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AIR EDUCATION AND TRAINING
COMMAND**

**AIR EDUCATION TRAINING
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VOLUME 7**



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**FORMAL FLYING TRAINING AND
ADMINISTRATION MANAGEMENT
MOBILITY AIRCRAFT**

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This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*. It establishes policy for student administration, conduct and documentation, information management system responsibilities, and provides management guidelines for all mobility aircrew Air Education and Training Command (AETC) formal flying training programs and units that fall under Nineteenth Air Force (19 AF). 19 AF Graduate Training Division oversees these programs. 19 AF Graduate Training Division Mobility Air Force (MAF) Branch assists in this oversight responsibility. This instruction applies to all AETC units conducting graduate level mobility flying training, Air Force Reserve Command (AFRC) and Air National Guard (ANG) associate instructors assigned to active duty U.S. Air Force formal training units (FTU), and ANG and AFRC units conducting AETC flying training courses. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Subordinate units should supplement this instruction. Forward local

supplements to 19 AF Graduate Training Division for coordination prior to publication and forward one copy to 19 AF Graduate Training Division after publication. Submit suggested changes to this publication on AF Form 847, *Recommendation for Change of Publication*, through command channels, to 19 AF Standardization and Evaluation. 19 AF/DO is the overall approving authority for changes to this publication, NGB/A3 is the approving authority for ANG-specific changes, and AFRC/A3 is the approving authority for AFRC-specific changes. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Direct all questions concerning this instruction to 19 AF Graduate Training Division MAF Branch at 19AF.Operations.SupportMAF@us.af.mil. This publication requires collecting or maintaining information protected by the Privacy Act of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 37, United States Code, Section 301a, *Special and Incentive Pays*, and Executive Order 9397 which authorizes collection of social security numbers. Privacy Act system of records notice F011 AF XO A, Aviation Resource Management System (ARMS), F036 AF AETC B, Graduate Training Integration Management System (GTIMS) and F036 AETC Y, Training Integration Management System (TIMS) Records, applies and is available on line at <https://dpclo.dod.afpims.mil/Privacy/SORNs.aspx>.

(ALTUSAFB) This supplement defines, describes, and implements student training policies to ensure Altus Air Force Base provides global reach for America through the best mobility training in the world. It contains administrative instructions for student training within the 97th Operations Group (OG) and applies to all personnel assigned and attached to the 97 OG who conduct, develop, and/or manage airland, airdrop, and air refueling formal training unit (FTU) student training. It applies to commanders, operations supervisors, aircrews assigned or attached to the 54th Air Refueling Squadron (ARS), 56th Air Refueling Squadron (ARS), 58th Airlift Squadron (AS) for flying, and any aircrew performing duties on C-17, KC-46, and KC-135 aircraft with aircrews assigned or attached to the 97 OG. This supplement supersedes AFI 36- 2205, V7 Altus AFB supplement. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field to the base publications/forms manager. Unless otherwise specified in this supplement or AETCI 36-2605, Volume 7, the 97 OG/CC is the waiver authority for this supplement. NOTE: Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: tiered waiver guidance in accordance with AFI 33-360; updated references to 19 AF office symbols and appropriate organizations; clarified responsibilities and delegation authorities; updated syllabus waiver routing and delegation authorities; updated student recall procedures; updated web links, references, abbreviations, acronyms, and terms.

(**ALTUSAFB**) Changes to supplement include: updated office symbols, removal of references to TRS/TRT, added areas of responsibility for OG/OGT (1.3.7.7.), moved AGEPE duties to TRS/TRQ (1.7.1.), and updated abbreviations, acronyms, and terms (**Attachment 1**).

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Chapter 1

GENERAL GUIDANCE

This instruction complements AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management*

1.1. Introduction. 19 AF conducts graduate level flying training courses to provide qualified aircrew to the mobility air forces (MAF) and to sustain FTU operations. These training courses produce aircrew with basic, mission, instructor, and special qualifications applicable to each aircraft and mission. Each flying training course syllabus outlines graduation status, training location, course entry prerequisites, and provides a summary of training. The Education and Training Course Announcements (ETCA) Website, <https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx> also provides student administration and processing information.

1.1.1. (ALTUSAFB) This instruction contains 97 OG Student Training Management (STM) policies that govern student training documentation, practices, and procedures.

1.2. Specific Use.

1.2.1. Applies to all mobility graduate level students, officers and career enlisted aviators (CEA).

1.2.2. For the purposes of this instruction, there are two categories of CEAs enrolled in graduate level flying training, initial and qualified/previously qualified.

1.2.2.1. Initial CEA. Students that have not successfully completed an aircraft mission qualification evaluation. Initial CEA students enrolled in formal flight training (FFT) are in conditional aviation career status.

1.2.2.2. Qualified/Previously Qualified CEA. Students who have completed FFT (i.e., have received a mission qualification in-flight evaluation with an AF Form 8, *Certificate of Aircrew Qualification*, AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*, or AF Form 942, *Record of Evaluation* on file). Qualified CEA students enrolled in FFT are considered qualified for aviation service and are subject to review according to AFMAN 11-402, *Aviation and Parachutist Service*, when conduct or duty performance becomes suspect.

1.3. Responsibilities.

1.3.1. **19 AF Commander (19 AF/CC).** 19 AF/CC is responsible for executing formal flying training operations within AETC. 19 AF/CC is the approval authority for removing a student from training for cause.

1.3.1.1. The respective subordinate commander will make a recommendation to 19 AF/CC for consideration.

1.3.1.2. For cause includes students engaging in misconduct punishable under the Uniform Code of Military Justice, or a student who demonstrates improper conduct, attitude, or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the student's fitness for continued service.

1.3.1.3. Wing commanders (WG/CC) should contact 19 AF Staff Judge Advocate (19 AF/JA) and 19 AF Director of Operations (19 AF/DO) for guidance in specific situations.

1.3.2. **19 AF Director of Operations (19 AF/DO).** 19 AF/DO establishes policies and provides directives and resources for the conduct of mobility aircrew training in AETC to include formal course training conducted by ANG and AFRC FTUs. In addition, 19 AF DO certifies formal flying training syllabi developed and maintained by AETC.

1.3.3. 19 AF Graduate Training Division:

1.3.3.1. Oversees execution of aircrew training, administration, and management within AETC. The NGB/A3 and AFRC/A3 oversee aircrew training, administration, and management for ANG and AFRC FTUs respectively.

1.3.3.2. Coordinates graduate flying training policies.

1.3.3.3. Oversees syllabus development and AETC, AFRC, ANG and International Military Student (IMS) graduate level flying training courseware management.

1.3.3.4. Coordinates student recalls to their units before the student disenrolls or departs according to AFMAN 11-202V1, *Aircrew Training*, and notifies 19 AF Graduate Resources and Analysis Division of all student recalls.

1.3.3.5. Approve waivers according to [paragraph 2.2.](#)

1.3.4. **19 AF Graduate Resources and Analysis Division.** 19 AF Graduate Resources and Analysis Division oversees programmed flying training (PFT) programming and management. The PFT document establishes the baseline for student quota management, which is AETC's aircrew training primary source document for class entry dates, student load, and production schedule information. They maintain the quota management worksheets, available at <https://cs2.eis.af.mil/sites/12732/default.aspx>. **Note:** AETC provides class quotas annually via electronic PFT pages.

1.3.5. **19 AF Flying Training Resource Analysis.** 19 AF Flying Training Resource Analysis oversees production metrics reporting. At the beginning of each fiscal year, uploads the PFT document to the Flying Training Production Analysis - Web (FTPA-W) web-based input tool.

1.3.6. **Wing Commander (WG/CC).** WG/CC is responsible for waiving additional sorties above those outlined in the syllabus. Approves/Disapproves waivers according to [paragraph 2.2.3.3.](#)

1.3.7. **Operations Group Commander (OG/CC).** OG/CC is responsible for formal course training according to AETCI 36-2605V1 (T-3). The OG/CC:

1.3.7.1. Executes formal course training as directed by the appropriate syllabi and this instruction (T-3).

1.3.7.2. Identifies to the appropriate agency limiting factors and shortfalls that prevent successful mission accomplishment (T-3).

1.3.7.3. Ensures students meet course entry requirements (T-3). If a student does not meet course entry prerequisites, an approved prerequisite entry waiver is required prior to the class start date. (T-2). See [Chapter 2](#) for process information.

- 1.3.7.3.1. **(ALTUSAFB)** Approves disenrollment of students who report for training with incomplete or missing syllabus prerequisite checklists.
- 1.3.7.4. Appoints contracting officer representatives (COR) to ensure Aircrew Training System (ATS) contractors meet standards **(T-2)**. COR duties and responsibilities can be found on the Defense Acquisition University web site under Acquisition Community Connection at <https://acc.dau.mil/COR>.
- 1.3.7.5. Assigns an ATS program manager, course manager, or subject matter expert for each crew position in each mission design series (MDS) **(T-2)**. On the Defense Acquisition University website, the Roles and Responsibilities of Participants document describes how this individual assists the COR in validating contract requirements.
- 1.3.7.6. Tracks all syllabus deviations and immediately notifies 19 AF Graduate Training Division MAF Branch **(T-3)**. **Note:** For ANG or AFRC FTUs co-located with active duty FTUs, one unit may handle these requirements for both FTUs. OG/CCs sharing training resources have shared responsibility for these items and may delineate certain responsibilities between groups in local guidance or memorandums of understanding.
- 1.3.7.7. **(ALTUSAFB)** Appoint 97 OG/OGT as the group-level point of contact for oversight of student training functions. The 97 OG/OGT:
- 1.3.7.7.1. **(ALTUSAFB)** Executes training guidance and develops initiatives to ensure the FTUs produce the highest quality students on-time to our customer.
 - 1.3.7.7.2. **(ALTUSAFB)** Manages group-wide policies to standardize student training/documentation practices.
 - 1.3.7.7.3. **(ALTUSAFB)** Acts as a liaison to coordinate and track all flight training issues between the squadrons and higher headquarters.
 - 1.3.7.7.4. **(ALTUSAFB)** Coordinates, staffs, secures, and manages student training waivers and forward to 97 TRS/TRA upon completion.
 - 1.3.7.7.5. **(ALTUSAFB)** Executes and leads the semi-annual Training Review Panel (TRP).
 - 1.3.7.7.6. **(ALTUSAFB)** Manages the 97 OG Instrument Refresher Program.
 - 1.3.7.7.7. **(ALTUSAFB)** Oversees student training projects which impact group-level or above.
 - 1.3.7.7.8. **(ALTUSAFB)** Conducts Staff Assistance Visits (SAVs) under the direction of the operations group commanders to review and assist training flights.
 - 1.3.7.7.9. **(ALTUSAFB)** Coordinates current and future Programmed Flying Training (PFT) hours and requirements with 19 AF Graduate Resources and Analysis (19 AF/Grad R&A) and 97 OSS/OSOS (Current Ops).
 - 1.3.7.7.10. **(ALTUSAFB)** Represents the 97 AMW at appropriate MAJCOM and professional level conferences.
- 1.3.8. **Squadron Commander (SQ/CC)**. SQ/CC executes formal training according to the AETC syllabi **(T-3)**. The SQ/CC:

1.3.8.1. Organizes student administration under a designated flight or section **(T-3)**. (Example, flight commander (FLT/CC) or designated representative for students.)

1.3.8.1.1. (**ALTUSAFB**) Flying Squadron STM. Flying squadron student training managers (STM) are the primary points of contact for addressing student training issues within their respective squadrons. They provide direct oversight of student training documentation and are the student training experts for their respective major weapon systems. The Flying Squadron STM will:

1.3.8.1.1.1. (**ALTUSAFB**) Develop initiatives in coordination with 97 OG/OGT to ensure FTUs produce the highest quality students on-time.

1.3.8.1.1.2. (**ALTUSAFB**) Ensure student training is executed and documented IAW this document, the appropriate AETC syllabus, and AFMAN 11- 2MDS Vol 1 guidance.

1.3.8.1.1.3. (**ALTUSAFB**) Execute the Commander's Awareness Program and provide weekly CAP status updates to 97 TRS/TRA.

1.3.8.2. Administers the commander's awareness program (CAP) according to **Chapter 4 (T-3)**. CAP administration may be delegated, but the SQ/CC maintains overall authority and responsibility **(T-3)**.

1.3.8.3. Notifies the OG/CC or designated representative as soon as possible after a syllabus deviation **(T-3)**.

1.3.8.3.1. (**ALTUSAFB**) 97 OG/OGT is the primary point of contact (designated representative) for syllabus deviations.

1.3.8.4. Assigns students awaiting training (medical or administrative hold, etc.) to duties commensurate with their background, training, and grade **(T-3)**.

1.3.8.4.1. (**ALTUSAFB**) The 97 TRS will manage students awaiting training. 97 TRS/TRA will notify 97 OG/OGT when a student has been suspended more than 14 calendar days.

1.3.8.5. Notifies 19 AF Graduate Training Division MAF Branch of students whose training has been suspended more than 14 calendar days **(T-3)**.

1.3.8.6. Ensures students do not receive more than eight hours of testable classroom and computer-assisted instruction of academic subjects per day **(T-3)**. Examinations are considered testable material.

1.3.9. **Registrar.** The registrar manages student accounting actions from arrival, through training and departure **(T-2)**. The registrar:

1.3.9.1. Obtains class entry rosters in the military personnel data system (MilPDS) not later than 30 days before class entry **(T-3)**. Units without access to MilPDS will forward a complete class roster to 19 AF within 10 duty days of scheduled class arrival **(T-3)**.

1.3.9.1.1. Obtain rosters as early as possible to identify excess capacity **(T-3)**.

1.3.9.1.2. Contact 19 AF Graduate Resources and Analysis Division, AFPC/DP2LT and AFPC/DP2ORM to allow fill of excess capacity **(T-3)**.

1.3.9.2. Manages, coordinates, processes and tracks AETC Forms 6, *Waiver Request*, for course prerequisite waivers, syllabus waivers and overages until final disposition **(T-3)**.

1.3.9.2.1. Ensure prerequisite waivers have been submitted for all students requiring them **(T-3)**.

1.3.9.2.2. Students who arrive without required course prerequisites may be returned, in coordination with 19 AF Graduate Training Division MAF Branch and 19 AF Graduate Resources and Analysis Division, to their parent organization/base to obtain prerequisites.

1.3.9.3. Accomplishes an inprocessing checklist for all students **(T-3)**.

1.3.9.3.1. **(ALTUSAFB)** 97 TRS/TRA will manage and maintain inprocessing checklists (FTU prerequisite checklists). Student will arrive for training with a completed checklist. Students who report for training with an incomplete or missing syllabus prerequisite checklist will not begin training (reference [paragraph 1.3.5.8.1](#)). Prerequisite checklists will be located on the Education and Training Course Announcements Site (ETCA). Additionally, 97 TRS/TRA will ensure prerequisite checklists are current IAW governing regulations and course syllabi.

1.3.9.4. Loads student data into the appropriate training management system (TMS) and/or Learning Management System **(T-3)**.

1.3.9.5. Ensures students are registered in the correct course, inputs into the correct electronic training record/TMS or ensures hardcopies are prepared and distributed. **(T-3)**. Refer to AETCI 36-2605V1 for AETC-required student data into TMS/GTMS.

1.3.9.6. Immediately notifies 19 AF/DO, 19 AF Graduate Training Division and the student's parent MAJCOM/A3T, if a student's home unit attempts to recall the student **(T-3)**.

1.3.9.7. [Active Duty Units] Reports roster discrepancies as soon as they are discovered, but no later than 3 duty days following class start date **(T-3)**. Report changes, discrepancies, and graduation delays to 19 AF Graduate Training Division, 19 AF Graduate Resources and Analysis Division, 19 AF Flying Training Resource Analysis, AFPC/DP2LT, AFPC/DP2ORC, and AFRC/A1KE, or NGB/A3O as applicable **(T-3)**.

1.3.9.8. [ANG FTUs] Reports roster discrepancies as soon as they are discovered, but no later than 3 duty days following the class start date **(T-3)**. Report changes, discrepancies, and graduation delays to 19 AF Graduate Resources and Analysis Division, 19 AF Graduate Training Division MAF Branch and NGB/A3O **(T-3)**.

1.3.9.9. Ensures a complete and accurate entry roster of enrolled students is submitted to the appropriate Force Support Squadron or servicing military personnel unit not later than 10 duty days before the class start date. **(T-3)**.

1.3.9.9.1. Before the student departs, the home unit will prepare an AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*, according to AFI 36-2107, *Active Duty Service Commitments (ADSC)*.

1.3.9.9.2. The servicing Military Personnel Flight will determine the existence and accuracy of each student's AF Form 63 **(T-3)**.

1.3.9.10. Reports changes or discrepancies to 19 AF Graduate Resources and Analysis Division and for ANG FTUs to NGB/A3O (T-3). With ANG approval, students awaiting training may be entered in an earlier class.

1.3.9.11. Ensures all inputs are made to MilPDS no later than 3 duty days after the class start date (T-3).

1.3.9.12. Updates MilPDS no later than 3 duty days after class graduation date (T-3).

1.3.9.13. Immediately notifies the host aviation resource management (HARM) office when any student is removed from training (T-2). Refer to AFMAN 11-402.

1.3.9.14. Maintains original records according to the RDS and distributes them within 10 duty days of completion of a student's training review (T-3).

1.3.9.15. Distributes records of eliminated initial CEAs as outlined in **Table 4.1** (T-2). For officers and qualified CEAs, distributes records according to AFMAN 11-402.

1.3.9.16. Updates eliminations in the appropriate training management database with the proper elimination code (T-2).

1.3.9.17. (ALTUSAFB) Submit a summary of end-of-course critique to unit commanders, ATS site managers, and AETC Program Manager/subject matter expert (SME) at least quarterly.

1.4. Training Syllabus. The syllabus is the command-approved directive for executing each PFT formal training course. It takes precedence over local instructions and supplements. If no clear syllabus guidance exists, resolve the conflict using the appropriate chain of command (T-3). Only the office of primary responsibility (OPR) may interpret syllabus guidance (T-2). If the logical course of action conflicts with other directives, call the OPR listed in the syllabus. AETC syllabi are not valid until signed by 19 AF/DO and will not be implemented until a signature is obtained (T-2). **Note:** If a conflict exists between the syllabus and a supporting ATS contract, the original AETC approved syllabus in place at that time will continue to be executed until the conflict is resolved by AETC, Air Mobility Command (AMC), and Air Force Material Command (T-2).

1.4.1. **Course Durations.** The syllabus lists the formal course training days, the PFT lists course planned start and graduation dates. See Joint Travel Regulations, *Uniformed Service Members and DoD Civilian Employees*, for temporary duty (TDY) time limitations for instruction courses (Section 2240).

1.4.2. **Sortie and Hour Requirements.** Each syllabus has a programmed number of sorties, flying hours and additional sortie authorizations. Unless otherwise specified in the syllabus, additional sorties required beyond the course limit must have 19 AF Graduate Training Division approval (T-2). (For ANG students, NGB/A3 is the approval authority. AFRC/A3M is approval authority for AFRC students.) Proficiency advancement is defined in **paragraph 3.8.** It will not be used as a management tool to graduate students by a specific date (T-2).

1.4.3. **Academics.** Units who maintain student written examinations will secure all tests and document the removal, replacement, and destruction of all examinations (T-3).

1.5. Equipment Required. The FTU will provide equipment required to complete the specific course if that equipment has NOT been previously issued to the student during previous training (T-2). See specific course ETCA webpage at <https://cs2.eis.af.mil/sites/app10->

[ETCA/SitePages/Home.aspx](#). Direct further questions regarding clothing, equipment, and special requirements to the school registrar or course contact listed on ETCA.

1.6. End-of-Course Critiques. Each unit administers an end-of-course critique program as an integral part of the formal training course (T-2). Supervisors review reports and initiate corrective action as necessary. Critiques will be administered within 15 duty days of graduation (T-3). Units will submit a summary of the end-of-course critiques to the AETC Program Managers/subject matter experts for review at least quarterly (T-3). Use AETC Form 673, *Student Critiques*, or an approved local critique for written critiques (T-3). As a minimum, the critique will include questions directly inquiring about unprofessional relationships, maltraining, maltreatment and others as directed by 19 AF/CC (T-2). Wings will compile these answers and provide the student responses to the 19 AF/DO inbox quarterly (T-3).

1.7. Aircrew Graduate Evaluation Program (AGEP). See AETCI 36-2206, *Aircrew Graduate Evaluation Program*.

1.7.1. (ALTUSAFB) The OPR for the 97 OG Aircrew Graduate Evaluation Program is 97 TRS/TRQ. The TRQ Assistant Director of Operations (ADO) is responsible for assigning duties and naming one or more Base Survey Administrators (BSA). The BSA(s) will ensure the responsibilities listed in AETCI 36-2206 are complied with.

1.8. Production Metrics Report. 19 AF Flying Training Resource Analysis is the primary point of contact (POC) for flying training production metrics. At the beginning of each fiscal year, 19 AF Flying Training Resource Analysis uploads the PFT document to the FTPA Web-based input tool. OG/CCs or their designated POCs will update FTPA with actual entries, gains, losses, eliminations, graduation numbers, and notes, if needed, to explain wash backs, eliminations, or date changes to a class (T-3). Updates are due 5 calendar days after the class start date and class graduation date. 19 AF Flying Training Resource Analysis will provide an end of year (by FY) student production summary by Mobility major weapon system and course to AMC/A3TF NLT 90 days after the end of the fiscal year. 19 AF Graduate Resources and Analysis Division will provide flying training production metrics to 19 AF/DO (19AF.MAF.Training@us.af.mil) upon request.

Chapter 1 (ALTUSAFB)
GENERAL GUIDANCE

Chapter 2

STUDENT ADMINISTRATION

2.1. Inprocessing. Units will review incoming student records to verify they are complete and to determine initial supervision required before any other than “academic” only training courses. **(T-3)**. Students must meet course entry prerequisites established by the syllabus, AFMAN 11-202V1 and AFI 11-2MDS, Volume 1 **(T-2)**. They must also comply with reporting instructions in the ETCA **(T-2)**. At a minimum, units will review these records (or equivalents):

2.1.1. **Flight Evaluation Folder (FEF).** Students will hand carry FEFs, if applicable, to training according to ETCA guidance **(T-3)**. Depending on the Air Force Specialty Code (AFSC), some individuals may not yet possess an FEF.

2.1.2. **Individual Flight Records.** Students will hand carry flight records, if applicable, to training according to ETCA guidance **(T-3)**. Depending on AFSC, some individuals may not yet possess individual flight records.

2.1.3. **Training Records From Previous Courses.** Enlisted Center of Excellence students will hand carry sealed training records to their follow-on training locations **(T-3)**.

2.1.4. **(ALTUSAFB) Formal Training Prerequisite Checklist.** Students will e-mail a completed and signed checklist found on ETCA NLT 1 week prior to class start date to 97 TRS/Inprocessing (97TRS.Inprocessing@us.af.mil). 97 TRS/TRA will manage and update these checklists IAW AFI and syllabus guidance. 97 TRS/Registrar will verify/enforce checklist procedures and maintain documentation in appropriate student records.

2.2. Waivers.

2.2.1. **Prerequisite Waivers.** Losing or home unit commanders will ensure students meet course entry prerequisites **(T-3)**. **Note:** When an AFI/AFMAN prescribes formal course entry prerequisites, use that publication to determine waiver authority.

2.2.1.1. **IMS/DCS (Direct Commercial Sales) Waivers.** The Air Force Security Assistance Training Squadron Commander (AFSAT/CC) will act in place of the losing or home unit commanders when the waiver request applies to an IMS or DCS student. AFSAT Program Managers will work with AFSAT/MSR weapon system experts to initiate waivers. The waiver will be coordinated with AFSAT/DO before going to the AFSAT/CC. The waiver package will be loaded into Task Management Tool at the lowest possible level and will be coordinated through AETC/IAO to 19 AF Graduate Training Division for final approval.

2.2.1.2. Complete an AETC Form 6, for prerequisite waiver requests. **(T-2)**.

2.2.2. **Syllabus Waivers.** An approved syllabus waiver is required for any planned exception to AETC syllabi caused by special or unusual circumstances, for individual students **(T-2)**. Do not accomplish, change the order of, or omit any training requested in a waiver until notified of approval **(T-2)**. Permanent or blanket waivers are not authorized, but should be suggested as individual syllabus changes through 19 AF Graduate Training Division MAF Branch **(T-2)**. The WG/CC is the approval authority for daily syllabus execution waivers, delegated no lower than the SQ/CC **(T-2)**. Submit individual waiver requests electronically on an AETC Form 6 **(T-2)**. Maintain a permanent record of all approved waivers in the student’s gradebook in

GTIMS and attach a copy of the approved waiver to the 19 AF Graduate Training Division SharePoint at <https://usaf.dps.mil/sites/aetc-19af/do/dog/waivers/SitePages/Home.aspx> NLT three days after approval.

2.2.3. Approval Authorities. Submit waivers to these approval authorities, except when other governing directives instruct otherwise.

2.2.3.1. Syllabus Waivers and Syllabus Prerequisite Waivers. The losing/home units will initiate waivers and coordinate through their local OG/CC (or equivalent) to MAJCOM/A3T (or equivalent) (**T-2**). MAJCOM/A3T (or equivalent) will forward to 19 AF Graduate Training Division MAF Branch. 19 AF Graduate Training Division MAF Branch will coordinate with applicable FTU and will forward to 19 AF Graduate Training Division for final approval.

2.2.3.2. Senior Officer Syllabus and Entry Prerequisite Waivers. Route waivers through MAJCOM/A3T (or equivalent) to 19 AF/DO (**T-2**).

2.2.3.3. 19 AF/DO delegates authority to the FTU WG/CC to waive the following syllabus prerequisites: Physical Health Assessment (PHA) and/or Physiological Training (Altitude Chamber), with concurrence of the OG/CC and that the Medical Group commander will provide these events by the appropriate time. This does not constitute authority to waive flight-required events. Example: A student's PHA expires 15 days after course completion; the WG/CC may waive the PHA syllabus prerequisite and allow the student to complete training as scheduled. Example: A student's Physiological Training expires one week prior to scheduled flying training; the WG may waive the syllabus prerequisite and allow the student to start academics/sims, provided the Physiological Training can be accomplished prior to flying training.

2.2.4. Waiver approval authorities will forward a copy of all approved and disapproved waivers to 19 AF Graduate Training Division MAF Branch (**T-2**).

2.2.5. Maintain a permanent record of all approved waivers in the student's training record (**T-2**).

2.2.5.1. (**ALTUSAFB**) 97 OG/OGT will ensure student training waivers are sent to applicable STM offices. Squadron STM offices are responsible for attaching the digital product to the student's training record. If software limitations preclude directly attaching digital products, such as with the C-17 Training Management System (TMS), squadron STM will enter a remark in the waivers section (or equivalent) of the software indicating that a waiver is on file with STM, and STM will retain the waiver for 3 years.

2.3. Syllabus Variations.

2.3.1. **Syllabus Deviation.** A syllabus deviation is any unplanned variation from such syllabus requirements as prerequisite flow, turn times, landing currency, or maneuver item file (MIF) requirements. Document all syllabus deviations in the student's training record (**T-2**). **Note:** All syllabus-directed training will be accomplished unless a waiver request is approved (**T-2**). If unforeseen circumstances result in an omission of required training, the ATS Site Manager or the OG/CC will determine if the omitted training can be accomplished later in the syllabus flow without adversely affecting the quality of student training (**T-3**). Place documentation in the student's training record to show ATS Site Manager or OG/CC directed

corrective actions and the accomplishment of the omitted training (**T-2**). **Exception:** Non-U.S. crewmembers will not complete tasks/events or lessons/sorties restricted to U.S. unless prior written approval was obtained from AETC/IA (**T-2**).

2.3.1.1. (**ALTUSAFB**) Official notification of syllabus deviations will be e- mailed to 97 OG/OGT.

2.3.2. **Incomplete Training.** Annotate training requirements in the student's training record that cannot be accomplished because of prolonged shortfalls or limitations (**T-2**). In situations where course training standards (CTS) requirements are not achieved because of prolonged shortfalls or limitations, standardization/evaluation will also annotate the deficiency on AF Form 1381, *USAF Certification of Air Crew Training*, AF Form 4348, *USAF Aircrew Certifications* or AF Form 8, , as appropriate, for inclusion in the student's FEF (**T-2**).

2.3.3. **Disenrollment.** Process all students who fail to progress according to AFMAN 11-402 (**T-2**).

2.3.4. **Other Than FTU Course Completion.** Students will complete all syllabus training in order to graduate from an AETC course and depart the training unit (**T-2**). Students may not make up training at the follow-on unit without an approved syllabus waiver, unless specifically noted in the syllabus (**T-2**).

2.3.5. **Recalls.** In addition to guidance in AFMAN 11-202V1, *Aircrew Training*, the affected student's MAJCOM will notify 19 AF Graduate Training Division prior to recalling a student from a formal course. The WG/CC or delegated representative (no lower than SQ/CC) is the approval authority for recalls (**T-2**). **Exceptions:** Students will not be recalled to prevent initiation of any actions associated with unsatisfactory performance, including CAP, Commanders Review (CR), or Flying Evaluation Board (FEB) action (**T-2**). Recalled students may depart in emergency situations but their flying or training records will be held until the recall is coordinated and approved. Students may not be recalled if they are facing disciplinary action without approval of 19 AF/DO (**T-2**).

2.4. Notification Procedures.

2.4.1. **Students Experiencing Difficulty.** When a student is entered into the Progress Review (PR) process, fails a flight evaluation, or is withdrawn from training, units will notify:

2.4.1.1. Active Duty Students. Notify 19 AF Graduate Training Division MAF Branch and the student's home or gaining unit (**T-2**).

2.4.1.2. ANG Students. Notify the student's home unit, 19 AF Graduate Training Division MAF Branch, HQ AETC/A3G, and NGB/A3M (**T-2**).

2.4.1.3. AFRC Students. Notify the student's home unit, 19 AF Graduate Training Division MAF Branch, HQ AETC/A3H, and HQ AFRC/A3M (**T-2**).

2.4.1.4. International Students. Notify international student's International Military Student Officer (**T-2**).

2.4.1.5. (**ALTUSAFB**) 97 TRS/TRA or 97 TRS/Registrar will make notifications IAW **paragraph 2.4.1** using the Student Database. Flying squadron STMs will annotate Progress Review in the Student Database when placing a student on Commander's Awareness Program (CAP).

2.4.2. Graduation Date Update. OG/CC will notify 19 AF/DO, 19 AF Graduate Training Division MAF Branch and NGB/A3O or AFRC/A1MG, as appropriate, and the gaining unit when any student is more than 15 training days behind or if it becomes apparent that a student will not graduate within 30 training days of their scheduled PFT graduation date (**T-3**). Provide reason(s) and an estimated graduation date (**T-3**). If the graduation date is changed (i.e., the student is rolled back to a later class), notify the student's gaining unit, 19 AF/DO, 19 AF Graduate Training Division, 19 AF Graduate Resources and Analysis Division and NGB/A3O or AFRC/A1MB (as appropriate) not later than 5 duty days after discovery (**T-3**). (**Note:** courtesy copy AMC/A3TF for AMC students). The OG/CC will coordinate any required follow up action, such as assignment changes, follow-on training, port calls, amendments to orders, extended TDY waivers, etc (**T-3**). If a student will be extended beyond their report no later than date (RNLTD), contact AFPC for procedures (**T-2**). 19 AF/CC and 19 AF Graduate Resources and Analysis Division approval is required to roll back an entire class.

2.4.2.1. TDY-to-school-funded students (not applicable to students in permanent change of station status). The assigned training unit will notify AETC/FMAMA of any student training delays over 7 calendar days that are because of wash backs, break-in-training (BIT), duty not including flying (DNIF), administrative hold, disciplinary action, or elimination (**T-3**).

2.4.2.1.1. (**ALTUSAFB**) 97 TRS/TRA or 97 TRS/Registrar will make notifications IAW paragraph **2.4.2** and **2.4.2.1** using the Student Database. Flying squadron STMs are responsible for updating estimated graduation dates in the Student Database when a student experiences delays.

2.4.2.2. Orders will be amended for all delays over 7 calendar days (**T-3**). Commanders will work with AETC/A1F to determine the disposition of these students (**T-3**).

2.4.2.2.1. (**ALTUSAFB**) 97 TRS/TRA will assist students in amending orders by contacting students servicing Force Support Squadron (FSS) for amendments, as necessary.

2.5. Fitness Standards. Students in AETC FTUs will participate in scheduled physical training according to AFI 36-2905, *Fitness Program*. Student physical training regimens may be designed into each syllabus. If not specifically described in the syllabus, students attend physical training with their assigned squadron when such training does not interfere with formal training academics or scheduled lessons or sorties (**T-3**).

2.5.1. (**ALTUSAFB**) Members enrolled in FIP may attend training provided their retest date (failure date plus 90 days) is greater than their course graduation date plus fifteen calendar days, and their FIP is approved by the 97 TRS/CC. FIPs will not be approved that require organized physical training events.

2.5.2. (**ALTUSAFB**) Students will not be given fitness assessments while training at Altus AFB unless coordinated and approved by 97 TRS/CC prior to the start of training.

2.6. Student Scheduling. Do not schedule students to perform duties in excess of a 12-hour flight duty period unless prescribed by the applicable AFMAN 11-2MDS-specific Volume 3, or AFI 11-202V3, *General Flight Rules* (**T-2**). Academic schedulers will follow guidelines in AETCI 36-2605V1 (**T-2**). With OG/CC approval, students may go beyond the scheduled 12 hours to recover

off station aircraft not to exceed AFMAN 11-2MDS-specific Volume 3 flight duty period limitations.

2.7. Training Requirements and Restrictions. Minimum hour requirements, if applicable, are specified in individual course syllabi.

2.8. Distinguished Graduate (DG).

2.8.1. Units with a DG program will recognize students who clearly excel during formal training **(T-2)**. Formalize DG program in local supplements **(T-2)**. DGs must demonstrate outstanding progress in each block/phase of academic, simulator, and flying training and outstanding results in flying and simulator evaluations **(T-3)**. The unit commander is the final approval authority for all awards **(T-3)**.

2.8.2. Units will develop their own method of identifying the top 10 percent of students per class as DGs; classes with fewer than 10 students may have 1 DG **(T-2)**. Fractions may be rounded upward. Commanders may elect not to designate a DG in a class.

2.8.3. DGs will receive an AETC Form 499, *Distinguished Graduate Certificate*, or an approved local substitute, signed by the SQ/CC and squadron operations officer (SQ/DO) **(T-2)**.

2.8.4. Students in the grade of E-8, E-9 or O-5 and above are ineligible for the DG program **(T-2)**.

2.8.5. **(ALTUSAFB)** Only Initial Qualification (IQ) courses taught at Altus AFB in their entirety are eligible for DG. Split courses (academics only, flying only) are not eligible. The following course are eligible for DG:

2.8.5.1. **(ALTUSAFB)** Pilot: C-17 ACIQ, C-17 PIQ; KC-135 PTX1, KC- 135 PIQ; KC-46 PTX-1, KC-46 PIQ

2.8.5.2. **(ALTUSAFB)** Boom Operator: KC-135 BIQ; KC-46 BIQ

2.8.5.3. **(ALTUSAFB)** Loadmaster: C-17 LIQ

2.8.6. **(ALTUSAFB)** DG Selection Rules.

2.8.6.1. **(ALTUSAFB)** Weighted Inputs. For all students, the categories are weighted to achieve the overall final grade out of 100 possible points: Simulator Evaluator (Maximum 25 points), Recommending Ride Instructor (Maximum 30 points), Mission/Flightline Evaluator (Maximum 35 points), and Student Flight Commander input (10 points). If a student is enrolled in a course that does not have a simulator or flight training, those weighted inputs will receive the maximum value. The STM office is responsible for collecting and updating the academic, simulator, instructor and evaluator scores within one duty day of the completed event.

2.8.6.1.1. **(ALTUSAFB)** Academic Weight. The academic composite score will not be factored into the overall final grade for DG calculation. However, all applicable courses require a minimum composite academic score of 95% to be eligible for DG consideration. If the course has an academic end of course test and the student fails the end of course test, the student is not eligible for DG.

- 2.8.6.1.2. **(ALTUSAFB)** Simulator Evaluator Input Weight. The simulator instructor or simulator evaluator will evaluate all known performance to this point in training. The top 10% of students will receive a grade of A. The middle 80% of students will receive a grade of B. The bottom 10% of students will receive a grade of C. A=25 points, B=20 points, C=0 points.
- 2.8.6.1.3. **(ALTUSAFB)** Recommending Ride Instructor Weight. The recommending instructor will evaluate the students flying training and consider all known performance to this point in training. The top 10% of students will receive a grade of A. The middle 80% of students will receive a grade of B. The bottom 10% of students will receive a grade of C. A=30 points, B=24 points, C=0 points.
- 2.8.6.1.4. **(ALTUSAFB)** Mission/Flightline Evaluator Input Weight. The evaluator will evaluate the students flying training and consider all known performance to this point in training. The top 10% of students will receive a grade of A. The middle 80% of students will receive a grade of B. The bottom 10% of students will receive a grade of C. A=35 points, B=29 points, C=0 points.
- 2.8.6.1.5. **(ALTUSAFB)** The Student Flight Commander recommendation will be worth 10 points. The grade of A, —Recommendation for DG= 10 points. The grade of B, —Not Recommended for DG = 0 points and removes the individual from DG consideration. The grade of C —Not Recommended for DG (Military bearing/professionalism below standards)= 0 points and removes the individual from DG consideration.
- 2.8.7. **(ALTUSAFB)** Tabulation. Add the simulator (max 25 points), recommending instructor (max 30 points), evaluator (max 35 points), and flight commander (max 10 points) points to determine the overall final grade. DG will be awarded to no more than 10 percent of students in a given course within a one year period.
- 2.8.8. **(ALTUSAFB)** Administrative Process. 97 TRS/TRA is the primary office responsible for tabulating individual selection data for award of DG. Once a DG student has been identified among his/her group, 97 OG/CC will review the package for final authorization. 97 TRS/TRA will forward the letter and certificate to the individual's gaining unit commander.
- 2.8.9. **(ALTUSAFB)** International Military Students (IMS) DG Eligibility. IMS are eligible for DG.

Chapter 2 (ALTUSAFB)
STUDENT ADMINISTRATION

Chapter 3

TRAINING MANAGEMENT

3.1. Training records.

3.1.1. Each student will have a training record that includes grade sheets and other documentation as defined by the specific syllabus, applicable AFMAN 11-2MDS-specific volumes, and local guidance (T-2). 19 AF Graduate Training Division will direct units to either use electronic media (such as the GTIMS or TIMS) or alternate means to fulfill this requirement.

3.1.2. Student training records are for the exclusive use of the student's instructors, FLT/CC, supervisors, and immediate chain of command. Additional procedures may be specified in unit supplements to this instruction. Students may access only their own training record.

3.1.3. Secure training records (both paper and electronic) and student personnel information folders (SPIF) to prevent unauthorized access (T-2). The contractor approved for conducting formal training or maintaining training records may keep training records in a secure location. When required, FLT/CCs and supervisors will maintain SPIFs on students to protect information of a personal nature not appropriate for the training folder (T-2).

3.1.4. SPIF. Information affecting student training that is inappropriate for public access or sensitive in nature is documented in the SPIF (T-2).

3.1.4.1. Maintain the SPIF in a secure location apart from the aircrew training record documents (T-2).

3.1.4.2. If pertinent to follow-on location, the SPIF will be securely forwarded to next duty location (T-2).

3.1.5. Record each aircraft, academic, and ground training lesson in the training record (T-3).

3.1.6. The unit's training system dictates which forms are used in each training record. If electronic training records are not used, the following items will be included in the training record and annotated according to AFMAN 11-2MDS, Volume 1, as applicable:

3.1.6.1. Training record Discrepancy Log/Record of Training record Review (locally produced) (T-3).

3.1.6.2. AF Form 4022, *Aircrew Training Folder* (T-3).

3.1.6.3. AF Form 4023, *Aircrew Training Progress Report* (T-3).

3.1.6.4. AF Form 4024, *Aircrew Training Accomplishment Report* (T-3).

3.1.6.5. AF Form 4025, *Aircrew Summary/Close-out Report* (T-3).

3.1.6.6. AF Form 174, *Record of Individual Counseling* or AETC Form 173, *Student Record of Academic Counseling and Comments* (T-3).

3.1.6.7. Messages (ANG and AFRC, if applicable) (T-3).

3.1.6.8. Additional forms required for weapons qualification or other requirements determined locally (for example, clearance logs, CTS requirement logs, etc.) (T-3).

3.1.6.9. AETC Form 6 (T-3).

3.1.6.10. AETC Form 101, *Student Performance Summary* (T-3). If applicable, units prepare this form to record and monitor student deficiencies during the course of training. Keep the form in the student's training folder (T-3). Documented military deficiencies (including unexcused tardiness or absences, traffic tickets, unaccompanied quarters inspection failures, fitness program, and dress and appearance violations per AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*) will be specified (T-3).

3.1.7. **Documentation.** Grade sheets are used to document student training in the training record (T-3). Instructors provide grades for applicable mission events/tasks, give a concise summary of the student's training, and ensure entries clarify any training action (T-3). In addition, documentation on grade sheets is required for the following:

3.1.7.1. Airsickness or manifestation of apprehension (MOA) episodes (T-3).

3.1.7.2. Unusual occurrences that could affect the student's progress (T-3).

3.1.7.3. Syllabus deviations (T-3).

3.1.7.4. Authorization for and accomplishment of additional training (AT) (T-3).

3.1.7.5. Training record review prior to an Elimination Check (EC) (T-3). Document any training anomalies, deviations, etc (T-3).

3.1.7.6. Removal from or reinstatement into training (T-3).

3.1.7.7. Syllabus prerequisite waivers or syllabus waivers (T-3).

3.1.7.8. Failure of any academic test, flight evaluation or EC (T-3).

3.1.7.9. Counseling sessions (T-3).

3.1.7.10. Administrative hold (T-3).

3.1.7.11. Assignment to and removal from CAP (T-3).

3.2. Grading Procedures. (Units not utilizing GTIMS).

3.2.1. **Performance and Knowledge Standards.** Measure student performance and knowledge against the CTS and the required proficiency level (RPL). These standards and proficiency levels are drawn from the Master Task Listing (MTL) and AFI 11-2MDS, Volume 2. The RPL is the minimum level the student must accomplish as per the MIF (T-2). A performance code value (Table 3.1) will have a knowledge code (Table 3.2) associated for each specific task/event or sortie/lesson (for example, 2B or 3C) (T-3). Knowledge codes can be used alone to define a level of knowledge for a subject not directly related to any specific task/event (for example, B or C), or for a subject common to several tasks/events.

Table 3.1. Task/Event or Lesson/Sortie Performance Standard.

Code	Performance is	Definition
1	Extremely Limited	Individual can do most activities only after being told or shown how.
2	Partially Proficient	Individual can do most of the behaviors but not

		necessarily to the desired levels of speed, accuracy, and safety.
3	Proficient	Individual can do and show others how to do the behavior in an activity at the minimum acceptable levels of speed, accuracy, and safety without the assistance of an instructor. For instructors, proficiency includes the ability to demonstrate, instruct, and supervise ground and flight activity.
4	Highly Proficient	Individual can do behaviors in an activity at the highest level of speed, accuracy, and safety.

Table 3.2. Task/Event or Lesson/Sortie Knowledge Standard.

Code	Knowledge of	Definition
A	Fact and Nomenclature	Individual can identify basic facts and terms about the subject and, when used with a performance code, can state nomenclature, simple facts, or procedures involved in an activity.
B	Principles and Procedures	Individual can explain relationship of basic facts and state general principles about the subject and, when used with a performance code, can determine step-by-step procedures for sets of activities.
C	Analysis and Operating Principles	Individual can analyze facts and principles and draw conclusions about the subject and, when used with a performance code, can describe why and when each activity must be done and tell others how to accomplish activities.
D	Evaluation and Complete Theory	Individual can evaluate conditions and create new rules or concepts about the subject and, when used with a performance code, can inspect, weigh, and design solutions related to the theory involved with activities.

3.2.2. Individual Task/Event Grading. The instructor evaluates the student's training and performance before proceeding to the next lesson/sortie (**T-3**). The instructor measures student performance on all subordinate objectives in the lesson/sortie (**T-3**). MIF items not accomplished during the lesson/sortie may be evaluated verbally. Each task/event will be graded using the grading scale in **Table 3.3** unless otherwise specified in the syllabus (**T-3**).

Table 3.3. Individual Task/Event Grading Scale. (Units not using GTIMS).

Alpha/Numeric Grade Designation	Grade	Criteria	Notes
U	Unsatisfactory	Crewmember was previously proficient but has regressed, or progress is unsatisfactory.	1, 2, 3
S	Satisfactory	Crewmember has not achieved the required proficiency level but progress is satisfactory.	1, 3
P	Proficient	Crewmember has achieved the required proficiency level.	3
F	Familiarization Item	Proficiency is not required.	3
B	Briefing Item Only		3
1		Item must be accomplished once by the crewmember, but does not require proficiency.	3
Notes:			
1. Students with a rating of “S” in an area requiring a “P” will receive remedial training during this and (or) subsequent tasks/events until reaching a rating of “P” (T-3).			
2. Any task/event graded “U” will have an associated remark in the student’s training record (T-3).			
3. Follow AFMAN 11-2MDS, Volume 1, for guidance in completing training records.			

3.2.3. **Overall Lesson/Sortie Grade.** After grading individual tasks/events, the instructor will rate the student’s overall performance (T-3). The overall grading scale is shown in [Table 3.4](#) and should be followed unless otherwise specified in the syllabus.

Table 3.4. Overall Lesson/Sortie Grading Scale. (Units not using GTIMS)

Alpha/Numeric Grade Designation	Overall Grade	Criteria
U	Unsatisfactory	Unsatisfactory progress on this lesson or sortie
C	Conditional	Marginal progress on this lesson or sortie
G	Good	Normal progress on this lesson or sortie
E	Excellent	Exceptional progress on this lesson or sortie
NG	No Grade	Non-graded lesson or sortie

Notes:

1. The overall lesson/sortie grade is at the discretion of the instructor “G” or “E” may be appropriate when an individual grade of “U” is given for a single noncritical task/event. A student’s performance is expected to improve during training, and lack of progression will be reflected in the overall grade.
2. Following an overall lesson/sortie grade of “U”, students will not progress to or perform a lesson/sortie in another block/phase of training until the objectives of that lesson/sortie are satisfactorily achieved. **(T-3)**.
3. Follow AFMAN 11-2MDS, Volume 1, for guidance in completing the training record.

3.3. Units Employing GTIMS Grading Procedures.

3.3.1. **Performance Standards.** **Table 3.5** prescribes the performance standards for assigning grades to specific training task(s). Instructors assign grades on the student’s characteristic performance without regard to the student’s type and amount of training **(T-3)**. These standards are drawn from the MTL and AFMAN 11-2MDS, Volume 2. The RPL is the minimum level the student must accomplish as per the MIF **(T-2)**.

Table 3.5. Task/Event Performance Standards for GTIMS.

Event Grade	Definition
0	Performance indicates a lack of ability or knowledge.
1	Can do task(s)/understands topic(s) only after being introduced, told or shown. Can identify basic facts and state nomenclature/terms and/or perform basic procedures involved in an activity with significant assistance from an instructor.
2	Can do task(s)/understand topic(s), but not to the desired levels of speed, accuracy and safety. Can state/discuss facts and nomenclature/terms and/or perform procedures and basic techniques involved in an activity with some assistance from an instructor.
3	Can do task(s)/understand topic(s), at the acceptable levels of speed, accuracy and safety. Can analyze/state/describe facts/ principles and nomenclature/terms and/or perform procedures and techniques involved in an activity with no assistance from an instructor.
4	Can do all task(s)/topic(s) at the highest levels of speed, accuracy and safety. Can evaluate/explain/describe facts/principles and nomenclature/terms and/or perform procedures and create new concepts/techniques involved in an activity.
(D) Dangerous	Performance was unsafe, showed dangerous tendencies. One element marked “Dangerous” will require an overall grade of “Zero”.
(U) Unknown	Performance was not observed, element was not performed
I (See Note)	Introduction or familiarization training was conducted, but the individual is

	not held responsible for task performance or knowledge.
R (See Note)	Previously evaluated material was reviewed to ensure a desired level of proficiency was maintained.
Note: I and R grading scales should be kept to a minimum and are intended for simulator and system refresher courses.	

3.3.2. **Overall Grading.** **Table 3.6** describes the overall lesson grades. The overall grade represents the instructor's subjective assessment of the student's cumulative sortie/lesson performance measured against the task/event performance standards for each training sortie. MIF items not accomplished during the lesson/sortie may be evaluated verbally. Students are expected to progress as they advance in training. A student's continued lack of progress should be reflected with an overall sortie performance grade. The syllabus-defined RPL must be met for sortie/lesson progression (**T-3**).

Table 3.6. Overall Lesson/Sortie Grade and Description for GTIMS.

Overall Grade	Description
0 = Non-Progressive (Unsatisfactory)	Student fails to meet listed RPL for any task, and no training remains in that job element (the failed item) before an evaluation/phase completion; OR Student fails to meet listed RPL for any task and the same task was graded below RPL on the last flight on which it was graded; OR Student demonstrates dangerous tendencies.
1 = Regressive (Subpar)	Student fails to meet listed RPL for any task, and training remains in that job element (the failed item) before an evaluation/phase completion.
2 = Low Satisfactory	Student achieves the minimal RPL listed for the training mission and needs minor improvement.
3 = Satisfactory	Student meets all RPL listed for the training mission.
4 = Exceptional	Student exceeds RPL in an exceptional manner; OR Student exceeds RPL for at least 10 percent of the total events required to complete a lesson and no event is graded below a required RPL sortie. This may be graded exceptional.
No Grade (NG)	Extra sortie unless student's performance is deemed to be unsafe.

3.3.3. **Overall Status.** Use the definitions in **Table 3.7** for assigning overall status of the lesson (**T-3**).

Table 3.7. Overall Status and Definition.

Overall Status	Definition
Effective	Sortie/lesson is effective if the student completes all required sortie/lesson training task(s) and preprinted RPL performance objectives.
Effective/Incomplete	A sortie/lesson is effective/incomplete if the student does not accomplish all sortie/lesson training tasks and additional sorties remain available in the mission/phase to accomplish the missed training tasks. Example: Early termination of the sortie due to weather or maintenance.
Effective/Regression	Sortie/lesson is effective/regression if the student accomplishes all training tasks, but fails to achieve/maintain preprinted RPL.
Non effective (NE)/Student Non-progression (SNP)	Sortie/lesson is NE/SNP if the student fails to clear regression status, does not achieve required training task CTS on the last sortie/lesson in a phase, or is graded “D” for any training task.
NE/Other	Sortie/lesson is NE/Other if the student does not accomplish required training tasks due to external factors. Example: failure to launch due to maintenance or weather. The sortie/lesson is rescheduled.

3.4. Course Training Standards (CTS).

3.4.1. **Purpose.** The purpose of CTS is to provide individual task/event standards to meet lead command’s graduate requirements.

3.4.2. **General Proficiency Standards.** CTS equate to a proficiency maneuver grade of “P” for task/event performance or “P” for task/event knowledge unless otherwise stated, “3” for GTIMS grading. The student will attain this standard not later than completion of the sortie prior to the evaluation (flight or simulator) (**T-2**).

3.4.2.1. Procedural knowledge and application will comply with applicable and current directives to allow safe and efficient mission accomplishment (**T-3**).

3.4.2.2. Momentary deviations are acceptable if timely corrections are made and safety of flight is not compromised.

3.4.2.3. The CTS correspond to the grading criteria areas in the AFMAN 11-2MDS, Volume 2, except those unique to each course and designated by a higher series number than those associated with the Volume 2 areas or subareas (for example, 100 series CTS). The source regulation takes precedence if a variance occurs between the CTS and the source regulation (AFMAN 11-2MDS, Volume 2).

3.4.2.4. Employment. The MIF identifies student progression necessary for successful course completion. Prior to course completion, each student must pass an AFI 11-202,

Volume 2, *Aircrew Standardization/Evaluation Program*, evaluation which fulfills AFMAN 11-2MDS, Volume 2, qualification requirements (T-2).

3.5. Maneuver Item File (MIF). Students will be graded on all items listed in the formal course syllabus MIF table unless exceptions are noted in the training record (T-2). The RPL a student must attain per each MIF follows:

3.5.1. **Aircrew Training Device (ATD) MIF.** Attain an RPL of “P” or “3” (for GTIMS) prior to last profile unless otherwise noted (T-2).

3.5.2. **Aircraft MIF.** Attain an RPL of “P” or “3” (for GTIMS) on all items by the flight prior to the evaluation sortie unless otherwise noted (T-2).

3.6. Duties and Responsibilities.

3.6.1. **Student Responsibilities.** Students will accomplish all assigned training (T-2).

3.6.2. **Instructor Responsibilities.** Instructors are ultimately responsible for accomplishing all preflight, postflight, and training requirements (T-3).

3.7. Regression Rules. If student performance, in the judgement of the instructor or training supervision, shows signs of regression outside of normal deviations of learning, document regression and remedial training in the gradebook and consider the use of CAP (T-2).

3.8. Proficiency Advancement (PA). The ATS Site Manager, SQ/DO or FLT/CC is the approval authority for student PA (T-2). Students may advance past a single sortie/lesson to the next sortie/lesson or evaluation in a training category provided all RPLs are met or exceeded for the advanced (skipped) sortie/lesson. **Note:** PA may be utilized more than once in a phase, as applicable. **Note:** Minimum events will not be reduced for a lesson/phase with a PA grade (T-3). Maintain a comprehensive log of all proficiency advancements to the 19 AF Graduate Training Division SharePoint at <https://usaf.dps.mil/sites/aetc-19af/do/dog/waivers/SitePages/Home.aspx> NLT three days after approval.

3.9. Break-in-Training (BIT). The ATS Site Manager or SQ/DO may authorize an AT sortie due to extended training delays. As a guide, consider 7 calendar days, but no more than 14 days without an aircraft or ATD sortie as an extended break. Use this authority only when the remaining syllabus sorties are insufficient to compensate for the BIT (T-2). All AT will be documented in the student’s training record (T-2). AT sorties will be limited to those required for the student to regain the proficiency level attained prior to the BIT (T-2). BIT AT sorties will be graded no-grade (NG) overall unless safety of flight is a factor upon which an unsatisfactory (U) is then warranted (T-2).

3.10. Additional Training (AT). Total allowable AT will be set at 15 percent or 2 (whichever is greater) above syllabus directed training requirements and will be calculated for both ground based training devices (ATDs) and for flight training (T-2). **Note:** Areas that calculate to a whole number and a decimal will be rounded to the next higher number (e.g., 1.4 would be set at a maximum of two (2)) (T-2). ATD and training sortie AT maximums will be accounted for separately (T-2). Calculated AT totals will be documented in each AETC syllabus (T-2). AT events should be allocated evenly between the SQ/CC and OG/CC. Once a student has exceeded the number of training flights and/or additional training sorties allowed by the syllabus (with the exceptions noted in [paragraph 4.2.3](#)), commanders may consider eliminating the student according to AFMAN 11-402.

3.11. Disposition of Student Training Records. Units will maintain student-training records according to the Air Force RDS (T-3). Include all grade sheets, student activity records, and all additional training record forms and logs (T-2). Units will forward all records to the student's gaining unit or follow-on training unit (as applicable) within 15 duty days of class graduation (T-3). In the event student records are maintained electronically and the gaining unit does not have access to the electronic system, units will forward a hard-copy version of all records (T-3).

3.12. Academic Examinations for International Students. Testing international students may require special care to preclude linguistic misunderstanding. Students will not be considered deficient solely because of language (T-2). Additional time may be allowed to complete an AFMAN 11-2MDS, Volume 2, or syllabus-directed examination when language problems exist; however, testing is completed in one session (T-2). If a student with suspected language difficulties fails a written examination, the instructor may orally rephrase each missed question to determine the student's comprehension of the subject. The instructor then credits each successfully answered question. If the student still has a failing score after the oral quizzing, consider the exam "failed" (T-2).

Chapter 4

STUDENT MANAGEMENT

4.1. Commander's Awareness Program (CAP).

4.1.1. **Objective.** To focus supervisory attention on a student's training progress, specific deficiencies, and potential to complete the program. CAP may also be used to monitor personal issues requiring supervisory attention. A student requiring an extended period of increased supervision or repeated placement on CAP based on performance should be considered for an EC. **Note:** CAP does not apply to courses of 7 training days or less.

4.1.2. **Squadron Commander (SQ/CC) Responsibilities.** During contractor provided training, the Training Squadron commander (TRS/CC) administers the program (**T-3**). Once a student begins flight line training, the flying SQ/CC administers the program (**T-3**). **Note:** CAP administration may be delegated to the SQ/DO, FLT/CC, or designated supervisor, but the SQ/CC maintains overall authority and responsibility (**T-2**).

4.1.2.1. (**ALTUSAFB**) 97 TRS/CC CAP Oversight. The 97 TRS/CC monitors the status of all students in CAP. The 97 TRS/CC will maintain awareness of the entire program and should be briefed weekly on the status of all students enrolled in CAP.

4.1.2.2. (**ALTUSAFB**) Flying Sq/CCs will administer the CAP program for any students that have started the flightline phase of training. As the administrative authority for all students enrolled at Altus AFB, the 97 TRS/CC will maintain authority over the military category of CAP through all training phases. Flying units will provide status updates to 97 TRS/TRA regarding students enrolled in CAP during flight line training. 97 TRS/TRA will inform flying units or ATS Site Manager of any external factors impacting a student's training.

4.1.3. **Categories.** Units will place students into one or more of the following categories.

4.1.3.1. Flying. Students demonstrating flying deficiencies in the aircraft (**T-2**).

4.1.3.2. Procedural. Students exhibiting substandard general or emergency procedure knowledge (**T-2**).

4.1.3.3. Academic. Students exhibiting substandard academic performance (**T-2**).

4.1.3.4. Military. Students exhibiting substandard military or professional behavior (**T-2**).

4.1.3.5. Other. Students with personal issues requiring supervisory attention (**T-2**).

4.1.4. **CAP Procedures.**

4.1.4.1. Placement. The FLT/CC, SQ/DO, SQ/CC, ATS Site Manager, or designated supervisor places a student on CAP when substandard performance, personal issues, or lost training requires close monitoring of individual progress (**T-3**). The initiating individual will counsel students placed on CAP (**T-3**). Initial counseling will address the reason for CAP placement, CAP objectives, student training plan, instructor continuity, and CAP removal goals (**T-3**).

4.1.4.1.1. (**ALTUSAFB**) During ATS training, Site Managers (or designated representative) will notify 97 TRS/TRA when a student demonstrates unsatisfactory

- progress. 97 TRS/TRA or ATS designated representative will place the student in CAP and serve as initiating individual for CAP administration and counseling.
- 4.1.4.1.2. **(ALTUSAFB)** During flight line training, squadron STMs will notify 97 TRS/TRA if a student should be placed in Military CAP. Additionally, flying squadron commanders should notify the 97 TRS/CC when a student is placed on Military CAP.
- 4.1.4.1.3. **(ALTUSAFB)** CAP during ATS training. Squadron STMs should solicit feedback from contractors for students whose training programs include simultaneous contractor and flight line training. This feedback should be considered when administering CAP and when making recommendations for removal from CAP.
- 4.1.4.1.4. **(ALTUSAFB)** In addition, the following situations should result in CAP placement:
- 4.1.4.1.4.1. **(ALTUSAFB)** Academic failure. Any phase/block tests, end-of-course tests, or required flight evaluation requisite exams.
 - 4.1.4.1.4.2. **(ALTUSAFB)** Any simulator or trainer (cockpit procedures trainer, load training device, etc) failure, any single flight graded unsatisfactory, or any two consecutive flights graded conditional.
 - 4.1.4.1.4.3. **(ALTUSAFB)** An AFMAN 11-2MDS Vol 2 evaluation failure.
 - 4.1.4.1.4.4. **(ALTUSAFB)** Continued progress in the course is in question.
 - 4.1.4.1.4.5. **(-ALTUSAFB)** Any episode of airsickness, Visually Induced Motion Sickness (VIMS) or demonstration of Manifestation of Apprehension (MOA).
 - 4.1.4.1.4.6. **(ALTUSAFB)** Personal issues affecting training.
 - 4.1.4.1.4.7. **(ALTUSAFB)** Alcohol/substance abuse related incidents.
 - 4.1.4.1.4.8. **(ALTUSAFB)** Receipt of a Letter of Reprimand (LOR) or punishment under the punitive articles of the UCMJ.
 - 4.1.4.1.4.9. **(ALTUSAFB)** Instructor recommendation for placement on CAP.
- 4.1.4.2. CAP Student Activities. While students are in CAP the unit will:
- 4.1.4.2.1. Tailor training to address the student's particular situation within the limits of the syllabus **(T-3)**.
 - 4.1.4.2.2. Closely monitor instructor continuity **(T-3)**.
 - 4.1.4.2.3. Not compromise proficiency standards to permit CAP students to progress in training **(T-3)**. Provide additional sorties to clear flight deficiencies not to exceed those authorized by the PR process and/or the syllabus **(T-3)**.
 - 4.1.4.2.4. Provide additional counseling as required **(T-3)**. Additional counseling is done at the discretion of immediate supervisors but is required if students fail to meet the CAP removal goals **(T-3)**.
 - 4.1.4.2.5. Appropriately update any intermediate goals and CAP removal goals **(T-3)**.

- 4.1.4.2.6. Regularly brief squadron leaders on a student's progress toward CAP removal (**T-3**). This briefing should include student strong and weak areas and CAP removal criteria.
- 4.1.4.2.6.1. (**ALTUSAFB**) Use the 97 TRS Student Database to track CAP entry, exit, and student's progress. The CAP report should be used to brief squadron leaders on a student's progress towards CAP removal.
- 4.1.4.3. Maintain documentation of all counseling in the student's training record (**T-2**). **Note:** Document sessions concerning sensitive personal problems on AF Form 174 or AETC Form 173 and retain in a SPIF maintained by the supervisor. See [paragraph 3.1.4.](#)
- 4.1.4.3.1. (**ALTUSAFB**) CAP Documentation. CAP entry/exit and a CAP counseling statement will be placed in the TMS/GTMS training record. The statement should include reason for CAP placement, CAP objectives, student training plan, instructor continuity and CAP removal goals.
- 4.1.4.3.2. (**ALTUSAFB**) CAP documentation of counseling that is inappropriate for public access or sensitive in nature will not be annotated in the student training record. Counseling will be documented IAW 4.1.4.3. All Military CAP will be documented on an AF Form 174 or AETC Form 173. All records of this nature will be maintained by 97 TRS/TRA.
- 4.1.4.4. CAP Removal. The same unit SQ/CC who approved placing a student on CAP will approve removal from CAP when the student meets CAP removal goals, demonstrates sustained normal progress, or resolves personal issues (**T-3**). This authority will not be delegated (**T-3**). Removal should not be strictly event/task/sortie/lesson based, particularly when individual weak areas can carry over into the next phase or module. Immediate supervisors will counsel students when they are removed from CAP (**T-3**).
- 4.1.4.4.1. (**ALTUSAFB**) Following a successful checkride that completes a course, the evaluator's debrief fulfills the supervisor CAP exit counseling requirement.

4.2. Progress Review Process (PR). When a student demonstrates significant substandard performance, conduct a PR to evaluate factors affecting the student's performance and potential to complete training (**T-2**). Students will continue in training until their ability to complete the course comes into question (**T-2**). PRs will include a review of the student's training record; an interview with the student and interviews with instructors, military training leaders, and supervisors (when appropriate) (**T-2**). Document all PRs in the student's training record, or the electronic media equivalent (**T-2**). Consider placement on CAP.

4.2.1. **Level One (L1).** The FLT/CC, Superintendent, or ATS lead instructor will review the student's training for these reasons: Exam failure; first aircraft sortie or ATD failure; repeat aircraft sorties or ATDs graded Conditionally/Subpar; failure to attain RPL for ground training (**T-3**). (**Note:** Exams include phase/block tests, end-of-course tests, and required flight evaluation requisite exams.) The FLT/CC, Superintendent, or ATS lead instructor may; continue student in training; authorize one ATD; authorize additional ground training; and/or direct a level two (L2) review to recommend additional sorties, more than one ATD, or to recommend elimination.

4.2.2. **Level Two (L2) Review.** The student's SQ/CC will review the student's training after the second or repeat exam failure; second or repeat aircraft sortie or ATD failure; recurring failure to attain ground training RPL; or an AFI 11-202V2, evaluation failure (**T-3**). **Note:** During contractor provided training, the TRS/CC or ATS Site Manager conducts the review (**T-3**). Once a student begins flight line training, the flying SQ/CC conducts the review (if conducted by TRS/CC the ATS Site Manager should provide relevant information) (**T-3**). The commander may; 1) authorize additional sorties according to the syllabus (additional ATD training is at the discretion of the ATS Site Manager with the concurrence of the SQ/CC); authorize additional ground training; direct an EC; initiate the CR process; or direct a level three (L3) review if more sorties are required. **Note:** Syllabus additional training sortie/ATD limits will be calculated in accordance with [paragraph 3.10.](#)

4.2.3. **Level Three (L3) Review.** The OG/CC will review the students training record when the SQ/CC recommends additional sorties or when the student exceeds the maximum number of sorties or hours allowed in the syllabus (**T-3**). The intent is to raise the level of review when excessive assets are expended to meet training goals, regardless of the cause. **Exception:** The extra sorties do not include sorties/ATD flown for support or to regain proficiency lost during BIT, EC, or incomplete sorties. The OG/CC may: authorize additional sorties according to the syllabus; deny additional sorties; or request a WG/CC waiver for additional sorties above those outlined in the syllabus. **Note:** The OG/CC may reinstate student a second time with WG/CC waiver approval for additional sorties. If the student subsequently fails during prescribed additional training sorties, the SQ/CC should recommend elimination.

4.2.3.1. (**ALTUSAFB**) PR Documentation. For TMS/GTIMS users, document the level, date, and reason for the progress review and recommendations in the student training record. For those not using TMS/GTIMS, document PR on an AETC approved form.

4.3. Elimination Check (EC). Unit commander's use the EC to assess a student's overall flying skills and potential to meet syllabus and major command (MAJCOM) requirements (**T-2**). SQ/CCs should consider an EC for sustained substandard performance or doubtful potential to complete formal training. ECs are not intended to comply with AFI 11-202V2 requirements, but to assess the student's ability to accept instruction and potential for course completion. Group evaluators will fly ECs (**T-2**).

4.3.1. The overall mission grade for an EC will be proficient (P); satisfactory (S); or unsatisfactory (U) (**T-3**). For GTIMS grading, the mission grade will be satisfactory (3); low satisfactory (2); or unsatisfactory (0) (**T-3**). In all cases, the unsatisfactory subareas that precipitated the EC will be sampled (**T-2**). An EC for procedural knowledge will consist of a ground evaluation and may include an ATD mission (**T-2**). All ATD missions must be coordinated with the ATS contractor (**T-3**). The EC will be documented in the student's training record (**T-2**). Use EC-01, as applicable, for the mission number.

4.3.1.1. A satisfactory (S) EC fulfills the requirements of the lesson/sortie that caused it to be accomplished and allows the student to continue training in the normal training syllabus flow at the next syllabus lesson/sortie. This check does not fulfill the requirements of an AFI 11-202V2 evaluation (**T-2**).

4.3.1.2. An unsatisfactory (U) EC will result in entry into the CR process (**T-2**).

4.3.2. **ATD EC.** SQ/CCs may direct training ATD ECs any time student performance warrants consideration for elimination. An Air Force or contract instructor will conduct ATD ECs, and at the same time, an evaluator will observe and decide whether the student should continue training (T-3). The student will meet CTS to continue training (T-2).

4.3.3. **Ground Evaluation EC.** EC ground evaluations may be conducted as a result of unsatisfactory general knowledge or emergency procedures knowledge or for failure to meet syllabus standards in procedural knowledge. The ground evaluation is not a collaborative effort. In all cases, the evaluator will conduct the briefing, ground evaluation execution, debriefing, and assign the overall grade (T-3).

4.3.4. **Incomplete EC.** An EC is incomplete only if mission tasks/events and objectives could not be completed, and a reasonable evaluation of student performance could not be made (T-3). Do not incomplete an aircraft EC for non-flying or ground items with a recommendation that additional ground lessons be administered by another qualified EC evaluator to determine the outcome of the EC (T-2).

4.4. Commander's Review (CR) Process. (Note: Not applicable to simulator/system refresher courses). When students demonstrate a lack of potential to meet training standards, the SQ/CC will recommend elimination (T-2). Use AETC Form 126G, *Record of Commander's Review Action (Graduate Flying Training)*, to complete the CR process (T-2). For specific responsibilities and guidance on the AETC Form 126G refer to [Attachment 3](#); see [Attachment 4](#) for overview of process. **Note:** Complete the CR process within 10 duty days (24 duty days for international students) from the date the initiating authority (IA) signs AETC Form 126G (T-2). The IA will enter the student in the CR process NLT three duty days after meeting the syllabus trigger. Remove the student from training and place on administrative hold pending final approving authority (AA) decision (T-2).

4.5. CR Records Distribution. Distribute copies of CR records on eliminated students within 10 duty days of completion of the CR process (T-3). The originating base registrar office will maintain the original CR record (T-2).

4.5.1. Send a copy of the completed AETC Form 126G to the office performing course registrar duties (T-2). The course registrar will ensure 19 AF/DO, 19 AF Graduate Resources and Analysis Division and 19 AF Graduate Training Division MAF Branch are informed of every elimination from training so the MilPDS system can be updated with an elimination code (T-2).

4.5.2. The HARM office will update ARMS with the appropriate disqualification code according to AFMAN 11-402 (T-2).

4.5.3. **Table 4.1** provides guidance on distribution of CR records.

Table 4.1. Distribution of Initial CEA CR Records.

Record	Type of Student	Copy Distribution	
AETC Form 126G (Note 1)	Active Duty Air Force	19 AF Graduate Training Division – 1 Servicing MPF – 1	

		AFPC/DP – 1 (Note 2)	
	ANG	19 AF Graduate Training Division – 1 AETC/A3G – 1 Servicing MPF – 1 ANG/DPDF – 1 (Note 3)	
	AFRC	19 AF Graduate Training Division – 1 AETC/A3H – 1 Servicing MPF – 1 AFRC/A1K – 1 (Note 4) ARPC/DPA – 1 (Note 5)	
Individual Flight Record (Note 6)	All	Servicing HARM – 1 19 AF/DO	
Notes:			
<p>1. Suspend is 10 duty days after completion of the CR.</p> <p>2. Send to AFPC/DPM/DPSAM/DPAOM4/DP2ORM, 550 C St West, Ste 31, JBSA-Randolph TX 78150-4723.</p> <p>3. Send to ANG/DPDF, Jefferson Plaza #1, 1411 Jefferson Davis Highway, Arlington VA 22202</p> <p>4. Send to AFRC/DPMB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635.</p> <p>5. Send to ARPC/DPSS, 6760 East Irving Pl, Denver CO 80280-4600.</p> <p>6. Ensure an Aviation Service Code (ASC) is assigned according to AFMAN 11-402.</p>			

4.6. Student Eliminations.

4.6.1. Students will be considered for elimination if they:

4.6.1.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course because of physical, psychological, or personality factors (**T-2**). Students eliminated for LOA require an evaluation from both medical and rated personnel (**T-2**). This category includes airsickness and MOA. Specific deficiencies are annotated on AF Form 174, or AETC Form 173.

4.6.1.2. Fail to meet syllabus proficiency standard in flying, academics or procedures (**T-2**).

4.6.1.3. Fail to demonstrate the potential to complete the course within syllabus constraints **(T-2)**.

4.6.1.4. Demonstrate improper conduct, attitude, or lack of responsibility toward assigned duties or obligations **(T-2)**. This may include character disorders that raise doubt about the student's fitness for continued service. WG/CCs should contact 19 AF/JA and 19 AF/DO for guidance in specific situations.

4.6.2. Students should be eliminated if they:

4.6.2.1. Become medically disqualified; see AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, for initial CEA guidance and AETCI 36-2605V1 for officers and qualified/previously qualified CEAs.

4.6.2.2. Initiate action to separate from the service.

4.6.2.3. Attempt to Drop on Request (DOR). Rated officers and CEAs enrolled in training are processed IAW AFMAN 11-402 if they attempt to DOR and will be removed from the formal training course via a CR prior to implementing AFMAN 11-402 procedures. **Note:** Attempting to DOR will trigger an FEB which opens the member to permanent disqualification from aviation service and may prohibit wearing the aviation badge **(T-1)**.

4.6.2.4. Are adjudicated absent without leave, are confined, or have deserted.

4.6.2.5. Are involved in drug abuse substantiated by reliable evidence.

4.6.2.6. Fail to meet standards prescribed in AFI 36-2905.

4.6.3. Students will be disenrolled if they:

4.6.3.1. Are recalled by the parent unit or higher headquarters **(T-2)**.

4.6.3.2. Are hospitalized for an extended period as determined by the OG/CC **(T-2)**. Student may be considered for reinstatement at a later date. See AETCI 48-102 and AETCI 36-2605V1.

4.6.3.3. Have not met course entry prerequisites and have not received an approved entry waiver **(T-2)**.

4.6.3.4. Experience difficulties in an instructor upgrade course where the problem specifically concerns the student's lack of instructional ability rather than a lack of proficiency **(T-2)**. **Note:** Use AETC Form 126G, to complete the disenrollment process.

4.6.3.4.1. **(ALTUSAFB)** Consider disenrollment for students experiencing difficulties with air-drop training who still demonstrate proficiency in normal aircrew duties as defined in AFMAN 11-402 AETC SUP (i.e., air-land duties).

4.6.4. Records Distribution Following Elimination. Follow guidance according to AFMAN 11-402 and the Air Force RDS.

4.7. Student Dispositions. Students failing to complete the course of training will be processed according to AFMAN 11-402 **(T-2)**.

Chapter 4 (ALTUSAFB)
STUDENT MANAGEMENT

Chapter 5

MEDICAL MANAGEMENT REQUIREMENTS

5.1. General. This chapter establishes student management requirements for appropriate medical and operations personnel. Operations and medical personnel will ensure SQ/CCs are informed when students exhibit MOA symptoms or other medical conditions that affect student decisions (**T-3**). Supervisors must also strive to keep students motivated and flying on a regular basis.

5.2. Airsickness. Instructors will document the student's training record when a student experiences any form of airsickness (**T-3**). Comply with AETCI 36-2605V1.

5.2.1. If airsickness leads to significant deviation from training profile or prevents the student from meeting MIF requirements, the student will be referred to the flight surgeon (FS) for evaluation according to AFI 48-123, *Medical Examinations and Standards* (**T-3**).

5.2.1.1. The FS must see the student prior the next flight (**T-3**).

5.2.1.2. If the student is off station and no FS is available, verbal approval will be obtained from a FS before the student flies the next sortie (**T-3**). The student will report to the FS for evaluation upon return to home station and will not fly again until cleared by a FS (**T-3**).

5.2.2. **Visually Induced Motion Sickness (VIMS).** If VIMS is so severe that no simulator training can be accomplished, refer the student to the FS for evaluation of alternatives (**T-3**). Because VIMS is usually unrelated to airsickness, do not consider students for elimination based solely on VIMS episodes (**T-2**).

5.2.2.1. (**Added-ALTUSAFB**) For any VIMS issues that will delay student timeline, resulting in a flightline start date delay, the contractor will notify the appropriate flying squadron, 97 TRS/TRA, and 97 OG/OGT.

5.3. Manifestation of Apprehension (MOA). Instructors will document the student's training record when a student experiences MOA (**T-2**). Refer to AETCI 36-2605V1, for guidance concerning MOA issues.

5.3.1. (**ALTUSAFB**) Appropriate STM flight will notify 97 TRS/TRA when a student experiences MOA that results in recommendation for removal from training.

5.4. Administrative Hold Status. Refer to AETCI 48-102 for initial CEAs and AETCI 36-2605V1 for officers and qualified/previously qualified CEA guidance.

5.5. Administrative Requirements for Flying Training Supervisors and Flight Surgeons.

5.5.1. FSs will provide flying training supervisors a list of flying restrictions for each student entering training (**T-3**). Flying training supervisors will forward these restrictions to gaining units (**T-3**).

5.5.2. An instructor or squadron supervisor may direct a student to visit the FS, or a student may self-initiate the visit.

5.5.3. Every visit to the FS or physiology training officer (PTO) will be documented (**T-2**). For directed visits, the student hand carries the documentation to the FS or PTO (**T-3**). The FS reviews documentation, annotates any recommended flying restrictions, and dates and signs the documentation (**T-3**). The student will return the documentation to the FLT/CC for

inclusion in the training record **(T-3)**. If the student initiates the visit, the FS or PTO will provide the documentation to the student, who will return it to the FLT/CC **(T-3)**.

5.5.3.1. **(ALTUSAFB)** Appropriate STM flight will record all Flight Surgeon (FS) and Physiology Training Officer (PTO) documentation in the student's training record (TMS/GTIMS).

5.5.4. If a student's DNIF status changes, the FS's office will inform the student's flying squadron of this either by telephone conference or via a copy of DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty* (or another Service's equivalent) **(T-3)**. Simulation training during DNIF status may be acceptable, and the FS should address this on the DD Form 2992. The appropriate supervisor will approve dental and FS examinations (other than sick call and emergencies) before scheduling a dental or FS appointment **(T-3)**.

5.5.4.1. **(ALTUSAFB)** Flying squadron's SARM will verify receipt of DD Form 2992 prior to a student beginning/continuing DNIF restricted training.

Chapter 5 (ALTUSAFB)**MEDICAL MANAGEMENT REQUIREMENTS**

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Commander, 19th Air Force

(ALTUSAFB)

JEFFREY M. MARSHALL, Colonel, USAF
Commander, 97th Air Mobility Wing

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

(ALTUSAFB) AFI 11-418_AETCSUP, *Operations Supervision*, 19 June 2020

AFPD 36-26, *Total Force Development*, 18 March 2019

AETCI 36-2206, *Aircrew Graduate Evaluation Program*, 4 December 2013

AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management*, 17 September 2019

AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, 7 March 2019

AFMAN 11-202, Volume 1, *Aircrew Training*, 26 September 2019

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 6 December 2018

AFI 11-202, Volume 3, *General Flight Rules*, 10 August 2016

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

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

AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 22 October 2018

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 6 February 2020

AFI 36-2905, *Fitness Program*, 21 October 2013

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

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

Joint Travel Regulations, *Uniformed Service Members and DoD Civilian Employees*, 1 March 2020

Prescribed Forms

(ALTUSAFB) AF Form 3862, *Flight Evaluation Worksheet*

(ALTUSAFB) AF Form 4031, *CRM Skills Criteria Training/Evaluation*

(ALTUSAFB) Form

AETC Form 126G, *Record of Commander's Review Action (Graduate Flying Training)*

Adopted Forms

(ALTUSAFB) Altus AFB Form 63

AETC Form 6, *Waiver Request*

AETC Form 101, *Student Performance Summary*

AETC Form 173, *Student Record of Academic Counseling and Comments*

AETC Form 499, *Distinguished Graduate Certificate*

AETC Form 673, *Student Critiques*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8a, *Certificate of Aircrew Qualification*

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

AF Form 174, *Record of Individual Counseling*

AF Form 847, *Recommendation for Change of Publication*

AF Form 942, *Record of Evaluation*

AF Form 1381, *USAF Certification of Aircrew Training*

AF Form 4022, *Aircrew Training Folder*

AF Form 4023, *Aircrew Training Progress Report*

AF Form 4024, *Aircrew Training Accomplishment Report*

AF Form 4025, *Aircrew Summary/Close-out Report*

AF Form 4348, *USAF Aircrew Certifications*

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

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

Abbreviations and Acronyms

AA—Approving authority

ADSC—Active duty service commitment

AETC—Air Education and Training Command

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFSAT—Air Force Security Assistance Training

AFSC—Air Force Specialty Code

AFRC—Air Force Reserve Command

AGEP—Aircrew Graduate Evaluation Program

AMC—Air Mobility Command

ANG—Air National Guard

ARMS—Aviation Resource Management System

(ALTUSAFB) **ARS**—Air Refueling Squadron
(ALTUSAFB) **AS**—Airlift Squadron
ASC—Aviation Service Code
ASMT—Avionics systems management trainer
AT—Additional training
ATD—Aircrew training device
ATS—Aircrew Training System
(ALTUSAFB) **BIQ**—Boom Operator Initial Qualification
BIT—Break in training
(ALTUSAFB) **BSA**—Base Survey Administrator
CAP—Commander’s Awareness Program
CEA—Career Enlisted Aviator
CPT—Cockpit procedures trainer
COR—Contracting Officer’s Representative
CR—Commander’s review
CTS—Course training standards
DCS—Direct Commercial Sales
DG—Distinguished graduate
DNIF—Duty not including flying
DO—Operations officer/director of operations
DOR—Drop on Request
EC—Elimination Check
ETCA—Education and Training Course Announcements
FEB—Flying evaluation board
FEF—Flight evaluation folder
FFT—Formal Flying Training
(ALTUSAFB) **FIP**—Fitness Improvement Program
FLT/CC—Flight commander
FS—Flight surgeon
(ALTUSAFB) **FSS**—Force Support Squadron
FTPA—Flying Training Production Analysis
FTU—Formal training unit

FuT—Fuselage trainer
GTIMS—Graduate Training Integration Management System
HARM—host aviation resource management
IA—Initiating authority
IMS—international military student
(ALTUSAFB) LIQ—Loadmaster Initial Qualification
LOA—Lack of adaptability
(ALTUSAFB) LOR—Letter of Reprimand
MAJCOM—Major command
MDS—Mission design series
MIF—Maneuver item file
MiPDS—Military Personnel Data System
MOA—Manifestation of apprehension
MTL—Master task list
NE—Non effective
NG—No grade
NGB—National Guard Bureau
NTL—No later than
(ALTUSAFB) OG—Operations Group
OG/CC—Operations group commander
OPR—Office of primary responsibility
(ALTUSAFB) OTA—Oracle Training Administration
P—Proficient
PA—Proficiency Advancement/privacy act
PFT—Programmed flying training
PHA—Physical Health Assessment
POC—Point of contact
PR—Progress review
PTO—Physiology training officer
RDS—Records Disposition Schedule
RPL—Required performance level
S—Satisfactory

(ALTUSAFB) **SARM**—Squadron Aviation Resource Management

(ALTUSAFB) **SAV**—Staff Assistance Visit

SNP—Student Non-Progression

SPIF—Student Personal Information Folder

SQ/CC—Squadron Commander

SQ/DO—Squadron Operations Officer

(ALTUSAFB) **STM**—Student Training Manager

TDY—Temporary Duty

TIMS—Training Integration Management System

TMS—Training Management System

(ALTUSAFB) **TRP**—Training Review Panel

TRS—Training squadron

U—Unsatisfactory

(ALTUSAFB) **UFPM**—Unit Fitness Program Manager

VIMS—Visually induced motion sickness

WG/CC—Wing commander

WST—Weapon systems trainer

Office Symbols

Terms

Additional Training (AT)—Additional sorties given in training to bring a student's performance up to standards.

Aircrew Training Device (ATD)—Any ground based training device. This includes the Avionics Systems Management Trainer (ASMT), Cockpit Procedures Trainer (CPT), Fuselage Trainer (FuT), and Weapon Systems Trainer (WST), as well as Part Task Trainers such as the CNI-MU Emulator (CNI-E), and the MFCD Emulator (MFCD-E).

Aircrew Training Systems (ATS)—For the purpose of this document, ATS refers to all contractors that conduct AETC MAF flying training.

Block of Training—A group of lessons or sorties in a syllabus. A block may be defined in the syllabus as day or night, academic or simulator, qualification or tactical, etc. It is usually of a particular type and prerequisite to another block. A block of training is the same as a phase of training.

Break-in-Training (BIT)—An interruption in the training flow. This interruption may be due to a planned event such as a holiday, or due to unforeseen circumstances such as weather, maintenance, DNIF, etc.

Category—All units, phases, or blocks of training contained in the same MIF table.

Commander's Review Process (CR)—An administrative process to determine whether a student is eliminated from or reinstated in training after they have failed to meet established training standards.

Course of Training—The entire program of flying, simulation and academics conducted in all media during the programmed training days.

Course Training Standards (CTS)—The performance, conditions and standards describing skills and proficiency levels required for students to complete a course.

Direct Commercial Sales (DCS)—The customer negotiates directly with the vendor for training.

Elimination Check (EC)—A special check given to evaluate skill level and potential, and to determine if a student should either continue in training or be recommended for elimination.

Education and Training Course Announcements (ETCA)—Reference for formal courses giving MAJCOM procedures, security requirements, reporting instructions, clothing requirements and location information. <https://etca.randolph.af.mil/>.

Event—A training item to be accomplished. Several events or tasks constitute a training lesson or sortie. An event is the same as a task.

Initial CEA—A student that has not successfully completed an aircraft mission qualification evaluation.

Flight Duty Period—The period of time conducting official duties according to AFI 11-202, Volume 3, and its AETC Supplement.

Flight Evaluation—AF Form 8 flight evaluation administered by a flight examiner.

Flying Evaluation Board (FEB)—Selected individuals appointed to examine an aviator's professional qualification for aviation service, evaluate potential for future duties, and make recommendations to higher authorities.

Lesson—Several events or tasks that make up a syllabus training objective. A lesson is associated with academic training.

Maneuver Item File (MIF)—A listing of all maneuvers, and proficiency required in each maneuver, for all lessons in this course.

Manifestation of Apprehension (MOA)—A state of psychological anxiety, apprehension, and (or) physical impairment exhibited by students toward the training environment.

Medium—The delivery vehicle for presenting instructional material or basic communication stimuli to a student to induce learning. Instructor Based Training lecture/discussion, slides, computer based training, aircrew training devices, static aircraft and flying aircraft are media used in this course.

Military Personnel Function (MPF)—The unit or office responsible for conducting personnel actions.

(ALTUSAFB) None—END GLOSSARY

Objectives—Objectives precisely specify the performance of a specific behavior, the condition under which the behavior is accomplished, and the minimum standard of acceptable performance.

Part-Task Trainer—Operator trainers allowing selected aspects of a task/event; fuel system operations, hydraulic system operations, radar operations, etc., to be practiced and a high degree of skill developed independently of other task/event elements.

Proficiency—The ability to perform at the minimum acceptable speed, accuracy, and safety.

Proficiency Advancement (PA)—Advancement based on the student's satisfactory achievement of objectives prior to the end of a block/phase or sortie/lesson.

Progress Review Process (PR)—An administrative, fact-finding process conducted when an aircrew member fails to meet established training standards. A PR is used to recommend/evaluate additional training and/or removal from formal course.

Qualified CEA—A student who holds an aeronautical rating, qualified for aviation service, is required to obtain/maintain flying skills, and is on Aeronautical Orders as career aviators.

Required Proficiency Level (RPL)—A two digit alphanumeric code indicating performance and knowledge level required in a given job element. Each task/job element for the course has an associated RPL.

Situational Awareness (SA)—Aware of environment in and around the aircraft, takes appropriate actions, and understands cause and effect of actions taken.

Sortie—Begins at prebrief and ends at the closeout time documented in the AFTO Form 781, *Arms Aircrew/Mission Flight Data Document*. An ATD sortie begins when the training lesson starts and is completed when the training lesson ends. A sortie is associated with flying training and comprised of several tasks or events.

Task—A training item to be accomplished. Several events or tasks constitute a training lesson or sortie. A task is the same as an event.

Training Days (TD)—The number of days that training events are planned to occur for a class. (e.g., Academic, Simulator or Flying)

Training Record—Any media (electronic or paper based) used to capture student training information. May also be referred to as training folder, grade book, etc.

Training Management System (TMS)—A computer system used to manage courses of training.

Visually Induced Motion Sickness (VIMS)—A type of motion sickness caused by exposure to optical depictions of inertial motion such as movements experienced in a training device.

Unit of Training—A group of lessons in any category with the same first or last two numbers in the lesson designator and the same list of maneuvers and objectives. Several units make up a block or phase of training.

Attachment 2

SAMPLE STUDENT NOTIFICATION MEMORANDUM

Table A2.1. Sample Student Notification Memorandum.

MEMORANDUM FOR (Student's Name)

FROM: (Initiating Authority)

(Address)

SUBJECT: Commander's Review

1. You are being entered into the commander's review. This review will evaluate all circumstances relating to your training and make recommendations regarding your retention in or elimination from training.
2. You are entitled to submit a memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. Your memorandum and/or written statements will be used by the approving authority pursuant to 10 USC § 8013. These documents will become part of a case file kept at 19 AF Graduate Training Division MAF Branch and will be destroyed 1-year after completion of training according to Air Force Records Disposition Schedule (RDS); The case file may be disclosed to any DoD component and may be used for other lawful purposes including litigation. **Note:** You are not required to submit a memorandum or written statement.
3. Submit any written documentation not later than 2 duty days after receipt of this memorandum.

(Initiating Authority's Signature)

1st Ind

TO: (Initiating Authority)

(Date)

Receipt acknowledged.

(Student's Signature)

Attachment 3

BRIEFING GUIDE AND CHECKLIST FOR THE CR PROCESS

A3.1. Initiating Authority (IA). The student's SQ/CC is the IA. (**Note:** During contractor provided training, the TRS/CC conducts the CR. Once a student begins flight line training, the flying SQ/CC conducts the CR.) The IA will:

A3.1.1. Inform the student that the CR process is being initiated and state reasons for the action (T-2).

A3.1.2. Explain the CR process to the student (T-2).

A3.1.3. Enter the student in the CR process NLT three duty days after meeting the syllabus trigger (T-2). Remove the student from training pending the approving authority's (AA) decision (T-2). **Note:** The IA may elect to continue the student in academics only training with Reviewing Authority (RA) concurrence.

A3.1.4. Notify the HARM office to suspend the student's aeronautical orders according to AFMAN 11-402 (T-2).

A3.1.5. Notify the student in writing of consideration for elimination ([Attachment 2](#)) (T-2).

A3.1.6. Inform the student of individual rights for legal assistance and representation (T-2).

A3.1.7. Advise the student to submit a memorandum within 2 duty days identifying any factors that may have affected training (T-2).

A3.1.8. Complete AETC Form 126G, Section I and clearly state the reason(s) (T-2). Indicate whether the student is an Initial CEA or a Qualified CEA (T-2). Complete Section V with applicable information.

A3.1.9. Ensure the student completes AETC Form 126G, Section II (T-2).

A3.1.10. Forward the completed AETC Form 126G with the student's memorandum, training record, any attachments and written documentation (if applicable) to the RA no later than 4 duty days after notifying the student (T-2).

A3.2. Reviewing Authority (RA). The OG/CC is the RA. The RA will:

A3.2.1. Review and determine if any training irregularity would warrant retention in training (T-2). **Note:** The OG/CC may delegate this review and recommendation authority to the operations group deputy commander. The RA will discuss the circumstances of the elimination with the IA (T-2). The RA may interview the student, as necessary.

A3.2.2. Complete AETC Form 126G, Section III (T-2). When applicable, make comments as to the student's retention in training.

A3.2.3. For medical eliminatees, provide a statement evaluating the student's ability to complete training if medically requalified (T-2).

A3.2.4. Forward the AETC Form 126G with all applicable records to the AA for final review (T-2).

A3.3. Approving Authority (AA). The WG/CC is the AA. The AA will:

A3.3.1. Review the student's records and RA's comments (**T-2**).

A3.3.2. Decide whether the student will be reinstated or eliminated from training (**T-2**).

A3.3.2.1. Initial CEA Students. Marking the "eliminate" block indicates the final decision on elimination and the student is permanently removed from the course.

A3.3.2.1.1. Complete Section V of AETC Form 126G, annotating any recommendations of follow-on training for the student (**T-2**). The AA may also recommend lateral flow of enlisted initial CEA students to other aircraft or crew positions. The WG/CC ensures coordination of lateral training requirements through 19 AF (Graduate Resources and Analysis Division and Graduate Training Division MAF Branch) (**T-2**). **Note:** Do not recommend students eliminated for manifestation of apprehension (MOA) for any other flying training (**T-2**).

A3.3.2.1.2. Upon elimination, inform the student of the opportunity to indicate personal desires for retention in service and future training according to AFI 36-2110, *Assignments*. Explain the possibility of reassignment action or release from extended active duty under the separation policies.

A3.3.2.2. Qualified CEA Students. Marking the "FEB" block requires initiation of an FEB according to AFMAN 11-402.

Table A3.1. Briefing Checklist.

I have briefed the student on all items listed above.

(Signature)

(Date)

(BRIEFING OFFICER'S NAME, GRADE, AND TITLE)

I have been briefed on all items listed above.

(Signature)

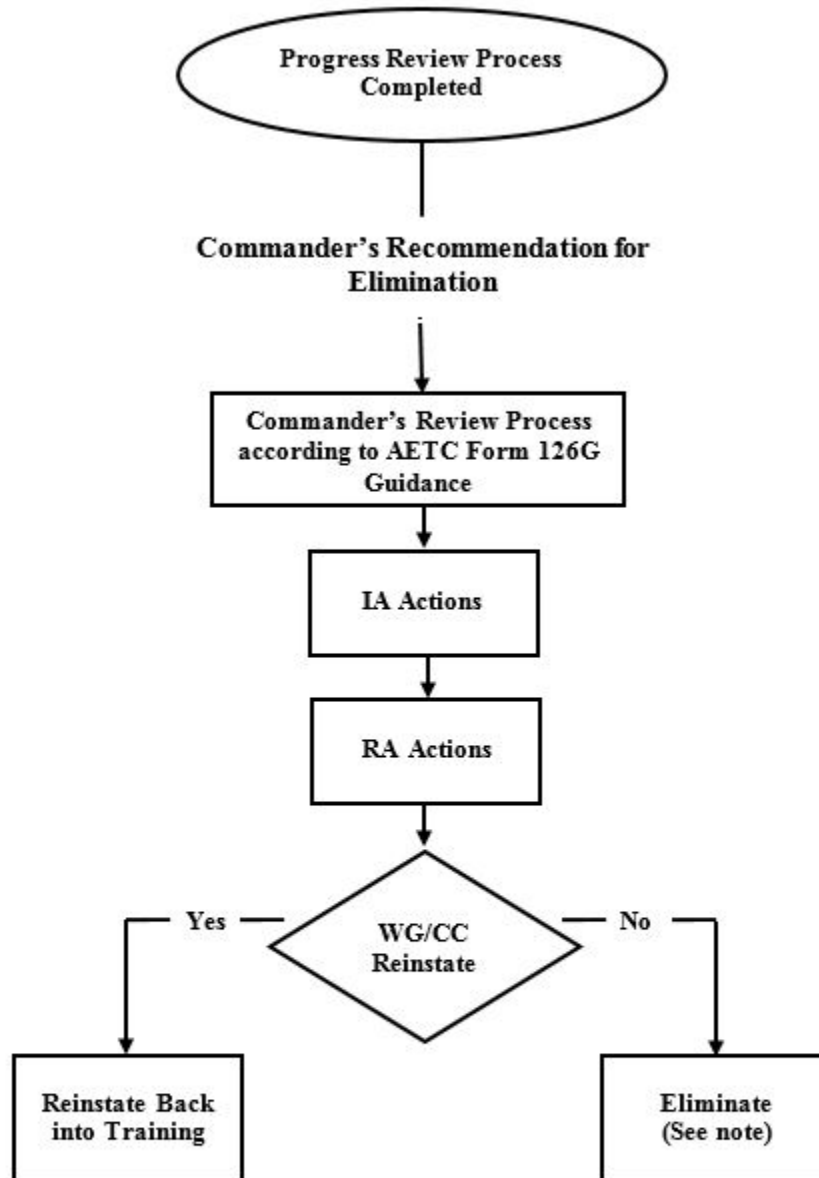
(Date)

(STUDENT'S NAME AND GRADE)

Attachment 4

OVERVIEW OF COMMANDER’S REVIEW PROCESS

Figure A4.1. Overview of Commander’s Review Process.



Note: If individual is an initial CEA; student is eliminated when the AETC Form 126G is signed by WG/CC. If individual is a qualified/previously qualified CEA; the WG/CCs signature begins the AFI 11-402 FEB process.