4.16.2. Upon training completion and instructor recommendation (documented on an ACC Form 206, or equivalent), the SQ/CC or designated representative returns the individual to CMR/BMC status.

4.16.2.1. The SQ/CC may delegate, in writing, return to CMR/BMC to the SQ/DO or COT.

4.16.2.2. The missions and events accomplished during the training may be credited toward a crewmember's lookback and total mission/event requirements for the training cycle.

4.16.3. If a crewmember is not current/N-CMR/N-BMC exceeding 180 calendar days, the COT will refer the crewmember to Stan/Eval for downgrade action to UQ status after SQ/CC approval. **(T-3)** COT documents the downgrade and enters them into RQT with subsequent requalification evaluation.

4.16.4. Document all actions on the AF Form 4141.

**4.17. Currency/Regaining Currency.** See the RTM for currency requirements for all crew positions.

4.17.1. Document events bringing members back current on an ACC Form 206 (or equivalent) then the COT restores currency and document on the AF Form 4141.

4.17.2. 13Bs and 1C5Ds not current in control may perform non-control related duties on crew (i.e., DTR or Common Operational Picture (COP) management).

4.17.3. Crewmembers with multiple qualifications maintain currency (when applicable) for their applicable qualifications. Event operations conducted in one position will not count in another crew position. **(T-3)**

4.17.4. Currency does not apply to BMC or BQ crewmembers. **(T-3)**

**4.18. Unqualified (UQ).** Unqualified is the status to which the SQ/CC downgrades a qualified individual for failure to maintain proficiency.

4.18.1. UQ crewmembers fall under one or more of the following categories:

4.18.1.1. Being N-CMR or N-BMC exceeding 180 calendar days.

4.18.1.2. Downgraded for a demonstrated lack of ability.

4.18.1.3. Downgraded for failure to meet standards during a periodic evaluation.

4.18.1.4. Downgrade at the commander's discretion following a "commander-directed downgrade" determination IAW AFMAN 13-1GBMC2V2.

4.18.2. When an individual is downgraded to UQ status, one of the following occurs:

4.18.2.1. Enter the trainee into RQT, or IQT.

4.18.2.2. Enter the trainee into a COT developed training plan.

4.18.2.3. Take appropriate administrative action IAW DAFMAN 36-2100, or AFMAN 11-402.

**4.19. Multi-Qualified/Certified Crewmembers.** SQ/CC may multi-qualify/certify crewmembers who demonstrate the knowledge and proficiency skills required to maintain multiple BCC duty position qualifications/certifications.

4.19.1. Multi-qualified CMR/BMC crewmembers reference the RTM for performance standards and academic training requirements for each position, however, when the academic requirements are identical, they need only be accomplished once. **(T-3)**

4.19.2. Upon completing an INIT QUAL for a secondary qualification, document on the AF Form 4141. Additionally, ensure the documentation reflects both a primary duty position and all other qualifications as secondary duty positions.

4.19.3. A separate AF Form 4142 must be maintained for each duty position in which an individual holds a qualification. **(T-2)**

4.19.4. For secondary qualifications, only 50% of "secondary" positional CT requirements must be accomplished. SQ/DO will determine which qualification will be primary/secondary. **(T-3)**

**4.20. Remaining in Garrison.** IQT/MQT/CT crewmembers who remain in-garrison while the unit deploys will accomplish training, when possible. Units unable to accomplish training will submit a TDR. **(T-3)**

## Chapter 5

### UPGRADE/SPECIALIZED TRAINING & CERTIFICATIONS

**5.1. General.** This chapter outlines and establishes the minimum eligibility criteria and the training requirements for upgrade, specialized, and certification training.

**5.2. Requirements.** Upgrade training requirements provide crewmembers with the academic, crew, positional, and/or mission activity needed to attain a supervisory/higher level of crew certification/qualification.

**5.3. Specialized Training.** Within the BCC, there are specific responsibilities, duties, or tasks that fall outside the formal training area and only require certification to document competency in specific duties/tasks. The certification tables in this chapter will detail training requirements across four major categories, which are described below.

5.3.1. **Read.** This is self-paced personal study for the member(s) in training.

5.3.2. **Academics.** These are formal academics administered by a designated crewmember certified in that crew position/theater. Academic comprehension can be verified through either academic testing, oral examination (i.e., board brief) or through demonstration on scope in a part task trainer, small team scenario, or mission crew scenario. Academics are built and maintained by DOT, DOW/DOK, and/or DOI.

5.3.3. **Tests.** Academic test utilized to assess member(s) comprehension of self-paced study or formal academics. Academic tests are built and maintained by DOT, DOW/DOK, and/or DOI.

5.3.4. **Execution.** Execution is composed of device/positional training which may be any combination of part task trainer, small team scenario, or mission crew scenarios. All execution training events will be documented on DAF Form 797. Instructors will document student performance on ACC Form 206. **(T-3)** All certification events will be documented on the AF Form 4348, *USAF Aircrew Certification* and the AF Form 4141. See **Table 5.1** for an example Theater Certification Program. **(T-3)**

**5.4. Theater (Deployment) Certification.** Crewmembers will be theater certified prior to deploying/assuming operational duties within that theater (e.g., Central Command (CENTCOM), Northern Command (NORTHCOM), European Command (EUCOM), Indo-Pacific Command (INDOPACOM)). Theater certifications are in addition to the theater reporting criteria. Theater certification programs are managed and administered by DOW/DOK, DOI, and/or DOT with SQ/DO oversight. The SQ/DO ensures crewmembers complete applicable theater training and crew certification. The GPCC is the certifying authority for all members and crews. Member and crew certifications will be documented on the AF Form 4348 and the AF Form 4141. **(T-3)**

5.4.1. NAFs/SCCs may direct specific Theater Certifications in support of their assigned AOR(s) and may direct specific criteria and management. NAF/SCC A3s are the approval authority for all Theater Certification training syllabi and management. NAF/SCC A3s may delegate these duties to the GP/CC level. In absence of NAF/SCC guidance the GP/CC will assume responsibility for Theater Certification. **(T-3)** NAFs/SCCs are responsible for approving and publishing certification requirements to their apportioned units and forwarding a copy to ACC/A3CI for awareness and tracking.

**Table 5.1. Example Theater Certification Program.**

Type of Event	Event Title
<b>Read</b>	SPINS Deployed Unit SOPs
<b>Academics</b>	SPINS Intel Update USAF/Joint Disposition of Forces Unique Platform Academics AOR Familiarization ACE Scheme of Maneuver Crew Contracts
<b>Tests</b>	SPINS Test AOR Test
<b>Execution</b>	1-2x Theater Familiarization (Level 100) 1-2x Level 200 Events 1-2x Level 300-400 Events <sup>1</sup>
<b>Notes:</b>	
1. One of the Level 300-400 events should be the certification event.	

5.4.2. Battle Staff (BS) Certification. The BS is responsible for overseeing mission execution, prioritizing the employment of assets under BCC direction, coordinating with Multiple MCs, disseminating tactical warning and attack assessment information from the Air Operations Center (AOC) and Joint Planning Cell, translating AOC and Joint Planning Cell operational level plans/guidance and Mission Type Orders into tactical level orders for crew execution, assume operational authorities as delegated from the AOC, Joint/Combined Force Air Component Commander (J/CFACC), and or Joint Force Commander (JFC), and providing battle management in support of the crew.

5.4.2.1. The WG/CC is the OPR for requiring a BS certification program in support of their assigned AOR and may direct specific criteria and management.

5.4.2.2. The WG/CC is the approval authority for all BS certification training syllabi and management and may be delegated to the GP/CC.

**5.5. Local Certifications.** Local certifications are designed to certify crewmembers not permanently assigned to the unit, so they can perform basic ABM, WD, or MSO functions on a temporary basis. This includes qualified crewmembers (13B/1C5s) from other platforms (e.g., Control and Reporting Center (CRC)/Airborne Warning and Control System (AWACS)), and/or joint/coalition partners from like C2 platforms.

5.5.1. The COT is responsible for determining difference training requirements depending on the member/member(s) background and experience. Local certification programs will include but are not limited to:

5.5.1.1. Equipment difference training,

5.5.1.2. Local procedures.

5.5.1.3. Airspace familiarization.

5.5.1.4. Any applicable theater certifications.

5.5.2. COTs will determine the expiration of local certifications, not to exceed 18 months.

5.5.3. Members requiring a certification beyond the 18-month period will need to obtain a BCC qualification. **(T-3)**

5.5.4. Local certification for crewmembers qualified on other platforms who are temporarily assigned to the unit and require difference training must be documented upon successful completion of local certification training using AF Form 1522.

5.5.4.1. Certification records for members tracked in ARTEMIS will be stored in ARTEMIS, specifically within the Formal Training module, with currency tracked in the Training module to ensure compliance and proper monitoring.

5.5.4.2. The training function of the unit will be responsible for verifying that ARTEMIS, alternate system(s), records are appropriately logged and maintained. **(T-3)**

**5.6. Positional Certifications.** Positional certifications are specialized positions with additional responsibilities to fill operational gaps that do not fall into baseline BCC qualification responsibilities. Positional certifications also allow members to perform specific duties that may be unique to the supported theater and/or CCMD requirements. Positional Certifications will be documented on the AF Form 4348 and the AF Form 4141.

5.6.1. The COT is responsible for developing and implementing training programs for all certified positions and documents the certification on the AF Form 4141. Reference **Table 5.2** below for an example MT certification.

5.6.2. Positional certifications will be developed to address a specific and unique need not captured in AFMAN 13-1 GBMC2V2, this publication, AFMAN 13-1 BCCV2, *Battle Control Center - Evaluation Criteria* and AFMAN 13-1 BCCV3, *Operating Procedures Battle Control Center*, or AFTTP 3-1 BCC, *Tactical Employment Battle Control Center* and AFTTP 3-3 BCC, *Tactical Employment Battle Control Center*.

5.6.3. Positional certifications will not materially alter mission crew hierarchy, authorities, or reporting as outlined in AFMAN 13-1 BCCV3.

5.6.4. Positional certifications will not materially alter positional responsibilities or authorities as outlined in AFMAN 13-1 BCCV2.

5.6.5. Annual training requirements for approved positional certifications are IAW the RTM, this manual, or DRU supplement as applicable.

5.6.5.1. Units will submit requests for the creation of a new positional certification to the ACC BCC FAM for coordination and approval through ACC/A3C. The ACC BCC FAM will assess impacts to include but not limited to UTCs, BCC publications, and training programs.

5.6.5.2. Packages will include a memorandum endorsed by the WG/CC stating the operational requirement for the positional certification, positional responsibilities, applicable AFSCs, planned training, training timeline, syllabus, CT, and employment standards/expectations.

5.6.5.3. Units will not employ proposed positions until approved by ACC/A3C. **(T-2)** ACC/A3C may delegate approval authority of temporary certifications, those not exceeding 180 days, to the ACC BCC FAM.

**5.7. Approved positional certifications** . The following is a list and details of the currently approved positional certifications for the BCC.

**5.7.1. Section Lead (SL) Certification.** The ABM SL certification is used to certify qualified ABMs to supervise battle management teams and crews within the BCC. Reference AFMAN 13-1 BCCV3 for SL roles and responsibilities.

5.7.1.1. SQ/CC will use the following baseline criteria when considering ABMs for SL certification: **(T-2)**

5.7.1.1.1. Individuals must possess a 13B AFSC.

5.7.1.1.2. Be a qualified ABM.

5.7.1.1.3. Be an experienced ABM IAW [Table 4.2](#).

5.7.1.1.4. Nominated by the SQ/DO for SL certification.

5.7.1.2. ACC will publish core SL training requirements.

5.7.1.2.1. COTs may publish additional SL training requirements supplementing core training for approval by A3C.

5.7.1.2.2. Training will be conducted under the supervision of an instructor appointed by the COT.

5.7.1.2.3. All training requirements must be documented on ACC Form 206 (or other form as directed by local guidance) prior to certification. **(T-3)**

**5.7.2. Mission Commander (MC) Certification.** The MC certification focuses on employment at the Package Level and higher. Reference AFMAN 13-1 BCCV3 for MC roles and responsibilities. The MC is a conduit between the operational level and tactical operations. The MC translates operational intent into tactical action by understanding assets available in the AOR and by utilizing force packaging and fusing capabilities to achieve operational/tactical intent.

5.7.2.1. SQ/CC will use the following criteria when considering qualified ABMs for MC certification:

5.7.2.1.1. Individual must possess an AFSC of 13B.

5.7.2.1.2. Be a qualified ABM.

5.7.2.1.3. Be an experienced ABM IAW **Table 4.2**.

5.7.2.1.4. Nominated by the SQ/DO for MC Certification.

5.7.2.1.5. The MC should be an experienced ABM (or Coalition equivalent) or graduate of an advanced tactics course, have a minimum of 18 months experience as an SL from any BMC2 system (e.g. AWACS, CRC), 12 months of which should be in the BCC. The member should demonstrate proficiency as SL within the BCC. **(T-3)**

5.7.2.1.6. In addition to the events in **Table 4.2** the MC should have at least 30 mission events while performing as CMR/BQ/BMC status of which 12 events must be in the BCC. Additionally, the MC should have participated in the mission planning and execution of at least 3 Large Force Employments (LFEs) (regardless of training environment or crew position) from any MDS. **(T-3)**

5.7.2.2. MC Certification training is focused on proficiency in planning, coordinating, briefing, executing, and debriefing Joint/Fighter Integration packages in Large Force Operations (Theater agnostic) or can be tailored to a specific assigned AOR's operations. Training will incorporate attributes, competencies, skills, and proficiency levels detailed in AFTTP 3-3, *Tactical Doctrine Combat Fundamentals-IPE*.

5.7.2.3. SQ/CCs may publish guidance for non-13B rated officers to be certified as an MC. Guidance must be approved by the GP/CC and forwarded for coordination with applicable FAMs. ACC/A3C will hold final approval for non-13B rated officers to be certified as an MC.

5.7.2.4. ACC will publish core MC training requirements.

5.7.2.5. COTs may publish additional MC training requirements supplementing core training for approval by A3C.

5.7.2.6. Training will be conducted under the supervision of an instructor appointed by the COT.

**5.7.3. Regional Interface Control Cell (RICC) Certification.** The RICC certification focuses on employment of multiple link systems and link builds operated at the theater level and higher. The RICC is the coordinating office between operational and tactical link operations. Reference AFMAN 13-1 BCCV3 for RICC roles and responsibilities.

5.7.3.1. SQ/CC should use the following criteria when considering crewmembers for RICC certification:

5.7.3.1.1. Individuals must possess an AFSC of 13B or 1C5. **(T-3)**

5.7.3.1.2. Nominated by the SQ/DO for RICC certification.

5.7.3.2. ACC will publish core RICC training requirements.

5.7.3.3. COTs may publish additional RICC training requirements supplementing core training for approval by A3C.

5.7.3.4. Training will be conducted under the supervision of an experienced member certified in the same position appointed by the COT.

5.7.4. **Mission Technician (MT).** MT certification focuses on the health and readiness of BCC equipment. Reference AFMAN 13-1 BCCV3 for MT roles and responsibilities.

5.7.4.1. SQ/CC should use the following criteria when considering crewmembers for MT certification: Nominated by the SQ/DO for MT certification.

5.7.4.2. Training will be conducted under the supervision of an experienced member certified in the same position appointed by the COT.

5.7.4.3. The COT will publish an MT training certification program for approval by ACC/A3C. **Table 5.2** below is a recommendation for a baseline MT certification. Units can use this as standard to deviate from based on the members experience level.

**Table 5.2. Example MT Certification Program.**

Type of Event	Event Title	Desired Knowledge Levels
<b>Read</b>	AFMAN 13-1 BCC V3 AFTTP 3-3 BCC AFTTP 3-1 BCC	B
<b>Academics</b>	Management of BCC equipment setup, health, and status Assisting in HHQ coordination NORAD Reports Conducting EA/EP procedures Monitoring auxiliary equipment	B
<b>Test</b>	None <sup>1</sup>	N/A
<b>Execution</b>	Observe Crew Event <sup>2</sup>	N/A
	Perform Crew Event <sup>2</sup>	2
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Comprehension will be demonstrated during execution board briefs/briefs and positional training.</li> <li>2. Scenario should be NLT level 200 scenario</li> </ol> <p><b><u>Academic Knowledge Levels</u></b></p> <p>A - Can identify basic facts and terms about the subject. (FACTS)            B - Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)            C - Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS).            D - Can evaluate conditions and make proper decisions about the subject. (EVALUATIONS).</p> <p><b><u>Performance Grading Levels</u></b></p> <p>4 - Performance reflects an unusually high degree of ability.            3 - Performance is correct, efficient, skillful and without hesitation.            2 - Performance is essentially correct. Recognizes and corrects errors.            1 - Performance is safe but indicates limited proficiency. Makes errors of omission and commission.            0 - Performance indicates a lack of ability or knowledge.            Dangerous - Performance was unsafe (one element marked "Dangerous" will require an overall grade of "zero").            Unknown - Performance was not observed or the element was not performed.</p>		

**5.8. Standing Approved Certifications.** The following is a list of Joint, and functional, certifications employed in the BCC and maintained outside of the BCC community. This list may be modified by request to the ACC MDS FAM.

5.8.1. Red Switch Operator (RSO).

5.8.2. Air Defense Artillery Fire Control Officer (ADAFCO).

5.8.3. Regional Air Defense Commander (RADC) or Sector Air Defense Commander (SADC). **Note:** RADC and SADC are not the same position as North American Aerospace Defense Command (NORAD) Sector's or Sector Commanders.

5.8.4. Airborne Non-Kinetic Package Commander (CROW) **Note:** As executed from the ground.

5.8.5. Joint Interface Control Officer (JICO).

**5.9. Certification Transfers.** BCC/DRU crewmembers changing assignments or TDY to a unit/location with the same weapon system or mission equipment will retain their current qualification/certification.

5.9.1. Crewmembers who were in training upon transfer may continue in their previous training phase at the discretion of the SQ/DO after the member completes their local certification training.

5.9.2. Additional training requirements will be nominated to the gaining SQ/DO by the gaining COT based on the unit's current system configuration and the crewmember's system knowledge and experience.

**5.10. Difference Training.** Difference Training is a tool used to instruct and ensure proficiency of crewmembers on changes to the BCC weapons system and related guidance without a positional evaluation or accomplishment of IQT/MQT syllabi.

5.10.1. Units will accomplish difference training for crewmembers when new equipment, significant upgrades/configuration changes, or when major guidance revisions are released. **(T-3)**

5.10.2. The SQ/DO, delegable to the COT, may direct accomplishment of difference training.

5.10.2.1. Crewmembers are to receive difference training prior to conducting missions on the new/updated equipment. Training will be specified/documented using the DAF Form 797. **(T-3)** Dates for entry into and completion of difference training are entered on the AF Form 4141.

5.10.2.2. In person contractor provided difference training (e.g., Hypergiant, Secondary Antenna Interface Controller (SAIC), etc.), will be annotated in a task-based format, maintained in the individual's training folder, and documented on AF Form 4141. **(T-3)**

**5.11. Instructor Upgrade.** Instructor upgrade training prepares crewmembers for qualification as an instructor in their present crew position. Instructor/evaluator crewmembers maintain CMR/BMC status. Instructors may perform instructor duties if they are CMR/BMC, have a current instructor qualification and are current in the event they are instructing. Instructors/evaluators who become N-CMR/N-BMC are allowed to continue academic duties.

5.11.1. United States Air Force Weapons School, Advanced Instructor Weapons Director Course, Weapons and Tactics Instructor (USMC), Top Gun (USN), and Carrier Airborne Early Warning Weapons School (USN) graduates are not required to complete the C2 Ground Instructor Course (GIC) positional and academic training. Graduates of the courses listed above may be considered for an INIT INSTR evaluation after becoming CMR/BMC at the discretion of the SQ/CC.

5.11.2. Prior to entry into instructor upgrade, crewmembers must be qualified/certified in the crew position in which they are selected to instruct and comply with the following:

5.11.2.1. Nominated by the COT to the SQ/CC for instructor upgrade. **(T-3)**

5.11.2.2. Be experienced in the crew position in which they are nominated to instruct. **(T-3)**

5.11.2.3. Has performed as a BCC CMR/BMC crewmember for 12 months. **(T-3)**

5.11.2.3.1. Individuals who were instructor qualified on other BMC2 systems (AWACS, CRC) may be nominated for instructor upgrade after 3 months as a BCC CMR/BMC crewmember. **(T-3)**

5.11.2.3.2. The BCC FTU SQ/CC may waive the 3-month requirement levied in [paragraph 5.11.2.3.1](#).

5.11.3. C2 Ground Instructor Course (C2 GIC). The C2 GIC is taught by the BCC FTU. The syllabus outlines the minimum training requirements for instructor upgrade and is available through the ACC/TRSS, Det 7 SharePoint® site: <https://usaf.dps.mil/teams/461ACWCAG/OG/Det7>. The passing grade for the academic test is 85%

5.11.3.1. Members who have previously completed Academic Instructor Course, Flight Instructor Course, or Battle Management Instructor Training are not required to complete the academic portion of the C2 GIC.

5.11.3.2. Current BCC instructors or those who were instructor qualified in a position that was superseded by a new position (e.g., MSO from ST, Interface Control Technician (ICT)), are not required to re-complete the C2 GIC for instructor upgrade in new position or secondary position. **(T-3)**

5.11.3.3. All instructors conducting classroom academic training in support of an ACC formal training syllabus must have completed the ACC Classroom Instructor Course (CIC), the CIC Track of C2GIC, or other equivalent training outlined in ACCI 11-251. **(T-3)**

5.11.3.4. Instructor nominees must complete a track of C2GIC as part of their instructor qualification training. **(T-3)**

5.11.4. Access to the Det 7 SharePoint® site must be granted by Det 7 crewmembers. Email the following organizational box to request access. [116.ACW.ACC.TRSS.DET.7.Org@us.af.mil](mailto:116.ACW.ACC.TRSS.DET.7.Org@us.af.mil)

5.11.5. Upon reaching the 90th calendar day from instructor upgrade entry, the trainee who does not complete instructor qualification training requirements is referred to the SQ/CC who may grant 30-calendar days extended training period.

- 5.11.5.1. If the trainee does not complete instructor qualification training requirements following the extended training period, the SQ/CC may remove the individual from training and return him/her to duty in their qualified crew position(s).
- 5.11.5.2. The SQ/CC may elect to enter the individual into instructor qualification training at a later date.
- 5.11.6. Failure to complete instructor qualification will not trigger a TEB or FEB.
- 5.11.7. Crew Position Specific Instruction.
  - 5.11.7.1. Instructor ABMs may instruct ABMs and WDs.
    - 5.11.7.1.1. Instructor ABMs that are SL certified may instruct SLs, ABMs, and WDs.
    - 5.11.7.1.2. Instructor ABMs that are MC certified may instruct MCs, SLs, ABMs, and WDs.
  - 5.11.7.2. Instructor WDs may instruct WDs and ABMs in control events only.
  - 5.11.7.3. Instructor MSOs, WDs, and ABMs may instruct all crew positions on DTR, and COP management tasks.
  - 5.11.7.4. For units with RICCs: Certified RICC may instruct RICC, WDs, MSOs, ABMs, SLs, and MCs on link events.
  - 5.11.7.5. For units without RICCs: Instructor MSOs may instruct WDs, MSOs, ABMs, SLs, and MCs on link events.
- 5.11.8. The COT will maintain a list of positional certified individuals who are authorized to sign off accomplishment of certification syllabus items. **(T-3)** “Instructor” and “Evaluator” designations, qualifications, or vernacular will not be used for positional certifications.

## Chapter 6

### OPERATIONS TRAINING DOCUMENTATION

**6.1. Introduction.** Documentation of academic and positional training accomplishments provides a current record of an individual's training throughout their career. This information ensures an accurate assessment of the individual's currency, lookback, training cycle training requirements, as well as overall experience level. Units with access to PEX, Learning Management System (LMS), or other ACC-approved program will use these along with any unit methods to document academic and positional training accomplishments. **(T-2)**

**6.2. Training Records and Reports.** Units will maintain individual crewmember training records IAW DAFMAN 11-401, AFI 33-322 and appropriate ACC directives. **(T-2)**

**6.3. Operations Training Records Maintenance.** Unit DOT maintains operations training records for all assigned/attached crewmembers holding a mission crew qualification or certification.

**6.4. Forms.** This manual requires the use of ACC Form 206, AF Form 4141, AF Form 4142, AF Form 4348, DAF Form 797 and refers to the AF Form 8, *Certificate of Aircrew Qualification*, which is required by AFMAN 13-1 BCCV2. Additionally, the following forms will be used to update information to ARTEMIS: AF Form 1522; AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document* and AF Form 4324 *Aircraft Assignment/Aircrew Qualification Worksheet*.

6.4.1. Instructions for completing these forms are contained within the electronic form and this chapter. In all instances of documentation, use of electronic forms is encouraged and authorized, to include use of electronic signatures and electronic permanent training records. For units that use a system of record (e.g., PEX, LMS, or other ACC-approved system) for tracking qualifications and certifications, the AF Form 4141 or AF Form 4142 generated using that system may omit items that are not functional in that program, if those items are tracked in the same system elsewhere and are available for viewing and modification by unit leadership.

6.4.2. AF Form 4141, *Individual's Record of Duties and Experience Ground Environment Crewmembers* (or electronic equivalent). DOT maintains a training history on all operations crewmembers to record significant occurrences during an individual's training. Units using PEX, LMS, or other ACC-approved programs will use these instructions in conjunction with the programs' functions to complete the AF Form 4141. **(T-2)** The list of items entered on the AF Form 4141 are in [Attachment 2](#). This listing is not all-inclusive and may be modified to meet unit/individual requirements.

6.4.3. AF Form 4142 (or electronic equivalent). DOT records accomplishment of academic and positional training requirements and monitored accomplishments on AF Form 4142. Hard copies, when used, of the AF Form 4142 are verified, authenticated, and signed by the COT.

6.4.3.1. DOT maintains an AF Form 4142 for the following crewmembers:

6.4.3.1.1. Assigned/attached crewmembers who maintain CMR/BMC certification.

6.4.3.1.2. A separate AF Form 4142 must be maintained for each duty position/qualification or certification an individual holds. **(T-2)**

6.4.3.2. Completed AF Form 4142s are maintained within the permanent training record.

6.4.4. AF Form 4348, *USAF Aircrew Certification*. DOT documents mission crew certifications, recertification, and decertification on the AF Form 4348. This form will be maintained in the member's Training Folder.

6.4.5. DAF Form 797, *Job Qualification Standard/Continuation JQS*. MDS equipment upgrades/difference training will be documented on the DAF Form 797. Completed DAF Forms 797 will be maintained in Section V of the member's Training Folder.

6.4.6. AF Form 8, *Certificate of Aircrew Qualification*. Stan/Eval uses this form 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 the Non-Commissioned Officer in Charge (NCOIC) if COT is not available, that additional training is complete (along with providing supporting mission gradesheet documentation). **(T-2)** The COT or NCOIC as noted above will sign and date the "Date Additional Training Completed" block in Section II of the AF Form 8. **(T-2)** Specific guidance for completing the AF Form 8 is contained in AFMAN 13-1 GBMC2V2.

6.4.7. AF Form 1522, *ARMS Additional Training Accomplishment Report*. This form is used to track ground training such as CRM, COMSEC, and OPSEC. This form ensures proper tracking, auditing, and compliance with Air Force documentation standards.

6.4.8. AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*. This form is used to collect, compile, and maintain aircrew flying records in ARTEMIS

6.4.9. AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*. This form is used to update a crewmember's qualifications into ARTEMIS

**6.5. Permanent Training Record.** DOT maintains a permanent training record for all assigned and attached crewmembers. Units are encouraged to maintain electronic training records to the maximum extent possible. Electronic training record systems must be able to produce hard copies of training products, when needed, consistent with the guidance in this manual. **(T-2)** Additionally, the electronic training record must be transportable by either digital media or via a digital database. **(T-2)**

6.5.1. The following guidance applies to hard copy training records:

6.5.1.1. If using hard copy records, DOT uses individual 6-part folders and will identify 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.

6.5.1.2. Folders must bear the "Controlled Unclassified Information" statement label/stamp on both sides of the folder. **(T-2)** The training officer may pencil in additional information on the label (e.g., rank, crew, director designator).

6.5.1.3. Do not file tests or test answer sheets in hard copy folders. Current AF Form 4141 and AF Form 4142 may be kept in a separate binder or maintained electronically for ease of record keeping, but forms will be returned to the permanent training records prior to the individual's PCS. **(T-3)** Organization of the permanent training record is as follows:

6.5.2. The following guidance applies to both electronic and hard copy training records:

6.5.2.1. **Section I, Qualification Data.** This section contains the current copy of AF Form 4141/Training History and AF Form 4142. Place the AF Form 4141 on the left side and AF Form 4142 on the right side of Section I. A DD Form 2861, *Cross-Reference*, can be used to reflect the location of the information.

6.5.2.1.1. Changes to qualifications (and training profiles) that are tracked in ARTEMIS will be documented IAW AFMAN 11-421, *Aviation Resource Management*.

6.5.2.1.2. The SARM maintains the AF Form 4324.

6.5.2.2. **Section II, Personal History.** This section contains any other current records/documents pertaining to qualifications, certifications, or proficiency, to include waivers. Within this section, DOT also maintains ACC Forms 206 (or ACC equivalent) for training accomplished (return to status following N-CMR/N-BMC, additional training because of an evaluation, IQT or MQT, etc.).

6.5.2.2.1. All ACC Forms 206 (or ACC equivalent) will be maintained in this section for three years. **(T-3)** Longer periods of ACC Form 206 (or approved equivalent) maintained as directed by the SQ/CC or SQ/DO are authorized.

6.5.2.2.2. System-specific task/task qualification or the computer-generated product (e.g., Difference Training), is maintained in this section or in a database. All information is filed in chronological order (with most recent on top).

6.5.2.3. **Section III, Medical Qualification/Medical Waivers.**

6.5.2.3.1. This section includes a current copy of the DD Form 2992 for all 13BXD and 1C5X1D crewmembers, including non-sensitive DOWN (formerly DNIC/DNIF) status DD 2992 during DOWN (formerly DNIC/DNIF) period.

6.5.2.3.2. When applicable, place the AF Form 1274, *Physiological Training*, behind the current DD Form 2992.

6.5.2.3.3. In addition, medical profiles that affect operational status are filed in this section. Do not maintain sensitive medical history or other records of a personal medical nature in this file IAW 5 USC § 552a, *Records Maintained on Individuals* referred to as the Privacy Act of 1974.

6.5.2.3.4. If medical documentation has sensitive information do not attempt to redact IAW the Privacy Act of 1974. Place a memo signed by the SQ/CC in this section in lieu of the profile/medical form.

6.5.2.3.5. After an individual is placed on DOWN (formerly DNIC/DNIF) status, DOT will keep the DD Form 2992 (or memo for record) during the DOWN (formerly DNIC/DNIF) period (30-calendar days or more) and annotate the AF Form 4141. **(T-3)**

6.5.2.4. **Section IV, Training History.** This section includes certificates from Air Education and Training Command (AETC) courses, formal courses, any ground environment training, and other events/actions affecting operations training throughout the member's career. File material chronologically with the most recent 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

6.5.2.5. **Section V, Miscellaneous Experience.** This section contains completed AF Forms 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.

## 6.6. Transfer of Records.

6.6.1. Upon reassignment (PCS only), an individual should hand carry the permanent records to the gaining unit. When circumstances prevent this, the losing organization will mail the records to the gaining unit via registered mail. **(T-3)** When mailing the records or any of its contents, retain a copy (paper or electronic) until the gaining organization has received the original record.

6.6.2. If the losing and gaining units are using PEX, LMS, or other ACC-approved program, transfer the individual's records IAW the program's parameters. If the individual is PCSing to a unit that does not have PEX, LMS, or other ACC-approved program access, print a hardcopy of the individual's AF Form 4141, place this hardcopy in the six-part training folder and have the individual hand carry the folder to next unit.

**6.7. Training Deficiency Reports (TDR).** TDRs identify problems beyond the unit's ability to resolve and that may prevent the unit or individual(s) from satisfying academic or positional training requirements. TDRs identify known or potential training problems to HHQ for information and management purposes. TDR identified issues are to be resolved at the lowest level of command. The SQ/CC should submit the TDR to the lowest level of command necessary and may submit TDRs and/or waivers at any time during the training period.

6.7.1. The SQ/CC submits a TDR identifying problems beyond the unit's ability to resolve that may prevent the unit or individual(s) from satisfying academic or positional training requirements. TDRs identify known or potential training problems to HHQ for information and management purposes. TDR identified issues are to be resolved at the lowest level of command. Submit TDRs at any time during the training period. SQ/CC should provide the following information:

6.7.1.1. Equipment limitations that have an impact on training (to include simulation equipment)

6.7.1.2. Lack of L/V/C events for training

6.7.1.3. Lack of live and virtual events for evaluations

6.7.1.4. Instructor/evaluator shortfalls

6.7.1.5. Airspace limitations

6.7.1.6. Inability to conduct effective MTEs

6.7.1.7. Computer operations to include hardware and software problems/equipment shortfalls

6.7.2. Squadrons submit TDRs through their chain of command via electronic means. Units should use the following format and provide sufficient detail that will lead to specific action to resolve the issue.

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

6.7.2.9. If appropriate ACC/A3C, delegable to the ACC BCC FAM, will respond with specific guidance or a plan to resolve the identified issues with estimated completion dates. **(T-2)**

**6.8. Letter of Qualification/Certification (LoX).** The LoX is a summary of qualifications and certifications of individuals within the unit and is approved by the SQ/CC. DOT will provide updates to certifications and readiness categories. The LoX may be maintained in PEX, LMS, or other ACC-approved programs.

6.8.1. The SQ/CC may restrict a qualification/certification of a crewmember by not listing a qualification/certification listed in the crewmember's training records.

6.8.2. Unit specific information contained on the LoX will be outlined in the unit supplement and includes but not be limited to the following information: Name, rank, certification(s), and duty positions (primary, secondary, etc.). **(T-3)**

**6.9. Additional Training.** Any training recommended by an examiner or instructor to remedy deficiencies identified during an evaluation that debrief cannot adequately cover.

6.9.1. Additional training may include self-study, academic instruction, and use of an L/V/C event or other ACC-approved training device.

6.9.2. If a crewmember exceeds the allotted time for completion of additional training as defined by AFMAN 13-1 GBMC2V2, the SQ/CC will review the situation and direct appropriate action. **(T-3)**

6.9.3. Document completion of additional training on the AF Form 4141 and on the AF Form 8 IAW AFMAN 13-1 BCCV2.

6.9.4. The instructor who completed the additional training notifies the COT or NCOIC (if COT is not available) who, in turn, will complete the AF Form 8 IAW AFMAN 13-1 BCCV2. **(T-2)**

## Chapter 7

### REMOVAL OF CREWMEMBERS VIA TRAINING EVALUATION BOARD (TEB) PROCESS/PROCEDURES

**7.1. General.** This chapter only applies to crewmembers (officer and enlisted) assigned to a BCC, not subject to FEBs outlined in DAFMAN 11-402 who fail to make satisfactory progress in INIT QUAL, MSN qualification, or CT.

7.1.1. A TEB is not required for individuals in training for secondary or beyond qualifications, certifications, or difference training.

7.1.2. The TEB is an administrative, fact-finding proceeding designed to ensure the quality control of the BCC/DRU force. Board members examine an individual's professional qualification for BCC/DRU related duties and evaluate/determine potential for use in future operations.

**7.2. Policy.** Per DAFMAN 36-2100, Air Force policy is to retain and retrain only those Airmen who have demonstrated the ability to complete training and whose past record clearly justifies further training. IAW training syllabi elimination procedures, utilization of the administrative actions outlined in this chapter 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.

**7.3. Training Evaluation Board (TEB) Convening Authority.** The TEB convening authority is the organization at the Group level or above with the authority to direct a SQ/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.

7.3.1. For All TEBs convening out of the 330 CTS/129 CTS for Guard and Reserve crewmembers at Robins AFB the gaining GP/CC will be notified of the TEB and be given the following options:

7.3.1.1. Assume responsibility for conducting the TEB.

7.3.1.2. Appoint a supplementary member to the TEB.

7.3.2. The TEB convening authority may be delegated to the SQ/CC on a case-by-case basis by the commander's next higher authority.

7.3.3. When required ACC/A3C may serve as the convening authority for RegAF, ACC-gained units, and DRUs (notify NGB A3/10 for ANG crewmembers as applicable. Notify AFRC A3/10 for AFRC crewmembers as applicable).

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

7.3.5. **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.

7.3.6. **Respondent.** A crewmember whose performance does not meet established standards, and for whom the TEB action has been requested or is being considered.

7.3.7. **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/crewmember facing possible SQ/CC action will be given the opportunity to address the board to provide personal insight into their training deficiencies. **(T-2)**

7.3.8. **Board Composition.** The TEB will normally be comprised of the SQ/CC (TEB Chair), SQ/DO, COT (Board Administrator), and Board Recorder, but may include other members as determined by the board chairperson. **(T-3)** The unit operations superintendent and/or Senior Enlisted Leader will be a board member for enlisted crewmembers TEBs. **(T-3)**

**7.4. Board Member Responsibilities.** Board members review this instruction and all evidence made available during the TEB. If statements are made by the member or witnesses, listen, and ask questions to ensure evidence is fully developed and all facts are identified. Review the facts to arrive at findings and recommendations.

**7.5. Member's Rights.** The member for whom the TEB has been requested has the following rights:

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

7.5.2. Review all evidence and documents to be submitted to the board before the board convenes.

7.5.3. Be provided the opportunity to address the board (verbally or in a written statement) to provide personal insight into their training deficiencies.

7.5.4. Appeal specific board membership to the SQ/CC.

7.5.5. Appeal the commander's decision.

**7.6. Training Evaluation Board (TEB) Procedures.** Upon approval from the convening authority, apply the following guidelines:

7.6.1. The SQ/CC initiates the TEB process by forwarding a TEB request to the convening authority for review/action. Upon approval from the convening authority, the SQ/CC establishing the TEB will:

7.6.1.1. Appoint the COT as the board administrator. **(T-3)**

7.6.1.2. The COT will ensure the TEB is established, conducted, and documented IAW this chapter. **(T-3)** The COT performs the following actions:

7.6.1.2.1. Notify the respondent in writing of their suspension from training and specify the cause of the TEB.

- 7.6.1.2.2. Schedule a time and location for the TEB ensuring availability of all board members, the respondent, and any witnesses. Witnesses, if unable to attend the TEB in person, may provide evidence to the board remotely (e.g., by telephone, written statement).
- 7.6.1.2.3. Compile the following documents for the TEB's review:
- 7.6.1.2.3.1. Complete training/evaluation record to include academic and positional training documentation. (e.g., ACC Form 206).
  - 7.6.1.2.3.2. Training summary in chronological order.
  - 7.6.1.2.3.3. Any other 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.
- 7.6.2. The SQ/CC will appoint a board recorder. **(T-3)** This officer or NCO is charged with the following duties:
- 7.6.2.1. Preparing the TEB location (administrative supplies, etc.).
  - 7.6.2.2. Capturing inputs, statements, and evidence presented before the board.
  - 7.6.2.3. Publishing summarized minutes of the board proceedings within two duty days of the TEB.
- 7.6.3. **Board Action.** NLT 15 calendar days (one RSD) from convening authority approval **(T-3)**, the TEB Chair will hold the TEB and will:
- 7.6.3.1. Brief board members on their responsibility and TEB procedures. **(T-3)**
  - 7.6.3.2. Brief the respondent on board proceedings, decisions that may be made, and his/her rights pertaining to the board. **(T-3)**
  - 7.6.3.3. Brief the board recorder on duties during and after board proceedings. **(T-3)**
  - 7.6.3.4. Capture inputs, statements, and evidence for the board to consider and evaluate. **(T-3)** Documentation includes statements from evaluators, instructors, and supervisors, as applicable.
  - 7.6.3.5. Review and discuss, in a fair and impartial manner, all information relevant to the member's training and professional qualifications. **(T-3)**
  - 7.6.3.6. In closed session, review the evidence concerning the respondent's training and performance, and evaluate the facts to arrive at findings and ultimately make one of the following decisions: **(T-3)**
  - 7.6.3.7. IQT Crewmembers (first assignment or qualification).
    - 7.6.3.7.1. No action, return to training. Insufficient reason for removal from crew duty (may not be an option depending on situation).
    - 7.6.3.7.2. Additional/continuation of training for a specific period. The board will determine a specified time after taking into consideration all facts and the requirement to request a Group (or equivalent) or ACC/A3C waiver to extend the training time beyond the time stated in this instruction. **(T-2)**

7.6.3.7.2.1. Options include regressing the student to an earlier section of training.

7.6.3.7.2.2. Removal from training for failure to attain qualification in a crew position and the initiation of DAFMAN 36-2100 actions.

7.6.3.7.3. MQT Crewmembers.

7.6.3.7.3.1. No action, return to training. Insufficient rationale/reason for removal from crew duty.

7.6.3.7.3.2. Additional/continuation of training for a specific period. Board will determine a specified period after taking into consideration all facts and the requirement to request a Group (or equivalent) or ACC/A3C waiver to extend the training time beyond the time stated in this instruction. **(T-2)** Options include regressing student to earlier section of training.

7.6.3.7.3.3. Removal from training for failure to attain/maintain proficiency in their crew position and the initiation of DAFMAN 36-2100 actions.

7.6.3.7.4. CMR Crewmembers in Upgrade, Requalification, or CT:

7.6.3.7.4.1. No action, continue training/duty status. Insufficient reason/rationale for removal from crew training or qualification withdrawal.

7.6.3.7.4.2. Additional/continuation of training for a specific period. Board will determine a specified period after taking into consideration all facts and the requirement to request a Group (or equivalent) or ACC/A3C waiver to extend the training time. **(T-2)** Options include for individuals in training for a secondary qualification to be removed from training and returned to their primary duty position.

7.6.3.7.4.2.1. Options for ABMs in training for SL certification are to be removed from training and returned to ABM.

7.6.3.7.4.2.2. Options for ABMs in training for MC certification are to be removed from training and returned to SL-certified ABM.

7.6.3.7.5. Removal from training for failure to attain/maintain proficiency in their crew position and the initiation of DAFMAN 36-2100 actions.

7.6.3.8. In closed session, the SQ/CC will notify the respondent of the board's decision and follow up the same day with notification in writing. **(T-2)** The respondent will acknowledge receipt of the decision by signing the in-turn notification memo. **(T-2)** The members' signature only acknowledges their receipt of the decision and does not imply acceptance of the decision.

7.6.3.9. Upon adjournment of the TEB, the SQ/CC/TEB chair immediately notifies the convening authority of the board's decision. The convening authority reviews the TEB report before the member's SQ/CC takes final action.

**7.7. Respondent Response.** NLT 5 duty days upon receipt of the TEB decision, the respondent must do one of the following:

7.7.1. Accept the board's decision, in which case the respondent would sign and date a letter indicating intent not to appeal the decision. **(T-3)**

7.7.2. Decide to appeal the board's decision to the convening authority, in which case the respondent would sign and date a memo indicating intent to appeal the decision. **(T-3)**

7.7.3. If the respondent decides to appeal the decision of the board, within 10 duty days, the respondent will deliver a memo containing the rationale of the appeal to the SQ/CC. **(T-3)**

**7.8. Squadron Commander (SQ/CC).** The SQ/CC 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)**

**7.9. Convening Authority.** The convening authority, who is the final appeal authority, will notify the respondent of the appeal decision. **(T-2)** The SQ/CC will initiate appropriate action based on the convening authority's decision. **(T-2)**

**7.10. Notification.** NGB A3/10 will be notified of any adverse actions taken against NGB crewmembers. AFRC A3/10 will be notified of any adverse actions taken against AFRC crewmembers. **(T-2)**

CASE A. CUNNINGHAM,  
Lt General, USAF  
Deputy Chief of Staff for Operations

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

5 USC § 552a, *Records Maintained on Individuals* (The Privacy Act of 1974)

10 USC § 12302, *Ready Reserve*

10 USC § 12301(d), *Reserve Component Generally*

ACCI 11-251, *Formal Operations Training Development Program*, 9 September 2025

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

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

AFMAN 13-1 BCCV2, *Battle Control Center - Evaluation Criteria*, X XXX 2025

AFMAN 13-1 BCCV3, *Operating Procedures Battle Control Center*, X XXX 2025

AFMAN 13-1 GBMC2V2, *Ground Battle Management Command and Control (GBMC2) Standardization/Evaluation Program*, 20 May 2024

AFTTP 3-1 BCC, *Tactical Employment Battle Control Center*, (October) 2025

AFTTP 3-3 BCC, *Tactical Employment Battle Control Center*, (October) 2025

AFTTP 3-3 IPE, *Tactical Doctrine Combat Fundamentals-IPE*, 19 July 2024

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

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

DAFMAN 11-402, *Aviation, Missile, and Parachutist Service*, 24 January 2025

DAFMAN 36-2100, *Military Classification, Technical Training, and Retraining*, 24 June 2025

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFPD 13-1, *Command and Control (C2) Enterprise*, 21 April 2021

***Prescribed Forms***

None

***Adopted Forms***

ACC Form 206, *Individual Mission Gradesheet*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 1274, *Physiological Training*

AF Form, 1522, *ARMS Additional Training Accomplishment Report*

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

AF Form 4142, *Individual Annual Training Record*

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

AF Form 4348, *USAF Aircrew Certification*

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

DAF Form 679, *Department of the Air Force Publication/Form Action Request*

DAF Form 797, *Job Qualification Standard Continuation/Command JQS*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 2861, *Cross-Reference*

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

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

**ABM**—Air Battle Manager

**ACC**—Air Combat Command

**ACS**—Air Control Squadron

**ADAFCO**—Air Defense Artillery Fire Control Officer

**AETC**—Air Education and Training Command

**AF**—Air Force

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFR**—Air Force Reserve

**AFTO**—Air Force Technical Order

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

**AFMAN**—Air Force Manual

**AFS**—Air Force Specialty

**AFSC**—Air Force Specialty Code

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**AOC**—Air Operations Center

**AOR**—Area of Responsibility

**ARMS**—Aviation Resource Management System

**ARTEMIS**—Air Resource Tool Enterprise Mission Information System

**ASO**—Air Surveillance Officer

**AST**—Air Surveillance Technician

**AWACS**—Airborne Warning and Control System

**AWO**—Air Weapons Officer  
**BCC**—Battle Control Center  
**BMC**—Basic Mission Capable  
**BMC2**—Battle Management Command and Control  
**BQ**—Basic Qualified  
**BS**—Battle Staff  
**C2**—Command and Control  
**CAP**—Corrective Action Plan  
**CAT**—Category  
**CC**—Commander  
**CCMD**—Combatant Command  
**CCV**—Squadron Stan/Eval  
**CENTCOM**—Central Command  
**CIC**—Classroom Instructor Course  
**COP**—Common Operational Picture  
**COR**—Contract Officer’s Representative  
**COT**—Chief of Training  
**CMR**—Combat Mission Ready  
**CRC**—Control and Reporting Center  
**CROW**—Airborne Non-Kinetic Package Commander  
**CTS**—Combat Training Squadron  
**DAF**—Department of the Air Force  
**DAFI**—Department of the Air Force Instruction  
**DAFMAN**—Department of the Air Force Manual  
**DAFPD**—Department of the Air Force Policy Directive  
**DD**—Department of Defense (Forms only)  
**Det**—Detachment  
**DET/CC**—Detachment Commander  
**DMO**—Distributed Mission Operations  
**DNIC**—Duty Not Involving Controlling  
**DNIF**—Duty Not Involving Flying  
**DO**—Director of Operations

**DOC**—Designed Operational Capability  
**DOI**—Director of Intelligence  
**DOK**—Director of Operations Weapons and Tactics  
**DOT**—Director of Operations Training  
**DOW**—Director of Operations Weapons and Tactics  
**DTR**—Detect, Track and Report  
**DRU**—Direct Reporting Unit  
**DSG**—Drill Status Guardsman  
**DTOC**—Distributed Training Operations Center  
**EA**—Electronic Attack  
**EP**—Electronic Protection  
**ETCA**—Education and Training Course Announcement  
**EUCOM**—European Command  
**FST-J**—Fleet Synthetic Training-Joint  
**FAM**—Functional Area Manager  
**FEB**—Flying Evaluation Board  
**FOC**—Full Operational Capability  
**FTU**—Formal Training Unit  
**GBMC2**—Ground Battle Management Command and Control  
**GEQ**—Graduate Evaluation Questionnaire  
**GIC**—Ground Instructor Course  
**GP**—Group  
**GTIMS**—Graduate Training Integration Management System  
**HARM**—Host Aviation Resource Management  
**HHQ**—Higher Headquarters  
**HQ**—Headquarters  
**ICT**—Interface Control Technician  
**IDT**—Identification Technician  
**IFF**—Identification, Friend, or Foe  
**IG**—Inspector General  
**INDOPACOM**—Indo-Pacific Command  
**INIT**—Initial Qualification

**IOC**—Initial Operational Capability  
**IPE**—Integrated Planning and Execution  
**IQT**—Initial Qualification Training  
**J/CFACC**—Joint/Combined Force Air Component Commander  
**JFC**—Joint Force Commander  
**JICO**—Joint Interface Control Officer  
**JQS**—Job Qualification Standard  
**LFE**—Large Force Employment  
**LMS**—Learning Management System  
**LoX**—Letter of Qualification/Certification  
**L/V/C**—Live/Virtual/Constructive  
**MAJCOM**—Major Command  
**MC**—Mission Commander  
**MCC**—Mission Crew Commander  
**MDS**—Mission Design Series  
**MPA**—Military Personnel Appropriation  
**MQT**—Mission Qualification Training  
**MSN**—Mission Evaluation  
**MSO**—Mission System Operator  
**MT**—Mission Technician  
**MTE**—Mission Training Exercise  
**MTP**—Mission Training Program  
**NAF**—Numbered Air Force  
**N/A**—Not Applicable  
**N-BMC**—Non-Basic Mission Capable  
**N-CMR**—Non-Combat Mission Ready  
**NCO**—Non-Commissioned Officer  
**NCOIC**—Non-Commissioned Officer in Charge  
**NGB**—National Guard Bureau  
**NLT**—No Later Than  
**NORAD**—North American Aerospace Defense Command  
**NORTHCOM**—Northern Command

**OI**—Operating Instruction  
**OPR**—Office of Primary Responsibility  
**OSS**—Operations Support Squadron  
**PACAF**—Pacific Air Forces  
**PCS**—Permanent Change of Station  
**PEX**—Patriot Excalibur  
**QUAL**—Qualification  
**RADC**—Regional Air Defense Commander  
**RAP**—Ready Aircrew Program  
**RegAF**—Regular Air Force  
**RICC**—Regional Interface Control Cell  
**RQT**—Requalification Training  
**RSD**—Regular Scheduled Drill  
**RSO**—Red Switch Operator  
**RTM**—RAP Tasking Message  
**SADC**—Sector Air Defense Commander  
**SAIC**—Secondary Antenna Interface Controller  
**SARM**—Squadron Aviation Resource Management  
**SAV**—Staff Assistance Visit  
**SCC**—Service Component Commander  
**SD**—Senior Director  
**SL**—Section Lead  
**SOP**—Standard Operating Procedure  
**SPINS**—Special Instructions  
**SQ**—Squadron  
**SRB**—Syllabus Review Board  
**ST**—Surveillance Technician  
**Stan/Eval**—Standardization and Evaluation  
**TACS**—Theater Air Control System  
**TIMS**—Training Integration Management System  
**TDR**—Training Deficiency Report  
**TDY**—Temporary Duty

**TEB**—Training Evaluation Board  
**TRSS**—Training Support Squadron  
**TTP**—Tactics, Techniques, and Procedures  
**UQ**—Unqualified  
**USAF**—United States Air Force  
**USMC**—United States Marine Corps  
**USN**—United States Navy  
**UTC**—Unit Type Code  
**UTP**—Unit Training Program  
**VA**—Virginia  
**ViWS**—Virtual Warfighter System  
**WD**—Weapons Director  
**WG**—Wing  
**XP**—Plans Office

*Office Symbols*

**932 BMCS/CC**—932d Battle Management Control Squadron Commander  
**461 OG/CC**—461st Operations Group Commander  
**ACC/A3**—ACC Director of Operations  
**ACC/A3C**—ACC C2ISR Division  
**ACC/A3CI**—ACC Combat Integrations Branch  
**ACC/TRSS Det 7**—ACC Training Support Squadron Detachment 7  
**AF/A34**—Air Force Training and Force Management Directorate  
**AF/A34C**—Air Force Command & Control Division  
**AFRC A3/10**—AFRC Director of Operations  
**NGB A3/10**—NGB Operations Division

*Terms*

**Basic Mission Capable (BMC)**—A crew member who has satisfactorily completed IQT and MQT, is qualified in some aspect(s) of the unit mission but does not maintain CMR status. The crewmember must be able to attain full qualification to meet operational taskings within 30-calendar days. This status also applies to those individuals who are assigned to a unit that does not have a DOC tasking. BMC crewmembers do not maintain CMR status due to duty assignment or other reasons as determined by the appropriate authority.

**Basic qualified (BQ)**—A crewmember who has satisfactorily completed IQT and is qualified to perform crew duties within the unit. The member must perform at the minimum frequency necessary to meet lookback. **(T-3)**

**Combat mission ready (CMR)**—The status of an individual who successfully completes IQT, MQT, and maintains qualification and proficiency in the unit combat mission.

**Continuation training (CT)**—Academic and positional training required to maintain proficiency and improve crewmember capabilities.

**Crewmembers**—Members who are assigned, attached, or otherwise conducting operations at any BCC.

**Grounding**—Is used to describe events or actions that prevent a member from sitting on crew for positional duties until the event/action is resolved. Members will not go Non-Combat Mission Ready (N-CMR) solely for a grounding event.

**Major Command (MAJCOM)**—This manual refers exclusively to HQ Air Combat Command (ACC) located on Joint Base Langley-Eustis (JBLE), VA.

**Wing Commander (WG/CC) and Sector Commander**—Are synonymous throughout this volume. Sector Commanders are recognized as WG/CCs Equivalents.

## Attachment 2

**INDIVIDUAL'S RECORD OF DUTIES AND EXPERIENCE GROUND  
ENVIRONMENT CREWMEMBERS**

**Table A2.1. Individual's Record of Duties and Experience Ground Environment Crewmembers.**

	NAME (Last, First, Middle Initial)	UNIT OF ASSIGNMENT				GRADE
DATE A	MANDATORY ACTIONS TO BE REPORTED (One Type of Action Per Line) B	GRADES If N/A, leave blank				RECORD OF AUTHENTICA TION OF REMARKS G
		Written C	Date D	Positional E	Date F	
	Signed into Unit					COT
	Individual Records Review					DO
	Entered IQT					COT
	Completed IQT-Released to Stan/Eval					COT
	Continued in IQT					CC
	Entered Extended IQT					CC
	Entered Group Approved Additional Extended IQT					CC
	Entered ACC Approved Additional Extended IQT					CC
	Entered IQT/Awaiting Technical Training Course					COT
	Removed from IQT					CC
	INIT QUAL					Examiner
	Entered MQT					COT
	Completed MQT; Released to Stan/Eval					COT
	Entered Extended MQT					CC
	Entered Group Approved Additional Extended MQT					CC
	ACC Waiver Request Approved					COT
	ACC Disapproves Extended Training					CC
	Entered ACC Approved Additional Extended MQT					CC
	Continued in MQT					CC
	Removed From MQT					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
Instructor Qualification Withdrawn					CC
Primary Duty Position					DO
Secondary Duty Position					DO
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
Entered RQT					COT
Completed RQT–Released to Stan/Eval					COT
Removed From Remedial RQT					DO
Requalification Evaluation					Examiner
Appointed as Examiner					CC
Withdrawn as Examiner					CC
Regress to N-CMR/N-BMC					CC
Restore to CMR/BMC					CC
Started Additional Training-(MSN)					COT
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 from Difference Training					COT
Prorate Training Requirements					CC
Non-Current					COT
Currency Restored					COT
Entered Probation Status					CC
Completed Probation					COT
Training Period Adjustment					COT
Formal Operations Related Training Course					COT
TDY, Location and Reason					COT <sup>6</sup>
DOWN (formerly DNIC “Duty Not Involving Controlling”)					COT
Medically Cleared to Return to Duty					COT
Memorandum for Record					COT
Cross Training					COT
1 Month Lookback Extension					CC
Exercise (NAME)					COT
Instructor Monitored “Missions/Events/Hours” Completed					COT
Designated BQ					DO
4141 for Instructor Nomination/Appointment					CC
4141 for entered Tailored IQT/MQT					CC
Signed Out of Unit					COT <sup>4</sup>

**Instructions for filling out form:**

A Date

B Entries in this column include Training Documentation

C Results of all Written Examinations

D Date the Examination was administered

E Enter Positional Evaluation Results (EQ, Q-1, Q-2, Q-3)

F Date the Evaluation was administered

G Required Entries

Last name and grade of examiner for all evaluations

Signature of CC, DO, COT as appropriate

Signature of COT certifying entry/completion of IQT and MQT training requirements

Signature of COT when closing out the record for PCS or when a record is re-accomplished

Signature of CC or designated representative, for appointments of evaluators/instructors and withdrawing evaluator/instructor appointments

Any other Operations amplifying information

**Notes:**

1. Entries are in chronological order. Dates/duration indicate when the events occurred, not the date of posting. Backlogs are kept to a minimum.

2. Entries must match the sample. Additional operational training entries can be posted to record significant events for which there is no sample. Do not enter events that are not operationally related (e.g., weapons/vehicle qualification, ancillary training.)

3. Columns C, D, E and F reflect when the written and positional evaluations were performed.

4. The individual currently holding the cited position when the event occurred is the one who signs for the event. A signature block is required for hard copy records. For those units using LMS, annotate the authorizing official in the comments field. 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.

5. No signature is required; however, the individual's name is typed.

6. Only required for TDYs more than 7 calendar days.

7. Spot evaluations that do not affect the training status of the individual are not required.

### Attachment 3

#### 932D BATTLE MANAGEMENT CONTROL SQUADRON (932 BMCS)

**A3.1. Appendix.** This appendix will highlight the training differences as the unit continues to stand up and prepare for Full Operational Capability (FOC). The 932 BMCS will be responsible for instructing their local certification syllabus.

#### **A3.2. Commander's Authority.**

A3.2.1. The 461st Operations Group Commander (461 OG/CC) is responsible for conducting training specified under the authority and direction of 932 BMCS certification syllabus. Graduation from this course requires the effective completion of all training prescribed by the syllabus.

A3.2.2. All operators assigned to the 932 BMCS will complete the 932 BMCS certification syllabus based on their assigned and anticipated crew duties.

A3.2.3. At Initial Operational Capability (IOC) the 932d Battle Management Control Squadron Commander (932 BMCS/CC) will provide a final copy of the certification syllabus to ACC TRSS/Det 7 and the MDS FAM for ACC/A3C review and approval.

A3.2.4. Appoint, in writing, a rated officer with a current instructor qualification to serve as the COT.

A3.2.5. If not accomplishing regular crew integration duties the SQ/CC may exclude weather and cyber AFSCs from the LoX.

#### **A3.3. Waivers/Training Deferrals.**

A3.3.1. The 932 BMCS/CC is the waiver authority for 932 BMCS Certification Syllabus and may, waive training or graduation requirements as required. Training waivers will be filed in Section II of the students training folder.

A3.3.2. The 932 BMCS/CC will notify the OG/CC and ACC/A3CI of all approved syllabus waivers.

#### **A3.4. Initial Qualification Training (IQT)/Mission Qualification Training (MQT).**

A3.4.1. All 13Bs and 1C5s will attend BCC IQT and MQT provided by the BCC FTU at Robins AFB unless meeting the requirements of AFMAN 13-1 GBMC2V2 for qualification transfer.

A3.4.2. The 461 OG/CC may waive or modify attendance to BCC IQT/MQT, in writing, as required not including authorization to conduct IQT/MQT outside of the BCC FTU.

A3.4.3. The 461 OG/CC may defer unaccomplished tasks to the gaining unit. The graduate will receive "restricted" or "unobserved" on their AF Form 8 in all deferred events until evaluated by the gaining unit. Provide copies of all approved waivers or deferrals to ACC/A3CI within 10 working days of approval.

**A3.5. Training Deviations.** The 932 BMCS/CC may authorize deviations in the order of training to meet dynamic local conditions. Deviations will be consistent with good training management; student progress and student experience level. However, all prerequisite training must be accomplished before associated mission training.

**A3.6. Chief of DOT Roles and Responsibilities.**

A3.6.1. Accomplish all duties listed in the parent volume.

A3.6.2. COT will develop a CMR program separate from the certification program.

A3.6.3. COT will develop individual theater certification plans for each tasked Combatant Commander's AOR.

A3.6.4. Keep the ACC BCC FAM and TRSS Det 7 informed of progress and development of 932 BMCS specific certifications and crew builds.

A3.6.5. Work with ACC BCC FAM TRSS Det 7 for proposed changes to in-house certification or recommended improvements for all operators.

**A3.7. Training Specifics.**

A3.7.1. MCs will only be a current and qualified rated officer.

A3.7.2. SLs will only be a current and qualified 13BXX.