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This publication implements Air Force Policy Directive (AFPD) 11-4, *Aviation Service*. The organization, responsibilities and procedures for unit weapons and tactics organizations are detailed in this manual. Additionally, the Weapons School graduate management program is described in this manual. This manual applies to all military and civilian members of the Regular Air Force, United States Space Force (USSF), Air Force Reserve (AFR) and Air National Guard (ANG) involved with the training and employment of Combat Air Forces (CAF), Air Force Global Strike Command (AFGSC) Forces, Air Force Special Operations Forces (AFSOF), Mobility Air Forces (MAF), Air Force Reserve Command (AFRC) Forces and ANG Forces. All references to United States Air Force (USAF) terminology, units, grades, and positions will also apply to the equivalent in the USSF, as appropriate, except where specifically addressed in this publication. For example, references to Major Commands (MAJCOMs) or Numbered Air Forces (NAFs) will also apply to Field Commands (FLDCOMs). References to wings or groups will also apply to deltas/garrisons. MAJCOM Staff roles and responsibilities (i.e., Air Combat Command [ACC] Director of Operations [ACC/A3]) may also apply to the equivalent field command office (i.e., Space Operations Command Director Component Plans and Readiness [SpOC/S3/5]), as appropriate. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (USC), Section (§) 9013, *Secretary of the Air Force*. The applicable System of Records Notices (SORN) F011 AF XO A, Aviation Resource Management System (ARMS) membership programs is available at **https://dpcld.defense.gov/privacy/SORNS.aspx**. For more information on the SORN for your publication contact Air Force Records Management Office (SAF/CNZA). Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction

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SUMMARY OF CHANGES

This document is substantially revised and must be reviewed in its entirety. Major areas updated include (1) updating United States Air Force Weapons School (USAFWS) Weapons Instructor Course (WIC) to USAFWS Courses or Course to reflect the USAFWS producing WIC and Advanced Instructor Course (AIC) graduates to the DAF, (2) updating procedures to create, modify, or remove a course, (3) clarifying the application process to include waiver authorities and processes during the selection board, (4) expanding guidance in **Chapter 5** to cover AIC selection, (5) adjusting scope of **Chapter 6** to WIC graduate management, (6) adding **Chapter 7**, AIC Graduate Management, (7) awarding W prefixes to AIC graduates aligning AIC graduate management with WIC graduate management practices, (8) updating graduate manning standards and tier priorities for WIC and AIC graduates, and (9) updating list of approved courses to include approved changes since last rewrite.

Chapter 1

GENERAL GUIDANCE

1.1. Objective and Scope. This manual specifies the responsibilities of DAF Weapons and Tactics Offices, Weapons Officer (WO) and Advanced Instructor (AI) management and utilization, WIC and AIC standup, WIC/AIC closure and Air Reserve Component (ARC) agreements. Throughout this manual, weapons and tactics offices (or their equivalent) are referred to as "weapons and tactics shops." Weapons and tactics shop references are presumed at the squadron level unless otherwise specified. If no weapons and tactics shop exists at a particular level (i.e., HQ AETC), the guidance applies to the equivalent office in that organization. WICs/AICs are collectively USAFWS courses and will be referred to as "USAFWS Courses" or "Course."

1.2. Applicability. Due to the diversity of weapons and tactics shops, this manual provides only common, required actions. Specific programs may require MAJCOM, NAF/Centers, wing (WG), operations group (OG) or squadron supplements to this manual. Throughout this publication, the USAFWS and wherever the term MAJCOM is used, it also refers to MAJCOM equivalent organizations where no MAJCOM exists.

1.3. Graduate Scope of Responsibility. WOs are expected to make operational and strategic-level decisions that shape the Combatant Command (CCMD) battlespace. Their decisions and influence regarding garrison training, exercise execution, operational readiness, and strategic planning set the conditions for CCMDs to take appropriate actions. AIs are expected to make tactical-level decisions that maximize effects and force multiply their mission design series. Their expertise in their specific mission design series and ability to integrate other assets increase tactical employment capabilities through defined training and employment standards for which they are established.

Chapter 2

WEAPONS AND TACTICS SHOP GUIDANCE

2.1. Overview. Weapons and tactics shops should be established at the squadron and group levels to ensure the development, instruction, and dissemination of tactics, techniques and procedures (TTP). In most cases, weapons and tactics shops are established for the Air Force at MAJCOM, group or operations support squadron (OSS), and operational, training, and test squadrons. For USSF, they are established at the FLDCOM, delta, and squadron levels. This chapter applies to weapons and tactics shops at the group level or below. This manual does not repeat basic responsibilities assigned in other manuals or instructions and directives. Units must use all applicable manuals, instructions and directives when developing weapons and tactics shop programs.

2.1.1. The group weapons and tactics shop resides at the group or OSS and reports directly to the group commander, OSS commander or OSS director of operations (DO). **(T-3)** The ARC Tactics Shop will report to equivalent group or OSS as directed by the commander. **(T-3)** For USSF, the delta tactics shop will report to the delta commander. The group weapons and tactics shop:

2.1.1.1. Has the overall responsibility for all group weapons and tactics guidance and policy. See AFI 38-101, *Manpower and Organization,* for more information.

2.1.1.2. Will be organized into functional areas capable of supporting Design Operational Capability (DOC) tasked mission sets. **(T-3)**

2.1.1.3. Will function as the OPR or Office of Collateral Responsibility (OCR) for group mission training, exercises, mission planning, readiness, and evaluation scenarios and TTP development. **(T-3)**

2.1.2. The Chief of the group or OSS weapons and tactics office:

2.1.2.1. Will be a USAFWS graduate unless no graduate is assigned. **(T-2)**

2.1.2.2. Will maintain Instructor Combat Mission Ready (CMR) or equivalent mission certification qualification. **(T-3)**

2.1.2.3. Will be assigned as Weapons Flight Commander, Weapons Branch Chief, or Weapons Assistant Director of Operations, at the discretion of the commander. **(T-3)**

2.1.2.3.1. Enlisted WIC graduates will be assigned as the Non-Commissioned Officer in Charge (NCOIC) Weapons and Tactics, Section Chief, Weapons and Tactics or Weapons and Tactics Flight Chief. **(T-3)**

2.1.2.3.2. AIC graduates may also be assigned to enlisted leadership roles within tactics shops.

2.1.2.4. Will be cleared for all mission-related access/clearances including, but not limited to, Top Secret/Sensitive Compartmented Information (TS/SCI), Special Access Programs (SAP), and Alternative Compensatory Control Measures (ACCM) to ensure the group is ready to fulfill all mission statements wartime taskings. **(T-3)**

2.1.2.5. Will not be assigned unrelated additional duties (e.g., Supervisor of Flying [SOF], Top 3, or Security Manager). **(T-3) Note:** The group or OSS weapons and tactics chief should not fill multiple roles within the shop. (N/A for ARC units not authorized manpower under this publication).

2.1.3. Group or OSS weapons and tactics shops should be manned as specified in **paragraph 6.6.**, **Table 6.6** and the following requirements (may not apply to all units):

2.1.3.1. Must consist of at least one crewmember from each Mission Design Series (MDS) crew position or specialty. **(T-3)**

2.1.3.2. Will be cleared for all mission-related access/clearances including, but not limited to, TS/SCI, SAP, and ACCM to ensure the group is ready to fulfill all mission statements wartime taskings. **(T-3)**

2.1.3.3. Must be staffed with personnel that maintain CMR or equivalent mission certification/qualification. **(T-3)**

2.1.3.4. USAF Only: Will have an Electromagnetic Warfare Officer (EWO), Electromagnetic Combat Pilot (ECP)/Officer (ECO), Electromagnetic Counter Measures Officer, Electromagnetic Countermeasures Technician (ECMT), or Remotely Piloted Aircraft (RPA) ECO assigned (as applicable for wings requiring the above positions). **(T-3)** EWOs/ECPs/ECOs will be graduates of the (USAF) Electromagnetic Warfare School or the Introduction to Electromagnetic Warfare Course as well as their MDS-specific EWO/ECP/ECO/ECMT training. **(T-3)** Wings or squadrons without these qualified personnel will designate the most qualified individual to perform Electromagnetic Warfare/Combat responsibilities within the weapons and tactics shop. **(T-3)**

2.1.3.5. USAF Only: Will have a datalink manager or Link Unit Manager assigned. **(T-3)** Guidance may be found in Air Force Manual (AFMAN) 13-116, *Tactical Data Link Planning and Operations* (as applicable for wings requiring the above positions).

2.1.3.6. Will have an AIC graduate assigned as applicable for MDSs with a USAFWS AIC. **(T-3)**

2.1.3.7. Will coordinate with intelligence personnel to ensure all group personnel receive current information on the unit mission, projected enemy threat, and expected combat/theater conditions affecting mission employment. **(T-3)**

2.1.3.8. Will coordinate with survival, evasion, resistance, and escape (SERE) personnel to ensure all group personnel receive current information on personnel recovery (PR) related to the unit mission, projected enemy threat, and expected combat/theater conditions affecting PR and SERE. **(T-3)**

2.1.3.9. Will establish and maintain liaison with maintenance and munitions functions to identify and solve maintenance- and munitions-related issues as necessary. **(T-3)**

2.1.3.10. Will establish and maintain liaison with communications support personnel to include base cyber mission defense teams, network administrators, and mission planning system support personnel. **(T-3)**

2.1.3.11. Will establish and maintain liaison with wing security, advanced programs, and wing plans in order to identify and solve any issues and as necessary. **(T-3)**

2.1.3.12. Will refer to MAJCOM tactics supplements for additional weapons and tactics shop manning guidance and criteria where applicable. **(T-3)**

2.1.4. Operational, training, or test squadrons' weapons and tactics shops:

2.1.4.1. Will report directly to the DO or commander (or ARC equivalent). **(T-3)**

2.1.4.2. Will establish and maintain liaison with the group- or OSS-level weapons and tactics shop. **(T-3)**

2.1.4.3. Will have the overall responsibility for squadron-level weapons and tactics guidance and policy. **(T-3)** See AFI 38-101 for more information.

2.1.4.4. Will function as the OPR or OCR for squadron mission training, exercises, mission planning, readiness, and evaluation scenarios and an OCR for wing mission training, exercises, mission planning, readiness, and evaluation scenarios. **(T-3)**

2.1.4.5. Will be led by a Chief of Weapons and Tactics with the same qualifications as the Group or OSS Chief of Weapons and Tactics as described in paragraph **2.1.2.1** - **2.1.2.5**. **(T-3)**

2.1.4.6. Should be manned per **paragraph 6.6**., **Table 6.6** and consist of the same requirements listed in paragraph **2.1.3** - **2.1.3.12**.

2.2. Training Guidance. During training operations, the weapons and tactics shop coordinates with the standardization and evaluation shop, training shop, scheduling shop, and intelligence flight to ensure training scenarios are representative of unit taskings and real-world threat environments. Weapons and tactics shops will verify personnel are current and proficient on all applicable employment concepts. **(T-3)**

2.3. Tactics Development Program. The weapons and tactics shop will lead unit involvement in the Tactics Development Program. **(T-3)** More information may be found in DAFMAN 11-260, *Tactics Development Program* and Space Force Instruction (SPFI) 13-260, *Tactical Development Program.*

2.4. Tactics Reference Library. The group or OSS weapons and tactics shop will identify, list, and manage required documents in the tactics reference library, either hardcopy or electronic. See **Attachment 2** for library index recommendations. **(T-3)**

Chapter 3

ROLES AND RESPONSIBILITIES

3.1. Tactics Leadership. Weapons and tactics shops are the OPR for their unit's combat employment. They will continually review DOC statements, Operations Plans, and update tactical training and employment procedures. **(T-3)** MAJCOM weapons and tactics shops (e.g., ACC/A3TW) will provide oversight of weapons and tactics issues, deficiencies, and corrective actions. **(T-2)** MAJCOMs must ensure a free avenue of information exchange to and from weapons and tactics shops. **(T-2)**

3.2. Roles and Responsibilities.

3.2.1. ACC serves as the lead command in developing, documenting, and issuing tactics for the CAF as specified in Air Force Mission Directive (AFMD) 2, *Air Combat Command (ACC)*. As lead integrator of the Service Core Functions (SCFs), the Commander of Air Combat Command (COMACC) establishes procedures for reviewing and revising tactics manuals. ACC is responsible for the following six SCFs: Air Superiority (AS); Global Precision Attack (GPA); Global Integrated Intelligence, Surveillance, and Reconnaissance (GIISR); Command and Control (C2); Cyberspace Superiority; and PR. ACC/A3 will:

3.2.1.1. Have overall responsibility for the conduct of the USAFWS and is the sole authority for cancellation or class size enlargement/reduction.

3.2.1.2. Liaise with Headquarters Air Force (HAF), lateral commands, and subordinate weapons and tactics organizations.

3.2.1.3. Familiarize with current and projected enemy threats within the command's area of responsibility.

3.2.1.4. Conduct staff assistance visits (SAVs) as requested.

3.2.1.5. Recommend priority, OPR, and action to correct identified deficiencies in tactical employment capability.

3.2.1.6. Coordinate on the review and update of weapons delivery manuals, technical orders (TOs), and directives.

3.2.1.7. Serve as focal point for Special Access Required (SAR) programs affecting weapons and tactics employment.

3.2.1.8. Coordinate allocation and bed down of theater munitions in conjunction with Air Force Personnel Recovery Division (AF/A5R) and search and rescue training requirements.

3.2.1.9. Under direction of ACC/A3, ACC/A3TW:

3.2.1.9.1. Serves as OPR for ACC weapons and tactics and USAFWS Graduate Management.

3.2.1.9.2. Serves as OPR for this publication and DAFMAN 11-260.

3.2.1.9.3. Is responsible for CAF aircrew test and training munitions and missiles.

3.2.1.9.4. Is responsible for oversight of the nomination and selection process for WIC and AIC.

3.2.2. Air Mobility Command (AMC) serves as the lead command in developing, documenting, and issuing tactics for the MAF as specified in AFPD 10-21, *Rapid Global Mobility*. To help carry out this responsibility, the Air Mobility Command, Commander (AMC/CC) implements, in coordination with the other commands, procedures for reviewing and revising tactics manuals. AMC is responsible for the Rapid Global Mobility SCF. Air Mobility Command, Combat Tactics Branch (AMC/A3TW) serves as OPR of Weapons and Tactics Program, USAFWS Graduate Management Program, and Tactics Development Program for AMC.

3.2.3. Air Force Special Operations Command (AFSOC) serves as the lead command in developing, documenting, and issuing AFSOF tactics as specified in AFMD 6, *Air Force Special Operations Command*. To help carry out this responsibility, the Air Force Special Operations Command, Commander (AFSOC/CC) implements, in coordination with the other commands, procedures for reviewing and revising general tactics manuals. AFSOC is responsible for the Special Operations SCF. Air Force Special Operations Command, Weapons and Tactics Branch (AFSOC/A3FW) serves as OPR of Weapons and Tactics Program, USAFWS Graduate Management Program, and Tactics Development Program for SOF. **Note:** Due to the unique structure of AFSOC weapons and tactics shops, specific roles, responsibilities, and manning are outlined in AFSOCMAN 11-207, *AFSOC Weapons and Tactics Program*.

3.2.4. Space Training and Readiness Command (STARCOM) serves as the lead command in developing and documenting tactical development policy for Space. To help carry out this responsibility, the STARCOM/CC implements, in coordination with other USAF commands, procedures for reviewing and revising tactics manuals. USSF is responsible for the Space Superiority SCF. STARCOM Weapons and Tactics (STARCOM/S2/3TW) serves as OPR of Weapons and Tactics Program, USAFWS Graduate Management Program, and Tactics Development Program for Space.

3.2.5. AFGSC serves as the lead command in developing, documenting, and issuing bomber, nuclear operations, and nuclear security operations tactics. To help carry out this responsibility, the Air Force Global Strike Command, Commander (AFGSC/CC) implements, in coordination with the other commands, procedures for reviewing and revising tactics manuals. AFGSC is responsible for Nuclear Deterrence Operations SCF. Air Force Global Strike Command, Weapons and Tactics Office (AFGSC/A3TW) serves as OPR of Weapons and Tactics Program, USAFWS Graduate Management Program, and B-2/B-52/Minuteman III/H-1 Tactics Development Program for AFGSC.

3.2.6. Air Combat Command, Intelligence Readiness Division (ACC/A23):

3.2.6.1. Administers and oversees execution of ACC Intelligence Teach-Advise-Counsel Mentor (TACMENTOR) program for ACC assigned Intelligence Weapons Instructor Course (IWIC) and Advanced Intelligence Instructor Course (AIIC) graduates.

3.2.6.2. Publishes TACMENTOR program guidance and coordinates requirements for ACC intelligence TACMENTOR supported exercises and events. Provides direction, intent, responsibilities, and processes for TACMENTOR tasking requests and execution.

3.2.7. MAJCOM/A3s are the approval authority and responsible for the conduct of their MAJCOM weapons and tactics programs. MAJCOM/A3s, or their designated representatives, will ensure:

3.2.7.1. MAJCOM weapons and tactics shops provide inputs on training, exercise, and evaluation scenarios. This may require MAJCOM weapons and tactics shop participation in MAJCOM/Inspector General scenario development to ensure exercise participation and grading are consistent with current TTPs and mission requirements.

3.2.7.2. All actions affecting combat force capability are coordinated with the appropriate MAJCOM OPR.

3.2.8. NAFs and Units Reporting Directly to NAFs:

3.2.8.1. Serve as focal point for liaison with MAJCOMs, lateral NAFs and subordinate unit tactics organizations.

3.2.8.2. Conduct tactics development and dissemination responsibilities via applicable Tactics Development Programs.

3.2.8.3. Specifically evaluate NAF capability to deploy, task and control combat forces from the air component command level.

3.2.8.4. Develop procedures and tactical materials necessary to task units from the air component command level.

3.2.8.5. Develop and sponsor composite force training exercises.

3.2.9. Wing, group, OSS, air defense sectors (or equivalent). Air defense sectors assume the same responsibilities in managing weapons and tactics functions as the OSS (the following requirements may not apply to all units). Wing, group, OSS, air defense sectors (or equivalent):

3.2.9.1. Maintain awareness of potential issues of local, MDS/specialty-wide, Air Force (AF)-wide and joint/coalition impact.

3.2.9.2. Ensure assigned personnel are familiar with the unit mission/tasking and expected enemy threat.

3.2.9.3. Assess the combat capability of the unit; document training, equipment, support or tactics deficiencies; and report them to the operations group commander (OG/CC).

3.2.9.4. Ensure adequate procedures are developed for planning combat/operational missions.

3.2.9.5. Establish applicable working liaisons with intelligence, maintenance, munitions, and avionics functions. More information may be found in AFMAN 11-212, *Requirements for Aircrew Munitions*.

3.2.9.6. Exercise general oversight and provide direct management responsibility for all wing aircrew munitions allocations.

3.2.9.7. Prepare apportionment recommendation/plans for OG/CC (or equivalent) approval when physical assets on-hand do not support allocations (munitions shortfalls). Coordinate with the Munitions Accountable Systems Officer (MASO) to implement the approved apportionment plan (as applicable).

3.2.9.8. Work with the MASO to determine/coordinate host unit support for off-station allocation transfers.

3.2.9.9. Work with the MASO to prioritize support for and coordinate munitions available to support incoming transfers when acting as the supporting/host unit.

3.2.9.10. Manage aircrew allocations for all assigned units. As such, work to ensure that allocations and assets are available to support valid training requirements. Identify excess allocations for return to ACC/A3TW through the MASO.

3.2.9.11. Provide inputs that affect aircrew training munitions requirements to ACC/A3TW annually (N/A for AFSOC).

3.2.9.12. Coordinate with unit scheduling to develop an effective unit munitions expenditure plan. This plan should contain adequate details to provide maximized aircrew training while minimizing short notice weapon configuration changes.

3.2.9.13. Prepare munitions expenditure reports in coordination with the MASO for the OG/CC (or equivalent) approval and forward to ACC/A3TW (N/A for AFSOC). Guidance may be found in AFMAN 11-212.

3.2.9.14. Act as OCR for unit publications and scenarios dealing with training, exercise, and evaluations to ensure they are based on sound tactics.

3.2.9.15. Closely coordinate to ensure standardization and evaluation examiners remain abreast of all combat employment concepts and all mission qualification flights reflect unit taskings.

3.2.9.16. Coordinate unit involvement in the tactics development program and conduct wing Tactics Review Board (TRB) per instructions in the applicable tactics development program.

3.2.9.17. Develop procedures for timely dissemination of tactical and intelligence information to applicable wing/group.

3.2.9.18. Act as OPR for unit weapons and tactics training and mission planning.

3.2.9.19. Establish and supervise applicable wing weapons competitions, armament recording programs and combat airdrop training (as applicable).

3.2.9.20. Participate in applicable unit verification and certification programs.

3.2.9.21. Act as the approval authority for applicable drop zone and landing zone surveys.

3.2.9.22. Supervise applicable Range Control Officer Program.

3.2.9.23. Maintain liaison with lateral units, as necessary, to increase training effectiveness and realism through the use of outside assets (e.g., ranges, C2 systems, support aircraft, threat simulators).

3.2.9.24. Review applicable TOs, tactics manuals and instructions for errors; identify deficiencies to applicable Headquarters (HQ) OPRs.

3.2.9.25. Utilize assigned USAFWS graduates as set forth in **Chapter 2, Chapter 6,** and **Chapter 7** of this manual.

3.2.9.26. Act as OPR for all unit composite force training.

3.2.9.27. Act as OPR for wing USAFWS nomination packages and waiver requests.

3.2.9.28. Chair malfunction/incident review panel. Investigate, prepare, coordinate malfunction report and submit to HHQ

3.2.9.29. Exercise oversight and provide management responsibility for wing SERE operations and training.

3.2.10. Operational and training squadron (TRS) weapons and tactics shops: The following requirements may not apply to all units.

3.2.10.1. Ensure assigned personnel are familiar with unit mission/tasking and expected enemy threats.

3.2.10.2. Assess unit combat capability, document deficiencies, and initiate corrective action or report deficiency and recommend action to the operations officer/commander**.**

3.2.10.3. Provide inputs to unit training programs to gain and maintain maximum capability to employ available resources in expected combat/operational conditions.

3.2.10.4. Ensure appropriate tactics-related study materials are available for unit personnel use.

3.2.10.5. Ensure tactics information is disseminated to unit personnel in a timely manner.

3.2.10.6. Develop procedures and materials required for mission planning.

3.2.10.7. Establish applicable working liaisons with intelligence, maintenance, munitions and avionics functions. Guidance may be found in AFMAN 11-212.

3.2.10.8. Maintain a tactics library as directed by the chief of wing/group weapons and tactics shop and this regulation.

3.2.10.9. Conduct unit Tactics Review Board (TRB). Document validity of existing tactics, recommend new/improved tactics, and report findings based upon guidance in the applicable Tactics Development Program.

3.2.10.10. Coordinate the applicable activities of assigned intelligence and targeting personnel, the Air Force Mission Support System (AFMSS), or the Joint Mission Planning System.

3.2.10.11. Track unit's USAFWS nominee application and entry requirements. Liaison with wing OPR to ensure proper waivers are submitted.

Chapter 4

**UNITED STATES AIR FORCE WEAPONS SCHOOL (USAFWS) COURSES
(WEAPONS INSTRUCTOR COURSE/ADVANCED INSTRUCTOR COURSE
[WIC/AIC])**

4.1. Purpose. This chapter identifies the mission of the USAFWS and establishes the core competencies required of all USAFWS graduates. This chapter also identifies the objective requirements a weapon system or combat capability must meet before being proposed as a new course at the USAFWS. All USAFWS courses will produce graduates to meet Tier 1 priority manning. **(T-1)**

4.2. Mission. The mission of the USAFWS is to educate and develop expert instructors and leaders skilled in the art and science of integrated battlespace dominance across all domains. The USAFWS provides graduate-level instructor courses delivering the world's most advanced training in weapons and tactics employment to Airmen. This includes structured joint- and composite-force integrated employment training. Each USAFWS graduate will possess the following core competencies:

4.2.1. The knowledge, technical expertise, leadership ability, communication, and organizational skills to be a unit's chief instructor and lead an organization's weapons and tactics functions.

4.2.2. The knowledge, technical expertise, cognitive skills, and leadership ability required to be a commander's primary tactical advisor, problem solver, and unit mentor.

4.2.3. The knowledge, technical expertise, leadership ability, communication, and organizational skills to execute integrated composite-force operations and Mission Planning Cell (MPC) functions with USAF, Joint, and Coalition forces.

4.3. USAFWS Command and Control (C2).

4.3.1. Per the Chief of Staff of the Air Force (CSAF)'s "One Weapons School, One Patch" directive ('06), the USAFWS falls under the C2 of COMACC. In 2014, WIC (and now AIC) support/resourcing and Program Objective Memorandum (POM) responsibility was transferred to the WIC/AIC-owning MAJCOMs (ACC, AFGSC, AFSOC, STARCOM, and AMC), but COMACC retained C2 of the USAFWS.

4.3.2. Student Funding Responsibility. USAFWS student Temporary Duty per diem and/or local student lodging funding is the responsibility of the patch-gaining MAJCOM/ARC HQ (e.g., the MAJCOM where the graduate will fulfill his/her Tier 1 commitment). **(T-1)** In some cases, especially if gaining MAJCOM is not identified until later in the course, the losing MAJCOM may need to cover initial funding and then be reimbursed upon student outplacement. For USSF, all student funding responsibility is held by STARCOM. Current student funding instructions will be provided in each USAFWS Class Selection Personnel Services Delivery Memorandum (PSDM).

4.4. Established Courses.

4.4.1. 6th Weapons Squadron (WPS) (WIC: F-35)

4.4.2. 8th WPS (WICs: Air Battle Manager [ABM], EC-130 Instructor Mission Crew Commander [IMCC], RC-135 Instructor Tactical Coordinator [ITC], Control and Reporting Center [CRC])

4.4.3. 14th WPS (WICs: AC-130, CV-22, MC-130, U-28; AICs: Tactical Systems Operator [TSO], CV-22 Special Mission Aviator)

4.4.4. 16th WPS (WIC: F-16)

4.4.5. 17th WPS (WIC: F-15E/EX)

4.4.6. 19th WPS (WICs: Intelligence, U-2, RQ-4; AIC: Intelligence)

4.4.7. 26th WPS (WIC: Multi-role RPA (MR); AIC: MR Sensor Operator)

4.4.8. 29th WPS (WIC: C-130J, C-130H (ARC); AIC: C-130J Loadmaster)

4.4.9. 32d WPS (WIC: Cyber Effects Operations; AIC: Cyber Effects Operations)

4.4.10. 34th WPS (WICs: HH-60, HC-130; AIC: HH-60 Special Mission Aviator, HC-130J Loadmaster)

4.4.11. 57th WPS (WIC: C-17; AIC: C-17 Loadmaster)

4.4.12. 66th WPS (WIC: A-10, Joint Terminal Attack Controller [JTAC])

4.4.13. 77th WPS (WIC: B-1)

4.4.14. 315th WPS (WIC: Intercontinental Ballistic Missile [ICBM])

4.4.15. 325th WPS (WIC: B-2)

4.4.16. 328th WPS (WIC: Space Superiority; AIC: Space Warfighter)

4.4.17. 340th WPS (WIC: B-52)

4.4.18. 433d WPS (WIC: F-22)

4.4.19. 509th WPS (WIC: Tanker; AIC: KC-135 Boom Operator)

4.5. USAFWS Course Establishment.

4.5.1. Approval authority. WICs are DAF-level courses and therefore any proposal to establish a new WIC will be approved by CSAF. AICs are MAJCOM sponsored/funded courses and all proposals to establish AICs will be approved by COMACC. WICs executed by a USSF unit aligned with the USAFWS require approval from CSO prior to CSAF approval. AICs executed by a USSF unit aligned with the USAFWS require approval from STARCOM/CC prior to COMACC approval. This ensures approval processes address equities from both USSF course/graduate management and USAFWS institution/installation resourcing.

4.5.2. All requests to establish a USAFWS Course (WIC/AIC) shall be submitted from the sponsoring MAJCOM/A3 to the United States Air Force Warfare Center Commander (USAFWC/CC) for coordination with the United States Air Force Weapons School Commandant (USAFWS/CO). **(T-1)** Once the USAFWC/CC, in consultation with the 57th Wing Commander (57 WG/CC) and the USAFWS/CO, determines that the prospective course meets the USAFWS Entry Standards, the request will be staffed from the sponsoring MAJCOM/A3 to ACC/A3 (ACC/A3TW), for final approval. **(T-1)** See **Attachment 3**, Procedures to establish a new WIC.

4.6. USAFWS Course Cancellation/Termination/Modification.

4.6.1. Cancellation of an USAFWS class. Requests for cancellation of a WIC/AIC class (e.g., the entire 23A Class) must be submitted to ACC/A3TW for ACC/A3 approval. **(T-1)** Since class cancellations would cancel courses executed by USSF units aligned with USAFWS, STARCOM/CC coordination is required. **(T-1)** ACC/A3 is the final authority for specific USAFWS class cancellations. Requests to cancel a course for a specific class (e.g., the 23A Class CRC Course) also requires ACC/A3 approval. **(T-1)** Requests to cancel a USSF class or course must be submitted through Space Delta 1 to STARCOM/S2/3TW to coordinate for STARCOM/CC approval. **(T-1)** STARCOM/S2/3TW will notify USAFWS/CO and ACC/A3TW for awareness. **(T-1)** Requests must provide ample justification, including impact to affected community and specific reasons for the request. **(T-1)**

4.6.2. Reduction of class size. Requests to intentionally reduce specific class size for a given course must be submitted to ACC/A3TW for ACC/A3 approval. **(T-1)** Requests must provide ample justification to reduce course size, including impact to affected community and specific reasons for the request. **(T-1)** ACC/A3 is the final approval authority for reduction of class size. For courses executed by USSF units aligned with USAFWS, class size reduction requests must be routed through Space Delta 1 to STARCOM/S2/3TW for STARCOM/CC approval. **(T-1)**

4.6.3. Termination of a USAFWS Course. Requests to terminate a USAFWS Course, due to changes in AF force structure or changing AF requirements (e.g., F-15C WIC termination), should be initiated by the supporting MAJCOM to ACC/A3 (ACC/A3TW), who will coordinate all HQ Staff actions required to "shut down" a Course, including Site Activation Task Force (SATAF) actions and P-Planning Messages as required to execute an effective course termination process. ACC/A3TW will staff all WIC Terminations for CSAF approval and will staff all AIC Terminations for COMACC approval. **(T-1)** Proposals to terminate a WIC or AIC executed by a USSF unit aligned with USAFWS will be approved by CSO or STARCOM/CC respectively prior to CSAF or COMACC approval. **(T-1)**

4.6.4. Modification of an Existing USAFWS Course. Requests to modify a current USAFWS Course to meet emerging AF requirements/capabilities (e.g., KC-46/F-15EX), requires COMACC approval. Reasons for a course modification include the addition/deletion of an MDS or weapons system, permanent increased/decreased class size which will result in increased/decreased instructor staff and the appropriate changes in facility size, funding requirement, and flying hours. Modification of a course executed by a USSF unit aligned with USAFWS requires STARCOM/CC approval prior to COMACC approval to ensure all equities between course/graduate management and USAFWS institution/installation resourcing are addressed.

4.6.4.1. Requests to permanently modify a USAFWS course must provide ample justification to include impact to affected community and specific reasons for the request. **(T-1)**

4.6.4.2. Course modifications must not be used to make substantial changes to a particular course/Force Development Concept (FDC) (in effect creating a different course than was originally approved) or to short cut the comprehensive process of standing up a new USAFWS Course. **(T-1)**

4.6.4.3. USAFWS Course modifications are significant changes and therefore will follow the same approval authority coordination for standing up a new USAFWS course, outlined in **para 4.5**. **(T-1)**

Chapter 5

WEAPONS SCHOOL SELECTION PROCESS

5.1. Purpose. All students attending USAFWS must be selected through a central or supplementary selection board. **(T-1)** This chapter describes the procedures for nominating and selecting WIC Undergraduate (WUG) and AIC students, responsibilities of the agencies involved, guidance for Total Force Absorption Program (TFAP) nominees, primary/supplemental board procedures, nominee/select withdrawal/deferment protocol, alternate activation, and waiver procedures/timelines.

5.2. Selection Board Responsibilities.

5.2.1. ACC/A3. ACC/A3 has overall responsibility for the conduct of the USAFWS selection program including program waiver authority. This authority may be delegated down to Air Combat Command, Flight Operations Division (ACC/A3T). Authority to determine procedures for any situation not specifically covered in this chapter is delegated to ACC/A3T. ACC/A3, or his/her appointed representative, will be the OPR for all nominees for the USAFWS. **(T-1)**

5.2.2. ARC HQ Responsibilities. HQ AFRC and National Guard Bureau (NGB) A3s or their appointed representative, will review all ARC nominations on the USAFWS Selection Board SharePoint® site to ensure they meet selection board criteria as provided in the USAFWS Call for Nominations PSDM (referred to in this document as USAFWS Announcement Message). **(T-2)**

5.2.3. ACC/A3T. ACC/A3T will coordinate with Air Combat Command Air National Guard Advisor to the Director of Operations (ACC/A3G) for all ANG issues and Air Force Reserve Command, Combat Operations Division (AFRC/A3D) for all AFRC issues that arise after the selection board. **(T-2)**

5.2.4. USAFWS/CO. The USAFWS/CO, or their designated representative, will chair the selection board. The chairman is responsible for the conduct and overall leadership of the board; and in coordination with HQ ACC/A3TW will select the board dates, review selection criteria, ensure the board progresses based upon guidance in the USAFWS Announcement Message, this manual, and report results. **(T-1)**

5.2.5. Air Force Personnel Center, Rated Management Branch (AFPC/DPMOE). The AFPC USAFWS representative in the AFPC/DPMOE shop will coordinate the announcement message and USAFWS board selection results (referred to in this document as USAFWS Selection Message) PSDMs for WIC and AIC through the AFPC chain of command to gain publishing release approval. **(T-1)** Additionally, the AFPC representative will assist with preparation of selection folders, setup of board facilities, selection notification release, and any additional support as required. **(T-1)** AFPC/DPMOE will coordinate the preliminary selection board results for approval with the USAFWS/CO and ACC/A3 (via ACC/A3TW). **(T-1)** ACC/A3TW and the USAFWS/CO will coordinate with AFRC/A3D and ACC/A3G to approve the preliminary selection board results prior to release. **(T-1)** AFPC/DPMOE will release the selection board results approximately 30 days after selection board adjournment via PSDM. **(T-1)**

5.2.6. ACC/A3TW. ACC/A3TW is responsible for oversight of the selection process, coordinating selection board dates, determining meeting location, and managing WUG-select requirements until enrolled at USAFWS. ACC/A3TW is responsible for reviewing all nominations and ensuring they are fair, truthful, and consistent with the nomination criteria outlined in the USAFWS Announcement Message.

5.2.7. MAJCOMs will provide one USAFWS graduate as a voting member of the board that is familiar with the command's nominations and can provide additional information as required. **(T-1)**

5.2.8. Wing/Delta commanders are responsible for uploading a complete selection package to the applicable WIC/AIC nomination SharePoint® site: **https://usaf.dps.mil/teams/acc_weapons_tactics/USAFWS_PROGRAMS_SITE**. These packages must contain all the information and be properly formatted as specified in the USAFWS Announcement Message. **(T-2)** Failure to provide the required information could result in the nominee not being considered. Do not submit additional paperwork (e.g., additional recommendation letters or endorsement letters). If a wing nominates more than one individual per crew position, MDS, or specialty, the WG/CC or Delta commander (Delta/CC) must also provide a letter ranking the nominees by crew position, MDS, or specialty. **(T-2)** All nominations and any applicable waivers will be uploaded to the SharePoint® site per USAFWS Announcement Message instructions. **(T-2)**

5.3. Nomination Criteria.

5.3.1. The Air Force Education and Training Course Announcement (ETCA) provides general information about the USAFWS, but the USAFWS Class Announcement Message provides specific WIC/AIC nomination criteria for each class. The Alpha Class message is normally released in Apr, the selection board is held in Aug, and the class is executed from Jan-Jun the following year. The Bravo Class message is released in Sep and the selection board is conducted in Feb the following year. The Bravo Class executes from Jul-Dec. Wings/Deltas that have not received the USAFWS Announcement Message by the end of Apr/Sep may contact ACC/A3TW for a copy. Any sister-service candidates will be required to meet the same post graduate commitment IAW **paragraph 6.5.1** prior to returning to their service. **(T-1)**

5.3.2. USAFWS class nomination criteria are designed to ensure selection of the most highly qualified candidates who will enhance combat capability throughout the AF or the Space Force. They must exhibit extraordinary intelligence, dedication, technical skill, military bearing, and professional attitude. Finally, these candidates must be outstanding role models for their peers and subordinates.

5.3.3. Individuals placed on assignment (already received orders) outside of their MDS or specialty prior to the WIC selection board date are ineligible for consideration. This includes any assignment to a staff or Air Operations Center (AOC), regardless of attached flyer status (except USSF or intelligence officers assigned to AOC duties within their career field). Waivers will not be considered for individuals on assignment outside their MDS.

5.3.4. All Regular Air Force USAFWS class selectees will complete and sign an AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement,* and incur an active duty service commitment (ADSC) of three years upon graduation as described in AFMAN 36-2100, *Military Utilization and Classification*, and the USAFWS ETCA upon entry into the

WIC/AIC. **(T-1)** ARC selectees will complete and sign an AF Form 64, *Reserve Service Commitment (RSC) Acknowledgement/ Declination*, and will incur a similar commitment as described in Air Force Reserve Command Instruction 36-2102, *Air Force Reserve Service Commitment Date Program*, and the USAFWS ETCA. **(T-1)** The ADSC/RSC will run concurrent with other current commitments. **(T-1)**

5.3.5. TFAP. TFAP pilots will apply through their AD chain of command but will not be ranked among nominees from their associate administrative organization. Instead, TFAP pilots will compete as "at large" candidates per the CSAF-approved TFAP (FORCE DEVELOPMENT CONCEPT).

5.4. Submitting Selection Board Nomination Packages.

5.4.1. The following paragraphs provide general guidance on submitting nomination packages. When submitting a nomination package for a specific class, nominators will follow the instructions provided in the USAFWS Announcement Message, which will provide updated package, waiver, and selection board instructions for that class.

5.4.2. WG/CCs/equivalents (or designees) will upload complete and properly formatted WIC/AIC nomination packages to the SharePoint® nomination site per the USAFWS Announcement Message. **(T-1)** Incomplete or improperly formatted packages may not be accepted by AFPC.

5.4.3. Links to Example Nomination Data Sheets and Endorsement Memos are located on the USAFWS   Program   Site: site: **https://usaf.dps.mil/teams/acc_weapons_tactics/USAFWS_PROGRAMS_SITE**.

5.4.4. Individual nomination packages will be a single consolidated document and will include the following:

5.4.4.1. Endorsement memo. A single endorsement memo, signed by the applicant's WG/CC or equivalent, shall emphasize instructor and flying/operational abilities. **(T-1)** Do not submit additional endorsement memos. Submit endorsement memo on single page letterhead addressed to the Chairman, USAF Weapons School Selection Board. **(T-1)**

5.4.4.2. Packages will normally be submitted as a single PDF (per the USAFWS Announcement Message) consisting of the following elements in the following order: **(T-1)**

5.4.4.2.1. Applicant's data sheet **(T-1)**

5.4.4.2.2. One-page endorsement memo **(T-1)**

5.4.4.2.3. Air Force fitness report **(T-1)**

5.4.4.2.4. Last three AF Forms 8 (front and back) and AF Form 942, *Record of Evaluation* (as applicable) **(T-1)**

5.4.4.2.5. Any additional documentation instructed by the USAFWS Announcement Message. **(T-1)** WG/CCs (or equivalents), or their executive staff will upload packages directly to the ACC/A3TW SharePoint® site per the USAFWS Announcement Message instructions. **(T-1)** Nomination packages submitted directly by individuals or offices below WG/CC or equivalent will not be considered. If the USAFWS Announcement Message conflicts with this DAFMAN, follow the guidance in the message, as it contains the most updated information.

5.4.5. Timelines for nomination packages. Nomination packages for USAFWS selection boards are due to the ACC/A3TW USAFWS SharePoint® site approximately 60 days prior to the selection board date, which will be published via the USAFWS Announcement Message. **(T-1)** Nominee information is due to AFPC/DPMOE from ACC/A3TW approximately 45 days prior to the selection board. **(T-1)** Late nomination packages will be accepted only if coordinated with ACC/A3TW in advance (i.e., prior to the nomination package due date established in the USAFWS Announcement Message) and on a case-by-case basis. USAFWS Selection Board and nomination package timelines, due dates, and examples are available on the ACC/A3TW SharePoint® site.

5.5. Selection Board.

5.5.1. The USAFWS selection board is chaired by the USAFWS/CO or representative and is held twice a year. The boards convene approximately 4-5 months prior to each class start date (CSD), with the locations rotating between the various MAJCOMs and HQ AFPC. The primary goal for the USAFWS selection board is to select the most qualified candidates. Minimum allocations to the ARC are shown in **Table 5.1**. These candidates will provide the expertise and leadership necessary to ensure their units are ready for combat. In an effort to ensure the most qualified personnel are selected every class, individual USAFWS courses will consider applicants from all Regular Air Force and ARC components. **(T-1)** ARC will participate in the combined AD/ARC board and vote on behalf of the ARC for all WIC classes. **(T-1)**

5.5.2. The board chairman will:

5.5.2.1. Instruct board members on their duties and ensure the board progresses efficiently. **(T-1)**

5.5.2.2. Attempt to resolve selection disagreements. If the board chairman is unable to resolve disagreements, ACC/A3 is the final authority for all selection board issues. If necessary, ACC/A3 can reconvene a supplementary board to settle disagreements. If the disagreement involves selection of an AD member over the ARC and the result will place the ARC outside of this publication's ARC allocation rates, ACC/A3 will coordinate with Air Force Reserve Command, Director of Air, Space, and Information Operations (AFRC/A3) or ACC/A3G prior to finalizing the selection list. **(T-1)**

5.5.3. Crew position, MDS, and/or specialty allocations will be discussed and decided during the W-Prefix/Special Experience Identifier (SEI) Management Conference held prior to or in conjunction with the Selection Board. Factors influencing final slot allocation include, but are not limited to, USAFWS production capabilities, ANG requirements, AFRC requirements, AD requirements, and availability of viable ARC/AD candidates. Total Force Integration (TFI) wings do not present a standard or easily quantifiable requirement for allocations. TFI wing requirements will attempt to be satisfied within existing ARC slot allocations. If a TFI wing's requirements cannot be satisfied within existing ARC allocations, then allocations will be decided during the W-Prefix/SEI Management Conference as outlined above. **(T-1)**

5.5.4. Course Commanders, ACC/A3TW, AFGSC/A3TW, United States Air Forces in Europe, Weapons and Tactics Branch (USAFE/A3TW), Pacific Air Forces Weapons and Tactics Branch (PACAF/A315), Air Education and Training Command (AETC), Graduate Flying Training Division (19 AF/A3D), STARCOM/S2/3TW, AFSOC/A3FW, AMC/A3TW,

AFRC/A3D, and ACC/A3G will each provide one voting member. **(T-1)** A representative will be available from Air Force Personnel Center, Directorate of Personnel (AFPC/DPM) to provide information as required.

Table 5.1. ARC WIC Slot Allocations Summary.

WIC	A-Class	B-Class
A-10 (2 per year)	1 x ANG	1 x AFRC
ABM (2 per year)	1 x ANG	1 x ANG (Even) / AFRC (Odd)
AC-130 (0.5 per year)		1 x AFRC (odd)
B-2 (1 per year)	1 x ANG	
B-1 (1 per year)		1 x AFRC (P/W)
B-52 (2 per year)	1 x AFRC (P/W/E)	1 x AFRC (P/W/E)
C-130 J (1.5 per year)	1 x ANG	1 x AFRC (Even)
C-130H Pilot (8 per year)	5 x ANG	3 x AFRC
C-130H Nav (4 per year)	3 x ANG	1 x AFRC
C-17 (1 per year)		1 x ANG (Even) / AFRC (Odd)
CV-22 (0.5 per year)	1 x ANG (even)	
Cyber Effects Operations (2 per year)	1 x ANG	1 x AFRC
F-15 (2 per year)	*See Note	
F-16 (4 per year)	2 x ANG	1 x ANG + 1 x AFRC
F-22 (1 per year)		1 x ANG (Even) / AFRC (Odd)
F-35 (2 per year)	1 x ANG	1 x ANG
HH-60 (2 per year)	1 x ANG	1 x AFRC
Intelligence (2.5 per year)	1 x ANG + 1 x ANG (Even)	1 x AFRC
JTAC (2 per year)	1 x ANG	1x ANG
KC-135 (2 per year)	1 x ANG	1 x AFRC
MC-130 (1 per year)	1 x ANG (even)	1 x AFRC (odd)
MR (3.5 per year)	1 x ANG	1 x ANG + 1 x AFRC + 1 x AFRC (Odd)
RC-135V/W (0.5 per year)	1 x ANG (Odd)	
Space (2 per year)	1 x ANG	1 x AFRC
U-28 (0.5 per year)		1 x AFRC (Odd)
***Note:** Due to the dynamic environment of decisions involving the force structure of the F-15 (divestment of F-15C or F-15E and activation of F-15EX), F-15 WOs will be generated for ANG on an as-needed basis to address the stand-up of ANG F-15EX units once those units activate. 17 WPS/CC will work with ANG F-15EX units to select eligible candidates and produce F-15 WOs to meet ANG needs balanced against total force F-15 WO requirements. Once the force structure reaches a steady state, ARC requirements will revert back to a minimum number.		

5.6. Selects.

5.6.1. WIC/AIC-selects will attend USAFWS as specified in the AFPC/DPMOE "*USAF Weapons Instructor Course Selection Board Results"* and *"USAF Advanced Instructor Course Selection Board Results*" messages, released as PSDMs to base Force Support Squadrons, and published by AFPC. These PSDMs will be referred to as "USAFWS Selection Message" in this document. Immediately upon selection notification, all primary and alternate selects will review processing requirements outlined on the USAFWS web page. All selects are required to have a current TS/SCI clearance. **(T-1)** Primary and alternate selects without a current TS/SCI clearance must contact their unit security managers and submit all applicable paperwork immediately. **(T-1)** Failure to initiate security clearance actions within the USAFWS mandated timeline may result in inadequate security access at CSD. The USAFWS/CO will disenroll individuals without the proper security requirements. **(T-1)**

5.6.2. Selects must ensure they meet all CSD requirements prior to reporting to USAFWS. **(T-1)** If an individual is unable to meet course entry requisites due to extenuating circumstances, consult **paragraph 5.7.3** for information on the waiver process.

5.6.3. Withdrawal. WIC/AIC candidates may need to withdraw from WIC/AIC consideration/selection or be deferred (grandfathered) to a subsequent class. Withdrawal for humanitarian or operational necessity (due to personal or family medical conditions, real world operations, changes in available USAFWS resources, etc.) will normally be considered "without prejudice," and the candidate will be welcome to re-compete for any future course for which the candidate remains qualified. Withdrawal without humanitarian or operational justification shall be considered "with prejudice," and the candidate will generally not be welcome to compete at future USAFWS selection boards.

5.6.3.1. Due to the time-sensitive nature of activating available alternates, the selectee's WG/CC (or equivalent) shall coordinate withdrawal requests prior to CSD with ACC/A3T (via ACC/A3TW), with a courtesy copy to the appropriate MAJCOM weapons and tactics shop. **(T-1)** ACC/A3TW will notify the USAFWS and HQ AFPC to coordinate alternate notification. **(T-1)** Units must inform HQ ACC via ACC/A3TW as soon as practical if a primary select might not attend WIC/AIC; do not wait until it is absolutely certain the select will not attend USAFWS. **(T-1)** Without sufficient notification, alternate selects may not be able to adequately prepare, and the training slot may go unfilled.

5.6.3.2. Self-initiated elimination (SIE) after CSD. SIE is processed per applicable USAFWS Operating Instructions (OIs).

5.6.3.3. Withdrawal before selection. WG/CCs may remove a student nomination at any time prior to the selection board without USAFWS/CO or ACC approval.

5.6.3.4. Withdrawal after USAFWS board selection. Students who withdraw their names after selection will require an email memorandum from the nominating WG/CC to ACC/A3T (ACC/A3TW) requesting a with/without prejudice withdrawal. **(T-1)** ACC/A3TW will then coordinate through the USAFWS/CO to the 57 WG/CC to make the with/without prejudice determination. If the withdrawal is outside ACC, ACC/A3TW will notify the MAJCOM weapons and tactics shop of the withdrawal. ACC/A3TW will coordinate with the USAFWS/CO, Air Force Personnel Center Rated Management Branch (AFPC/DPMOE) and the USAFWS/CO to re-order the remaining selects and alternates for

the affected WIC/AIC before releasing the message. Nominally, the first alternate will become a "primary select" and any remaining alternates will move up in the queue.

5.6.3.5. Withdrawal for simultaneous competitive board selection. In cases where a nominee is selected for both USAFWS and another board selection program (including, but not limited to, Undergraduate Flying Training, cross-training Formal Training Unit (FTU), USAF Air Demonstration Squadron, Test Pilot School, Astronaut School, professional fellowships, etc.), the selectee must choose one program over the other (N/A for Cyber Network Operations Development Program). **(T-1)** It is not possible for a candidate to pay back the required minimum time in WO duty while enrolled in a demanding program outside the primary MDS or combat capability. It is the selectee's responsibility to notify ACC/A3TW and their respective MAJCOM weapons and tactics shop, through the chain of command, which program he or she will attend at the earliest possible time, to allow for activating any available course alternates. **(T-1)** If the multi-selected candidate fails to identify a preferred program choice, AFPC/DPMOE shall notify the applicable WG/CC (or equivalent) and ACC/A3TW of the dual-selected officer's status and solicit a final attendance decision. **(T-1)** If the selectee fails to respond or coordinate a program decision, ACC/A3TW shall initiate a withdrawal request to ACC/A3T and the USAFWS/CO, with a courtesy copy to the MAJCOM weapons and tactics shop, to remove the selectee from the incoming class and activate a viable alternate. **(T-1)** Withdrawal due to selection for another competitive program will be without prejudice.

5.6.4. Alternate activation. When a selectee is withdrawn and a selection board-designated alternate is available, ACC/A3TW shall coordinate with AFPC/DPMOE and the USAFWS/CO to activate that alternate and notify all concerned parties including MAJCOM weapons and tactics shops. **(T-1)** If there is more than one designated alternate for a specific course, the remaining alternate(s) moves up in priority. Alternates may not be activated in the exact order they were selected in the USAFWS Selection Message. If the USAFWS can accommodate more students than selected as primary selects at the central board, the USAFWS/CO may request ACC/A3T to activate boarded course alternates.

5.6.5. Deferment (grandfathering). An approved deferment allows WIC/AIC candidates to withdraw from the class for which they were selected and attend the following WIC/AIC without re-competing at the USAFWS selection board. ACC/A3 is the final approval authority for all deferment actions. Once approved, deferred students do not need to re-compete for, and are automatically selected to attend the next class. Deferment requests are handled on a case-by-case basis. Due to the time-sensitive nature of activating alternates, deferment requests shall be coordinated directly with ACC/A3 (via ACC/A3TW), with a courtesy copy to the appropriate MAJCOM weapons and tactics shop. **(T-1)** Expect deferred selects to decrement available training allocation selections for the next selection board. Generally, deferment requests follow one of two tracks: prior to CSD from the nominating wing commander to ACC/A3, or after CSD (while student is enrolled in WIC/AIC) from the USAFWS/CO.

5.6.5.1. Any deferment request requiring a selection board waiver for the selection board class that they are requesting deferment into, may be disapproved since the request will necessitate a selection board waiver. In this case, individuals may be withdrawn from their selected class without prejudice and allowed to re-compete at future selection boards.

5.6.5.2. Prior to CSD. For deferments prior to CSD, the nominating wing commander shall send an electronic request to ACC/A3 (via ACC/A3TW), with a courtesy copy to the applicable MAJCOM A3 (via MAJCOM weapons and tactics shop). **(T-1)** The request should outline justification for deferment with adequate detail pertaining to the situation/condition warranting deferment. Common reasons justifying deferrals prior to CSD include, but are not limited to, illness, injury, family emergency or operational requirements (e.g., deployment).

5.6.5.3. After CSD. Current students may be deferred into a future course after the CSD for humanitarian reasons or operational necessity. Such reasons may include, but are not limited to illness, injury, family emergency, or unplanned changes in USAFWS resources. To be eligible for deferment, the Weapons Squadron Commander (WPS/CC) must determine the student is progressing in the course to merit return in a subsequent class without re-competing at the USAFWS selection board. USAFWS/CO, in coordination with respective WPS/CC, will determine at what point the deferred student may return in the next class. This decision will be based on student availability to return, student performance prior to deferment, MDS mission, syllabus turbulence and requirements.

5.6.5.4. Reduced Class Size Before CSD. If the USAFWS cannot support the number of students selected because of a change in resources (available aircraft, munitions, instructors, etc.), the appropriate WPS/CC may request, through the USAFWS/CO and the 57 WG/CC, to defer one or more students to a subsequent class. The USAFWS/CO's formal deferral request, through the 57 WG, will be staffed by ACC/A3TW for ACC/A3 approval. **(T-1)**

5.6.6. Course elimination. When the WPS/CC determines a student is not satisfactorily progressing in syllabus objectives (including SIE) and does not warrant deferment, the WPS/CC will recommend elimination and seek approval through the USAFWS/CO and 57 WG/CC per applicable USAFWS OIs. **(T-1)** Students eliminated for failure to satisfactorily progress in the syllabus will not be able to compete at any future WIC/AIC selection boards. Eliminated students may incur an ADSC/RSC as described in the USAFWS ETCA. **(T-1)**

5.6.7. In such a case where an AFRC or ANG member is deferred or eliminated from training, AFRC/A3D or ACC/A3G will be immediately notified.

5.7. Waivers.

5.7.1. Types of USAFWS waivers. There are three broad waiver categories within the USAFWS program: selection board, CSD, and end of course (graduation) waivers. These are the only accepted waivers. USAFWS/CO will determine waivable items for each class before release of the USAFWS Announcement Message. **(T-1)** Initial security requirements cannot be waived. **(T-1)** All waiver requests are evaluated on a case-by-case basis. ACC/A3 has final waiver approval authority and may delegate this authority to the 57 WG/CC. **(T-1)**

5.7.2. Selection Board Waivers. Selection board waivers include rank/time in service, minimum MDS/specialty experience, date of instructor qualification, total hours in primary aircraft assigned, and other requirements as defined by MDS/specialty criteria in the USAFWS Announcement Message.

5.7.2.1. WG/CCs who nominate an applicant that requires a selection board waiver must submit a waiver letter as part of the applicant's SharePoint® nomination package. **(T-1)** Include the following information:

5.7.2.1.1. Specific reason for waiver request. **(T-1)**

5.7.2.1.2. Justification for waiver. **(T-1)**

5.7.2.1.3. Plan to mitigate shortfall, either before CSD or for graduate assignment management. **(T-1)**

5.7.2.2. Approval of these waiver requests does not guarantee selection at the board, only that the nominee will be allowed to compete for selection. Links to example waiver request letters are located on the individual USAFWS SharePoint® WIC/AIC nomination sites: **https://usaf.dps.mil/teams/acc_weapons_tactics/USAFWS_PROGRAMS_SITE**.

5.7.2.3. MAJCOM/ARC weapons and tactics personnel have access to all SharePoint® nominations and will review each of their nominees' packages and waiver requests to determine if a package will go forward to meet the board. **(T-1)** MAJCOM weapons and tactics shops will discuss all waiver requests with the impacted WPS/CC prior to their recommendation. **(T-1)** MAJCOM weapons and tactics will notify ACC/A3TW in the event one of their nomination packages will not meet the board, and ACC/A3TW will then notify the USAFWS/CO and WPS/CC. **(T-1)**

5.7.3. CSD Waivers. This section applies only to nominees who have been selected to attend USAFWS. Do not submit a CSD waiver as part of a selection board nomination package.

5.7.3.1. CSD waivers are for requirements that must be met by WIC/AIC selects prior to course start date. These requirements include CMR/Basic Mission Capable (BMC) look-back and landing currency, as well as other requirements defined by MDS/specialty in the USAFWS Announcement Message and Selection Message PSDMs.

5.7.3.2. Once notified of their members' selection to attend USAFWS, WG/CCs are charged with preparing, monitoring, and ensuring their selectees meet course entry requirements. **(T-1)** Links to individual class CSD requirements and waiver instructions are provided in the Selection Message PSDM. Both primary and alternate selectees (in order to be ready if activated) must meet all course entry requirements. **(T-1)**

5.7.3.3. It is imperative for WG/CCs to notify both the USAFWS/CO and their MAJCOM weapons and tactics shop early on; in the event a selectee is having difficulty meeting CSD requirements. This allows for timely activation of an alternate if required. WIC/AIC-owning MAJCOM weapons and tactics shops:

5.7.3.3.1. ACC: 6, 8, 16, 17, 19, 26, 32, 34, 66, and 433 WPS

5.7.3.3.2. AFGSC: 315, 325, 77, and 340 WPS

5.7.3.3.3. AFSOC: 14 WPS

5.7.3.3.4. AMC: 29, 57, and 509 WPS

5.7.3.3.5. STARCOM: 328 WPS

5.7.3.4. The USAFWS/CO may disenroll individuals reporting to the USAFWS who do not meet minimum requirements and do not have an approved CSD waiver. CSD waivers

are due from the WG/CC to the USAFWS/CO (with courtesy copy to appropriate MAJCOM weapons and tactics shop) no later than (NLT) 3 weeks prior to CSD, to ensure ample time for coordination and 57 WG/CC final approval.

5.7.4. Waivers post-CSD. During class in processing, WPS/CCs shall collect flying records (or equivalent) and verify each student meets course entry requirements. If the WPS/CC finds discrepancies, the USAFWS/CO shall determine whether to disenroll affected students or forward a waiver request for 57 WG/CC approval NLT 7 calendar duty days after CSD. **(T-2)** USAFWS/CO will copy ACC/A3T (via ACC/A3TW) on all 57 WG/CC waiver decisions. **(T-2)** ACC/A3TW will notify MAJCOM/ARC A3TWs.

5.7.5. Students may not fly/perform syllabus events until approval of the waiver or the CSD shortfall is corrected under instructor supervision (e.g., WIC Instructor Pilot supervises student landing currency sortie). **(T-2)**

5.7.6. Graduation Waivers. If USAFWS students are unable to complete all syllabus requirements by the established course graduation date CGD, graduation waivers must be submitted and approved to successfully complete the class. ACC/A3 is the final approval authority for all graduation waivers and may delegate this authority to the 57 WG/CC. The USAFWS/CO shall prepare a consolidated graduation requirement waiver request NLT 21 calendar days prior to graduation for 57 WG/CC approval. **(T-2)** The waiver request will include both syllabus requirements not currently met, and those not projected to be met, by graduation. Details will include any extenuating circumstances as well as an assessment of the impact to the field for not meeting the syllabus requirements. USAFWS/CO will copy ACC/A3T and ACC/A3TW on 57 WG/CC waiver decisions. **(T-2)**

5.7.7. Waiver Staffing Process. WG/CC (or equivalent) will address all selection board and CSD waiver requests through the WIC-owning MAJCOM (see **paragraph 5.7.3.3**) for formal MAJCOM/A3 coordination via the MAJCOM OPR as listed in **paragraph 6.1**. **(T-1)** Submit requests per the timelines outlined in the USAFWS Announcement Message. The MAJCOM OPR will be responsible for all internal MAJCOM staffing requirements and will submit to ACC/A3TW a finalized MAJCOM/A3-coordinated waiver per the USAFWS Selection Message timelines. **(T-1)** Upon receiving a MAJCOM/A3-coordinated waiver list, ACC/A3TW will route all waivers to ACC/A3 for coordination and consolidated dissemination via formal message traffic. **(T-1)**

5.7.8. Waiver Considerations. MAJCOM/A3s will not recommend approval for waivers when there are enough fully qualified applicants available to fill the expected board vacancy and alternate positions. **(T-1)** MAJCOM/A3s will consider all Total Active Federal Commissioned Service Date (TAFCSD) waivers to ensure that normal career progression/timing will not be negatively impacted by this publication's required three-year continuous WO duty payback for approved TAFCSD waiver applicants. **(T-1)** MAJCOM weapons and tactics shops will discuss all waiver requests with the impacted WPS/CC prior to staffing to the MAJCOM/A3 for coordination. **(T-1)**

Chapter 6

WEAPONS INSTRUCTOR COURSE (WIC) GRADUATE MANAGEMENT

6.1. Purpose. This chapter provides specific guidance on USAFWS graduate utilization and establishes W-prefix/SEI manning levels. ACC/A3TW and MAJCOM weapons and tactics shops will coordinate with USAFWS and applicable Air Staff, MAJCOM, and AFPC agencies on all W-prefix/SEI manpower actions. **(T-1)** This ensures requirements reflect adequate justification for assignment of the W-prefix/SEI.

6.1.1. ACC/A3TW is the USAFWS graduate management OPR and provides USAFWS graduate utilization and tier guidance to the USAFWS/CO biannually during the W-Prefix management conference.

6.1.2. AFGSC/A3TW is the bomber and nuclear operations graduate management OPR.

6.1.3. AFSOC/A3FW is the SOF graduate management OPR.

6.1.4. STARCOM/S2/3TW is the Space graduate management OPR.

6.1.5. AMC/A3TW is the MAF graduate management OPR.

6.1.6. ANG and AFRC USAFWS graduate management, utilization and related policies are the responsibility of National Guard Bureau, Director of Air Operations (NGB/A3/10) for ANG units and AFRC/A3 for AFRC units, respectively.

6.2. USAFWS Graduate Patch/Badge/Insignia. USAFWS graduate patch/badge/insignia will be worn as follows:

6.2.1. On the left shoulder of flight suit and Operational Camouflage Pattern (OCP). **(T-1)**

6.2.2. By graduates of USAFWS, Fighter Weapons School (FWS), or MAF Weapons School. **(T-1)**

6.2.3. By current and previous USAFWS instructor cadre. **(T-1)**

6.2.4. The bold black-bordered USAFWS graduate patch designates the graduate as a current or previous FWS or USAFWS instructor and is only authorized for wear by those graduates who have been assigned as a FWS or USAFWS instructor. **(T-1)**

6.2.5. See **Attachment 4** for approved graduate patches.

6.3. W-prefix/SEI Management. ACC/A3TW will convene a W-prefix/SEI Management Conference prior to or in conjunction with USAFWS selection boards. **(T-1)** Conference attendees will include representatives from USAFWS, AFPC, AFRC, ANG, and all MAJCOMs. The intent is for USAFWS graduates to be assigned throughout the Total Force, based upon guidance in this document and consistent with the rated prioritization plan. The following are the objectives of the W-prefix/SEI Management Conference:

6.3.1. Discuss USAF W-prefix/SEI needs and evaluate USAFWS production capability and capacity.

6.3.2. Validate WO billets and scrub current W-prefix/SEI billet requirements list.

6.3.3. Evaluate additional AFR requirements or AFR candidate shortfalls, per **paragraph 6.4**.

6.3.4. Discuss issues relevant to WOs and the WO Program.

6.4. Weapons School Manning. AFPC will attempt to man each squadron at 100 percent within the bounds of HHQ directives and policies. USAFWS instructor billets are typically long-lead assignments and AFPC will attempt to overlap Permanent Change of Station (PCS) orders when feasible. This overlap will help ease USAFWS instructor cadre transition. Failure to properly man each squadron with fully qualified instructors and mission planning personnel may result in graduate production lower than AF requirements. The USAFWS/CO, WG/CCs, AFPC, and other responsible MAJCOMs will coordinate instructor assignments. **(T-1)**

6.5. W-prefix/SEI Utilization. Comply with the following USAFWS graduate utilization directives.

6.5.1. Following USAFWS graduation, WIC graduates will be awarded a W-prefix to their Air Force Specialty Code (AFSC) and will incur an ADSC/RSC as described in **paragraph 5.3.4**. **(T-1)** Additionally, graduates who remain on active duty will serve in a WO position for 3 years of continuous initial service. **(T-1)** Graduate utilization within the initial 3 years from date of graduation will be in a valid W-prefix/SEI billet unless selected for DO/CC/intermediate developmental education for officers or Squadron Operations Superintendent (Sq Ops Supt)/Squadron Enlisted Leader (SEL) for Non-Commissioned Officers (NCOs) and Senior Non-Commissioned Officers (SNCOs). **(T-1)** Removing WIC graduates from a W-prefix/SEI billet within their primary MDS within the initial 3-year period requires Air Force Deputy Chief of Staff for Operations (AF/A3) approval. Waivers for USSF graduates will require approval from USSF Chief Operations Officer (HQSF/COO). This ensures graduates remain tacticians and instructors in their primary MDS/Specialty and the DAF gains the appropriate return on investment for the specialized training received. Payback waiver requests for the initial 3-year period will route from the requesting wing through owning MAJCOM chain of command (coordination accomplished by the MAJCOM weapons and tactics shop) to AF/A3 for approval. **(T-1)** Graduates may not be removed from payback assignments or job placements until a waiver is approved and disseminated. **(T-1)** Approval decision will courtesy copy ACC/A3TW and owning MAJCOM weapons and tactics shops.

6.5.2. Tier System. Weapons officer positions are categorized within a three-tier system (see **Table 6.1**., **Table 6.2**., **Table 6.3**., **Table 6.4**, and **Table 6.5**.). These tiers are to denote desired experience levels for the positions and are not always priorities themselves. A WO position's priority denotes when a billet should be filled in relation to other billets. It is possible to have a high priority Tier 2 billet filled before a lower priority Tier 1 billet.

6.5.2.1. Tier 1 positions are normally filled by first assignment WOs. Tier 1 indicates responsibilities commensurate with a WO in the first 18-36 months post WIC graduation and will normally reside in an operational squadron. Tier 1, Priority 1 units are defined as those units that directly support warfighting units or organizations. Tier 1 jobs include fighter, bomber, rescue, air control, air support operations, reconnaissance, air refueling, intelligence, airlift, information operations, space, missile, cyber, and SOF squadrons (and OSS for some intelligence WOs) that support Air Force Force Generation (AFFORGEN)-tasked warfighting wings. Tier 1 assignments for JTAC WIC graduates are normally associated with Air Support Operations Squadrons (ASOSs) or Special Tactics Squadrons (STSs). Although Tier 1 assignments denote an experience level of a first assignment WO, priority positions can be filled by second assignment WOs as required.

6.5.2.2. Tier 2 positions indicate responsibilities commensurate with a second assignment WO Captain or Major, or a Technical Sergeant or SNCO, post-Tier 1. Tier 2 billets are normally associated with OSS, AOC, USAFWS, or test. Although Tier 2 assignments denote an experience level of a second assignment weapons officer, priority positions may be filled by exception with first assignment weapons officers. Tier 2 assignments for JTAC WIC graduates are normally associated with Air Support Operations Group (ASOG) or Special Tactics Groups (STG) or wings in addition to USAFWS instructor positions and test positions.

6.5.2.3. Tier 3 positions are normally filled by field grade officer or SNCO WOs following the 3-year Tier 1 and 2 payback. Tier 3 assignments include MAJCOM staff, HAF staff, Joint staff, and Warfighting NAFs with Falconer AOCs.

6.5.3. Billets are prioritized from one (highest) to three (lowest). Priority 1 billets are required to support warfighting organizations and should be filled before all others. Priority 2 billets are highly desired positions to support critical components of the mission, while Priority 3 billets are desired positions to enhance combat capability once higher priority billets have been filled. **(T-1) Note:** USSF billets are prioritized 1-n for each tier.

6.5.4. USAFWS/CO (delegable to WPS/CCs), WG/CCs, MAJCOM weapons and tactics shops, and MAJCOM functional area managers (FAMs) work together to prioritize individual billets, independent of tier level, to optimize use of available WOs. AFPC will assign W-prefix graduates balancing these billet priorities, the tiers in Tables **6.1-6.5**, manning standards in Tables **6.6-6.7**, assignment rules in DAFI 36-2110, *Total Force Assignments*, and HHQ directives. **(T-1)**

Table 6.1. WO Tier / Priority Matrix.

Tier 1	
Priority	
1	Operational Squadron WO (Airlift, Attack, Bomber, Electromagnetic Combat, Fighter, Intelligence, Reconnaissance, SOF, Space, Tactical C2, Tanker)
2	CTS WO, FTU WO
Tier 2	
1	USAFWS Instructor
2	Wing/Group/OSS WO, AOC WO
	Test and Evaluation Squadron (TES) WO
3	561 WPS WO
Tier 3	
1	MAJCOM FAM
	MAJCOM, HAF, or Joint Staff
	NAFs with AOCs or NAF-C AOC A-Staff/Strategy Division
2	NAFs without AOCs

	Non-traditional "W" Assignments

Table 6.2. Intelligence WO Position Tiers.

Tier 1	
Priority	
1	Intelligence Squadron (IS)/OSS/Special Operations Support Squadron (SOSS) units supporting or executing operational missions, intelligence collection, or intelligence analysis (with direct theater reporting mission)
2	Intelligence FTU WO
3	Cyber, space, or other integration
4	IS with non-direct theater reporting analytical mission
Tier 2	
Priority	
1	USAFWS Instructor / W14N Program Manager
2	AOC WO / Goodfellow instructor
3	Operational Wing WO (in a Wing billet)/Key staff positions
4	TES/Group/WG
5	Specialized Intelligence Squadron/Group (Analysis, Unit Support, Targeting), functional AOCs
Note: The following categories will be considered when establishing assignment priorities for IWIC graduates (in priority order): Lead wing, National Defense Strategy priority Area of Responsibility (AOR), 24/7 ops (or assignment executing real-world ops from home station), MAJCOM percentage of health, time a billet has been gapped, number of intelligence weapons officers on a base, and presence of AIIC graduate. All Tier 1 and 2 W14N billets must have authorized rank of O-3 or O-4.	

Table 6.3. Cyber WO Position Tiers.

Tier 1	
Priority	
1	Cyberspace Operations Squadron WO

2	Cyberspace FTU WO, Test Squadron WO, Cyber Aggressor WO
Tier 2	
Priority	
1	USAFWS Instructor
2	OSS or Wing WO
	OC Cyberspace WO
	MAJCOM/NAF Weapons Shop
	Joint Force HQ-Cyber
3	561 WPS WO, AETC Instructor
Tier 3	
1	MAJCOM FAMs
	MAJCOM, HQ, USAF, CCMD, or Joint Staffs
	NAFs with AOCs
2	NAFs without AOCs
	Non-traditional "W" Assignments

Table 6.4. ICBM WO Position Tiers.

Tier 1	
Priority	
1	Operational Squadrons (Missile Squadrons, Strategic Operations Squadron (STOS), OSS
2	TRS
Tier 2	
Priority	
1	USAFWS Instructor
2	Wing, Group, or OSS WO, STOS
	Test Squadron, TRS, NAF
Tier 3	
Priority	
1	MAJCOM FAM
	HAF, CCMD (United States Strategic Command, United States Indo-Pacific Command)

Table 6.5. JTAC Weapons Officer (WO) Tier/Priority Matrix.

Tier 1	
Priority	
1	ASOS (2) and STS (4)
2	Air Support Operations Center, JTAC FTU, and JTACIC when created
Tier 2	

Priority	
1	USAFWS Instructor
2	ASOG, STG
	Test and Evaluation Squadron
	CTS (e.g., GREEN FLAG WEST/EAST)
	561 Weapons Squadron Weapons and Tactics Office (561 WPS/DOW)
3	Air Ground Operations Wing, Special Operations Wing
Note: JTAC WIC Graduate Tier 3 requirements are not identified in this priority matrix. Tier 3 requirements reside at the MAJCOM or higher level and current manning effort is directed at maximizing Tier 1 and 2 payback. Any Tier 3 requirements will be prioritized and addressed via the normal AFPC assignment cycle. ACC/A3TW Tier 3 is the JTAC WO graduate FAM for assignment placement and coordinates with AFPC 19Z assignment team for 19Z WO graduate placement.	

6.6. W-prefix/ SEI Manning. Air Force Manpower Standard (AFMS) 32C2 quantifies the manpower required to accomplish wing/squadron weapons and tactics shop duties. MAJCOMs, AFPC, AFRC, NGB and the USAFWS will attempt to fill the following W-prefix manning requirements:

6.6.1. Operational Units. Tables **6.6 and 6.7** list minimum Wing and Squadron W-prefix manning requirements. W-prefix billets across the AF will be reviewed during the W-prefix Management Conference. **(T-1)** Billet allocations not in compliance with Tables **6.6 and 6.7**., W-prefix manning standards, will be brought into compliance by appropriate MAJCOM weapons and tactics shop and manpower offices NLT the following W-prefix Management Conference. **(T-1)** Tables **6.6 and 6.7** list the minimum number of W-prefix billets a unit will have, although additional billets may be authorized by MAJCOM weapons and tactics shops. Refer to MAJCOM tactics instructions for additional manning guidance. Changes to the current billets must be coordinated through appropriate MAJCOM OPR. **(T-1)** Authorization Change Requests (ACR) must be coordinated through MAJCOM/A3T and MAJCOM weapons and tactics shop, with a copy sent to ACC/A3TW before the W-prefix may be added, deleted, or modified. **(T-1)**

6.6.2. Other Units:

6.6.2.1. Intelligence. IWIC graduates are assigned to a list of prioritized W-prefix billets per **Table 6.2**., Intelligence WO Tier/Priority Matrix. ACC/A3TW and AFPC will manage the list per the priorities established during the W-prefix conference. After the initial Tier 1 assignment, and prior to completing the 5-year Weapons School graduation commitment, IWIC graduates fill vacant Tier 2 billets. **(T-1)**

6.6.2.2. Space. Space billet priorities are managed by STARCOM/S2/3TW in coordination with field units and other deltas/FLDCOMs. These prioritized billets are outside the scope of **Table 6.1** and identify space WO billets force wide. Changes to the STARCOM-approved billet plan must be coordinated through the appropriate MAJCOM weapons and tactics office. **(T-1)**

6.6.2.3. Cyber. Cyber WIC graduates are assigned to primarily support the integration of tactics development at operational cyber units. Cyber WOs are assigned IAW **Table 6.3** and the ACC/A3-approved billet plan, which expands on **Table 6.3** and identifies cyber WO billets force-wide.

6.6.2.4. ICBM. ICBM WIC graduates are primarily assigned to support Missile Wings to improve wing integration and proficiency of crew members. Graduates are assigned IAW **Table 6.4** and the AFGSC/A3-approved billet plan, which expands on **Table 6.4** and identifies ICBM WO billets force-wide. Changes to the AFGSC/A3-approved billet plan must be coordinated through AFGSC/A3TW. **(T-1)**

6.6.2.5. JTAC. The primary purpose of the JTAC WIC is to build 1Z2 Combat Controller and 1Z3 Tactical Air Control Party (TACP) JTAC WOs to serve as the Weapons and Tactics Chief in STSs and ASOSs per the duties and responsibilities outlined in **Chapter 2**. TACP Officers (193ZB) and Special Tactics Officers (19Z3A) may apply to attend the JTAC WIC via nomination procedures. Usually, TACP Officers and STOs will only attend the course when required to fill the 66 WPS JTAC WIC Flight Commander position at the Weapons School. Although JTAC WIC graduates are typically enlisted airmen, primary Tier 1, Tier 2, and Tier 3 responsibilities are consistent with all other WIC graduates and can be supplemented with officer graduates depending upon the officer graduates' career progression timeline to ensure they remain competitive with their peers.

6.6.2.5.1. See **Table 6.5** for the JTAC WO Tier and priority matrix. JTAC WIC graduates require the same assignment flexibility as all other WIC graduates. JTAC WIC graduates (1Z2, 1Z3, 19Z3A, and 19Z3B) should expect a 3-year Tier 1 assignment. Following completion of Tier 1 assignment, JTAC WIC graduates should be eligible for PCS to Tier 2 assignment in order to meet prioritized Tier 1 and 2 W-Prefix Manning Standards in Tables **6.1** and **6.3**. JTAC WIC Instructor Cadre will be a minimum 36-month tour controlled by the 66 WPS CC/Senior Enlisted Leader (SEL) through coordination with ACC/A3TW JTAC WIC FAM. A3TW JTAC WIC FAM will prioritize graduate placement and assignments through coordination with ASOG SELs and 66 WPS CC/SEL. When A3TW JTAC WIC FAM position is vacant FAM responsibilities will fall back to the 66 WPS SEL. **(T-1)**

6.6.2.5.2. JTAC. Primary Tier 1 responsibilities for 19Z3B JTAC WIC graduates are Division WO and ASOS Chief Air Liaison Officer Instructor. Intent is for 1Z3 JTAC WIC graduates to serve as an ASOS JTAC Weapons and Tactics Chief, reporting directly to the DO for all issues related to Squadron JTAC Tactics and Employment, while 19Z3B JTAC WIC graduates serve as the AF WO integrated with a Division Fires Staff, primarily functioning with the Joint Air Ground Integration Cell, to advise/liaise on how to best integrate air/space/cyber capabilities into a supported ground scheme of maneuver. 1Z2 JTAC WIC graduates include STS Fires Team Lead and Weapons and Tactics Chief.

6.6.3. ACC/A3TW, AFGSC/A3TW, AFRC/A3D, AFSOC/A3FW, STARCOM/S2/3TW, and AMC/A3TW in conjunction with the USAFWS, maintain all applicable W-prefix/SEI priority lists. These lists are produced and updated at the W-prefix/SEI Management conference. To be considered for the priority list, units must submit their request to their designated MAJCOM lead with justification for the priority. **(T-2)**

6.6.4. Additional Authorizations. The above W-prefix/SEI authorizations are based upon USAFWS graduate production capacity. However, these manning levels do not preclude additional W-prefixes/SEI or special W-prefix/SEI authorizations (such as EWO, Space, ICBM, and Intelligence), if unit tasking dictates. ACC/A3TW must be notified before any W-prefix/SEI billet modifications are made. **(T-1)**

Table 6.6. W-Prefix Manning Standards.

Unless noted below, numbers reflect graduates of the WIC associated with the respective platforms or graduates of different WICs currently qualified in the associated platform. For courses that graduate multiple Air Force Specialty Codes (AFSCs), billets may be filled by any combination of AFSCs, unless noted below. The requirements below apply to Wings, not bases, so, for example, two co-located Wings each have the minimum requirements reflected below. **Note:** USAFWS Instructor positions are not included and are set by USAFWS based on requirements to produce class sizes to meet this table. See **paragraph 6.4.**				
	Operations Squadron (Tier 1)	Training Squadron (Tier 1/2)	OSS or Wing (Tier 1/2)	Remarks
A-10	1	1	1	
AC-130	2*	1	1	*Pilot or Combat Systems Officer (CSO)
B-1	2	2	2	
B-2	1	1	4	
B-52	2 (P/W/E)	2 (P/W/E)	3	
BCC	1	0	1	
C-130H	2*	1	1	*1 Pilot and 1 CSO, when able
C-130J	2*	1	1	*1 per AD TFI Ops Sq
C-17	1	1	2*	*1 per OSS (or Wing) for Wings w/1 AD + 1 ARC Sq
CRC	2	1	*1 per Ops Sq	*Up to 3 per OSS (or Wing). CRC WIC Graduate Tier 3 requirements are not identified in this priority

				matrix. Tier 3 requirements reside at the MAJCOM or higher level and current manning effort is directed at maximizing Tier 1 and 2 payback. Any Tier 3 requirements will be prioritized using the Tier 3 placement priorities and addressed via the normal AFPC assignment cycle to properly provide Senior level experience at first-line duty stations. Tier 3 Priorities: CRC (606, 726, and 729), Tactical Operations Center-Fixed (461 Air Control Wing/728 BMCS), Air Control Squadron (621 and 623), and Training Squadron (607).

CV-22	2	1	1	
Cyber	1	1	2*	*1 Tier 1 WO & 1 Tier 2 WO per OSS (or Wing)
E-3	3	1	*1 per Ops Sq	*Up to 3 per OSS (or Wing)
E-8	3	1	*1 per Ops Sq	*Up to 3 per OSS (or Wing)
EC-130	3	1	1 per Ops Sq	
F-15EX (S)	1	1	1	
F-15EX (M)	2	2	2	
F-15E	2	2*	2	*4 TS WO positions are considered Tier 2, 33d and 334th FS WO positions are considered Tier 1
F-16	1	1	*2	*1 per OSS (or Wing) at 8 FW & 51 FW
F-22	1	1	1	
F-35	1	1	1	
HC-130	2	1	2	
HH-60	*2	2	1	*1 Tier 1 WO for Ops Sq w/ 8 assigned a/c
ICBM	2	2	2	
Intelligence	1 graduate per organization listed in **Table 6.2**			
JTAC	See **Table 6.7**			
KC-135	1	1	2*	*Pilot or CSO may fill Sq, OSS and Wing Billets 1 per OSS (or Wing) for bases with only 1 Air Refueling Squadron (ARS)
KC-46	1	1	2*	*1 per OSS (or Wing) for bases with only 1 ARS

MC-130	2*	1	1	*Pilot and CSO
MR	3*	1 crew compliment	1	*3 Pilot (1 per shift) or 1 crew compliment
RC-135	3	1	1 per Ops Sq	
Space	Contact STARCOM/S2/3TW for billet plan			
U-2	1	1	1	
U-28	2*	1	1	*Pilot and CSO
Test Units	2 per MDS*	AFSOC – Pilot and CSO except CV-22 and MQ-9 88 TES – 2 WOs as available if CAF WO staffing is 80% 556 TES – 3 WOs		

Table 6.7. JTAC WIC Graduate Manning Standards.

ASOS (Tier 1)	STS (Tier 1)	ASOG (Tier 2)	CTS (Tier 2)	CTF (Tier 2)	AGOW (Tier 2)	SOW (Tier 2)	Remarks
Up to 2	Up to 4	1	Up to 2	Up to 2	1	1	

6.7. Weapons School Responsibilities. NLT 30 calendar days after graduation, the USAFWS registrar, through the USAFWS/CO, will update Oracle Training Administration® and forward the name and rank of each USAFWS graduate to Air Force Personnel Center, Rated Management Branch (AFPC/DPMOE), ACC/A3TW, Air Combat Command Manpower & Organization Division (ACC/A1M), MAJCOM weapons and tactics shops, MAJCOM A1 divisions, AFRC/A3D and others as applicable. **(T-1)**

Chapter 7

ADVANCED INSTRUCTOR COURSE (AIC) GRADUATE MANAGEMENT

7.1. Purpose. This chapter provides specific guidance on USAFWS AIC graduate utilization and establishes W-prefix/SEI manning levels. ACC/A3TW and MAJCOM weapons and tactics shops will coordinate with USAFWS and applicable Air Staff, MAJCOM, and AFPC agencies on all W-prefix/SEI manpower actions. **(T-1)** This ensures requirements reflect adequate justification for assignment of the W-prefix/SEI. AIC selection, board procedures, and waivers follow the procedures listed in **Chapter 5**. ACC/A3TW is the USAFWS AIC graduate management OPR and conducts the W-Prefix/SEI management conference as described in **paragraph 6.3**. The graduate management OPRs listed in paragraph **6.1.2 – 6.1.6** also manage their respective AIC graduates.

7.2. USAFWS AIC Graduate Patch/Badge/Insignia. USAFWS AIC graduate patch/badge/insignia will be worn as follows:

7.2.1. On the left shoulder of flight suit and Operational Camouflage Pattern (OCP). **(T-1)**

7.2.2. By graduates of a USAFWS AIC. **(T-1)** Graduates who later commission are authorized continued wear of the AIC patch.

7.2.3. By current and previous USAFWS AIC instructor cadre. **(T-1)**

7.2.4. The bold black-bordered USAFWS AIC graduate patch designates the graduate as a current or previous USAFWS AIC instructor and is only authorized for wear by those graduates who have been assigned as a USAFWS AIC instructor. **(T-1)**

7.2.5. See **Attachment 4** for approved graduate patches.

7.3. Weapons School Manning. AFPC will attempt to man each squadron at 100 percent within the bounds of HHQ directives and policies for the same reasons described in **paragraph 6.4**. AIC instructors are not only responsible for instructing AIC students, but also filling required positions when students are unavailable to maintain WIC production. As such, AIC instructor positions should be prioritized to ensure production of both courses remains at desired levels.

7.4. AIC Graduate Management.

7.4.1. Purpose. AIC graduate management mirrors guidance provided in **Chapter 6**. This section outlines differences on assignment management policies and award of W-prefix and SEI) for AIs.

7.4.2. Graduate utilization. Commanders and SELs should employ AIs in key leadership positions within their weapons and tactics or training office (e.g., NCOIC of weapons and tactics) to take advantage of the graduate's extensive knowledge, skills, and leadership abilities. AIs perform a critical role in wide array of USAF mission sets. They receive highly specialized training and possess comprehensive knowledge in their respective career fields. AIs are trained to instruct core skills and tasks as well as assist WOs in leading MPC organization and execution. In addition, AIs are highly skilled in identifying and debriefing mission execution errors and recommending areas for improvement to enhance individual and crew mission employment.

7.4.3. SNCO AIs. The deliberate development of a Tier 1 and Tier 2 AI should continue even after promotion to SNCO. Exposure to joint and interagency integration, advanced problem solving, and strategic policy development serve SNCO AIs well regarding SNCO expectations and duties in the creation of actionable items for execution in support of commander intent. Additionally, the advanced critical thinking skills required during complex and dynamic future armed conflict scenarios parallel the decision-making skills required for Tier-3 MAJCOM staff tasks.

7.4.4. Graduate Tracking. AIs are highly qualified professionals and ensuring their expertise is matched with unit requirements is a top priority. Upon successful completion of course curriculum, the owning WPS initiates AF Form 2096, *Classification/On the Job-Training Action* to assign the W-prefix and SEI to graduates. This W-prefix and SEI will be utilized to track graduates and manage assignments within the Air Force personnel system. A list of SEIs may be found in the Air Force Enlisted Classification Directory (AFECD).

7.4.5. Assignment Vacancies. All active-duty AIC graduate assignments are managed by AFPC. The USAFWS, in coordination with MAJCOM Functional Managers, identifies AIC vacancies throughout respective commands and coordinates with AFPC/DPMO to advertise and fill assignments. W-prefix and SEI are considered along with deliberate member development and the needs of the Air Force for AIC graduate assignment pairings.

7.4.6. AIC Assignment Management. Units may request assignment deferment for new graduates for up to three years upon completion of AIC. Commanders should utilize Assignment Availability Code (AAC) 39 (approved through AFPC). AAC guidance may be found in DAFI 36-2110, Table 3.1. Further assignment deferment requests will be coordinated through respective MAJCOM Functional Managers. **(T-2)**

7.4.7. Assignment Tier/Priority Matrix. A tier system is used to prioritize AIC assignments. Tiers follow the same definitions described in **paragraph 6.4** and are outlined in **Table 7.1**., **Table 7.2**., **Table 7.3**., **Table 7.4**, and **Table 7.5** below. Any AIC without a specific table below will utilize **Table 7.1** for tier prioritization. **(T-2)** Upon completion of AIC, graduates are normally assigned to fill a vacant Tier 1 position (3 years), followed by a Tier 2 assignment (2 years). The needs of the Air Force are the primary determining factors for AIC graduate placement.

Table 7.1. AIC Assignment Tier/Priority Matrix.

Tier 1	
Priority	
1	Squadron weapons NCOIC
2	FTU weapons NCOIC
Tier 2	
Priority	
1	USAFWS Instructor

2	Ops group/wing level positions
3	Air Operations Center, Test and Evaluation Squadron weapons NCOIC
Tier 3	
Priority	
1	WPS SEL
2	MAJCOM Staff, Joint Staff
3	Group/wing SEL, USAFWC

Table 7.2. AIIC Assignment Tier/Priority Matrix.

Tier 1	
Priority	
1	OSS/Intelligence Support Squadron (ISS)/SOSS Intel Non-Commissioned Weapons Officer (NCWO) executing Lead Wing operations
2	Intelligence FTU NCWO
3	IS/OSS/ISS/SOSS units supporting or executing intelligence collection, intelligence analysis, or Cyber Operations
4	Unit with non-direct theater reporting analytical mission
Tier 2	
Priority	
1	USAFWS Instructor / SEL
2	AOC NCWO, Specialized Intelligence Squadron/Group/Wing (Analysis, Unit Support, Targeting, TTP Development, Test and Evaluation Squadron), any national intelligence agency, USAFWC
Tier 3	
Priority	
1	MAJCOM A2/A3 Staff

Note: The following categories will be considered when establishing assignment priorities for AIIC graduates; Lead Wing, AFFORGEN bin cycle, National Defense Strategy priority AOR, MAJCOM percentage of health, FTU health, 24/7 ops, and IWIC health of unit/base.

Table 7.3. Tanker Advanced Instructors Positions Tiers.

Location	Remarks	Priority
TIER 1		
Air Refueling Squadron (ARS) DOK	5 or 7 skill level/one per ARS	1
TIER 2		
USAFWS Instructor	7 or 9 skill level	1
Operations Group Weapons and Tactics (OSK)	7 skill level/one per OSK/one per MDS	2
TIER 3		
Air Refueling Squadron SEL	9 skill level	1
USAFWS SEL	9 skill level	1
FTU Command Chief Master Sergeant (CCC)/SEL	9 skill level	1
AOCs	7 or 9 skill level	2
MAJCOM Staff	7 or 9 skill level	2
ARS Ops Supt	7 or 9 skill level	2
USAFWS Commandants Office of Integration (COI)	7 skill level	2
NOTE: 1. AETC tour does not satisfy Tier 1 or 2 payback and AFPC should maximize efforts in directing Tier payback. Tier 3 requirements are prioritized and addressed via the normal AFPC assignment cycle. 2. AAC 39 should be applied to Continental United States (CONUS) Tier 1 and Tier 2 W1A0s at the DOK and OSK level. Send Case Management System (CMS) case to AFPC MAF Airmen Career Management Branch (AFPC/DPMORM) to apply the AAC 39. 3. SEI 560 will be applied to W1A0s.		

4. DAFSC will be changed to W1A0X1 for AFPC management.

Table 7.4. TSO/SILENT SHIELD Advanced Instructor Priority Matrix.

Tier 1	
Priority	
1	Operational squadron or intel squadron
2	1A8 FTU
Tier 2	
Priority	
1	USAFWS Instructor
2	Group Tactics, Special Operations Air Operations Squadron (SOAOS), Theater Air Operations Squadron (TAOS)
3	TES, LNO
Tier 3	
Priority	
1	MAJCOM HQ (A2/A3)
2	Wing Tactics
NOTE: Tier 3 requirements reside at the MAJCOM or higher level and current manning effort is directed at maximizing Tier 1 and 2 pay back. Any Tier 3 requirements will be prioritized using the Tier 3 placement priorities and addressed via the normal AFPC assignment cycle to properly provide senior level experience at first-line duty stations.	

Table 7.5. Special Mission Aviator Advanced Instructor Priority Matrix.

Tier 1	
Priority	
1	Operational squadron or equivalent
2	FTU
Tier 2	

Priority	
1	USAFWS Instructor
2	SOAOS, TAOS, 561 WPS Instructor
3	Test and Evaluation Squadron
Tier 3	
Priority	
1	MAJCOM HQ (A2/A3)
2	Wing Tactics
3	USAFWS CEM/SEL, FTU CEM/SEL
NOTE: Tier 3 requirements reside at the MAJCOM or higher level and current manning effort is directed at maximizing Tier 1 and 2 pay back. Any Tier 3 requirements will be prioritized using the Tier 3 placement priorities and addressed via the normal AFPC assignment cycle to properly provide senior level experience at first-line duty stations.	

7.4.8. Unit Manning Authorizations. Units authorized AIs will specify AIC graduate authorizations on their Unit Manning Document (UMD) by adding the W-prefix and SEI to individual UMD position numbers. **(T-2)** The numbers of authorizations per unit are outlined in **Table 7.6**. Space AIs are assigned via the STARCOM/S2/3TW approved billet plan, which expands on **Table 7.6** and identifies space AI billets force wide. Changes to the STARCOM-approved billet plan must be coordinated through the appropriate MAJCOM weapons and tactics office. **(T-1)**

Table 7.6. AIC Graduate Manning Standards.

Unless noted below, numbers reflect graduates of the AIC associated with the respective platforms or graduates of different WICs currently qualified in the associated platform. For courses that graduate multiple AFSCs, billets may be filled by any combination of AFSCs, unless noted below. The requirements below apply to Wings, not bases, so, for example, two co-located Wings each have the minimum requirements reflected below. **Note:** USAFWS Instructor positions are not included and are set by USAFWS based on requirements to produce class sizes to meet this table. **See paragraph 6.4**.				
	Operations Squadron (Tier 1)	Training Squadron (Tier 1/2)	OSS or Wing (Tier 2)	Remarks
AIIC	1 graduate per organization listed in **Table 7.2**			

Boom Operator (Tanker)	1	1	2*	*1 per OSS (or Wing) for bases with only 1 ARS
Cyberspace Effects Operations	1-3*	1	1	*1 per Cyber Mission Force team presented by an Ops Sq and 2 at the 33 NWS
Loadmaster (C-130J)	2*	1	1	*1 per AD TFI Ops Sq
Loadmaster (C-17)	1	1	2*	*1 per OSS (or Wing) for Wings with 1 AD and 1 ARC squadron
Loadmaster (HC-130J)	2	1	1	
Sensor Operator (MR)	1	1	1	
Space Warfighter	Contact STARCOM/S2/3TW for billet plan			
Special Mission Aviator (CV-22)	1	1	1	
Special Mission Aviator (HH-60)	2	1	2	
Tactical Systems Operator (Universal Qual)	2	1	1	

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

10 USC § 9013, *Secretary of the Air Force*, 10 August 1956

DAFI 36-2110, *Total Force Assignments*, 02 August 2021

DAFMAN 11-260, *Tactics Development Program*, 17 March 2023

AFPD 10-21, *Rapid Global Mobility*, 26 August 2019

AFPD 11-4, *Aviation Service*, 12 April 2019

AFMD 2, *Air Combat Command (ACC)*, 25 August 2021

AFMD 6, *Air Force Special Operations Command*, 28 June 2016

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

AFI 38-101, *Manpower and Organization*, 29 August 2019

AFMAN 11-212, *Requirements for Aircrew Munitions*, 25 June 2020

AFMAN 13-116, *Tactical Data Link Planning and Operations*, 13 August 2020

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

AFECD, *Air Force Enlisted Classification Directory*, 31 Oct 2022

AFSOCMAN 11-207, *AFSOC Weapons and Tactics Program*, 17 March 2020

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*

AF Form 64, *Reserve Service Commitment (RSC) Acknowledgement/Declination*

AF Form 2096, *Classification/On the Job Training Action*

AF Form 942, *Record of Evaluation*

Abbreviations and Acronyms

A3—Director of Operations (Command Level)

AAC—Assignment Availability Code

ABM—Air Battle Manager

ACC—Air Combat Command

ACR—Authorization Change Request

AD—Active Duty

ADSC—Active Duty Service Commitment

AETC—Air Education and Training Command

AF—Air Force

AFECD—Air Force Enlisted Classification Directory

AFFORGEN—Air Force Force Generation

AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMD—Air Force Mission Directive

AFMS—Air Force Manpower Standard

AFMSS—Air Force Mission Support System

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AFSOF—Air Force Special Operations Forces

AI—Advanced Instructor

AIC—Advanced Instructor Course

AIIC—Advanced Intelligence Instructor Course

AMC—Air Mobility Command

ANG—Air National Guard

AOC—Air Operations Center

ARC—Air Reserve Component

ARS—Air Refueling Squadron

AS—Air Superiority

ASOG—Air Support Operations Group

ASOS—Air Support Operations Squadron

BMC—Basic Mission Capable

BMCS—Battle Management Control Squadron

C2—Command and Control

CAF—Combat Air Forces

CC—Commander

CCC—Command Chief Master Sergeant

CCMD—Combatant Command

CMR—Combat Mission Ready

COMACC—Commander of Air Combat Command

CRC—Control and Reporting Center

CSD—Class Start Date

CSO—Combat Systems Officer

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

Delta/CC—Delta Commander

DO—Director of Operations

DOC—Design Operational Capability

ECMT—Electromagnetic Counter Measures Technician

ECO—Electromagnetic Combat Officer

ECP—Electromagnetic Combat Pilot

ETCA—Education and Training Course Announcement

EWO—Electromagnetic Warfare Officer

FAM—Functional Area Manager

FDC—Force Development Concept

FTU—Flying Training Unit

GIISR—Global Integrated Intelligence, Surveillance, and Reconnaissance

GPA—Global Precision Attack

HAF—Headquarters Air Force

HHQ—Higher Headquarters

HQ—Headquarters

IAW—In Accordance With

ICBM—Intercontinental Ballistic Missile

IS—Intelligence Squadron

IWIC—Intelligence Weapons Instructor Course

JTAC—Joint Terminal Attack Controller

MAF—Mobility Air Forces

MAJCOM—Major Command

MASO—Munitions Accountable Systems Officer

MDS—Mission Design Series

MILCON—Military Construction

MPC—Mission Planning Cell

MR—Multi-Role Remotely Piloted Aircraft

N/A—Not Applicable

NAF—Numbered Air Force

Nav—Navigator

NCO—Non-commissioned Officer

NCOIC—Non-Commissioned Officer in Charge

NCWO—Non-Commissioned Weapons Officer

NGB—National Guard Bureau

NLT—No Later Than

OCP—Operational Camouflage Pattern

OCR—Office of Collateral Responsibility

OG—Operations Group

OG/CC—Operations Group Commander

OI—Operating Instruction

OPR—Office of Primary Responsibility

OSK—Operations Group Weapons and Tactics

OSS—Operations Support Squadron

PACAF—Pacific Air Forces

PCS—Permanent Change of Station

PDF—Portable Document Format

PEM—Program Element Manager

POM—Program Objective Memorandum

PR—Personnel Recovery

PSDM—Personnel Services Delivery Memorandum

RPA—Remotely Piloted Aircraft

SAP—Special Access Program

SAR—Special Access Required

SATAF—Site Activation Task Force

SCF—Service Core Function

SEI—Special Experience Identifier

SERE—Survival, Evasion, Resistance, and Escape

SIE—Self-Initiated Elimination

SNCO—Senior Non-Commissioned Officer

SOAOS—Special Operations Air Operations Squadron

SOF—Supervisor of Flying

SORN—System of Records Notice

SOSS—Special Operations Support Squadron

Sq—Squadron

Sq Ops Supt—Squadron Operations Superintendent

Sq Supt—Squadron Superintendent

STARCOM—Space Training and Readiness Command

STG—Special Tactics Group

STOS—Strategic Operations Squadron

STS—Special Tactics Squadron

TACMENTOR—Teach-Advise-Counsel Mentor

TACP—Tactical Air Control Party

TAFCSD—Total Active Federal Commissioned Service Date

TAOS—Theater Air Operations Squadron

TFAP—Total Force Absorption Program

TFI—Total Force Integration

TO—Technical Orders

TSO—Tactical Systems Operator

TS/SCI—Top Secret/Sensitive Compartmented Information

TTP—Tactics, Techniques and Procedures

UMD—Unit Manning Document

USAF—United States Air Force

USAFE—United States Air Forces in

USAFWC—United States Air Force Warfare Center

USAFWS—United States Air Force Weapons School

SEL—Senior Enlisted Leader

USSF—United States Space Force

WG—Wing

WG/CC—Wing Commander

WIC—Weapons Instructor Course

WPS—Weapons Squadron

WO—Weapons Officer

WUG—Weapons Instructor Course Undergraduates

Office Symbols

19 AF/A3D—Air Education and Training Command, Graduate Flying Training Division

57 WG/CC—57th Wing Commander

561 WPS/DOW—561stWeapons Squadron Weapons and Tactics Office

ACC/A1M—Air Combat Command, Manpower & Organizational Division

ACC/A3—Air Combat Command, Director of Operations

ACC/A3G—Air Combat Command, Air National Guard Advisor to the Director of Operations

ACC/A3T—Air Combat Command, Flight Operations Division

ACC/A3TW—Air Combat Command, Weapons and Tactics Branch

ACC/A5/8B—Air Combat Command, Basing Division

ACC/A8X—Air Combat Command, Plans and Programs Division

ACC/FM—Air Combat Command, Financial Management and Comptroller

AF/A3—Air Force Deputy Chief of Staff for Operations

AF/A5R—Air Force Personnel Recovery Division

AFGSC/CC—Air Force Global Strike Command, Commander

AFGSC/A3TW—Air Force Global Strike Command, Weapons and Tactics Office

AFPC/DPM—Air Force Personnel Center, Directorate of Personnel

AFPC/DPMOAA—Air Force Personnel Center, Command and Control Career Management

AFPC/DPMOE—Air Force Personnel Center, Rated Management Branch

AFPC/DPMORM—Air Force Personnel Center, Mobility Air Forces Operations Airmen Career Management Branch

AFRC/A3—Air Force Reserve Command, Director of Air, Space and Information Operations

AFRC/A3D—Air Force Reserve Command, Combat Operations Division

AFSOC/A3FW—Air Force Special Operations Command, Weapons and Tactics Branch

AFSOC/CC—Air Force Special Operations Command, Commander

AMC/A3TW—Air Mobility Command, Combat Tactics Branch

AMC/CC—Air Mobility Command, Commander

COMACC—Commander of Air Combat Command

CSAF—Chief of Staff, United States Air Force

CSO—Chief of Space Operations

HQSF/COO—USSF Chief Operations Officer

NGB/A3/10—National Guard Bureau, Director of Air Operations

PACAF/A315—Pacific Air Forces Weapons and Tactics Branch

SAF/CNZA—Air Force Records Management Office

SpOC/S3/5—Space Operations Command Director Component Plans and Readiness

STARCOM/CC—Commander of Space Training and Readiness Command

STARCOM/S2/3TW—Space Training and Readiness Command, Weapons and Tactics Branch

USAFE/A3TW—United States Air Forces in Europe, Weapons and Tactics Branch

USAFWC/CC—United States Air Force Warfare Center Commander

USAFWS/CO—United States Air Force Weapons School Commandant

Terms

Departure point—An established baseline from which deviation is authorized based upon applicability.

Long-lead—Requiring longer than standard pre-coordination to fill the position.

MAJCOM equivalent—Major Command/equivalent echelon such as a Field Command within USSF.

Out-of-Hide—Pulling resources (manpower or money) from a current requirement in order to man or fund a new, additional requirement leaving the current requirement short of resources.

Time-Share—Similar to out-of-hide, but instead of pulling the resources over to a new requirement, this term involves splitting the resources between both the current and new requirement.

W-Prefix/SEI—The AFSC identifier of "W" flags a person as having graduated from USAFWS and/or flags a position on a UMD as requiring a graduate of USAFWS. A Special Experience Identifier is also used in this manner for assignment purposes within AFPC, and is a legacy method to identify experience for AIC graduates.

Weapons and tactics shop—is used to refer to weapons and tactics offices.

With/without prejudice—Prejudice in this context is whether or not a candidate may reapply to a future board. Removal/withdrawal with prejudice means a candidate cannot reapply in the future, while without prejudice still allows for a reapplication.

Attachment 2

TACTICS LIBRARY INDEX

A2.1. Tactics Library Index. The following list is a departure point for establishing unit tactics libraries. Do not maintain publications on this list which are not necessary to support planning, training, or conducting the unit mission. Add and maintain additional, specific publications.

A2.1.1. Applicable Air Force Tactics Techniques and Procedures 3-series publications.

A2.1.2. Applicable 10- and 11-series publications.

A2.1.3. Applicable Weapons System Evaluation Program Reports and Plans.

A2.1.4. Applicable 1, 25, 33, 34, Technical Orders.

A2.1.5. Applicable USAF WIC Texts.

A2.1.6. Appropriate Joint Munitions Effectiveness Manual publications.

A2.1.7. Tactics Analysis Bulletins.

A2.1.8. Applicable Electromagnetic Combat Handbooks.

A2.1.9. Applicable Foreign Material Exploitation Reports.

A2.1.10. Tactics Development & Evaluation Final Reports.

A2.1.11. Exercise and Deployment After Action Reports.

A2.1.12. Tactics Analysis Team Reports.

A2.1.13. USAF Weapons Reviews (Classified and Unclassified).

A2.1.14. Applicable DOC Statement & Ready Aircrew Program Tasking Message requirements

Attachment 3

PROCEDURES TO ESTABLISH A PROPOSED NEW USAFWS COURSE

A3.1. General. Refer to **Chapter 4** of this document for guidance on establishing a new USAFWS Course. For proposed new Courses, this attachment will further outline required approval authority, USAFWS entry standard, weapons officer utilization, supportability requirements, and C2 requirements for proposed WICs/AICs. It will then outline the staffing process for proposed courses, standard timeline, and current relevant issues and related problem areas. **Note:** Standing up a new WIC can take several years, depending on the weapons system status, SATAF Schedule, POM funding requirements, etc.

A3.2. Approval authority. Any proposal to establish a new WIC must be approved by the CSAF. **(T-1)** Proposal to establish a new AIC must be approved by COMACC. **(T-1)** The Program Element Manager (PEM) and FAM of the MAJCOM (typically the A3) owning the weapons system seeking to establish a WIC/AIC, begins the process by presenting a written FDC to the United States Air Force Warfare Center (USAFWC). ACC/A3TW can provide examples of previously approved FDCs as a guide to developing a new FDC. A well thought out and written FDC is the cornerstone of the proposed WIC/AIC and must address the following areas.

 A3.2.1. USAFWS entry standards to be met.

  A3.2.1.1. Mission requirement: Every proposed course must conduct the majority of its mission in one or more of the Core Missions: AS, Space Superiority, Cyberspace Superiority, Special Operations, GPA, GIISR, Rapid Global Mobility, C2, PR, and/or Nuclear Deterrence Operations. **(T-1)**

  A3.2.1.2. Weapons officer utilization. Address these areas in detail in the FDC:

   A3.2.1.2.1. Undergraduate career path: Outline in detail the career path (e.g., "WO preparation") an officer will take from entry into the weapons system or combat capability that will lead to entry in the proposed WIC/AIC. **(T-1)**

   A3.2.1.2.2. Course entry requirements: Outline in detail the desired criteria for officers and NCOs to enter training in the proposed course. **(T-1)** Comply with the guidelines in **paragraph 5.3** of this document. **(T-1)**

   A3.2.1.2.3. CAF "W-prefix/SEI" manpower requirements and graduate utilization plan: Analyze in detail the projected requirement for W-prefix/SEI manpower authorizations across the CAF. **(T-1)** See **Table 6.6** "W-prefix/SEI Manning Standards" for guidance. Provide suggested prioritization of requested authorizations IAW **paragraph 6.5** and Tables **6.1** through **6.7**. **(T-1)**

  A3.2.1.3. Syllabus requirements: Create a detailed draft WIC/AIC syllabus. **(T-1)** All current USAFWS syllabi can be found on the ACC TRSS Website: **https://usaf.dps.mil/sites/12166/SitePages/Home.aspx**.

  A3.2.1.4. Graduate requirement: Based on the manpower analysis and graduate utilization plan, analyze the annual graduate production requirement from the proposed WIC/AIC. Use a 2-year refresh rate for planning purposes IAW **paragraph 6.5.1**. **(T-1)**

A3.2.1.5. WIC/AIC support plan: Define the number of WIC/AIC instructors and other support personnel needed to support the proposed graduate requirement. **(T-1)** Typical instructor-to-student ratios are between 1.5 and 2 instructors per student. Ratios higher than 2:1 (instructors to students) are usually unmanageable due to instructor availability.

A3.2.2. Funding requirements. Failure to identify specific sources of required funding renders the FDC invalid and unsupportable. The owning PEM/FAM must include the requirement for a proposed WIC/AIC in the POM cycle, and in no event will the USAFWS internally fund a proposed WIC/AIC while waiting for the PEM/FAM to include the requirement in the next POM cycle. **(T-1)** Unfunded FDCs will not be staffed by ACC/A3TW and will be returned to the originator to address the shortfalls. Address these areas in detail in the FDC:

A3.2.2.1. Manpower support: Identify in detail Regular Air Force, civilian, and contractor manpower requirements. **(T-1)** Identify which specific organizations/functions will transfer manpower authorizations (by manpower UMD position number) to ACC/57 WG/USAFWS to support the proposed WIC/AIC. **(T-1)** If adequate manpower is not identified and secured, FDC coordination will not begin.

A3.2.2.2. Funding support: Estimate in detail the cost, adversary air support, range support, and contract (typically courseware development and sustainment under the current USAFWS contract) support costs required to operate the proposed WIC/AIC. **(T-1)** Identify in detail (by Program Element Code) what organizations/functions will provide funding to stand up and sustain the proposed WIC/AIC throughout its life. **(T-1)** If adequate resources are not identified and secured, FDC coordination will not begin.

A3.2.2.3. Aircraft support: Identify specific TF-coded aircraft (to include a sustainment funding line) to be transferred to the 57 WG/USAFWS or provide properly staffed/signed memoranda or agreement clearly defining how host MAJCOMs/Wings will support the proposed WIC/AIC with aircraft/flying hours/range time and any other syllabus-required resources. **(T-1)**

A3.2.2.4. Facilities support: Identify in detail (by base and facility building number) the operations, training, and maintenance facilities required to support the proposed WIC/AIC. **(T-1)** If none exist, provide estimated military construction (MILCON) requirements (in this case, include estimated cost of any required temporary facilities needed while awaiting completion of MILCON if proposed WIC/AIC is approved for execution). **(T-1)** If the CSAF approves the FDC and directs the WIC/AIC be created, coordinate for a SATAF. **(T-1)** Air Combat Command Basing Division (ACC/A5/8B) will conduct all SATAFs for new WIC/AICs. **(T-1)**

A3.2.3. Command and control requirements. All USAFWS squadrons will be under the command of the USAFWS/CO, and will report through the 57 WG and the USAFWC to ACC. **(T-1)**

A3.3. Staffing process. The PEM/FAM of the MAJCOM owning the weapons system or mission area seeking to establish a WIC/AIC begins the process by presenting a written FDC, prepared as outlined in this document, to the USAFWC. Once USAFWC determines that the proposed WIC/AIC meets the entry standard, the proposal will be staffed as an organizational change request from the sponsoring MAJCOM PEM/FAM to ACC. **(T-1)**

A3.3.1. ACC/A3TW is the ACC staff point of entry and advocate for all ACC staff actions related to the proposed new WIC/AIC. ACC/A3TW will review the request and proposed syllabus for proper coordination and will seek ACC/A3 endorsement. **(T-1)** Contact ACC/A3TW for a copy of a recently approved WIC/AIC FDC.

A3.3.2. ACC/A3TW will forward the ACC/A3-endorsed request to ACC/A1M (Manpower and Organization) and ACC/A8X (Plans and Programs). **(T-1)**

A3.3.2.1. These organizations will seek Air Staff approval for proposed organizational structure, manpower and logistics requirements, funding requirements, and will coordinate for any required environmental impact or other studies. **(T-1)**

A3.3.3. Once the request is approved, ACC/A3TW, ACC/A1M, and ACC/A8X will coordinate with Air Combat Command, Financial Management and Comptroller (ACC/FM) to execute funding, manpower, and logistics support. **(T-1)** Once all listed actions are complete, ACC/A3TW will submit the completed package (through A3 and COMACC) to the CSAF for approval. **(T-1)**

A3.4. Planning timeline. As noted in the opening paragraph of the attachment, the entire process outlined above can take from 3 to 5 years to complete. As the POM budget cycle is two years, it is desirable to begin the process of seeking CSAF approval for a new WIC at least two and a half years prior to desired execution.

A3.4.1. Coordination to complete an executable FDC, staffing the resulting organizational change request, and gaining ACC/A3 endorsement typically requires two years. It is not uncommon for draft documents to require more than one revision before an approval can be obtained.

A3.4.2. If MILCON is required, the request must be submitted to Congress. **(T-0)** Standard timeline for such a request from submission to execution is five years.

A3.5. Common WIC/AIC request problem areas.

A3.5.1. Incomplete FDC. Proposed FDC does not convey the detail to evaluate the graduate utilization and management, sustainment requirements, or funding. Proper attention to creating a high-quality FDC will significantly ease the process and improve the likelihood of success. Staff actions will stop for any FDC submitted that does not convey a well thought out and resourced proposal. "Out-of-hide" and "Time-share" proposed solutions to manpower or funding issues do not satisfy the test for the identification of adequate and sustainable resources; consequently, coordination will cease and the FDC returned.

A3.5.2. The CSAF stated in July 2006 that "We will not accept an FTU-level course…" as a USAFWS course of instruction. If a WIC/AIC syllabus submission lacks the quality and rigor required to meet this intent, it will lead to additional time to the staffing process due to non-concurrence of multiple coordinating agencies.

A3.5.3. Attempting to force the creation of new WIC/AICs by shortcutting the process due to a perceived need has caused disastrous outcomes in the past. Our historical data reflects that WIC/AICs that were created in an expedited manner did not fully consider all FDC aspects and have suffered by not having adequate funding, adversary support, sustainment, and other WIC/AIC shortfalls.

Attachment 4

WEAPONS SCHOOL PATCHES

A4.1. Approved Weapons School Patches.

Figure A4.1. Approved WIC Graduate Patches.

USAFWS Patch
Flight Suit

USAFWS Instructor Patch
Flight Suit

USAFWS Patch
OCP

USAFWS Instructor Patch
OCP

USAFWS Patch
Desert Flight Suit

USAFWS Instructor Patch
Desert Flight Suit

Figure A4.2. Approved AIC Graduate Patches.

USAFWS AIC Patch
Flight Suit

USAFWS AIC Instructor Patch
Flight Suit

USAFWS AIC Patch
OCP

USAFWS AIC Instructor Patch
OCP