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SECRETARY OF THE AIR FORCE**

**AIR FORCE MANUAL 13-255, VOLUME  
1**



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

***AIR OPERATION CENTER (AOC),  
FLIGHT MANAGER TRAINING***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This manual implements Department of the Air Force Policy Directive (DAFPD) 13-1, *Command and Control (C2) Enterprise*. This manual establishes the USAF Flight Manager (FM) training program. This is a specialized publication intended for use by Airmen who have graduated from technical training related to this publication. This manual applies to Air Operations Centers (AOCs), (603rd AOC, 613th AOC and 618th AOC) with FMs that flight dispatch Mobility Air Force (MAF) missions. This publication does not apply to the Air Force Reserve, Air National Guard, and United States Space Force. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable System of Record Notice (SORN) F011 AF/XO A, Aviation Resource Management System (ARMS) is available at <https://dpcl.d.defense.gov/Privacy/SORNs/>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Product*; 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/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, Table A10.1, for a

description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, via the requestor's chain of command to the Institutional Command (IC), Director of Operations (A3) for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF.

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

This document is revised substantially and must be reviewed completely. This document has been redesignated from AFMAN 11-255 Volume 1, *Air Operation Center, Flight Manager Training* to AFMAN 13-255 *Air Operations Center, Flight Manager Training*, Volume 1. Additionally, updates were made to adjust Major Commands (MAJCOM) to IC and Service Component Command (SCC) where applicable.

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## Chapter 1

### GENERAL INFORMATION

**1.1. Overview.** This manual prescribes guidance for training MAF FMs to meet the requirements of AFMAN 13-255 Volume 2, *Flight Manager Standardization/Evaluation Program*. Roles and responsibilities of the Flight Manager position will be outlined in AFMAN 13-255, Volume 3, *Flight Manager Responsibilities and Procedures*.

#### 1.2. Flight Manager (FM) Program Objectives.

1.2.1. The first objective of the FM training program is to develop and maintain highly proficient FMs that can effectively perform their unit's mission.

1.2.2. The second objective is to standardize FM training requirements.

**1.3. Applicability.** This AFMAN applies to all AOCs using FMs to plan sorties.

#### 1.4. Key Words Explained.

1.4.1. "Will" and "Must" indicate a mandatory requirement.

1.4.2. "Should" indicates a preferred, but not mandatory, method of accomplishment.

1.4.3. "May" indicates an acceptable or suggested means of accomplishment.

1.4.4. "**Note:**" indicates operating procedures, techniques, etc., that are considered essential to emphasize.

#### 1.5. Waivers.

1.5.1. Service Component Commands (SCC) will send copies of all approved waivers to AMC Standardization, Evaluation, and Readiness Division (AMC/A3V).

1.5.2. Unless otherwise directed in this manual, the AMC Director of Operations, Strategic Deterrence and Nuclear Integration (AMC/A3/10) is designated as the waiver authority for specific FM training requirements not governed by other guidance. **Table 1.1** shows the waiver routing to/from the SCC. Long-term (permanent) waivers shall be approved by SCC/Commander (CC) or designated representative and listed in the appropriate SCC supplement. All waiver requests will state the nature, rationale, and duration of the request, as well as sufficient justification on which to base a decision. **(T-2)**

**Table 1.1. Unit Waivers to AFMAN 13-255 Air Operations Center (AOC) Flight Manager (FM), Volume 1 (T-2).**

If waiver is requested by:	Route DAF679 to:	Approval or Disapproval will be sent to:	With Information Copies to:
613 AOC/A34	PACAF/A316	613 AOC/A34	AMC/A3V
603 AOC/A34	HQ U-A /A3AV	603 AOC/A34	AMC/A3V
618 AOC/MOD	AMC/A3V	618 AOC/MOD	AMC/A3V

1.5.3. Training Waiver. The first 3 digit 603d Air Operations Center Flight Management (603 AOC/A34), 613th Air Operations Center Air Mobility Division (613 AOC/A34), and 618th

Air Operations Center Mobility Operations Directorate (618 AOC/MOD) above the FM Division Chief or Chief Flight Manager is the designated waiver authority for training requirements in **Chapter 4** for assigned FMs on a case-by-case basis. (T-3)

## 1.6. Roles and Responsibilities.

### 1.6.1. AMC/A3/10.

1.6.1.1. Responsible for policy guidance and coordination with user commands related to FM training and operations.

1.6.1.2. Coordinates with PACAF and United States Air Forces in Europe-Air Forces Africa (USAFE-AFAFRICA) before approving initial and continuation training requirements.

### 1.6.2. PACAF Directorate of Air and Cyberspace Operations (PACAF/A3/6) and United States Air Forces Europe-Air Forces Africa (USAFE-AFAFRICA) Directorate of Operations, Strategic Deterrence, and Nuclear Integration (USAFE-AFAFRICA/A3/10).

1.6.2.1. AMC will be the primary source for providing initial FM training (initial qualification training and phase 1 of mission qualification training). In the event training at AMC is not available, PACAF and USAFE-AFAFRICA will provide FMs assigned to them initial training.

1.6.2.2. SCC unique training requirements will be documented in the SCC supplement and forwarded to the AMC/A3V.

### 1.6.3. 603, 613, and 618 AOC/CCs assign responsibility for overall management of the FM training program to the applicable Division Directors/Chiefs.

### 1.6.4. Director, 618 AOC/MOD, Chief, 603 AOC/A34; and Chief, 613 AOC/A34:

1.6.4.1. Are responsible for providing policies and guidance for all phases of FM training (initial, mission, instructor, special, and requalification).

1.6.4.2. Decide whether to continue training or remove a student that is not making satisfactory progress.

1.6.4.3. Certify FMs who have successfully completed training, accomplished all requisites, and passed their evaluation.

1.6.4.4. Serve as approval authority for instructor and evaluator FMs. Identify in writing instructor and evaluator FMs.

1.6.4.5. Approve or disapprove changes to FM training as recommended by Training Review Panel (TRP).

### 1.6.5. Chief, 618 Air Operations Center, Flight Management Division (618 AOC/MODM).

1.6.5.1. Responsible for chairing and hosting TRP. Attendees should include FMs managing training and standardization and evaluation for 603 AOC/A34, 613 AOC/A34, 618 AOC, and AMC/A3V.

1.6.5.2. The TRP will review the FM training program for currency, applicability, compliance, and effectiveness.

1.6.5.3. The TRP should consist of supervisors and current FM instructors. The purpose of the TRP is to identify course improvement opportunities, identify subjects for periodic training, and trend analysis.

1.6.5.4. TRP recommendations will be sent to Director, 618 AOC/MOD and Chief, 603 and 613 AOC/A34 for review and approval.

1.6.5.5. The TRP will convene at least annually. Record and maintain meetings for two years from the date of the panel. **(T-3)**

1.6.6. Academic Training Contract. Chief, MODM is the focal point for review of all recommended initiatives directed toward the FM training program academic training contract.

1.6.6.1. Administers and monitors FM contract training to include FAA approved flight dispatch course, mission qualification, instructor, periodic, and specialized training of FMs assigned to 618 AOC.

1.6.6.2. Chief, MODM or their designated representative will coordinate with FM chiefs at 603 and 613 AOC/A34 to offer available training slots to FMs assigned to those organizations.

1.6.7. Chief, MODM and Chief FMs 603 and 613 AOC/A34.

1.6.7.1. Responsible for standardizing and maintaining FM training records.

1.6.7.2. Responsible for ensuring periodic reviews of FM training records.

1.6.7.3. Responsible for identifying FMs for instructor and evaluator upgrade. Instructor candidates need to have been a certified FM for at least six months prior to being recommended for upgrade to instructor.

1.6.7.4. Responsible for determining what subjects will be taught as part of continuation training for their AOC.

1.6.7.5. Identifies duties requiring specialized or upgrade training. These additional training requirements will be documented in the appropriate unit level operating instruction.

1.6.8. Instructor Responsibilities:

1.6.8.1. Instructors will review training records prior to each training session to develop a training plan. After each training session, instructors will document training in sufficient detail to accurately assess student performance and make recommendations for subsequent training. After the satisfactory completion of all required training, the instructor will make a recommendation for an evaluation.

1.6.8.2. Instructors shall be current and qualified in any event they instruct. **(T-2)**

**1.7. Training Requirements.** FM training falls into eight categories: Initial, Mission Qualification, Continuation, Upgrade, Differences, Periodic, Ancillary, and Requalification Training. Each category of training is addressed in more detail in the associated chapter of this manual.

1.7.1. Training Time Limitations. The AOC Commander or their designated representative may approve a training time extension up to 60 days. Extensions more than 60 days require

SCC/A3 approval (use the waiver format as described in **paragraph 1.5.5.**). Comply with the time limitations in **Table 1.2. (T-2)**

**Table 1.2. Training Time Limitations (T-2).**

<b>Training</b>	<b>Time Limit</b>
Initial Training	120 Calendar Days
Mission Qualification	150 Calendar Days
Requalification (1-3 years)	60 Calendar Days
Requalification (>3 years)	120 Calendar Days
Upgrade	60 Calendar Days

1.7.2. Training start date is the date when the first significant training event (a training event directly contributing to qualification, certification, or upgrade) has begun.

1.7.3. Training time ends with the completion of Initial training (FAA Aircraft Dispatcher training and certification) and MQT (initial evaluation and certification).

**1.8. Unsatisfactory Student Progress.** Academic instructors and FM instructors will identify students who fail to progress and forward their recommendations to the student's supervisor. **(T-3)** If a student fails to progress the AOC/CC or designated representative will conduct a review the student's progress. **(T-3)** Following the progress review a recommendation will be made regarding the continuation of training. **(T-2)**

**1.9. Training Records.** Individuals assigned to a designated training flight or equivalent office within 618th Air Operations Center, Flight Management Division (618 AOC/MODM), 603d Air Operations Center Flight Management (603 AOC/A34X), or 613th Air Operations Center, Air Mobility Division Control Team (613 AOC/A34M) will maintain FM training records. **(T-2)**

1.9.1. Training Records Documentation. The 618 AOC/MOD, or Chiefs, 603, 613 AOC/A34 will designate individuals assigned to the training flight organization as responsible for standardizing and maintaining FM training records. SCC training forms will be forwarded to the SCC/A3 (or designated representative) for approval and be included in the SCC supplements. **(T-2) Note:** Use of Electronic Training Records is recommended.

1.9.2. Mission Qualification Training (MQT) Records Review.

1.9.2.1. Operations Review. FM supervisors will review active training records monthly during initial and mission qualification and immediately prior to scheduling evaluations to validate the completion of all training. **(T-3)** Operations review will be a separate entry in the FM training record and should include comments on the student's progress. **(T-3)**

1.9.2.2. Training Record Review. FM supervisors should review the daily performance of individuals during on-the-job training (OJT). Instructors are required to review training records in accordance with **paragraph 1.4.6.1.. (T-3)** Students will review training records after each training session. **(T-3)**

**1.10. Conditions Requiring Supervision by Instructor or Evaluator.**

1.10.1. When performing FM duties, the following personnel will be under direct supervision of an instructor:

1.10.1.1. All non-current FMs. **(T-2)**

1.10.1.2. All unqualified FMs. **(T-2)**

1.10.1.3. All FMs in initial, upgrade, or re-qualification training unless performing duties they are qualified in where supervision is not required (e.g., An FM in instructor upgrade training who is performing non-instructor FM duties). **(T-2)**

**1.11. Failed Evaluation Procedures.** The AMC 618 AOC/MOD, 613 or 603 AOC/A34 or designated representative shall receive prompt notification of failed FM evaluations in their directorate. **(T-3)** Remedial training following a failed evaluation may be the academic contractor's responsibility, Air Force's responsibility, or a joint responsibility, depending on the nature of failure. Identifying the specific required remedial training is the responsibility of the evaluator FM. **(T-2)** Scheduling and ensuring the prompt accomplishment of remedial training following a failed evaluation is the responsibility of the supervisor. **(T-3)** In every case, close coordination and training priority is required to qualify/requalify the individual as soon as practical. **(T-2)**

**1.12. Transfer of Flight Managers (FMs).** After transferring from one AOC to another, the gaining AOC will assess the FM's qualifications, currency, and complete any required training prior to allowing the FM to work without direct supervision of an instructor or evaluator. **(T-2)**

## Chapter 2

### INITIAL QUALIFICATION TRAINING (IQT)

**2.1. Description.** This chapter specifies the minimum training requirements for FM IQT. All FMs will complete IQT prior to entering MQT. **(T-2)** IQT consists of training and certification to be a FAA aircraft dispatcher.

**2.2. Initial Qualification Training (IQT).** The goal is to produce a student FM with a basic understanding of the roles and responsibilities of a FAA licensed aircraft dispatcher.

2.2.1. FAA certification as an aircraft dispatcher provides a solid conceptual and technical foundation for students entering MQT. Prior to MQT, student FMs take a FAA-approved aircraft dispatch course. The student FM must then take the written, practical, and oral certification examination. After passing the examination, the FAA will issue the student FM an FAA aircraft dispatcher certificate. **(T-2)**

2.2.2. The Chief of 618 AOC Flight Management (618 AOC/MODM) or Chief FMs (603 AOC/A34X or 613 AOC/A34M) will determine the need for their FM students already possessing a FAA aircraft dispatch certificate to complete the training as a refresher without the requirement to take the written, practical, and oral certification examinations. **(T-3)**

## Chapter 3

### MISSION QUALIFICATION TRAINING (MQT)

**3.1. Description.** This chapter establishes minimum criteria and training requirements for FM MQT. The goal is to produce a qualified individual who can perform FM duties unsupervised. FMs accomplish MQT in 2 phases. Phase 1: in the classroom, followed by Phase 2: OJT planning and flight following real-world flight managed sorties under the direct supervision of an instructor FM. After successful completion of MQT and a mission qualification evaluation, the director, 618 AOC/MOD or chief, 603/613 AOC/A34 will certify the FM. After certification, the FM may perform FM duties unsupervised. **Table A2.1** outlines the minimum training areas for MQT. Additional SCC specific training will be documented in the SCC supplements.

**3.2. Academic Phase.** Phase 1 of MQT consists of training in a classroom setting. Refer to **Table A2.1** for a list of training requirements.

**3.3. On-The-Job Training (OJT).** Phase 2 of MQT is when FMs apply the knowledge they learned in the classroom to real-world sorties which they will plan, and flight follow while under the direct supervision of an instructor. **(T-2)**

#### **3.4. Instructor's Role.**

3.4.1. As the sorties being planned and flight followed by a student FM are real-world operational missions, instructor FMs will closely monitor their student's performance. **(T-3)** Although the student's training progress is important, it is not more important than the sortie's success. The instructor FM is ultimately responsible for the planning and effective flight following of the operational sortie. **(T-2)**

3.4.2. Direct instructor supervision means over the shoulder, adjacent, or within the immediate vicinity of the student's workstation. The instructor will always be physically located in the same work area as the student. **(T-2)**

3.4.3. Students achieve practical experience during OJT, and as such, the student will be paired with an instructor during OJT. The instructor FM will use the student's training record and available sortie profiles to determine an optimum training plan for each shift. **(T-2)**

**3.5. Aircraft Mission Design Series (MDS) Training.** Each AOC will tailor MDS training to their AOC's mission. As a minimum, MDS training will include performance characteristics, planning factors, communications/navigation equipment, minimum equipment list requirements, and fuel/cargo load capacity. **(T-2)** Additional SCC specific training will be documented in the applicable SCC supplement. **(T-2)**

**3.6. Mission Qualification Training (MQT) Training Records.** Each SCC will develop FM training records for MQT.

**3.7. Aircraft Operations/Familiarization Flight for Flight Managers (FMs) (As Required by SCC).** FMs are permitted to fly in Mission Essential Personnel (MEP) status IAW the provisions in DAFMAN 11-401, *Aviation Management*, and applicable SCC supplements.

3.7.1. FMs will accompany the aircrew during pre-flight sortie activities to observe all aspects of the air mobility mission. **(T-3)** Participation in operations/familiarization flights broadens the FMs understanding and improves support to the aircrew. FMs who are physically restricted

from flying will submit a waiver to the SCC/A3 using the procedures described in [paragraph 1.5. \(T-3\)](#)

3.7.2. To the maximum extent, the FM will participate in all pre-mission planning performed by the aircrew and observe inflight activities from the flight deck while on headset (if possible) from the aircraft's jump seat. **(T-3)** Direct interface between the FM and pilots is essential to maximize training/familiarization of flight operations.

## Chapter 4

### CONTINUATION TRAINING

**4.1. Description.** This chapter establishes the minimum training in the form of periodic, differences, ancillary, and requalification training requirements for FMs.

**4.2. Continuation Training.** The goal of FM continuation training is to ensure a certified FM maintains currency in assigned tasks while performing FM duties.

#### 4.3. Currency.

4.3.1. **Table 4.1** lists the currency requirements for FMs, instructor FMs, FM supervisors and FMs assigned to SCC staff.

4.3.2. A FM is considered non-current if they do not plan a minimum of 12 sorties every 30 days. Instructor FMs are non-current if they do not plan a minimum of 12 sorties every 30 days. FM supervisors and FMs on SCC staff are non-current if they do not plan a minimum of 12 sorties per quarter.

4.3.2.1. While performing instructor duties, instructor FMs who are not supervisors or on the SCC staff may dually log up to 6 sorties each 30 days. At least six of the 12 sorties they accomplish every 30 days must be done while performing as an FM (while not instructing or evaluating). **(T-2)**

4.3.2.2. Instructor FMs who are supervisors or on the SCC staff may dual log up to 6 sorties each quarter. At least six of the 12 sorties they accomplish each quarter must be done while performing as an FM (while not instructing or evaluating). **(T-2)**

4.3.3. FMs are responsible for tracking their currency. Units may develop programs to assist FMs with tracking currency. **(T-2)**

**Table 4.1. Currency Requirements for Flight Managers (FMs).**

Position	Last 30 Days	Quarterly Sorties
FM	12	N/A
Instructor FM	12 <sup>1</sup>	N/A
FM Supervisors and SCC Staff FMs	N/A	12 <sup>1</sup>
<sup>1</sup> Instructor FMs may dual log up to 6 of their required 12 sorties. FM supervisors and SCC staff FMs who are instructors may dual log up to 6 of their required 12 quarterly sorties.		

#### 4.4. Loss of Currency.

4.4.1. FMs are non-current the day after currency expires. For example, a FM who flight manages less than 12 sorties in the last 30 days (1-30 January) becomes non-current on 31 January.

4.4.2. FM Supervisors/SCC Staff FMs. The quarterly periods for FM currency runs from 1 January through 31 March, 1 April through 30 June, 1 July through 30 September and 1 October through 31 December. A FM supervisor/SCC staff FM who does not complete currency requirements will be considered non-current the day after the quarter expires. **(T-2)**

4.4.3. A non-current FM may not perform FM duties unless under the direct supervision of an instructor/evaluator FM. **(T-2)**

4.4.4. FMs will advise their supervisors and the supervisor performing floor supervisor duties if they are non-current. **(T-2)** FM leadership will ensure non-current FMs work under the direct supervision of an instructor. **(T-2)**

#### **4.5. Regaining Currency.**

4.5.1. FMs who are non-current for less than 180 days can regain currency by demonstrating proficiency to an instructor/evaluator FM. The training accomplished and the assessment of performance will be documented and included in the individual's training folder. **(T-2)**

4.5.2. FMs who are non-current for 180 days or more, but less than 1 year, shall accomplish periodic training and be in supervised training status and monitored by an instructor/evaluator FM for a minimum of two weeks. **(T-2)**

**4.6. Failure to Regain Currency.** If a non-current FM fails to regain currency within one year of becoming non-current, the FM is unqualified and must complete requalification (REQUAL) training and a qualification evaluation prior to being certified. **(T-2)**

#### **4.7. Periodic Training Requirements.**

4.7.1. **Table A3.1** lists the minimum training topics for FM periodic training. Periodic training is intended to maintain and raise FMs knowledge in procedures and mission requirements. The lecture/discussion format provides an excellent forum to present new information or new programs, present topics requiring additional emphasis and share information and lessons learned from the experiences of qualified FMs. The 618 AOC/MODM chief, 603 AOC/A34 chief, 613 AOC/A34 chief or their designated representative will prescribe the curriculum for periodic training. **(T-3)** This curriculum will be updated annually and/or changed in source documents. **(T-3)** SCC specific periodic training requirements will be documented in the SCC supplements to this manual. **(T-3)**

4.7.2. Documenting Periodic Training. All periodic training events will be recorded in the individual's training record. **(T-3)** Training events conducted during periodic training may be consolidated under one entry. **(T-3)**

4.7.3. Scheduling of Periodic Training.

4.7.3.1. Supervisors are responsible for ensuring FMs are scheduled for periodic training. **(T-3)**

4.7.3.2. Periodic training will be designated on the FM's work schedule. It is the responsibility of FMs to attend periodic training when scheduled. **(T-2)**

4.7.3.3. Eligibility period for periodic training begins six months prior to the last day of the individual's current qualification. **(T-2)**

4.7.3.4. Since completion of periodic training is required prior to being scheduled for a periodic evaluation, FMs who fail to complete periodic training requirements prior to the last day of their most current qualification period will be unqualified and must complete REQUAL training. **(T-2)**

**4.8. Difference Training.** Expanding roles, responsibilities and evolving technology require specific focused training to bridge the gap between current capability, future capabilities, requirements, and responsibilities. Difference training is designed to build on current knowledge and skills to prepare FMs for future requirements. Upon completion of SCC specific differences training, qualified FMs may perform duties at each SCC.

**4.9. Ancillary Training.** This training contributes to mission accomplishment but is not unique to a specific Air Force Specialty Code or occupational series. Examples of ancillary training include DoD Information Assurance, Force Protection, Human Relations, and Information Protection.

**4.10. Requalification (REQUAL) Training.** REQUAL training will be tailored to meet the needs of the student. **(T-3)** Supervisors will determine if FMs who are unqualified less than 3 years require entire completion of or only portions of MQT. For FMs unqualified for more than 3 years, REQUAL training will consist of both phase 1 (Academic) and phase 2 OJT of MQT. **(T-3)** In either case, at the conclusion of training the individual will pass an FM evaluation and be certified before performing FM duties unsupervised. **(T-2)**

## Chapter 5

### UPGRADE TRAINING

**5.1. Description.** This chapter identifies requirements for FM upgrade training. FMs completing initial, mission qualification training and certification are qualified to perform basic FM responsibilities. FM Chiefs will identify specific duties requiring upgrade training, such as Air Traffic Management Coordinator (ATMC); these additional training requirements will be documented in a unit operating instruction. Additional training and/or certification are required for the duties listed in [paragraph 5.3](#) and [paragraph 5.4](#).

**5.2. Instructor Flight Manager (FM) Candidates.** To be considered for upgrade to instructor, FMs need to have at least six months experience as a certified FM. **(T-3)** Individuals designated as Instructor FMs are qualified to instruct at any task in which they are qualified.

#### **5.3. Instructor Flight Manager (FM) Responsibilities.**

5.3.1. Instructors will begin each training session with an overview of training objectives, a clear delineation of work to include specific sorties to be planned and flight followed and any required instructor reviews during the training session, (i.e., review of Department of Defense (DD) Form 1801 *DoD International Flight Plan* before being filed, review of crew papers before they are published). **(T-3)** At the conclusion of the training session, the instructor will provide a thorough debrief and provide recommendations for the next training session. **(T-3)**

5.3.2. Instructors are responsible for the execution of all assigned sorties during the training session. **(T-3)** Should the student's judgment or proficiency pose a question in the instructor's mind as to the student's ability to safely manage the sortie, the instructor will immediately take primary responsibility for managing the sortie. **(T-3)** The instructor will explain and demonstrate the correct methods and procedures for the sortie. **(T-3)** The instructor will ensure the student's supervisor is apprised of the student's performance. **(T-3)**

## Chapter 6

### FLIGHT MANAGER CERTIFICATION AND DECERTIFICATION

**6.1. Flight Manager (FM) Certification.** Certification officially recognizes the FM as being qualified to support all applicable mission areas. Certification is contingent upon assessment of an individual's progress by the FM's supervisor and the certifying authority Division Director/Chief.

6.1.1. All FMs shall be certified prior to performing unsupervised duties. **(T-2)**

6.1.2. Events triggering certification are successful completion of an FM's Initial (INIT)/Qualification (QUAL) evaluation, an FM's INIT/INSTR evaluation, requalification, and approval to administer evaluations. **(T-2)**

**6.2. Flight Manager (FM) Decertification.** The certifying authority Division Director/Chief are decertifying authorities. Decertification should be based upon the recommendation of the division chief or FM chief with concurrence of FM's supervisor.

6.2.1. The division chief or FM chiefs are responsible for ensuring FMs remain proficient in FM tasks, taking immediate action to correct deficiencies, and recommending the decertification or removal of FMs found not suitable for flight management duty.

6.2.2. Reasons for Decertification. Except for FMs losing certification as instructor or evaluator, FMs must work under the direction supervision of an instructor and complete requalification training **(T-2)** FMs can be decertified for various reasons, to include:

6.2.2.1. Failure to regain currency within 365 days of becoming noncurrent.

6.2.2.2. Repeated failures of written or task evaluations after corrective measures are taken.

6.2.2.3. Withdrawal of the individual's security clearance.

6.2.2.4. Commander's loss of confidence in the FM.

6.2.2.5. Anything that results in the FM being unqualified.

**6.3. Permanent Decertification.** The Division Director/Chief has final certification/decertification decision authority.

6.3.1. Prior to recommending a FM be permanently decertified, the certifying authority will request a review by the base legal office which would be the 375th Air Mobility Wing Staff Judge Advocate (375 AMW/JA) for FMs assigned to the 618th AOC, the 86th Airlift Wing Staff Judge Advocate (86 AW/JA) for FMs assigned to 603rd AOC, and 15th Wing Staff Judge Advocate (15WG/JA) for FMs assigned to the 613th AOC. During the review by the base legal office, the FM will remain decertified but may work missions if under the direct supervision of an instructor.

6.3.2. Decisions to permanently decertify an FM will be put in a memorandum for record (MFR) signed by the certification authority. The MFR will be placed in the individual's

training record and FM evaluation folder (FMEF) with copies given to the FM, SCC Standardization and Evaluation, and civilian personnel office. (T-2)

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

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

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

44 USC § 3501, *Purposes, et seq (Paperwork Reduction Act of 1995)*

FAR Part 65, *Certification: Airmen Other Than Crewmembers: Subpart C: Aircraft Dispatchers*, 26 December 2018

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

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

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

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

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

AFMAN 13-255, Volume 2, *Flight Manager Standardization/Evaluation Program*, 13 February 2026

AFMAN 13-255, Volume 3, *Flight Manager Responsibilities and Procedures*, 13 February 2026

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Product*

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

DD Form 1801, *DoD International Flight Plan*

***Abbreviations and Acronyms***

**ADX**—FAA Aircraft Dispatcher Knowledge Exam

**AFPD**—Air Force Policy Directive

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AMC**—Air Mobility Command

**AMD**—Air Mobility Division

**AOC**—Air Operations Center

**ATMC**—Air Traffic Management Coordinator

**BASH**—Bird/Wildlife Aircraft Strike Hazard

**CC**—Commander

**CDM**—Collaborative Decision Making

**CNS/ATM**—Communication, Navigation, Surveillance/Air Traffic Management  
**DAF**—Department of the Air Force  
**DAFPD**—Department of the Air Force Policy Directive  
**DD**—Department of Defense (when referencing Forms only, [e.g., DD Form 1801])  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**FAA**—Federal Aviation Administration  
**FAR**—Federal Aviation Regulation  
**FM**—Flight Manager  
**FMEF**—Flight Manager Evaluation Folder  
**HAZMAT**—Hazardous Materials  
**IAW**—In accordance With  
**IC**—Institutional Command  
**INIT**—Initial Qualification Evaluation  
**MDS**—Mission Design Series  
**MAF**—Mobility Air Forces  
**MAJCOM**—Major Command  
**MEP**—Mission Essential Personnel  
**MFR**—Memo for Record  
**MQT**—Mission Qualification Training  
**NOTAM**—Notice to Airman  
**OJT**—On-the-Job Training  
**OPR**—Office of Primary Responsibility  
**ORM**—Operational Risk  
**QUAL**—Qualification Examination  
**RAD**—Route Availability Document  
**REQUAL**—Requalification  
**RVSM**—Reduced Vertical Separation Minimum  
**SCC**—Service Component Command  
**SID**—Standard Instrument Departure  
**SRD**—Standard Route Document  
**SDP**—Special Departure Procedure

**STAR**—Standard Arrival Route

**TRP**—Training Review Panel

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

***Office Symbols***

**15 WG/JA**—15th Wing Staff Judge Advocate

**86 AW/JA**—86th Airlift Wing Staff Judge Advocate

**375 AMW/JA**—375th Air Mobility Wing Staff Judge Advocate

**603 AOC/A34**—603rd Air Operations Center Air Mobility Division

**603 AOC/CC**—603d Air Operations Center Commander

**603 AOC/A34X**—603d Air Operations Center Flight Management

**613 AOC/A34**—613th Air Operations Center Air Mobility Division

**613 AOC/A34M**—613th Air Operations Center, Air Mobility Division Control Team

**613 AOC**—613th Air Operations Center

**613 AOC/CC**—613th Air Operations Center Commander

**618 AOC**—618th Air Operations Center

**618 AOC/MOD**—618th Air Operations Center Mobility Operations Directorate

**618 AOC/MODM**—618th Air Operations Center, Flight Management Division

**618 AOC/CC**—618th Air Operations Center Commander

**AF/A34**—Air Force Training and Force Management Directorate

**AMC/A3V**—Air Mobility Command Standardization, Evaluation, and Readiness Division

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

**PACAF/A3/6**—Pacific Air Forces Directorate of Air and Cyberspace Operations

**PACAF/A316**—Pacific Air Forces Standardization and Evaluation Branch

**USAFE-AFAFRICA/A3/10**—Director of Operations, Strategic Deterrence, and Nuclear Integration

**USAFE/AFAFRICA/A3AV**—United States Air Forces Europe-Air Forces Africa Standardization and Evaluation Branch

***Terms***

**ACADEMIC TRAINING**—A course of instruction that includes, but is not limited to, classroom instruction related to FM duties, tools, flight publications, flight planning, 618 AOC, 613AOC/A34, and the 603 AOC/A34 business and operational procedures. To adequately prepare students, academic courses shall be completed prior to OJT.

**ELIGIBILITY PERIOD**—The eligibility period for FM Periodic training and evaluations is a period beginning six months prior to the FMs qualification expiration date.

**EVENTS OR TASKS**—These identify training items to be accomplished during training. Several events or tasks constitute a training profile.

**FAA AIRCRAFT DISPATCHER KNOWLEDGE EXAM (ADX)**—The ADX test is the FAA Aircraft Dispatcher ('AD') Knowledge exam ('X'). It is an 80-question test requiring a passing score at or above 70%. It is one prerequisite towards the FAA Aircraft Dispatcher certification.

**INSTRUCTOR FM**—An FM trained, qualified, and certified to instruct in accordance with this instruction. Instructor FMs will be identified in writing by the Director, 618 AOC/MOD or Chiefs 603/613 AOC/AMD.

**PERIODIC TRAINING**—FM training required during the period six months prior to the FMs qualification expiration date.

**REQUALIFICATION (REQUAL) TRAINING**—Training required qualifying FMs in a position in which they have been previously qualified.

**SORTIE**—An operational flight by one aircraft.

**SUPERVISED TRAINING STATUS**—FM will serve under instructor supervision. This status is a result of loss of currency or qualification, or due to a less-than-qualified evaluation.

**TRAINING REVIEW PANEL (TRP)**—Conducts annual review of FM training program for currency, applicability, compliance, and effectiveness.

**UPGRADE TRAINING**—Training to qualify a FM in a higher position.

## Attachment 2

**FLIGHT MANAGER INITIAL AND MISSION QUALIFICATION TRAINING  
REQUIREMENTS**

**A2.1. Flight Manager Initial and Mission Qualification Training Requirements.**

**Table A2.1. Flight Manager Initial and Mission Qualification Training Requirements.**

<b>FM INIT Training for FAA Aircraft Dispatch Course and Certification -- Minimum Training Requirements. IAW FAR Part 65 Subpart C SCCs may supplement as required.</b>
FAA Aircraft Dispatcher (ADX) Exam
FAA Aircraft Dispatch Academics
FAA Aircraft Dispatch Practical and Oral Exam
<b>FM Mission Qualification Training (MQT) Minimum Training Requirements</b>
Flight Manager Directives and Operating Instructions
Command and Control Roles and Procedures
Collaborative Decision Making (CDM)
Operational Risk Management (ORM)
Communications/Flight Following
Flight Planning Tools
Flight Planning/Fuel Planning/Threat Analysis
ATC Flight Plan Generation
Aircrew Departure Papers
AFMAN 11-202, Volume 3
AFMAN 13-255, Volumes 1, 2, and 3
AFMAN 11-2 MDS Volume 3
AMCI 11-208 (or as specified in SCC supplement)
AMCI 11-211 (or as specified in SCC supplement)
HAZMAT (AMCH 11-214 or as specified in SCC supplement)
CNS/ATM/RVSM
SDP/SRD/SID/STAR/RADs/NARs/FAA Preferred Routes
Aerial Refueling Concept and Procedures (Tanker and Receiver)
Aeromedical Evacuation Procedures
Weather ORM
BASH Procedures
NOTAMS

**Attachment 3****FM PERIODIC TRAINING REQUIREMENTS****A3.1. Flight Manager Periodic Minimum Training Topics.****Table A3.1. Flight Manager Periodic Minimum Training Topics.**

<b>Note: These are the minimum training topics. SCC may supplement as required.</b>
Changes to FM Publications
Special Interest Items
FM Read Files
Terminal Procedures Review
Weather Products/Procedures
Diplomatic Clearances