

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

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



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

***CONTROL AND REPORTING CENTER  
(CRC) - TRAINING***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This manual implements Department of the Air Force Directive (DAFPD) 13-1, *Command and Control (C2) Enterprise*. It establishes the minimum Air Force (AF) standards for training and qualifying personnel performing duties in the Control and Reporting Center (CRC). This manual applies to all combat coded CRCs assigned to Air Combat Command (ACC), United States Air Forces Europe and Air Forces Africa (USAFE-AFAFRICA), and Air National Guard (ANG). This manual applies to all civilian employees and uniformed members of the Regular Air Force (RegAF) and ANG performing Ground Battle Management for the C2 enterprise. This publication does not apply to Air Force Reserve, Air Education and Training Command (AETC) formal training unit (FTU) operations, or the United States Space Force. 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 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 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. Submit requests for waivers through the chain of command to the appropriate tier waiver approval

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## ***SUMMARY OF CHANGES***

This updated manual incorporates substantial revisions and should be reviewed in its entirety. Significant changes include: the removal of Mission Commander (MC) certification, the addition of the Senior Weapons Director (SWD) certification position, the addition of the Mission System Operator (MSO) crew position experience requirements, and the addition of the Senior System Operator (SSO) certification requirements.

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## Chapter 1

### POLICY AND CONCEPTS

**1.1. General Information.** For the purposes of this manual the definition of “certification” and “qualification” is in accordance with Air Force Manual (AFMAN) 13-1 GBMC2 Volume 2, *Ground Battle Management Command and Control (GBMC2) Standardization/Evaluation Program*; therefore a “certification” denotes a commander’s action, whereas “qualification” denotes a formal Standardization/Evaluation (Stan/Eval) evaluation in accordance with AFMAN 13-1 CRC Volume 2, *Control and Reporting Center (CRC) - Evaluation Criteria*.

1.1.1. The Air Control Group (ACG) and Operations Group are referred to as “Group” throughout this publication. Training requirements outlined in this publication apply to Numbered Air Force (NAF) and Group personnel. Throughout this publication, Air Force Specialty Code (AFSC) 13B refers to Air Battle Managers (ABMs), AFSC 1C5X1D refers to Weapons Directors (WD) and AFSC 1C5X1 refers to Command and Control Battle Management Operators.

1.1.2. This manual incorporates the Mission System Operator (MSO) crew position with subsequent certification as SSO. 1C5X1 operators qualified as Air Surveillance Technicians (ASTs), Interface Control Technicians (ICTs), and/or Surveillance Technicians (STs) transition to an MSO qualification via applicable training. The CRC Ready Aircrew Program (RAP) Tasking Memorandum (RTM) outlines positional training requirements. Specific administrative guidance for units undergoing transition is included in this manual and the RTM.

### 1.2. Roles and Responsibilities.

1.2.1. ACC Directorate of Operations (ACC/A3). ACC is designated the lead command for the CRC. ACC/A3 is the responsible agency for this volume.

1.2.1.1. ACC/A3 will chair annual ACC Realistic Training Review Boards to review ground and flying training requirements programs for Combat Air Forces units. **(T-3)** Realistic Training Review Board participants include applicable ACC RegAF and NGB representatives. Major Command (MAJCOM)/A3s with major weapons systems for which ACC is lead command send representatives and/or inputs.

1.2.1.2. ACC, Ground Battle Management Systems Branch (ACC/A3CG) is the OPR for this volume and will:

1.2.1.2.1. Process all requests for changes to this volume. **(T-2)** Changes to this volume will be coordinated with user commands and forwarded for approval to Air Force Exercises and Training Division (AF/A3TE). **(T-2)**

1.2.1.2.2. Address time sensitive changes by AF Guidance Memoranda. **(T-2)** Coordinate AF Guidance Memoranda in accordance with DAFMAN 90-161 with NGB Airfield Operations and Command and Control Forces Division (NGB A3/10), Air Education and Training Command (AETC/A2/3/10), and USAFE-AFAFRICA Organize, Train and Equip Division (USAFE-AFAFRICA/A3ZJ) so that appropriate guidance can be issued to those commands.

1.2.1.2.3. Provide overarching guidance and monitor the overall training program. **(T-2)**

1.2.1.2.4. Provide command assistance in the resolution of major training problems and coordinate with agencies both internal and external to the command for training equipment. **(T-2)**

1.2.1.2.5. Ensure allocation of mission training materials to meet training requirements. **(T-2)**

1.2.1.2.6. Use **Chapter 7** of this volume to document MAJCOM supplements and/or unique requirements and restrictions for specific CRC units. **(T-2)**

1.2.1.2.7. Establish standards, tasks, and formal training requirements, act as the OPR for CRC crew position syllabi and provide training materials to using commands. **(T-2)**

1.2.1.2.8. Coordinate with applicable MAJCOMs in developing the CRC RTM as necessary. **(T-2)** When implemented, the RTM contains specific positional training requirements for Combat Coded/Designed Operational Capability (DOC) tasked CRCs and may not be less restrictive or deviate from training concepts outlined in this volume. Direct Reporting Units (DRUs) and non-combat coded units do not fall under an RTM unless otherwise specified.

1.2.1.2.9. Provide support, guidance, and resources to subordinate units for the implementation, direction, and monitoring of the training program to include ACC-gained units. **(T-2)**

1.2.1.2.10. Ensure the Mission Training Program (MTP) is implemented by scheduling and directing Mission Training Exercises (MTE) (See **Chapter 6**). **(T-2)**

1.2.1.2.10.1. Monitor distributed exercise participation and assist with coordination of events among the units.

1.2.1.2.10.2. Ensure the effective use of the MTP to integrate joint/combined service elements.

1.2.1.2.11. Monitor/facilitate training programs to ensure all crewmembers are prepared to perform CRC roles and missions. **(T-2)**

1.2.1.2.12. Task ACC Training Support Squadron (TRSS) to develop and validate training programs where required. **(T-2)**

1.2.1.2.13. Act in accordance with guidance outlined in this manual as the Group equivalent headquarters for ACC-gained CRC units. **(T-2)**

1.2.2. AETC may use this manual for reference only to ensure equitable standards and commonality in development of CRC FTU policies and programs. AETC 13-series publications relating to CRC training will be routed to the OPR of this publication for coordination prior to certification and approval.

1.2.3. The 19th Air Force Commander (19 AF/CC), USAFE-AFAFRICA/A3ZJ, and NGB A3/10 are offices of collateral responsibility for this publication and should:

1.2.3.1. Provide aid, guidance, and resources to subordinate units for the implementation, direction, and monitoring of the training program.

- 1.2.3.2. Use **Chapter 7** of this volume and MAJCOM specific supplements for unique mission considerations/requirements to establish individual unit taskings as required.
  - 1.2.3.3. Ensure supplements to this volume are sent to ACC, Command and Control Intelligence, Surveillance, Reconnaissance Operations Division (ACC/A3C) for coordination prior to AF Training and Readiness Directorate (AF/A3T) approval.
  - 1.2.3.4. Ensure the MTP is implemented by scheduling and directing MTEs. Request CRC training materials from ACC/A3C as required.
  - 1.2.3.5. As the theater OPR for MAJCOM-level training matters, provide assistance, guidance, and resources to subordinate units for the implementation, direction, and monitoring of the training program.
  - 1.2.3.6. Monitor/facilitate training programs to ensure all units are prepared to perform CRC roles and missions.
- 1.2.4. The 552d Air Control Wing (552 ACW) should:
- 1.2.4.1. Assist the 552d Air Control Group (552 ACG) in the management of training programs, ensure programs meet unit needs, and provide necessary training staff support.
  - 1.2.4.2. Review programs and manning position designations annually.
- 1.2.5. 552 ACG and 31st Operations Group (31 OG) (USAFE-AFAFRICA) should:
- 1.2.5.1. Assist subordinate units in the management of training programs, ensure programs meet unit needs, and provide necessary training staff support.
  - 1.2.5.2. Develop training programs for assigned CRCs to ensure all crewmembers are prepared to perform their CRC roles and missions.
  - 1.2.5.3. Conduct periodic reviews of subordinate units RAP training and evaluate overall RAP training accomplishments to ensure training is well balanced and equitably allocated.
  - 1.2.5.4. Assist ACC TRSS in the development of initial qualification training (IQT) materials and be the OPR for mission qualification training (MQT) and continuation training (CT) materials referred to in this volume, including CRC Course Control Documents and Course Training Documents.
  - 1.2.5.5. Monitor and maintain a MTP for assigned units.
  - 1.2.5.6. Facilitate the development of an exercise schedule based on squadron-level inputs and requirements.
  - 1.2.5.7. Identify and capture MTP-related problem areas and facilitate resolution.
- 1.2.6. Squadron Commander (SQ/CC) will:
- 1.2.6.1. Have or obtain the 13B3D AFSC (non-waiverable) and will maintain a CRC ABM qualification. **(T-2)**
  - 1.2.6.2. Ensure personnel/crews are trained to a level of mission/combat readiness that meets the unit DOC statement and mission training requirements. **(T-3)**
  - 1.2.6.3. Ensure adequate continuity and supervision of crew/individual training needs, experience, as well as the proficiencies of assigned and attached crewmembers. **(T-3)**

1.2.6.4. Appoint a 13B ABM who is instructor qualified as the Chief of Training (COT), in writing, to implement and manage the operations training program. **(T-3)**

1.2.6.5. Ensure review of training and evaluation records of newly assigned crewmembers and those completing formal training to determine the training required to achieve combat mission ready (CMR), basic qualified (BQ), or basic mission capable (BMC) status. **(T-3)** Certify crewmembers as CMR/BMC/BQ when the appropriate training requirements are completed.

1.2.6.6. 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. **(T-3)**

1.2.6.6.1. Submit training deficiency reports (TDRs) in accordance with **paragraph 8.6**. SQ/CC may submit TDRs and/or waivers at any time during the training period.

1.2.6.6.2. ANG ACC-gained units are to include information copies of TDRs and waiver requests to NGB A3/10.

1.2.6.7. Determine utilization of BMC crewmembers. **(T-3)**

1.2.6.8. Assist the Wing and Group (as applicable) in developing and/or reviewing unit training programs and materials. **(T-3)**

1.2.6.9. Ensure the Squadron Director of Operations (SQ/DO) manages temporary duty (TDY) and leaves of personnel in IQT and MQT status to reduce interruptions in training. **(T-3)**

1.2.6.10. Take administrative action in accordance with **Chapter 9**, AFMAN 36-2100, *Military Utilization and Classification* and AFMAN 11-402, *Aviation and Parachutist Service*, on individuals who cannot perform or meet the unit DOC/training mission requirements. **(T-3)**

1.2.7. SQ/DO will:

1.2.7.1. Have or obtain the 13B3D AFSC (non-waiverable) and will maintain a CRC ABM qualification. **(T-2)**

1.2.7.2. Provide oversight of training crew personnel on the general procedures and preparation for executing the unit's design operational capability (DOC) tasked mission and any applicable operations plans. **(T-3)**

1.2.7.3. Direct the execution of the unit's schedule and mission planning effort to include scheduling of MTEs. **(T-3)**

1.2.7.4. Ensure all missions are planned, briefed, executed, and debriefed. **(T-3)**

1.2.7.5. Reviews records of newly assigned personnel to determine the appropriate training and assignment of duty position. **(T-3)**

1.2.7.6. Manage TDY, leave, and non-operations tasks of personnel in IQT and MQT status to reduce interruptions in training. **(T-3)**



1.2.7.7. 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. **(T-3)**

1.2.7.8. Maintain necessary MTP materials from distributed mission operations (DMO) centralized event libraries. **(T-3)**

1.2.7.9. Prepare and forward after-action reports to 552 ACG for ACC (RegAF) component, USAFE-AFAFRICA/A3ZJ for USAFE-AFAFRICA units, and ACC/A3CG for ANG units. **(T-3)**

1.2.7.10. Designate an exercise director, and exercise simulation team (White Cell), as appropriate, to meet the training objectives of the mission crew during an MTE. **(T-3)**

1.2.7.11. Organize and use a Simulation Team (White Cell) for implementing and conducting realistic training simulations for the mission crew. **(T-3)**

1.2.8. Squadron COT will:

1.2.8.1. Use MAJCOM approved syllabi, courseware/training, and locally developed materials (if necessary) to implement an effective training program. The Chief of Training Handbook is available via the ACC Ground Battle Management Systems (ACC/A3CG) SharePoint® Community of Practice page. **(T-3)**

1.2.8.2. Review an individual's training records/accomplishments prior to entry into training and provide a tailored training program recommendation to the SQ/DO based on previous CRC experience (requalification in accordance with [paragraph 2.4.2](#)) or experience in other Command and Control (C2) platforms. **(T-3)**

1.2.8.3. Ensure ACC/TRSS, Detachment (DET) 9 graduate evaluations are accomplished in accordance with ACC Instruction (ACCI) 11-251, *ACC Operations Training Development Program*. **(T-3)**

1.2.8.4. Ensure training supplies and current training materials are available to trainees. **(T-3)**

1.2.8.5. Aid in academic and positional subject areas and keep the SQ/DO advised on personnel who are having difficulty with their training. **(T-3)**

1.2.8.6. Forward, through their chain of command, proposed changes, corrections, or recommended improvements to training materials to ACC/TRSS, DET 9 for IQT or to Group for MQT and CT. **(T-3)**

1.2.8.6.1. Use the Training Change Request Form located on the ACC TRSS, DET 9 SharePoint® site (<https://usaf.dps.mil/teams/12140/default.aspx>) to submit recommended changes to training products. **(T-3)** (Access to the site, if necessary, is coordinated through ACC TRSS, DET 9). ACC TRSS, DET 9 uses the Training Change Request Format to nominate new courseware for development or revise existing courseware material. Recommendations include the rationale with references and placement into the following categories:

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

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

1.2.8.6.1.3. **SUBSTANTIVE.** Substantive comments are provided because sections in the training materials appear to be or are potentially incorrect, incomplete, misleading, or confusing.

1.2.8.6.1.4. **ADMINISTRATIVE.** Administrative comments correct inconsistencies between different sections, typographical errors, or grammatical errors.

1.2.8.7. Verify additional training (AT), identified by either the instructor or evaluator and direct training accordingly. **(T-3)**

1.2.8.8. Verify successful training completion and documentation by instructors for all trainees (certification, IQT, MQT, or AT). **(T-3)**

1.2.8.9. Maintain a roster of the qualifications and/or certifications of unit crewmembers. **(T-3)**

1.2.8.10. Monitor unit's ACC/TRSS, DET 9 graduate evaluation program. Follow up as necessary with trainees and supervisors to ensure completion and submission of graduate evaluation questionnaire (GEQ) in accordance with ACC/TRSS, DET 9 guidance/policy (not applicable (N/A) for DRUs). **(T-3)**

1.2.9. Instructors will:

1.2.9.1. Tailor instruction based on student experience and previous training documentation. **(T-3)**

1.2.9.2. Instruct student(s) per syllabus requirements/standards. **(T-3)**

1.2.9.3. Counsel/mentor student(s) on the importance of crewmember discipline, to include positive and negative aspects. **(T-3)**

1.2.9.4. Recommend and conduct AT. **(T-3)**

1.2.9.5. Recommend actions for elimination to the Training Evaluation Board (TEB) or proficiency advancement to the COT. **(T-3)**

1.2.9.6. Coordinate/consult with COT on student progress. **(T-3)**

1.2.9.7. Review assigned student(s) training records after each training event or as necessary. **(T-3)**

1.2.9.8. Complete assigned student(s) training records (e.g., ACC Form 206, *Individual Mission Gradesheet*; DAF Form 797, *Job Qualification Continuation/Command (JQS)*) for leadership and/or next instructor's/evaluator's review one duty day after training event. **(T-3)**

1.2.10. Flight Commanders and Supervisors will:

1.2.10.1. 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)**

1.2.10.2. Ensure crewmembers are CMR, BMC, BQ, or certified in the crew position they are performing, or supervised by an instructor. **(T-3)**

1.2.10.3. Ensure individuals that have completed IQT within the last 6 months complete the appropriate ACC/TRSS, DET 9 GEQ in accordance with ACC/TRSS, DET 9 guidance/policy. **(T-3)** Once the individual has completed the graduate evaluation, the supervisor completes the supervisor portion (or ensure completion) of the graduate evaluation and submits in accordance with ACC/TRSS, DET 9 guidance/policy.

1.2.11. Crewmembers will:

1.2.11.1. Complete training requirements and currencies in accordance with **Chapter 4**, unit supplements, and applicable RTM. **(T-3)**

1.2.11.2. Maintain CMR, BMC, BQ qualification, applicable certification, and currency in the crew position they are performing unless under appropriate supervision. **(T-3)**

1.2.11.3. Complete a GEQ within 6 months following completion of IQT in accordance with ACC/TRSS, DET 9 guidance/policy. **(T-3)** Notify supervisor or instructor and COT when this GEQ has been completed/submitted.

**1.3. Training.** Operations training progresses crewmembers from IQT (basic course or requalification training (RQT)) through MQT, to CT, as applicable. Award a qualification upon the successful completion of IQT, MQT, or RQT. Personnel can be qualified: BQ, BMC, or CMR.

1.3.1. IQT (See **Chapter 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 attain a BQ status.

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

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

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

1.3.1.2. Except for DRU assignments, crewmembers will not remain in BQ status longer than 90 calendar days. **(T-3)**

1.3.2. MQT (See [Chapter 3](#)). MQT provides crewmembers the advanced training necessary to qualify 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, in accordance with AFMAN 13-1 GBMC2V2, individuals are designated BMC/CMR. MQT is not required for attached Wing personnel unless required by unit leadership.

1.3.3. BMC and CMR training requirements and currencies are outlined in [Chapter 4](#) and/or the RTM.

1.3.3.1. BMC designated crewmembers may have primary jobs or staff functions that directly support the mission design series (MDS) mission. BMC crewmembers maintain familiarization with all unit core missions. They may also maintain proficiency and qualification in some of the unit core missions. BMC crewmembers must be able to attain CMR status in 30 duty days or less. **(T-3)**

1.3.3.1.1. BMC crewmembers may participate in any mission for which they are proficient and qualified, without AT, as determined by the SQ/CC.

1.3.3.1.2. Failure to complete BMC required training results in regression to non-basic mission capable (N-BMC) status.

1.3.3.2. CMR crewmembers maintain currency and proficiency in all core missions of their assigned or attached unit. CMR entails accomplishing the minimum required training requirements for crewmembers to be qualified and proficient in all the primary missions tasked for their duty position.

1.3.4. CT (See [Chapter 4](#)). CT provides crewmembers with the volume, frequency, and mix of training necessary to maintain proficiency in the assigned qualification/certification level. RAP is the combat coded/DOC-tasked unit CT program designed to focus training on needed combat/contingency skills. Base a crewmember's CT/RAP requirements on the crewmember's current experienced or inexperienced status (see [paragraph 1.3.6](#) for the definition of experience levels). When a crewmember changes experience levels, prorate training requirements from the date of experience change. Specific RAP requirements are issued by MAJCOMs via the RTM.

1.3.5. Unqualified (UQ). UQ crewmembers fall under one or more of the following categories:

1.3.5.1. Downgraded for being non-combat mission ready (N-CMR) or N-BMC exceeding 180 calendar days.

1.3.5.2. BQ members downgraded for being non-current for 180 calendar days.

1.3.5.3. Downgraded for a demonstrated lack of ability.

1.3.5.4. Downgraded for failure to meet standards during a periodic evaluation or at the commander's discretion following a commander-directed downgrade in accordance with AFMAN 13-1 GBMC2V2.

1.3.6. Crewmember experience level. Crewmember experience levels (“Inexperienced” or “Experienced”) indicate to SQ/CC how much training crewmembers need to maintain CT/RAP requirements and therefore proficiency. SQ/CCs consider previous BMC2 experience when designating an experience level and may waive specific requirements on a case-by-case basis. Squadron Director of Operations Training (DOT) offices document crewmembers’ status in accordance with **Chapter 8**.

1.3.6.1. ABM experienced criteria:

1.3.6.1.1. Have one year in the AFSC (13BXX) after award.

1.3.6.1.2. If CRC is the first assignment the experienced criteria is:

1.3.6.1.2.1. Have performed as a CMR/BMC ABM at the CRC for a period of 12 months.

1.3.6.1.2.2. Have at least 60 career-controlled events (live/virtual/constructive (L/V/C)) while performing in a CMR/BMC/BQ status ABM in the CRC with at least 20 career- controlled live events.

1.3.6.1.3. If designated experienced from another BMC2 system (Airborne Warning and Control System (AWACS), Battle Control Center (BCC),) the experienced criteria are:

1.3.6.1.3.1. Have performed as a CMR/BMC ABM at the CRC for a period of three months.

1.3.6.1.3.2. Have at least eight controlled events (L/V/C) as a CMR/BMC/BQ ABM in the CRC with at least four live CRC controlled events.

1.3.6.1.4. If designated inexperienced from another BMC2 system (AWACS, JSTARS, BCC) the experienced criteria are:

1.3.6.1.4.1. Have performed as a CMR/BMC ABM at the CRC for a period of six months.

1.3.6.1.4.2. Have at least 60 career-controlled events (or flying sorties) to include a minimum of 20 controlled live events (or flying sorties) while performing in a CMR/BMC/BQ status, of which a minimum of 12 (L/V/C) must be as an ABM in the CRC with at least six CRC live controlled events.

1.3.6.2. WD experienced criteria:

1.3.6.2.1. Have one year in the AFSC (1C5X1D) after awarded.

1.3.6.2.2. Have performed in that position as CMR/BMC at a CRC for a period of six months.

1.3.6.2.3. Have performed in that position as BQ at a DRU for a period of six months.

1.3.6.2.4. Have at least 60 career-controlled events to include a minimum of 20 controlled live events while performing in a CMR/BMC/BQ status, of which a minimum of 20 (L/V/C) must be in the CRC with at least six CRC live controlled events.

#### 1.3.6.3. AST/ICT/ST experienced criteria:

1.3.6.3.1. Have one year in the AFSC (1C5X1) after awarded.

1.3.6.3.2. Have performed in that position, as CMR/BMC at a CRC, for a period of 12 months.

1.3.6.3.3. Have at least 60 career event operations to include a minimum of ten live event operations performing duties in a CMR/BMC status, of which a minimum of 20 (L/V/C) must be in the CRC with at least five CRC live event operations.

#### 1.3.6.4. MSO experienced criteria:

1.3.6.4.1. Have one year in the AFSC (1C5X1) after awarded.

1.3.6.4.2. Have performed as CMR/BMC at a CRC, for a period of 12 months.

1.3.6.4.3. Have at least 60 career event operations to include a minimum of ten live event operations performing duties in a CMR/BMC status, of which a minimum of 20 events (L/V/C) must be in the CRC with at least five CRC live event operations.

1.3.6.4.4. Have completed Joint Tactical Information Distribution System (JTIDS) 101 (J30-US1380) online courses.

1.3.6.4.5. Have at least 30 career link events performing duties in a CMR/BMC status, of those a minimum of 15 must be in the CRC with at least ten being Joint Range Extension Application Protocol (JREAP); the remainder being Radio Frequency (RF) link or other means.

1.3.7. Upgrade/Specialized Training (see [Chapter 5](#)). Upgrade/specialized training is training in any special skills necessary to carry out the unit's assigned mission that is not required by every crewmember. Accomplish upgrade/specialized training after a crewmember is assigned CMR/BMC status and is normally in addition to CMR/BMC requirements. Unless otherwise specified, CMR/BMC crewmembers may hold special certifications when all training requirements, as applicable, are accomplished.

### 1.4. Training Concepts and Guidance.

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

1.4.2. Training missions are designed to successfully achieve/accomplish unit tasked missions, roles/capabilities, maintain proficiency, as well as to enhance safety. Units are to train using procedures and actions applicable to combat/contingency scenarios (e.g., appropriate use of code words, authentication procedures, combat tactics, safe recovery procedures, tactical deception, in-flight reports, threat reactions, intelligence briefings and debriefings).

1.4.2.1. RAP training missions are to emphasize combat/contingency skills through missions/scenarios that reflect procedures and operations based on employment plans, locations, current intelligence, and opposition capabilities.

1.4.2.2. DRU training missions are to emphasize skills through missions/scenarios that reflect procedures and operations based on the unit's tasked mission and outlined in unit supplements.

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

1.4.3.1. UQ crewmembers. **(T-3)**

1.4.3.2. Crewmembers performing events in which they are non-current, unqualified, or not certified. **(T-3)**

1.4.3.3. Crewmembers performing MQT, except as permitted in **Chapter 3**. **(T-3)**

1.4.3.4. Crewmembers downgraded to N-CMR/N-BMC. **(T-3)**

1.4.4. Medical Clearance.

1.4.4.1. All ABMs must maintain a current qualification and medical clearance documented on a DD Form 2992 in accordance with DAFMAN 11-401, *Aviation Management*. **(T-2)**

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

1.4.4.3. Individuals without a valid medical clearance, as annotated on a DD Form 2992, will not perform live operations. **(T-2)** Virtual/constructive duties can be accomplished with SQ/CC or SQ/DO approval.

1.4.4.4. Virtual/constructive training accomplishments while on Duty Not Involving Controlling (DNIC) or Duty Not Involving Flying (DNIF) status count towards CT requirements.

1.4.5. The SQ/CC, under the advisement of the SQ/DO, may adjust training time, authorize deviations, or remove personnel from IQT/MQT training due to medical disqualification or extended DNIC/DNIF status, emergency leave, lack of equipment, TDYs (e.g., Professional Military Education (not to include deployments)), or administrative action. Document the adjustment by the SQ/CC in accordance with **Chapter 8**.

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

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



1.4.6. Personnel TDY for 30 consecutive calendar days or more to locations where IQT/MQT/CT is available will accomplish training. (T-3)

1.4.7. IQT/MQT/CT personnel who remain in-garrison while the unit deploys accomplish training, when possible. Units unable to accomplish training will submit a TDR in accordance with [paragraph 8.6](#). (T-3)

1.4.8. Personnel going permanent change of station (PCS) or TDY to a unit with the same system of record 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 in accordance with [Chapter 8](#). (T-3)

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

1.5.1. 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 is reviewed by MAJCOMs 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.

1.5.2. Qualification/experience levels are defined by a total number of RAP events and broken down into event types (See [Chapter 4](#).)

1.5.3. Progression from BMC to CMR requires:

1.5.3.1. Lookback at CMR mission/event rate. (See [paragraph 4.8](#) for definition of “lookback”.)

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

1.5.3.3. SQ/CC certification.

1.5.4. Crewmembers will maintain currency and accomplish required lookback. (T-3)  
Lookback requirements are described in [paragraph 4.8](#).

**1.6. 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.

**1.7. Training Records and Reports.** Units will maintain individual crewmember training records in accordance with DAFI 90-160, *Publications and Forms Management*, DAFMAN 11-401, AFI 33-322, *Records Management and Information Governance Program*, guidance found in [Chapter 8](#), and appropriate MAJCOM directives. (T-2)



## 1.8. Crew Utilization.

1.8.1. SQ/CC ensure crewmembers are trained to fill authorized/required crew positions per unit type code.

1.8.2. Supervisors may assign crewmembers to valid, short-term tasks (escort officer, safety board member, etc.), but must continually weigh the factors involved, such as level of crewmember tasking, proficiency, currency, and experience. **(T-3) Note:** Crewmembers are not to perform duties that would result in regression to N-CMR status.

1.8.3. For inexperienced crewmembers, supervisors will make every attempt to limit non-mission duties to those related to combat/unit mission training activities. **(T-3)**

1.8.4. Crewmembers will not perform long-term duties that detract from their primary duties of training for or performing the unit combat/specified mission. **(T-3)**

## 1.9. Supplements/Waivers.

### 1.9.1. Supplements.

1.9.1.1. MAJCOMs will coordinate their supplements to this manual with AF/A3TE before publication. MAJCOM/A3s will approve MAJCOM supplements. **(T-2)** Supplements will not contain procedures that are contrary to this manual. **(T-2)**

1.9.1.2. Units will coordinate their supplements with the next higher group, as applicable, prior to MAJCOM approval. **(T-3)** MAJCOM OPRs will approve unit supplements. **(T-2)** ANG units will coordinate their supplement with NGB A3/10 who in-turn will forward to ACC/A3C for approval. **(T-2)**

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

1.9.1.2.2. Supplemental guidance will not contradict this manual. **(T-2)**

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

### 1.9.2. Waivers.

1.9.2.1. Send waiver requests via email using DAF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*.

1.9.2.2. Duration of waivers will be in accordance with 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 tour length, whichever is shorter. Because waivers are the expression of a specific commander accepting risk, Tier 1, 2, and 3 waivers automatically expire 90-calendar days after a change of command unless the new commander renews the waiver.

1.9.2.3. Unless directed by the waiver authority, trainees continue to train while waiver requests are being staffed. Unless otherwise stated in this document, Wing Commanders (WG/CCs), are the approval authority for individual personnel exceptions to the policy outlined in this manual caused by special or unusual circumstances. File approved waivers in section II of the individual's training folder. Personal waivers do not expire 30-calendar days after a change of command.

1.9.2.4. File a copy of approved written waivers with this volume in accordance with DAFI 90-160.

## Chapter 2

### INITIAL QUALIFICATION TRAINING (IQT)

**2.1. General.** This chapter outlines the CRC and Battle Management Control Squadron IQT programs. The primary method of IQT is to attend and complete the appropriate formal training course for the associated MDS. If supporting a CRC squadron, personnel will attend and complete the approved CRC IQT syllabi at the CRC FTU at Luke Air Force Base (AFB) (607th Air Control Squadron [607 ACS]). If supporting the Battle Management Control Squadron, personnel will attend and complete the approved Tactical Operations Center -Fixed IQT syllabi at the FTU at Robins AFB (129th Combat Training Squadron/330th Combat Training Squadron). WD will attend and complete the Undergraduate Weapons Director formal training course at either Luke AFB or Tyndall AFB (337th ACS). Completing the appropriate formal course satisfies all IQT requirements.

2.1.1. When attendance is not practical or quotas are not available, WG/CC may authorize in-unit IQT 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.

2.1.2. Except for members falling under [paragraph 2.7.4](#), any individual who has been UQ exceeding 60 months in a CRC must accomplish IQT. **(T-2)** All crewmembers are required to meet IQT syllabus standards.

### 2.2. Authority.

2.2.1. MAJCOM approved syllabi (ACC/19th Air Force [19 AF] dual-signed) contain IQT requirements for each duty position. Course syllabus do not take precedence over the guidance in this manual, unless otherwise stated. Units will adhere to the grading criteria, academic/performance training standards, and instructions within the syllabus unless it specifically conflicts with this manual. **(T-2)**

2.2.1.1. CRC IQT syllabi and course training documents are jointly developed by ACC TRSS, DET 9, and the 607 ACS FTU.

2.2.1.2. ACC TRSS, DET 9 and the 607 ACS are responsible for:

2.2.1.2.1. Developing, maintaining, and updating the syllabi (with oversight from ACC/A3CG and 19 AF AETC CAF Formal Training (19AF CAF), academic lessons, and academic courseware for the lessons outlined in the IQT syllabus.

2.2.1.2.2. Review the syllabi in accordance with ACCI 11-252, *ACC Formal Operations Training Publication Management*, for ACC syllabi and AETC Instruction (AETCI) 36-2621, *Flying Training Course Publications Development*, for 19AF/ACC dual-signed syllabi to account for weapon system changes, course critiques, or other data that necessitate earlier review. ACC TRSS, DET 9 documents the results of the syllabi review and forwards a copy of the documentation to ACC/A3CG, NGB A3/10, USAFE-AFAFRICA/A3ZJ, 19AF CAF, 752<sup>d</sup> Operations Support Squadron (752 OSS/OST), and ACC TRSS.

2.2.1.2.3. Course training documents include everything required to conduct the IQT program. The training package includes lesson plans, student guides, academic lessons, block tests, and ACC Forms 206 to document training results.

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

2.2.3. Elimination Procedures. Units will follow IQT elimination procedures outlined in specific course syllabi and the guidance outlined in this volume. **(T-3) Chapter 9** outlines the TEB process non-aircrew members and AFMAN 11-402 for aircrew members subject to flying evaluation boards.

**2.3. Prerequisites.** Prior to entering CRC formal training, trainees must meet Air Force Education and Training Course Announcements (ETCA) selection prerequisites at site: **(T-3)** <https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx>. SQ/CC may enter newly assigned personnel awaiting a security clearance into IQT, but may not give training that involves classified information, nor conduct live operations.

#### **2.4. Training Requirements.**

2.4.1. The SQ/DO and COT review the records of newly assigned personnel 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 for less than 60 months, the COT will determine if the crewmember enters RQT or IQT. **(T-3)** After a records review, establish a tailored training program for individuals based on previous CRC experience and other BMC2 systems and forward to the SQ/DO for review. The COT records the review in accordance with **Chapter 8**. The SQ/DO ensures the COT provides the appropriate academic and/or positional training. The COT may use MAJCOM-approved IQT syllabi, MQT materials, and other locally developed training materials to conduct RQT.

2.4.2.1. The following require crewmember requalification:

2.4.2.1.1. UQ members in accordance with paragraph **1.3.5.1** or **1.3.5.2**, or

2.4.2.1.2. SQ/CC directed qualification downgrade for a demonstrated lack of ability/proficiency (See **paragraph 4.12.**)

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

2.4.2.2. Upon completion of RQT, release individuals to Stan/Eval for the requalification evaluation. Reassign individuals failing the requalification evaluation back to SQ/DOT to complete AT or refer to the SQ/CC for action in accordance with **Chapter 9**, AFMAN 36-2100, and/or AFMAN 11-402.

2.4.2.3. Time period to qualify for RQT will be in accordance with **paragraph 2.5.5** with the exception that the maximum training time will be 60 calendar days (three regularly scheduled drills (RSDs) for ANG) for RQT resulting from downgrade to UQ in accordance with **paragraph 4.12.** **(T-3)**

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 MAJCOM-approved syllabi outline the training requirements for IQT completion. The passing grade for academic tests is 85%. Trainees who are proficiency advanced through academic blocks are not required to test on those blocks.

2.4.3.2. The minimum standard for block progress checks is in accordance with course syllabus standards.

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

2.4.5. AT identified during any evaluation must be completed by the end of the third month from the completion of the last flight phase portion of the evaluation in accordance with AFMAN 13-1 GBMC2V2. **(T-3)**

**2.5. Time Period to Qualify.** Personnel start and complete training in accordance with the appropriate syllabus/training guides.

2.5.1. Personnel who attend the First Term Airman Center (FTAC) enter IQT the first duty day after completing the FTAC program.

2.5.2. The SQ/DO ensures the COT enters operations personnel into IQT not later than (NLT) 20 calendar days (next RSD for ANG) after the member reports to the unit after award of their applicable AFSC.

2.5.3. Personnel who attend the FTU enter IQT the first day of the FTU course. Units will request class dates NLT 20 calendar days after the member reports to the unit. **(T-3)**

2.5.4. SQ/CCs inform their respective Group (ACC/A3CG and NGB A3/10 for ANG units) of individuals who are not entered into IQT within the above timeline and the reason for the delay.

2.5.5. **IQT Time Limitations** . All trainees must complete IQT requirements within 150 calendar days (18 RSD for ANG). **(T-3)** Authorized deviations will be in accordance with [paragraph 1.4.5](#). 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 in accordance with AFMAN 13-1 CRCV2. After a successful evaluation, individuals are designated BQ and placed into MQT. Individuals failing the evaluation return to DOT to complete all AT and then 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.

2.5.5.1. Upon reaching the 150th calendar day (18th RSD for ANG), trainees not completing IQT are referred to the SQ/CC who is authorized to grant a 30-calendar day (two RSDs for ANG) extended training period or administer other actions in accordance with AFMAN 36-2100, and/or AFMAN 11-402 in lieu of an extension.

2.5.5.2. Upon reaching the 180th calendar day (20th RSD for ANG) trainees not completing IQT are referred to the SQ/CC who may request a 30-calendar day (two RSDs

for ANG) extended training period from the group commander (ACC/A3CG for ANG). If disapproved, the SQ/CC will take actions in accordance with AFMAN 36-2100, and/or AFMAN 11-402. (T-2)

2.5.5.3. Upon reaching the 210th calendar day (22nd RSD for ANG) trainees not completing IQT are referred to the SQ/CC who may request 30-calendar day (two RSDs for ANG) additional extended training period from the MAJCOM OPR (ACC/A3) or USAFE-AFAFRICA/A3ZJ (USAFE-AFAFRICA units) routing the request through the chain of command to the MAJCOM OPR. The trainee enters the 30-calendar day (two RSDs for ANG) extension while staffing the request. These days will count towards the 30-calendar days (two RSDs for ANG) of extended training if approved. (T-2) If denied at any level, the SQ/CC will act in accordance with AFMAN 36-2100, and/or AFMAN 11-402. (T-2)

2.5.5.4. In lieu of a training extension request, the SQ/CC may take other actions in accordance with AFMAN 36-2100, and/or AFMAN 11-402.

2.5.5.5. Trainees not completing IQT by the 240th calendar day (24th RSD for ANG) will be referred to the SQ/CC for action in accordance with AFMAN 36-2100, and/or AFMAN 11-402. (T-2)

**2.6. Training Documentation, Reports and Forms.** Complete training documentation in accordance with [Chapter 8](#).

## **2.7. Waivers.**

2.7.1. Waiver authority for IQT and upgrade course syllabi has been delegated to WG/CCs unless otherwise stipulated.

2.7.2. For IQT not conducted at the FTU:

2.7.2.1. The SQ/CC is the approval authority for IQT 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 IQT by a specific date.

2.7.2.2. The SQ/DO submits a memo to the SQ/CC reflecting any academic lessons or mission events that are to be waived for an individual based on previous qualification(s) or experience. The SQ/CC approves/disapproves the request.

2.7.2.3. The SQ/CC may authorize student and instructor training deviations for inclement weather and/or adverse local conditions. Deviations are to be consistent with good training management, in the best interest of the student's progress and experience level. All prerequisite academic training requirements are accomplished before associated positional training requirements.

2.7.2.4. Approval for syllabus deviations as noted above is documented in accordance with [Chapter 8](#).

2.7.3. At the SQ/CC's discretion, individuals with prior positional qualification(s), but not UQ for longer than 60 months in an MDS utilizing a like-system as defined by the RTM, may be entered into a tailored IQT program developed by the COT. For members that have not held a like-system positional qualification within the last 60 months refer to paragraph **2.1.1 and 2.1.2**. A tailored IQT plan is in-lieu of a formal IQT course, to prepare them for their INIT QUAL evaluation, and members do not require a waiver to FTU attendance. The SQ/CC approves all tailored training plans.

2.7.3.1. Example 1: SrA Smith completes a PCS from the 621st ACS (BCC) to the 729th ACS (CRC). Upon in-processing the COT reviews SrA Smith's records. SrA Smith still has an active ICT qualification in the BCC, the COT develops and recommends a tailored MSO IQT plan to the SQ/CC. The SQ/CC may choose to accomplish the tailored IQT plan in-unit or refer the member to the FTU in accordance with **paragraph 2.1.1**.

2.7.3.2. Example 2: Maj Jones completes a PCS from Langley (ACC Staff) to the 726th ACS (CRC). Maj Jones was last qualified 64 months ago in the CRC and has prior qualification experience in the E-3. Upon in-processing the COT reviews Maj Jones' records and determines that he is not eligible for a tailored IQT plan. The COT then schedules Maj Jones for IQT with the FTU in accordance with **paragraph 2.1.2**.

## Chapter 3

### MISSION QUALIFICATION TRAINING (MQT)

**3.1. General.** This chapter outlines MQT required to qualify personnel to perform crew duties during CRC operational and training missions. MQT upgrades crewmembers from BQ to CMR/BMC status. Crewmembers are to complete MQT for each positional qualification (e.g., a qualified ST selected for upgrade to AST will complete MQT for the AST position following completion of AST IQT). **(T-3)** MQT is to be flexible to the dynamic changes and unique missions of the units covered by this manual.

3.1.1. MAJCOMs ensure MQT completion using MAJCOM-approved program.

3.1.1.1. Units using these approved programs will follow the guidance within the applicable course control documents. **(T-3)**

3.1.1.2. Units will develop local MQT programs, approved by the MAJCOM, if HHQ developed programs are not provided. **(T-2)** For units using an academic test, the passing score will be 85%. **(T-3)**

3.1.2. Prerequisites. At the CRC, individuals must possess a current CRC qualification for entry into MQT. **(T-3)**

3.1.3. 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 9** and AFMAN 11-402 for aircrew members subject to flying evaluation boards.

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

3.2.1. Personnel who complete IQT at the FTU will enter unit managed MQT NLT 20-calendar days (one RSD for ANG) after signing into their unit or the first available MQT course at the FTU regardless of time allotted between IQT and MQT. **(T-3)**

3.2.1.1. Personnel who complete IQT at the FTU and subsequently attend FTAC at their home unit, will enter MQT the first duty day after completing the FTAC program. **(T-3)**

3.2.1.2. Personnel who complete IQT at the operational unit, achieving BQ status for their duty position, are immediately (NLT the next duty day or next RSD for ANG) released back to DOT and entered MQT.

3.2.2. MQT Time Limitations. All trainees must complete MQT requirements within 60-calendar days (six RSDs for ANG) of entering MQT. **(T-3)** Upon completion of the last block of MQT, the COT certifies the trainee on the AF Form 4141 as ready for the mission qualification (MSN) evaluation and released to Stan/Eval to complete an evaluation in accordance with AFMAN 13-1 CRCV2. After successful evaluation, individuals are designated CMR/BMC. Individuals failing the evaluation will return to DOT to complete all AT and then re-released to Stan/Eval. **(T-3)** Failure to complete MQT requirements within the above time constraints results in the COT pursuing actions outlined in the following subparagraphs. Trainees continue to train while the training extension request is being staffed.



3.2.2.1. Upon reaching the 60th calendar MQT day (sixth RSDs for ANG), trainees not completing MQT are referred to the SQ/CC who is authorized to grant a 30-calendar day (two RSDs for ANG) extended training period or administer other actions in accordance with AFMAN 36-2100, and/or AFMAN 11-402.

3.2.2.2. Upon reaching the 90th calendar day of MQT (eighth RSD for ANG), trainees not completing MQT are referred to the SQ/CC who may request a 30-calendar day (two RSDs for ANG) extended training period from the group commander (ACC/A3CG for ANG units). If disapproved, the SQ/CC will take actions in accordance with AFMAN 36-2100, and/or AFMAN 11-402. **(T-2)**

3.2.2.3. Upon reaching the 120th calendar MQT day (tenth RSD for ANG), trainees not completing MQT are referred to the SQ/CC who may request a 30-calendar day additional extended training period from the MAJCOM OPR (ACC/A3C (ACC/ANG units)) or USAFE-AFAFRICA/A3ZJ (USAFE-AFAFRICA units) routing the request through the chain of command to the MAJCOM OPR. The trainee enters the 30-calendar day (two RSDs for ANG) 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 in accordance with AFMAN 36-2100 and/or AFMAN 11-402. **(T-2)**

3.2.2.4. Trainees not completing MQT by the 150th calendar MQT day (one year for ANG), will be referred to the SQ/CC for action in accordance with AFMAN 36-2100, and/or AFMAN 11-402. **(T-2)**

### **3.3. CMR/BMC Certification.**

3.3.1. Upon completion of IQT and MQT, 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 personnel on the AF Form 4141 and Letter of Qualification/Certification.

3.3.2. Group, 752 OSS, 133d Test Squadron, or attached personnel are assigned BMC status upon completion of IQT and MQT and placed into CT unless they are tasked with deployment support which requires CMR status.

**3.4. Waivers.** Except where annotated, the SQ/CC is the waiver authority for MQT events completion. The SQ/DO 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.

## Chapter 4

### CONTINUATION TRAINING (CT)

**4.1. General.** This chapter in conjunction with the RTM outline CT event requirements needed to maintain CRC/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/DOC-tasked unit training toward projected/forthcoming contingency skill sets. Specific RAP instructions are issued by each MAJCOM via RTM. DRU CT requirements should be outlined in the unit supplement.

**4.2. Training Period.** CT requirements, including event currency and lookback, are designed/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.

**4.3. Prerequisites.** Crewmembers will have BQ/CMR/BMC qualification. **(T-3)**

**4.4. Waivers.** Waiver authority for RTM defined requirements is outlined in the RTM with the SQ/CC forwarding waiver requests to the appropriate approval authority.

**4.5. Logging of CT Requirements by Instructors/Evaluators.**

4.5.1. Instructors/evaluators perform training events in accordance with this volume and/or the current RTM.

4.5.2. At the end of the training cycle, up to 50% 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 and any briefings, missions, and debriefings.

4.5.3. Instructor/evaluator ABMs will not log control events for solely supervising ABMs/WDs engaged in aircraft control. **(T-3)**

**4.6. 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/DNIC, on convalescent leave, emergency leave, parental leave, or equipment not available for a portion of the training period. Do not consider normal annual leave as non-availability. **Exception:** ANG members mobilized under Title 10 United States Code (USC) Section (§)12302, *Ready Reserve*, or 10 USC (§) 12301(d), *Reserve Components Generally*, authority can have training requirements prorated for the period of leave accrued/taken under Title 10 status.

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

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

4.6.3. 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.

4.6.4. Prorating of requirements are documented in accordance with [Chapter 8](#).

**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		

4.6.5. Proration Example. TSgt Garnett 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 Garnett would be authorized a total of two months proration (for the 73 cumulative proration days) from the training cycle.

**4.7. 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.

4.7.1. Crewmembers are regressed to N-CMR/N-BMC status for one or more of the following reasons:

4.7.1.1. Failure to meet lookback in accordance with [paragraph 4.8](#), or for BMC/BQ crewmembers, failure to reestablish currency within 30-calendar days of becoming non-current. To regain CMR/BMC status, crewmembers follow guidance in [paragraph 4.9](#).

4.7.1.2. Failure to complete training cycle CT/RAP requirements. To regain CMR/BMC status crewmembers follow guidance in [paragraph 4.9](#).

4.7.1.3. Receiving an overall Q-3 on a Qualification or Mission (QUAL or MSN) evaluation in accordance with AFMAN 13-1 CRCV2. Crewmembers regain CMR/BMC status by completing a reevaluation.

4.7.1.4. At SQ/CC direction. Regaining CMR/BMC status will be in accordance with SQ/CC direction. **(T-3)**

**4.8. Lookback.** Lookback is a management tool used to determine and monitor CMR crewmember proficiency during the training cycle. Accomplish lookback requirements during a three-month sliding window. Lookback requirements are outlined in the RTM.

4.8.1. Lookback does not apply to BMC or BQ crewmembers.

4.8.2. DNIC/DNIF crewmembers' virtual/constructive training accomplishments will count towards lookback requirements. **(T-3)**

4.8.3. Lookback requirements are accomplished during a one-month or three-month sliding window and are based on the experience level attained during the lookback period. The COT will calculate the 1-month lookback NLT the first day of the month (ANG RSD). **(T-3)** If any crewmember fails to meet 1-month lookback the COT will calculate the 3-month lookback. **(T-3)**

4.8.3.1. Example. SrA Jones (a RegAF component inexperienced ICT) has a 1-month lookback requirement of two events and a 3-month lookback requirement of six events. In June SrA Jones completed three events and in July the trainee completed two events. If SrA Jones completes two events in August, he/she will meet 1-month lookback and remain CMR. If SrA Jones completes only one event in August, he/she will fail 1-month lookback. As a result, the COT will calculate 3-month lookback and determine that SrA Jones has met the minimum CMR requirements. Zero event accomplishment in August will result in failure to meet 3-month lookback and regression to N-CMR.

4.8.3.2. Lookback computations for newly qualified crewmembers begin the first of the next month following 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)**

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

4.8.4.1. Regress the individual to N-CMR status.

4.8.4.2. Remove the individual from a CMR manning position.

4.8.4.3. Initiate action to remove the crewmember from active status.

4.8.4.4. 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.

#### 4.9. Regaining CMR/BMC Status.

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

4.9.1.1. Monitored by an instructor until such time the instructor recommends the individual be returned to CMR status. Use live, virtual, or constructive events to meet these requirements in accordance with training requirement tables.

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

4.9.1.3. 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.

4.9.2. 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.

4.9.3. Document all actions on the AF Form 4141.

**4.10. Continuation Training Requirements.** The CT/RAP training cycle consists of academic and positional training requirements.

4.10.1. 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 unit's DOC-tasked missions as well as dynamic real-world contingency environment and ever-changing TTPs. Recommended academic topic areas and hours are in **Table 4.2**.

4.10.1.1. The unit COT develops an academic CT/RAP training plan based on the review, update, and expansion of existing IQT/MQT materials, the inclusion of RTM training areas, and the introduction of current theater interest/focus areas. The COT also includes any HHQ training inputs/guidance in the plan. The proposed plan is submitted to the SQ/DO NLT 15 calendar days prior to the start of the next training cycle for approval.

**Table 4.2. Academic Hours.**

	ABM	WD	MSO	AST	ICT	ST
Tactics and Techniques	4	4	4	4	4	4
Friendly Air/C2 Platforms	4	4	4	4	4	4
CRC Weapon System	4	4	4	4	4	4
Electronic Attack/Electronic Protection (EA/EP)	2	2	2	2	2	2
Communications and Electronics	2	2	2	2	2	2
Airspace Management	2	2	2	2	2	2
Ops Procedures	2	2	2	2	2	2
Intelligence	2	2	2	2	2	2
Data links	2	2	4	2	4	2
Forms and Logs	1	1	1	1	1	1
Emergency Actions	1	1	1	1	1	1
Weather	2	2	2	2	2	2
IFF/SIF	1	1	1	1	1	1

4.10.1.2. 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.

4.10.1.3. The COT ensures academic CT/RAP training is documented on the AF Form 4142, *Individual Annual Training Record*.

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

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

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

4.10.2.1.2. Crewmembers may accomplish RAP/currency/lookback by using any Tactical Air Operations Module (AN/TYQ-23A) version, an ACC/A3CG-approved like system, (identified in the CRC RTM) an ACC/A3CG-designated approved AN/TYQ-23A simulator (Battlespace Command and Control Center Mobile Training Suite executing operations in accordance with AFMAN 13-1 CRC series instructions and applicable TTP), AN/TPS-75 Radar Set, or AN/TSQ-147, JTIDS Module.

4.10.2.2. Failure to Meet Positional Training Requirements.

4.10.2.2.1. Unless waived, crewmembers failing to accomplish positional training requirements are regressed to N-CMR/N-BMC status.

4.10.2.2.2. 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.

4.10.2.2.3. Unless waived, all training requirements for the previous training cycle must be completed before events are credited toward the next training cycle. **(T-3)**

4.10.2.2.4. SQ/CC, via TDRs, must inform the applicable MAJCOM through their chain of command, of any potential training shortfalls resulting from individuals not meeting their training cycle requirements in accordance with [paragraph 1.2.6.6](#). (T-2)

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

4.10.4. CT-CMR/BMC positional training requirements for CRCs are included in the applicable RTM. DRUs will submit unit supplements in accordance with [paragraph 1.9.1](#) outlining their training requirements as applicable. (T-3)

#### **4.11. Currency/Regaining Currency.**

4.11.1. Currency. See the RTM for currency requirements for all crew positions.

4.11.1.1. Positional currencies ensure crewmembers maintain a minimum level of proficiency in each event and the ability to safely conduct the event. Do not perform the event if a crewmember loses a particular currency except for the purpose of regaining currency.

4.11.1.2. To regain/re-establish currency, accomplish events under the supervision of an instructor or Stan/Eval Examiner. Instructors must be qualified/certified and current in all events they are instructing. (T-3) If the instructor deems the event successful, document on an ACC Form 206 (or MAJCOM equivalent) then the COT restores currency and document on the AF Form 4141.

4.11.1.3. Example. SSgt Smith (a CMR ICT) completed an event operation on 1 Nov. The next event operation must be completed on or before 31 Dec (60 calendar days) to remain current or supervised by an instructor.

4.11.1.4. Personnel 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)

4.11.1.5. Events accomplished by ABMs who are certified as Section Leads (SLs) and/or MSOs who are certified as SSOs only need to count accomplished events once.

**4.12. Unqualified (UQ).** UQ is the status to which the SQ/CC downgrades a qualified individual for failure to maintain proficiency. The SQ/CC directs the downgrade of a CMR/BMC qualified individual to UQ status when the individual fails any positional evaluation, fails to complete a periodic evaluation by the expiration date, fails to regain currency/BMC/CMR status within 180 calendar days, or the SQ/CC determines an individual to be non-proficient. When an individual is downgraded to UQ status, one of the following occurs:

4.12.1. Enter the trainee into RQT in accordance with [paragraph 2.4.2](#) as required or

4.12.2. Take appropriate administrative action in accordance with AFMAN 36-2100, and/or AFMAN 11-402.

#### **4.13. Unit Certification Program.**

4.13.1. Unit-unique positions will be given a certified status. **(T-3)** Conduct certification training within the owning operational or training squadron of the individual receiving the training. If insufficient squadron resources exist, missions and/or available instructors, certification training may be conducted at a separate squadron. When applicable, each unit develops and implements a training program for all unit certified positions in accordance with MAJCOM/NAF/Group/unit directives and document the certification on the AF Form 4141.

4.13.2. Requirements for Special Certifications.

4.13.2.1. Training in accordance with **Chapter 5** and applicable training guides (if available).

4.13.2.2. Annual training requirements in accordance with the RTM, this manual, or DRU supplement as applicable.

#### **4.14. Multi-Qualified/Certified Personnel.**

4.14.1. SQ/CC may multi-qualify/certify personnel who demonstrate the knowledge and proficiency skills required to maintain multiple CRC duty position qualifications/certifications.

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

4.14.1.2. 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.

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

4.14.1.3. For secondary qualifications, only 50% of “secondary” positional CT requirements must be accomplished. **(T-3)**

4.14.1.3.1. Multiple system-qualified personnel are only required to meet CT/RAP training requirements as if qualified on a single system with the additional guidance below. Events accumulated while TDY, to include contingency operations, may be logged as CT events and may count toward training cycle events.



## Chapter 5

### UPGRADE/SPECIALIZED TRAINING/CERTIFICATIONS

**5.1. General.** This chapter outlines/establishes the minimum eligibility criteria and the training requirements for upgrade and specialized training. Upgrade/specialized training is the specific academic and positional training required to qualify/certify crewmembers in a supervisory or higher crew position requiring prerequisites and/or a current/previous qualification in another crew position (or experience level) within the same weapon system.

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

**5.3. 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 may be allowed to continue academic and/or crew training instructor duties with SQ/CC approval.

5.3.1. 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: **(T-3)**

5.3.1.1. Nominated by the SQ/DO or COT to the SQ/CC for instructor upgrade.

5.3.1.2. Has performed as a CRC CMR/BMC crewmember for six months.

5.3.1.3. Individuals who were instructor qualified on other BMC2 systems (AWACS, JSTARS, BCC) may be nominated for instructor upgrade after two months as a CRC CMR/BMC crewmember.

5.3.1.4. Enlisted crewmembers must hold a 5-skill level. **(T-2)**

5.3.2. The MAJCOM approved, C2 Ground Instructor Course (C2 GIC) syllabus outlines the minimum training requirements for instructor upgrade and is available through the ACC/A3CG SharePoint® site (). The passing grade for the academic test is 85%.

5.3.3. Upon reaching the 90th calendar day from instructor upgrade entry (eight RSDs for ANG), the trainee who does not complete instructor qualification training requirements is referred to the SQ/CC who may grant 30-calendar days (two RSDs for ANG) extended training period. 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). The SQ/CC may elect to enter the individual into instructor qualification training later.

5.3.4. Prerequisites. The following prerequisites are used by the SQ/CC to nominate crewmembers for instructor upgrade.

5.3.4.1. C2 Ground Instructor Course (C2 GIC). Academic Instructor Course, Flight Instructor Course, and Battle Management Instructor Training graduates are not required to complete the academic portion of the C2 GIC but, must still complete an instructor evaluation prior to assuming CRC instructor duties. **(T-3)**

5.3.4.2. United States Air Force Weapons School and Advanced Instructor Weapons Director Course - graduates are not required to complete the C2 GIC positional and academic training and may be considered for an INIT INSTR evaluation after becoming CMR/BMC at the discretion of the SQ/CC.

5.3.4.3. Current CRC instructors or those who were instructor qualified in a position that was superseded by a new position (e.g., MSO from ST, ICT), are not required to complete the C2 GIC for instructor upgrade in new position or secondary position. They must adhere to [paragraph 5.3.1](#) for new and secondary position. (T-3)

#### 5.3.5. Crew Position Specific Instruction.

5.3.5.1. Instructor ASTs are authorized to instruct ASTs, SSO, ICTs, MSOs, and STs

5.3.5.2. Instructor MSOs are authorized to instruct ICTs, MSOs, and STs.

5.3.5.3. Instructor ICTs may instruct ASTs and MSOs on link specific tasks.

5.3.5.4. SSO certified instructor MSOs may instruct ASTs, SSOs, ICTs, MSOs, and STs

5.3.5.5. Electronic Protection Technician (EPT) certified crewmembers may instruct EPTs.

5.3.5.6. Instructor ABMs (IABM) may instruct ABMs and WDs.

5.3.5.7. SL certified IABMs may instruct SLs, ABMs, and WDs.

5.3.5.8. Instructor WDs may instruct WDs and ABMs, unless the ABM student is performing duties in an SL certification.

5.3.5.9. SL certified evaluator ABMs are designated as certifiers for SLs.

5.3.5.10. SSO certified evaluator MSOs are designated as certifiers for SSOs.

**5.4. Specialized Training.** Within the CRC, there are specific responsibilities, duties, or tasks that fall outside the formal training area and only require certification to document competency in specific or duties/tasks.

5.4.1. Periodic Radar Evaluation Program (PREP) certification. The AN/TPS-75 PREP certification has been established to task-certify individuals to conduct the in-garrison AN/TPS-75 daily radar PREP assessment in lieu of a certified EPT and comply with the following:

5.4.1.1. AN/TPS-75 PREP certification training will be accomplished in accordance with ACC AN/TPS-75 PREP training program prior to task certification. (T-3) This program includes (but not limited to):

5.4.1.1.1. Academics covering capabilities and limitations of the radar, scope set up and operations, identification, friend or foe (IFF) set up and operations, radar control panel familiarization, basic PREP procedures, weather inputs for the radar, and air picture establishment and maintenance.

5.4.1.1.2. Specific training tasks include techniques for scope set up and use, correctly inputting weather into control panel, using PREP worksheet and checklists, proper use of safety equipment, and controlling/inventorying security materials in accordance with established security procedures.

5.4.1.2. Radar PREP Assessment training includes:

5.4.1.2.1. accomplishing correlation checks, permanent echo checks and blip scans

5.4.1.2.2. coordinating with radar maintenance to ensure optimum levels of radar performance

5.4.1.2.3. locating/demonstrating proper use of safety equipment

5.4.1.2.4. locating and explaining use of radar van Main Power Safety Interruption Switch

5.4.1.2.5. configuring scope for operations

5.4.1.2.6. interrogating and reading IFF readouts. The above tasks will be conducted under the observation of a certified EPT or a PREP certified individual. **(T-3)**

5.4.1.3. Accomplishment of academic and positional training requirements is documented on DAF Form 797 prior to certification. Re-accomplish certification every 17 months and document on the unit letter of qualification/certification. **(T-3)**

5.4.2. Electronic Protection Technician (EPT) Certification.

5.4.2.1. Prerequisites are outlined in AFMAN 13-1 CRCV3. The EPT is responsible to the crew leadership for conducting electronic protection using the CRC's radar sensor.

5.4.2.2. Individuals considered for EPT certification complete a SQ/CC approved, unit developed certification training program. Training is under the supervision of a designated EPT instructor or certifier. Accomplish task training in conjunction with academic training to the maximum extent possible.

5.4.2.3. Accomplishment of academic and positional training requirements are documented on DAF Form 797 prior to certification. **(T-3)** Re-accomplish certification every 17 months and document on the unit letter of qualification/certification. **(T-3)**

5.4.2.4. EPT instructors and certifiers will be designated at the discretion of the SQ/CC and documented on the unit letter of qualification/certification. **(T-3)**

5.4.3. SSO Certification.

5.4.3.1. Prerequisites are outlined in AFMAN 13-1 CRCV3. The SSO is crew lead for crews when SLs are not available for in-garrison operations only.

5.4.3.2. Identified by the SQ/CC for SSO certification through annotation on crewmember's AF Form 4141 entry. Training is under the supervision of an AST instructor or certifier and/or a designated SSO instructor or certifier. Accomplish task training in conjunction with academic training to the maximum extent possible.

5.4.3.3. Accomplishment of academic and positional training requirements are documented on DAF Form 797 prior to certification. **(T-3)** Re-accomplish certification every 17 months and document on the unit letter of qualification/certification. **(T-3)**

5.4.4. SWD Certification. The SWD certification has been established to give ACS units the flexibility to control live missions, where they would otherwise turn them down, due to inability of having an officer/13B SL present. The SWD should enable units to facilitate more live control opportunities, enhancing combat readiness, and effectiveness. Any ACS units implementing SWD program, the following criteria must be satisfied:

5.4.4.1. A unit certification program that mirrors the SL criteria for both academics and certification, since the SWD will perform duties commensurate with the SL tasks and responsibilities; highlighting safety of flight, internal/external coordination, and mission planning, as it relates to local missions.

5.4.4.2. SWDs may serve in place of an SL for in-garrison training mission only. SWDs will not be utilized for real-world contingency operations.

5.4.4.3. SWDs may be employed for a virtual or constructive in-garrison training mission consisting of 15 or fewer total aircraft, red and blue combined (not a large force exercise (LFE)) with not greater than three MDS participating (e.g., F-35 escorting a B-1 against F-15C as red air), with no more than two concurrent mission elements, and the activity controlled is not simultaneous to other activities within the Tactical Operations Center (TOC), unless a certified SL oversees both battle management teams.

5.4.4.4. SWDs may be employed for a live in-garrison training mission consisting of a 4v4 or less and the activity controlled is not simultaneous to other activities within the TOC unless a certified SL oversees both battle management teams. During live training mission (local or Mission Simulator Live Intercept Training Environment [MSLITE]), SWDs may only operate as a tactical monitor to a range control squadron unless specifically authorized by the unit's DO.

5.4.4.5. IWDs with the rank of TSgt or higher, who are certified as SWDs, may perform the aforementioned duties in lieu of an SL.

5.4.4.6. The unit's DO will authorize by letter, individuals certified to perform as SWDs, the letter will be filed in the unit's Operations Information File.

5.4.4.7. Accomplishment of academic and positional training requirements are documented on DAF Form 797 prior to certification. This certification must be re-accomplished every 17 months and documented on the unit letter of qualification/certification. **(T-3)**

**5.5. Theater (Deployment) Certification.** The SQ/CC or SQ/DO ensures deploying crews complete applicable theater training and crew certification administered by Squadron Weapons and Tactics prior to deploying/assuming operational duties within that theater. Document crew certification on the AF Form 4141.

## **5.6. Positional Upgrades.**

5.6.1. Skill level requirements for AST and ICT crew positions are outlined in AFMAN 13-1 CRCV3. Academic and crew training will be in accordance with course training documents and MAJCOM-approved syllabi. **(T-3)**

5.6.2. ABMs have a follow-on certification program - SL.

5.6.2.1. The ABM SL certification course trains ABMs to supervise C2 effects employed within the construct of a Battle Management Area (BMA) within the CRC Area of Operations.

5.6.2.2. Course entry requirements for the SL certification programs are contained in the applicable course control documents.

5.6.2.3. Elimination Procedures. Units will follow elimination procedures outlined in specific course syllabi, guidance outlined in this manual, and AFMAN 11-402, whichever is applicable. (T-2) TEB process is outlined in [Chapter 9](#).

### 5.6.3. SL Certification.

5.6.3.1. SQ/CC use the following criteria when considering ABMs for SL certification:

5.6.3.1.1. Identified by the SQ/CC for SL certification.

5.6.3.1.2. Minimum 18 months (following completion of ABM Qualification training at the applicable FTU) service as an ABM from any BMC2 system (AWACS, BCC, CRC, JSTARS) or joint/coalition equivalent with demonstrated proficiency as an ABM within a CRC. (Note: Until all BMC2 systems have fully implemented the ABM qualification, qualified AWOs, ASOs, SDs, and MCCs from other than CRC BMC2 systems may count that time to satisfy the 18-month requirement.)

5.6.3.1.3. Have at least 48 career-controlled events (or flying sorties), with a minimum of 15 career-controlled live events while performing as CMR/BMC/BQ status of which a minimum of eight (L/V/C) events must be in the CRC with at least four CRC live events.

5.6.3.2. SQ/CC can modify the baseline program to meet unit and/or trainee specific needs. Training is under the supervision of an instructor certified in the same position. Accomplish task training in conjunction with academic training to the maximum extent possible.

5.6.3.2.1. Training includes but is not limited to mission analysis; building section objectives; section intervention; emergency procedures; threat and threat analysis; mission planning; mission briefing/debriefing. Where applicable, part task training follows academic lessons. Part task training is encouraged to be completed during a mission training event if practical or during unit spin-up training if scheduling permits.

5.6.3.2.2. All training requirements must be accomplished and documented on DAF Form 797 prior to certification. (T-3) Re-accomplish certification during recurring ABM evaluations and documented in accordance with AFMAN 13-1 CRCV2.

### 5.6.4. SSO Certification.

5.6.4.1. SQ/CC use the following criteria when considering MSOs for SSO certification:

5.6.4.1.1. Identified by the SQ/CC for SSO certification through annotation on crewmember's AF Form 4141 entry.

5.6.4.1.2. AFSC 1C5, minimum 7 level, and experienced.

5.6.4.1.3. Minimum 15 months CMR/BMC service as MSO. (**Note:** Until all BMC2 systems are fully implemented the MSO qualification, qualified AST from other than CRC BMC2 systems may count that time to satisfy the 15 months requirements.)

5.6.4.2. SQ/CC should consider ability, judgement, technical expertise, skill, and experience when selecting an MSO for SSO upgrade.

5.6.4.3. SQ/CC can modify the baseline program to meet until and/or trainee specific needs. Training is under the supervision of an instructor certified in the same position. Accomplish task training in conjunction with academic training to the maximum extent possible.

5.6.4.3.1. Training includes but is not limited to:

5.6.4.3.1.1. Management of multi-domain wide area surveillance track production and tactical data links and supervision of assigned MSOs, EPTs, ICTs, and STs.

5.6.4.3.1.2. Lead team mission planning efforts to determine priorities and coordination of information flow within operations, provide guidance on the employment of resources in accordance with applicable operations plans, air tasking orders, and other mission specific documents, and direct emissions control (EMCON) and electronic protection measures.

5.6.4.3.1.3. Prioritize tasks and available resources to manage workload of the assigned team. Where applicable, part task training follows academic lessons.

5.6.4.3.1.4. Part task training is encouraged to be completed during a mission training event if practical or during unit spin-up training if scheduling permits.

5.6.4.3.2. All training requirements must be accomplished and documented on DAF Form 797 for initial certification. **(T-3)** During periodic MSO evaluation, SSO certification will be evaluated and documented in accordance with AFMAN 13-1 CRCV2.

**5.7. Qualification/Certification Transfers.** CRC/DRU crewmembers changing assignments or TDY to a unit/location with the same weapon system or mission equipment will retain their current qualification/certification. For crewmembers who were in training upon transfer may continue in their previous training phase following local orientation and, if appropriate, difference training.

5.7.1. For TDY personnel, following local orientation, the COT will provide a memo for record stating as such and forward to Stan/Eval for endorsement signature. **(T-3)**

5.7.2. Training requirements will be prescribed by the gaining SQ/CC based on current system configuration and the crew member's system knowledge/experience. **(T-3)** Enter the test date and score of written local area procedures examination into the individual training record.

**5.8. Difference Training.** Accomplish difference training for crewmembers qualified in a duty position assigned or transferring to a CRC/DRU with specialized/unique equipment or following significant upgrades to the unit's current system. Crewmembers are to receive difference training prior to conducting missions on the equipment. This training will be specified/documented using the DAF Form 797. **(T-3)**

5.8.1. Difference training is not applicable to 1C5s transitioning from previous qualifications (AST, ICT, ST) to MSO, as the MSO is a new qualification due to evaluation requirements.

5.8.2. Crewmembers require difference training on any added or modified equipment configurations.

5.8.3. Dates for entry into and completion of difference training are entered on the AF Form 4141.

## Chapter 6

### MISSION TRAINING PROGRAM (MTP)

**6.1. General.** The MTP is an integral part of the overall BMC2 training effort. The simulation program provides a spectrum of training events to exercise individuals, single units, and multi-unit configurations in a high-fidelity virtual battlespace. This training program utilizes a combination of mission training materials and a full scope of MTEs.

6.1.1. The MTP provides the CRC with a controlled and standardized event that can be used as a basis for valid assessment of mission crew performance. It is incumbent upon commanders at each echelon of command to support this training activity for peak unit combat readiness.

6.1.2. Unit COTs are to seek out opportunities to train with BMC2 elements (airborne and ground) as well as other services. Units should participate in command-sponsored exercises to the maximum extent possible.

**6.2. General.** The MTE provides a way to train unit personnel either independently or in conjunction with other elements of the Theater Air Control System (TACS) and combat air forces. Through the repetitive use of MTEs, simulated scenarios are set up in a realistic interactive environment that develops the skills of Airmen to execute flawlessly without hesitation in situations likely encountered in real tactical operations.

**6.3. Briefings and Debriefings.** Conduct MTE briefings and debriefings.



## Chapter 7

### MAJOR COMMAND (MAJCOM) SPECIFIC GUIDANCE

**7.1. General** . MAJCOMs may use separate chapter supplementation or publish a combined basic publication that includes supplemental guidance.

**7.2. Combined Method.** If the combined method is used, MAJCOM-specific guidance follows the applicable paragraph in the basic volume with the appropriate MAJCOM acronym inserted after the paragraph number. See DAFMAN 90-161, paragraphs 4.5 and its subparagraphs for formatting requirements and 4.7 and its subparagraphs for more information on supplementing a publication.

## Chapter 8

### OPERATIONS TRAINING DOCUMENTATION

**8.1. Introduction.** Documentation of academic and positional training accomplishments provide 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 Patriot Excalibur (PEX), Learning Management System (LMS), or other MAJCOM-approved program will use these along with any unit methods to document academic and positional training accomplishments. **(T-2)**

**8.2. Operations Training Records Maintenance.** Unit DOT maintains operations training records for all assigned/attached 13B/1C5 personnel.

**8.3. Forms.** This manual requires the use of AF Form 4141; refers to the AF Form 4142 which is prescribed by AFMAN 13-1AOC Volume 1, *Ground Environment Training Air Operations Center (AOC)*; and refers to the AF Form 8, *Certificate of Aircrew Qualification*, which is prescribed by AFMAN 11-202 Volume 2, *Aircrew Standardization and Evaluation Program*. 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 MAJCOM-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.

8.3.1. AF Form 4141 (or electronic equivalent). DOT maintains a training history on all operations personnel to record significant occurrences during an individual's training. Units using PEX, LMS, or other MAJCOM 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 [Table A2.1](#). This listing is not all-inclusive and may be modified to meet unit/individual requirements.

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

8.3.2.1. DOT maintains an AF Form 4142 for the following personnel:

8.3.2.1.1. Assigned/attached personnel possessing a 13BXX/1C5X1/1C5X1D AFSC who maintain CMR/BMC qualification or certification.

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

8.3.2.2. Completed AF Forms 4142 are maintained within the permanent training record (see [paragraph 8.4](#)).

8.3.3. AF Form 8. Stan/Eval uses this form to record evaluations; however, the COT uses it to certify completion of any AT requirements that result from evaluations. The instructor completing the AT (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 AT is complete (along with providing supporting mission grade sheet 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.

**8.4. Permanent Training Record.** DOT maintains a permanent training record for all assigned and attached personnel. Units are authorized 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)** The following guidance applies to both electronic and hard copy training records. If using hard copy records, DOT uses individual 6-part folders and identifies each folder by typing the individual’s last name, first name, and middle initial in capital letters on a standard size folder label. This label is affixed to the folder’s tab. 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). 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:

8.4.1. 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.

8.4.2. 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 MAJCOM equivalent) for training accomplished (return to status following N-CMR/N-BMC, AT because of an evaluation, IQT or MQT, etc.).

8.4.2.1. All ACC Forms 206 (or MAJCOM equivalent) will be maintained in this section for three years. **(T-3)** Longer periods for maintaining ACC Forms 206 (or MAJCOM equivalent) is authorized as directed by the SQ/CC or SQ/DO.

8.4.2.2. 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).

8.4.3. Section III, Medical Qualification/Medical Waivers.

8.4.3.1. This section includes a current copy of the DD Form 2992 for all 13BXD and 1C5X1D personnel, including non-sensitive DNIC status DD Form 2992 during DNIC period.

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

8.4.3.3. 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 (non-waiverable).

8.4.3.4. If medical documentation has sensitive information, replace with a memo for record signed by the SQ/CC and place in this section. After an individual is placed on DNIC status, DOT will keep the DD Form 2992 (or memo for record) during the DNIC period (30-calendar days or more) and annotate the AF Form 4141. **(T-3)**

8.4.4. Section IV, Training History. This section includes certificates from AETC courses, MAJCOM formal courses, any formal ground environment training, and other events/actions affecting training. File material chronologically with the most recent on top and kept as a permanent part of this folder.

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

## 8.5. Transfer of Records.

8.5.1. Upon reassignment (PCS/Permanent Change of Assignment 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.

8.5.2. If the losing and gaining units are using PEX, LMS, or other MAJCOM-approved program, transfer the individual's records in accordance with the program's parameters. If the individual is PCSing to a unit that does not have PEX, LMS, or other MAJCOM-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.

## 8.6. Training Deficiency Reports (TDRs). This paragraph prescribes the method for units to submit TDRs. Units are required to provide training status in accordance with [paragraph 1.2.6.6.1](#).

8.6.1. 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.

8.6.2. SQ/CC should provide the following information:

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

8.6.2.2. Lack of live, virtual, or constructive events for training

8.6.2.3. Lack of live and virtual events for evaluations

8.6.2.4. Instructor/evaluator shortfalls

8.6.2.5. Airspace limitations

8.6.2.6. Inability to conduct effective MTEs (N/A 552 ACG and 752 OSS)

8.6.2.7. Computer operations to include hardware and software problems.

8.6.3. 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.

8.6.3.1. Title: TDR

8.6.3.2. Unit: Unit submitting the training deficiencies

8.6.3.3. Description of problem

8.6.3.4. Date problem began/expected to begin

8.6.3.5. Corrective action taken/anticipated

8.6.3.6. Estimated date of problem correction

8.6.3.7. Recommended solution to resolve the training deficiency

8.6.3.8. Remarks

8.6.4. MAJCOMs will respond to these reports within 10 calendar days of receipt, and if appropriate, respond with specific guidance or a plan to resolve the identified issues with estimated completion dates. **(T-2)**

**8.7. Letter of Qualification/Certification.** DOT is responsible for maintaining the Letter of Qualification/Certification document for all squadron personnel and personnel attached to the unit. It is a summary of qualifications and certifications of individuals within the unit and approved by the SQ/CC. Letters of Qualification/Certification may be maintained in PEX, LMS, or other MAJCOM-approved program.

8.7.1. The SQ/CC may restrict a qualification/certification of a crewmember by not listing a qualification/certification listed in the crewmember's training records. Example: Evaluator ICT (EICT) became an Evaluator AST (EAST) but was not permitted to conduct evaluations until more experienced.

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

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

8.8.1. AT may include self-study, academic instruction, and use of a L/V/C event or other MAJCOM-approved training device.

8.8.2. AT identified during an evaluation must be completed by the end of the third month from the completion of the last flight phase portion of the evaluation. **(T-3)**

8.8.3. If a crewmember exceeds the allotted time for completion of AT, the SQ/CC will review the situation and direct appropriate action. **(T-3)**

8.8.4. Document completion of AT on the AF Form 4141 and on the AF Form 8 in accordance with AFMAN 13-1 GBMC2V2.

8.8.5. The instructor who completed the AT notifies the COT or NCOIC (if COT is not available) who, in turn, will complete the AF Form 8 in accordance with AFMAN 13-1 GBMC2V2. **(T-2)**

## Chapter 9

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

#### 9.1. General .

9.1.1. This chapter only applies to personnel (officer and enlisted) assigned to a CRC, not subject to Flying Evaluation Boards outlined in AFMAN 11-402 who fail to make satisfactory progress in INIT QUAL, mission qualification, or CT. The complete rights of personnel are contained in this chapter. A TEB is not required for individuals in training for secondary or beyond qualifications.

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

**9.2. Policy .** Per AFMAN 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. In accordance with 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.

**9.3. 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. The convening authority for ACC RegAF units is the 552nd Air Control Group Commander (552 ACG/CC). The convening authority for ACC-gained units and for DRUs is ACC/A3C. The convening authority for Pacific Air Forces (PACAF) Command and USAFE-AFAFRICA units are PACAF/A3/6C and USAFE-AFAFRICA/A3ZJ, respectively (notify NGB A3/10 for ANG personnel as applicable). The TEB convening authority may be delegated to the SQ/CC on a case-by-case basis by the commander's next higher authority.

9.3.1. 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.

9.3.2. 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.

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

9.3.4. 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)**

9.3.5. 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 will be a board member for enlisted personnel TEBs. **(T-3)**

**9.4. TEB Procedures.** Upon approval from the convening authority, apply the following guidelines:

9.4.1. 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:

9.4.1.1. Appoint the COT as the board administrator. **(T-3)** The COT will ensure the TEB is established, conducted, and documented in accordance with this chapter. **(T-3)** The COT performs the following actions:

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

9.4.1.1.2. 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, may provide evidence to the board remotely, (e.g., by telephone, written statement, or other means).

9.4.1.1.3. Compile the following documents for the TEB's review:

9.4.1.1.3.1. Complete training/evaluation record to include academic and positional training documentation. (e.g., ACC Form 206).

9.4.1.1.3.2. Training summary in chronological order.

9.4.1.1.3.3. 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.

9.4.2. The SQ/CC will appoint a board recorder. **(T-3)** This officer or NCO is charged with the following duties:

9.4.2.1. Preparing the TEB location (administrative supplies, etc.).

9.4.2.2. Capturing inputs, statements, and evidence presented before the board.

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

9.4.3. Board Action. NLT 15 calendar days (one RSD) from convening authority approval, the TEB Chair will hold the TEB and will:

9.4.3.1. Brief board members on their responsibility and TEB procedures. **(T-3)**

9.4.3.2. Brief the respondent on board proceedings, decisions that may be made, and his/her rights pertaining to the board. **(T-3)**



9.4.3.3. Brief the board recorder on duties during and after board proceedings. **(T-3)**

9.4.3.4. Capture inputs, statements, and evidence for the board to consider and evaluate. **(T-3)** Documentation includes statements from evaluators, instructors, and supervisor, as applicable.

9.4.3.5. Reviews and discusses, in a fair and impartial manner, all information relevant to the member's training and professional qualifications. **(T-3)**

9.4.3.6. 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)**

9.4.3.6.1. IQT Personnel (first assignment or qualification).

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

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

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

9.4.3.6.2. MQT Crewmembers.

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

9.4.3.6.2.2. 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 MAJCOM waiver to extend the training time beyond the time stated in this manual. **(T-2)** Options include regressing student to earlier section of training.

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

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

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

9.4.3.6.3.2. 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 MAJCOM waiver to extend the training time in accordance with this manual (if not already exhausted). **(T-2)** Options include for individuals in training for a secondary qualification to be removed from training and returned to their primary duty position.

9.4.3.6.3.2.1. Options for ABMs in training for SL certification are to be removed from training and returned to primary position of ABM or removal

from training for failure to attain/maintain SL certification and initiation of AFMAN 11-402 actions.

9.4.3.6.3.2.2. Options for ABMs in training for MC certification are to be removed from training and returned to primary position of SL-certified ABM or removal from training for failure to attain/maintain MC certification and initiation of AFMAN 11-402 actions.

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

9.4.3.7. 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 (not acceptance) of the decision by signing the in-turn notification memo. **(T-2)**

9.4.3.8. 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.

## **9.5. Respondents Action to Board's Decision.**

9.5.1. NLT two duty days upon receipt of the TEB decision, the respondent must do one of the following:

9.5.1.1. 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)**

9.5.1.2. 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)**

## **9.6. Appeal Actions**

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

9.6.2. 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)**

9.6.3. The convening authority, who is the final appeal authority, will notify the respondent, through the respondent's chain-of-command, specific appeal decision. **(T-2)** The SQ/CC will initiate appropriate action based on the convening authority's decision. **(T-2)**

9.6.4. NGB A3/10 will be notified of any adverse actions taken against NGB personnel. **(T-2)**

**9.7. Appeal Board Member Responsibilities.** Board members review this publication 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.

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

- 9.8.1. Be informed in writing of the specific reason(s) for convening the board.
- 9.8.2. Review all evidence and documents to be submitted to the board before the board convenes.
- 9.8.3. Be provided the opportunity to address the board (verbally or in a written statement) to provide personal insight into their training deficiencies.
- 9.8.4. Appeal the commander's decision.

ADRIAN L. SPAIN, Lt Gen, USAF  
Deputy Chief of Staff for Operations

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

10 USC § 12301, *Reserve Components Generally*

10 USC § 12302, *Ready Reserve*

DAFPD 13-1, *Command and Control (C2) Enterprise*, 22 April 2021

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

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

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

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

AFI 10-217, *Management of Air Force Operational Training and Undergraduate Aircrew Training Systems*, 22 December 2023

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

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

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

AFMAN 13-1AOCV1, *Ground Environment Training Air Operations Center (AOC)*, 29 July 2019

AFMAN 13-1 CRCV2, *Control and Reporting Center (CRC) - Evaluation Criteria*, 20 October 2020

AFMAN 13-1 CRCV3, *Operating Procedures Control and Reporting Center (CRC)*, 3 November 2020

AFMAN 13-1 GBMC2V2, *Ground Battle Management Command and Control (GBMC2) Standardization/Evaluation Program*, 1 October 2020

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

ACCI 11-251, *ACC Operations Training Development Program*, 23 November 2021

ACCI 11-252, *ACC Formal Operations Training Publication Management*, 8 May 2020

AETCI 36-2621, *Flying Training Course Publications Development*, 15 October 2020

ACC Chief of Training Handbook, November 2017

***Prescribed Forms***

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

***Adopted Forms***

ACC Form 206, *Individual Mission Gradesheet*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 1274, *Physiological Training*

AF Form 4142, *Individual Annual Training Record*

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

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***

**A3**—Directorate of Operations

**ABM**—Air Battle Manager

**ACC**—Air Combat Command

**ACCI**—ACC Instruction

**ACG**—Air Control Group

**ACS**—Air Control Squadron

**AETC**—Air Education and Training Command

**AETCI**—AETC Instruction

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**AOC**—Air Operations Center

**A/R**—Air Refueling

**AST**—Air Surveillance Technician

**AT**—Additional Training

**AWACS**—Airborne Warning and Control System

**BCC**—Battle Control Center

**BMA**—Battle Management Area

**BMC**—Basic Mission Capable

**BMC2**—Battle Management Command and Control

**BQ**—Basic Qualified

**C2**—Command and Control

**C2 GIC**—C2 Ground Instructor Course  
**CC**—Commander  
**CMR**—Combat Mission Ready  
**COT**—Chief of Training  
**CRC**—Control and Reporting Center  
**CT**—Continuation Training  
**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 (in reference to forms only)  
**DET**—Detachment  
**DMO**—Distributed Mission Operations  
**DNIC**—Duty Not Involving Controlling  
**DNIF**—Duty Not Involving Flying  
**DO**—Director of Operations  
**DOC**—Designed Operational Capability  
**DOT**—Director of Operations Training  
**DRU**—Direct Reporting Unit  
**DTOC**—Distributed Training Operations Center  
**EA**—Electronic Attack  
**EAST**—Evaluator AST  
**EICT**—Evaluator ICT  
**EMCON**—Emissions Control  
**EP**—Electronic Protection  
**EPT**—Electronic Protection Technician  
**ETCA**—Education and Training Course Announcements  
**FST-J**—Fleet Synthetic Training-Joint  
**FTAC**—First Term Airman Center  
**FTU**—Formal Training Unit  
**GBMC2**—Ground Battle Management Command and Control  
**GEQ**—Graduate Evaluation Questionnaire

**GIC**—Ground Instructor Course  
**HHQ**—Higher Headquarters  
**IABM**—Instructor ABM  
**ICT**—Interface Control Technician  
**IFF**—Identification, Friend or Foe  
**INIT QUAL**—Initial Qualification  
**IQT**—Initial Qualification Training  
**JREAP**—Joint Range Extension Applications Protocol  
**JSTARS**—Joint Surveillance Target Attack Radar System  
**JTIDS**—Joint Tactical Information Distribution System  
**LFE**—Large Force Exercise  
**LMS**—Learning Management System  
**L/V/C**—Live/Virtual/Constructive  
**MAJCOM**—Major Command  
**MDS**—Mission Design Series  
**MQT**—Mission Qualification Training  
**MSN**—Mission Evaluation  
**MSO**—Mission System Operator  
**MTE**—Mission Training Exercise  
**MTP**—Mission Training Program  
**N/A**—Not Applicable  
**NAF**—Numbered Air Force  
**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**—Not Later Than  
**OPR**—Office of Primary Responsibility  
**OSS**—Operations Support Squadron  
**PACAF**—Pacific Air Forces  
**PCS**—Permanent Change of Station

**PEX**—Patriot Excalibur  
**PREP**—Periodic Radar Evaluation Program  
**QUAL**—Qualification  
**RAP**—Ready Aircrew Program  
**RegAF**—Regular Air Force  
**RF**—Radio Frequency  
**RQT**—Requalification Training  
**RSD**—Regularly Scheduled Drill  
**RTM**—RAP Tasking Memorandum  
**SL**—Section Lead  
**SQ**—Squadron  
**SQ/CC**—Squadron Commander  
**SQ/DO**—Squadron Director of Operations  
**SSO**—Senior System Operator  
**ST**—Surveillance Technician  
**Stan/Eval**—Standardization and Evaluation  
**SWD**—Senior Weapons Director  
**TACS**—Theater Air Control System  
**TDR**—Training Deficiency Report  
**TDY**—Temporary Duty  
**TEB**—Training Evaluation Board  
**TRSS**—Training Support Squadron  
**TTP**—Tactics, Techniques, and Procedures  
**UQ**—Unqualified  
**USAFE-AFAFRICA**—United States Air Forces in Europe-Air Forces Africa  
**WD**—Weapons Director  
**WG/CC**—Wing Commander

*Office Symbols*

**19 AF/CC**—19 Air Force Commander  
**19AF/CAF**—19 AF CAF Formal Training  
**552 ACG/CC**—552nd Air Control Group Commander  
**ACC/A3**—ACC Directorate of Operations



**ACC/A3C**—ACC, Command and Control Intelligence, Surveillance, Reconnaissance Operations Division

**ACC/A3CG**—ACC, Ground Battle Management Systems Branch

**AF/A3T**—AF Training and Readiness Directorate

**AF/A3TE**—Air Force Exercises and Training Division

**NGB A3/10**—NGB Airfield Operations and Command and Control Forces Division

**USAFE**—AFAFRICA/A3ZJ– USAFE-AFAFRICA Organize, Train, and Equip Division

### *Terms*

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

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

**Additional training (AT)**—Any training or action recommended by an examiner to remedy deficiencies identified during an evaluation.

**Attached personnel**—Personnel not assigned to a unit’s manning document but assigned to the unit and maintaining a positional certification/qualification to support the attached unit’s mission. MAJCOM and NAF personnel are examples of attached personnel.

**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. **(T-3)** 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/currency. **(T-3)**

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

**Certification official**—A SQ/CC or designate, authorized to determine an individual’s ability to perform a task to required standards.

**Combat mission ready (CMR)**—The status of an individual who successfully completes IQT, MQT, 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.

**Constructive**—Constructive entities simulate real world or virtual systems automatically, or manually driven by an operator or a white force personnel supporting distributed training that operate as training aids for warfighters accomplishing readiness training. Models and simulations

that involve simulated people operating simulated systems. Real people stimulate (make inputs) to such simulations. Constructive simulations can also be used to model natural processes without human involvement (e.g., weather).

**Currency**—Currency is associated with specific training requirements and is a commander's tool to ensure crewmembers maintain a minimum level of proficiency in each event.

**Difference training**—Difference training is accomplished for crewmembers qualified in a duty position assigned or transferring to a CRC/DRU with specialized/unique equipment or following significant upgrades to the unit's current system.

**Distributed mission operations (DMO)**—A training/exercise environment that uses virtual and constructive entities to conduct mission training from individual operator training through LFE scenarios. DMO encompass DTOC/Air Reserve Component Network/ViWS and any other DMO entity (e.g., Virtual Flag, FST-J).

**Distributed Training Operations Center (DTOC)**—Provides daily training. Full Spectrum DMO support from small-scale to large force scenarios. Most events are individually focused, but capable to support multi-player events with mission planning and white force support. Current and qualified pilots use simulation tools and communications to replicate participating aircraft.

**Dynamic targeting**—Dynamic targeting is the active process of identifying, prosecuting, and effectively engaging emerging targets. The primary focus of dynamic targeting is the prosecution of Joint Forces Commander designated and prioritized time sensitive targeting and functional component-critical targets.

**Evaluation**—1) The procedure to determine the effectiveness of the performance of an instructional product or process to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. 3) The positional and written examinations used to determine proficiency as prescribed by governing directives.

**Event operation**—A term used to describe/capture training tasks by crew position that once accomplished may be logged/credited toward the crewmember's continuation training cycle or RAP training event requirements.

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

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

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

**Initial qualification (INIT QUAL)**—The first evaluation given to determine an individual's BQ status.

**Instructor**—Experienced CMR/BMC individual qualified to instruct the operations duties of a designated crew position(s).

**Initial qualification training (IQT)**—Provides the training needed to qualify for basic crew duties in an assigned crew position without regard to the unit's mission. Graduates of IQT are awarded BQ status after successful completion of an evaluation.

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

**Mission evaluation (MSN)**—An evaluation given after MQT to certify an individual as CMR.

**Mission**—For the purpose of this manual, a mission includes briefing, controlling, and debriefing. Briefings include training objectives. Controlling consists of taking radio and radar control of aircraft and accomplishing one or more types of missions, such as counterair, Air Refueling (A/R), counterland, and active air defense scrambles. Debriefing occurs with the pilots (and instructor where applicable). The brief/debrief may be accomplished via telephone/radio; however, face-to-face briefs provide optimum training.

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

**Non—combat mission ready/non-basic mission capable (N-CMR/N-BMC)**—The status of a crewmember: 1) who failed to meet lookback; 2) who failed to complete training cycle CT/RAP requirements; 3) downgraded at the direction of the SQ/CC.

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

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

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

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

**Ready aircrew program (RAP)**—RAP is a MAJCOM specific CT program that applies to crewmembers. RAP guidance is issued either by memorandum to combat coded/DOC-tasked units or this manual to non-combat coded units. It is intended to focus training toward current and relevant combat skills. The MAJCOM RTM provides specific positional event requirements outlined in [Chapter 4](#) for combat coded units.

**Regularly schedule drill (RSD)**—For the purpose of this manual, an RSD is the 2-day period per month ANG personnel spend on duty, the RSD is one full ANG drill weekend.

**Requalification training (RQT)**—Training for crewmembers who are designated UQ.

**Tactical chat**—Develop familiarization and habit patterns with Tactical Chat hardware and software while employing chat capability for coordination, targeting, and training TTPs.

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

**Training cycle**—A specifically defined period associated with defining, tracking, reporting, and documenting continuation/RAP Training requirements. The training cycle is defined by the RTM.

**Training device**—A training platform suitable to conduct training and evaluations.

**Unqualified (UQ)**—The status of an individual who: 1) Downgraded for being non-current, N-CMR/N-BMC exceeding 180 calendar days or 2) Downgraded for a demonstrated lack of ability or 3) Downgraded for failure to meet standards during a periodic evaluation or 4) at the SQ/CC discretion following a commander-directed downgrade or 5) SQ/CC downgrades a qualified individual for failure to maintain proficiency.

**Upgrade training**—Specific academic and positional training required to qualify in a supervisory/higher crew position that has as a prerequisite, a current/previous qualification in another crew position (or experience level) within the same weapon system.

**Virtual**—Involves warfighters operating simulated systems. Virtual simulations inject human-in-the-loop in a central role by exercising motor control skills (e.g., flying an airplane), decision skills (e.g., committing fire control resources to action), or communication skills (e.g., as members of a Command, Control Communications, Computers, and Intelligence team).

**Virtual warfighting system (ViWS)**—The pilot position in a Mission Training Center that dynamically simulates flight characteristics. Used for normal, emergency, and instrument procedures, to include safety of flight, warfighting tasks, and skill integration training (see AFI 10-217, *Management of Air Force Operational Training Systems*).

Attachment 2

INDIVIDUAL'S RECORD OF DUTIES AND EXPERIENCE GROUND  
ENVIRONMENT PERSONNEL

Table A2.1. INDIVIDUAL'S RECORD OF DUTIES AND EXPERIENCE GROUND  
ENVIRONMENT PERSONNEL.

	NAME (Last, First, Middle Initial)	UNIT OF ASSIGNMENT				GRADE
DATE <sup>1</sup>	MANDATORY ACTIONS TO BE REPORTED (One Type of Action Per Line)  B	GRADES If Non-applicable, leave blank				RECORD OF AUTHENTICATION OF REMARKS  G
A		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 MAJCOM 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					COT
	Entered Group Approved Additional Extended MQT					CC
	MAJCOM Waiver Request Approved					COT
	MAJCOM Disapproves Extended Training					CC
	Entered MAJCOM 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 (Notes 1,3,5,7)
Completed Objectivity Evaluation					Examiner
SPOT Evaluation					Examiner
Downgraded to UQ					CC
Qualification Withdrawn					CC
Entered Requalification Training					COT
Completed Requalification Training–Released to Stan Eval					COT
Removed From Remedial Requalification Training					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 AT-(MSN)					COT
Started AT					COT
Completed AT					COT
Removed from AT					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					DO
	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 (Note 6)
	DNIC/DNIF					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
	Signed Out of Unit					COT (Note 4)

A (Note 1) Date  
 B (Note 2) Entries in this column include Training Documentation  
 C (Note 3) Results of all Written Examinations  
 D (Note 3) Date the Examination was administered  
 E (Note 3) Enter Positional Evaluation Results (EQ, Q-1, Q-2, Q-3)  
 F (Note 3) Date the Evaluation was administered  
 G (Note 4) 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.