COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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 Air Education and Training Command (AETC) undergraduate pilot training (UPT) courses and graduate pilot training (GPT) courses in the T-1A, T-6A, and T-38C aircraft. It applies to all undergraduate and graduate flying training wings and groups conducting UPT or GPT in these aircraft and to members of the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) enrolled in applicable AETC flying courses. The Euro-NATO joint jet pilot training (ENJJPT) plan of operation, memorandum of understanding, and steering committee guidance, as applicable, will take precedence over the policy established in this publication. This instruction does not apply to Introduction to Fighter Fundamentals (IFF) training. Subordinate units may supplement this instruction. Each unit will coordinate its supplement with AETC/A3FP before publication and forward one copy to AETC/A3FP after publication. Submit suggested changes to this instruction on AF Form 847, *Recommendation for Change of Publication*, through command channels, to AETC/A3FP, electronic mail (E-mail): **aetc.a3fp@us.af.mil**. Refer to **paragraph 1.2** for waiver authorities and procedures. This instruction requires collecting and maintaining information protected by the Privacy Act (PA) of 1974. The authorities to collect and 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 the social security number. PA system of records notices F011 AF XO A, Aviation Resource Management System (ARMS); F036 AETC Y, Training Integration Management System (TIMS); and F036 AF AETC B, Graduate Training Integration Management System (GTIMS) apply and are available on line at **http://dpcld.defense.gov/privacy/sorns.aspx**. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See **Attachment 1** for a glossary of references and supporting information.

(**ADD**) AETCI 36-2605V4, FORMAL FLYING TRAINING ADMINISTRATION AND MANAGEMENT--T1A, T6A, AND T38C, is supplemented as follows: This Laughlin Air Force Base Instruction implements AETCI 36-2605V4, Formal Flying Training Administration and Management. It establishes policy for student administration as well as for conduct and documentation and provides management guidelines for all Laughlin Air Force Base (LAFB) specialized undergraduate pilot training (SUPT) courses in the T-1, T-6 and T-38 aircraft. It applies to all active duty students as well as Air National Guard (ANG) and Air Force Reserve Command (AFRC) students enrolled in applicable AETC flying courses.

(**ADD**) Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) 47 STUS/ADO at **47stus.ado@us.af.mil** using the AF Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include: Replaces initial flight screening (IFS) with initial flight training (IFT); eliminates guidance for removing students from the pilot selection list; removes undergraduate flying training (UFT) academic integrity standards; renames administrative hold categories as either administrative hold – other (Admin Hold – Other) or training delay – medical (TDM); adds 19 AF notification events; rescinds AETC Form 1122A and AETC Form 1122F; adopts AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* (**paragraph 1.2.2**); adds definition of casual student (**paragraph 2.1.1**); adds paragraph on academic instructors (**paragraph 2.6**); clarifies academic training scheduling (**paragraph 2.7**); clarifies that AETC A2/3/10 is approval authority for "Exception to Policy" waivers concerning weight-for-flight standards (**paragraph 2.10**); adopts DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty* (**paragraph 3.3.2**); updates training document distribution (**Table 3.1**); clarifies the commander's review (CR) process timeline (**paragraph 4.3.1**); moves the Example Student Notification Memorandum to **Attachment 2**; moves CR Checklist and Briefing Guide to **Attachment 3**; designates 19 AF/CC as the approval authority for UPT CRs for misconduct (**paragraph 4.3.6**); revises CR records content and distribution requirements (**Table 4.1**); updates airsick procedures during the Primary Phase (paragraphs **5.2.2.3** – **5.2.2.5**); clarifies grading procedures for airsickness in the Advanced Phase (**paragraph 5.2.3**); revises centrifuge training

guidance (**paragraph 5.6**); adds laser strike procedures to the night briefings topics (**paragraph 6.5.2**); highlights that the local unit is responsible for the EPQ database (**paragraph 6.7.1.1**); adds note for students with special-needs dependents (paragraphs **8.1.1** and **8.2.1**); updates the ENJJPT MASS ranking calculation procedures (**paragraph 8.8.1**); deletes all reference to AF Form 349, *PME/AFIT/RTFB/Officer Worksheet*; moves MASS statistical methodology to **Attachment 4**; moves the Flight Commander Ranking Matrix to HQ AETC sharepoint site; clarifies that only US students are eligible for the Orville Wright Achievement Award (**paragraph 9.5**).

(ADD) This document is substantially revised and must be completely reviewed. Major changes include: Replaces MED Hold with Training Delay Medical (TDM); replaces Transition Flight with Admissions flight; defines STUS/CC roles for student administration (**paragraph 2.1.1.1**); defines when APT casual students should be relieved of duties (**paragraph 2.1.3.3.3.1**); Establishes specific recall procedures (**paragraph 2.1.4.2.1**); defines leave authority (**paragraph 2.1.4.8.1**); clarified individual office responsibilities for students in Admin Hold – Other (**paragraph 2.11.3**); clarified student adcon authority while in transitional status (**paragraph 2.13.1**); clarifies office for student administration oversight during TDM or Administrative Hold – Other (**paragraph 2.13.2**); established timeline for training folder review (**paragraph 3.1.1.1**); established process for protecting sensitive information (**paragraph 3.1.2.1**); clarifies AF IMT 475 usage (**paragraph 3.5.3.1**); clarifies Commander's Awareness Program (CAP) authority during the Preflight Phase of UPT (paragraph 4.1.1.1.); defines CR timeline and responsibilities for documents (**paragraph 4.3.1.1**); defines registrar graduation responsibilities (**paragraph 4.7**); clarifies local wash back procedures (**paragraph 6.13.1**); defines assignment night responsibilities (**paragraph 8.8.2.2.1**); clarifies student award procedures (**paragraph 9.1.1**).

Chapter 1

OVERVIEW

1.1. Introduction. This instruction outlines the responsibilities for units conducting flying training in AETC undergraduate and graduate pilot training courses in the T-1A, T-6A, and T-38C aircraft. Each unit must institute procedures to ensure training, documentation, practices, and procedures are accomplished IAW this instruction. This instruction complements AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management*.

1.2. Waivers. Policy and procedures are enacted to provide quality and consistency in training and evaluation whether at an undergraduate or graduate level. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions. At the same time, because it is important to preserve fidelity of training, evaluation, and policy implementation throughout the command, a process must be established for review of proposed waivers.

1.2.1. Waivers that change the intent of the policy outlined in this instruction are not authorized without AETC/A2/3/10 (T-2) approval. Unless otherwise stated in this document, Wing Commanders (CCs) (T-3) are the approval authority for individual personnel exceptions to the policy outlined in this instruction caused by special or unusual circumstances.

1.2.2. **AETC Units** . Coordinate T-2 waivers through AETC/A3F. Squadron commanders (SQ/CCs) will submit all T-2 waiver requests to this publication electronically on AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval,* through command channels. Waiver requests must provide justification why the individual or unit cannot comply with requirements. File approved waiver requests IAW AFI 33-360, *Publications and Forms Management*.

1.2.3. **Operations Group (OG) Commander** . The OG/CC responsible for the local supplements will handle waivers to their respective unit supplemental guidance. (T-3)

Chapter 2

STUDENT ADMINISTRATION

2.1. Casual Student Management.

2.1.1. **Definition.** Casual students are those who have reported to their assigned Specialized UPT (SUPT) or ENJJPT base and are awaiting pilot training (APT), students temporarily removed from training (i.e., Administrative Hold - Other or on Training Delay - Medical status), students eliminated from training awaiting reassignment, and students graduated from training and awaiting PCS or follow-on training.

2.1.1.1. **(Add)** Casual Student Officer Management: The 47 STUS/CC functions as the commander for all student administration and UCMJ issues. All officers assigned to LAFB for the purpose of entering SUPT are assigned to the 47 STUS for the entire time they are at Laughlin AFB until their Permanent Change of Assignment (PCA), (FAIPs immediately after graduation) or Permanent Change of Station (PCS). The following **Table 2.1** lists the possible SUPT status categories and their corresponding flight assigned with Administrative Control (ADCON).

(ADD) Table 2.1. SUPT Status Categories

Student Category	Flight Assigned (with ADCON)	Notes
Casual Students Awaiting Pilot Training (APT)	Admissions Flight (47 STUS/DOT)	1
IFS and SUPT eliminees	Grad Flight (47 STUS/DOG)	1
Students on TDM Hold (any phase)	47 STUS Student Flt/CC or 47 STUS/DOG (See **paragraph 2.13.2.**)	1
Students on ADMIN Hold (any phase)	47 STUS Student Flt/CC or 47 STUS/DOG (See **paragraph 2.13.2.**)	1
SUPT – Pre-Flight Phase	47 STUS Pre-Flight Phase/CC (47 STUS/DOA)	1
SUPT – Primary Phase	47 STUS Student Flt/CC (STUS/DOP)	
SUPT – Primary Phase complete UH-1 track	Grad Flight (47 STUS/DOG)	
SUPT – Advanced Phase	47 STUS Student Flt/CC (STUS/DOM or STUS/DOF)	
International students	47 STUS Student Flt/CC (Pre-Flight, Primary Phase or Advanced Phase)	2
SUPT Graduates awaiting PCA/PCS (not IFF)	Grad Flight (47 STUS/DOG)	1
SUPT Graduates Awaiting or At IFF	Grad Flight (47 STUS/DOG)	

RPA Requalification Students	47 STUS Student Flt/CC (Primary Phase or Advanced Phase)	

Notes:
1. Retains both **OPCON** and **ADCON** responsibilities.
OPCON responsibilities include counseling students, syllabus execution while the student is in training, scheduling, Commander's Awareness Program (CAP) management, directing daily show/release times and assigning duties to the students.
ADCON responsibilities include the handling of leave requests, tracking 29Bs, resolving dormitory/housing issues, managing drug testing programs (DDR), assisting with Defense Travel System (DTS), orchestrating drop night and graduation presentations, and notifying the Registrar to complete the paperwork for wash backs, Admin Hold – Other, Training Delay Medical (TDM) and Commander's Review (CR) packages.
2. Student Flt/CCs work in close coordination with the International Military Student Officer (IMSO) who serves as the international liaison regarding administrative tasks, leave, training deficiencies, additional flying hours, and disciplinary issues involving international students.

2.1.2. **AFPC** . AFPC/DP2LT uses a computer program to efficiently schedule APT casual students for initial flight training (IFT) (if needed) and SUPT/ENJJPT and to minimize their "casual" time prior to entering the training pipeline.

2.1.3. **Roles and Responsibilities.**

2.1.3.1. The student squadron (STUS) manages all casual students. At ENJJPT, the operational support squadron (OSS) is responsible for casual student management. **Note**: For ENJJPT, substitute the corresponding OSS position as appropriate for all STUS references in this chapter.

2.1.3.2. Wings will not change any IFT or UPT training dates. Each wing will develop a list of "hot spares," primarily Officer Training School graduates, who have completed IFT. The purpose of "hot spares" is to fill any SUPT training slot that may go unfilled as a result of higher than anticipated IFT attrition. If a student requires adjustment to the assigned training dates, the STUS supervisor will contact AFPC/DP2LT at DSN 665-2102 for resolution.

2.1.3.3. The STUS/CC or designated STUS supervisor will:

2.1.3.3.1. Categorize APT casual students based on the time between their report date and their UPT class start date: short-term (90 calendar days or less) and long-term (more than 90 calendar days). Short-term APT casual students will normally stay in the operations group to ensure completion of all in-processing, temporary duties (TDY), and permanent change of station (PCS) requirements, and will only fill short-term or one-time manpower requirements. (T-3)

2.1.3.3.2. Attempt to detail long-term APT casual students within the operations group. If a place in the group is not available, these officers may be detailed throughout the wing. (T-3)

2.1.3.3.3. Relieve APT casual students from all details at least four calendar days prior to their UPT class start date. (T-3)

2.1.3.3.3.1. **(ADD)** APT casual students should be relieved at least fourteen

calendar days prior to their UPT class start date.

2.1.3.3.4. Place UPT eliminees on casual status until they depart the base for a PCS.

2.1.3.3.5. **(ADD)** 47 STUS/DOT (Admissions flight) manages the employment and professional development program for casual student officers. Exception: 47 STUS/DOG (Grad flight) manages the employment and professional development of all eliminees and SUPT graduates.

2.1.4. **Administrative Control (ADCON)** . The STUS/CC maintains ADCON over all casual students and undergraduate students in training, regardless of the unit they support. The STUS/CC will ensure students are ready to start scheduled training, provide continuing professional development, and motivate students for their flying careers. ADCON includes, but is not limited to, the following actions:

2.1.4.1. **Disciplinary Action** . The STUS/CC is the first level authority for all Uniform Code of Military Justice (UCMJ) actions. The STUS/CC will monitor each student's performance from the date of arrival until departing the base for his or her follow-on assignment. (T-3)

2.1.4.2. **Accountability** . Casual students will report to their STUS supervisor according to the recall option for accountability and sign-in prior to reporting to their duty assignment. (T-3)

2.1.4.2.1. **(ADD)** Recalls: Recall casual student officers and those in transition status in accordance with the recall option procedures outlined in the 47th Student Squadron Recall Roster. The 47th STUS Student Flt/CCs, STUS/DOT and STUS/DOG report student accountability to the Unit Control Center (UCC) and Group Control Center (GCC) (if applicable). During normal flight duty hours, the flying training flight has the best awareness on student activities and OPCON for student scheduling. At these times, the flight will take student accountability and report the numbers to the STUS UCC for recalls. STUS Flt/CCs have primary responsibility if available but Senior Ranking Officers (SRO), or any other class assigned student, may be designated as the accountability POC.

2.1.4.3. **Duty Hours** . Casual student duty supervisors are responsible for maintaining accountability of the casual students during all duty periods. (T-3)

2.1.4.4. **Mentoring.** All casual students will be present for mentoring sessions set by their STUS supervisor, as required. Students will be released back to their duty assignments upon completion. (T-3)

2.1.4.5. **Mishap Reporting** . Casual student duty supervisors will notify the STUS supervisor of any on- or off-duty mishap. (T-3) If the duty supervisor completes an AF Form 978, *Supervisor's Mishap Report*, route it through the STUS supervisor and the STUS/CC. (T-3)

2.1.4.6. **Squadron Commander Calls/Safety Meetings** . Release casual students to attend all STUS/CC calls and safety meetings unless their duty is mission critical and their absence is coordinated with their STUS supervisor. (T-3)

2.1.4.7. **Letter of Evaluation (LOE).** Duty supervisors of casual students are highly encouraged to complete an optional LOE, which is the appropriate tool to capture a casual

student officer's performance. While the optional LOE is not filed in the selection record, it provides performance information to the subsequent rater for consideration when accomplishing the follow-on report (training or evaluation report). Officers may include their LOE in a letter to the board (for example, central selection board, force-shaping board, etc.), if convened prior to their next evaluation. In addition to LOEs, excellent performance can be documented with a decoration that will become a part of the selection record. By completing optional LOEs, a level playing field is maintained among all students, regardless of casual status duties. LOEs and decorations will be routed through the STUS supervisor for STUS/CC recommendation and approval. (T-3)

2.1.4.8. **Leave.** Casual students will coordinate leave and pass requests through their duty supervisor prior to submitting them to their STUS supervisor for approval. (T-3)

2.1.4.8.1. **(ADD)** Leave: 47 STUS/CC approves all leave requests.

2.1.4.8.2. **(ADD)** 47 STUS/CC may delegate leave approval authority except for advanced leave or OCONUS leave.

2.1.4.8.3. **(ADD)** 47 STUS/DOT is the duty supervisor for all Laughlin assigned casual student officers.

2.1.4.9. **Physical Training (PT).** Casual students will participate in the STUS fitness program. (T-3)

2.1.4.10. **Supervisors.** The SUPT T-6A class commander and (or) FLT/CC or T-6A ENJJPT military training officer (MTO) assumes supervisory responsibility for the students during the Primary Phase of UPT. The SUPT T-38C/T-1A class commander/FLT/CC or T-38C ENJJPT MTO assumes supervisory responsibility during the Advanced Phase of UPT. The STUS will supervise UPT eliminees until they PCS from the base. (T-3) During each transfer of supervisory responsibilities, the losing supervisor will brief the gaining supervisor on each student's progress, potential, and any problems affecting the student's training. (T-3)

2.2. Course Entry Administration. Units will review incoming student records to verify they are complete. Students must meet course entry prerequisites established in the syllabus. If a student does not meet the course entry prerequisites, contact AETC/A3FP before entering the student into training. As a minimum, units will review the following student records (or their equivalents) prior to any formal training:

2.2.1. **Standardization/Evaluation (Stan/Eval) Records.** These records are maintained in the flight evaluation folder (FEF). Depending on aircrew specialty, some individuals may not yet possess an FEF. Students should hand-carry FEFs to training according to the education and training course announcements (ETCA) course requirements. If required, flying training units forward applicable AF Form 8, *Certificate of Aircrew Qualification*, and other stan/eval records and documents to the student's home or gaining unit upon completion of training.

2.2.2. **Training Folders or Records from Previous Courses** *(Pipeline students only).* Pipeline students are those students who have not yet transferred PCS to an operational unit as permanent party members. If training records are not available, contact AETC/A3FP.

2.3. Quota Management. The programmed flying training (PFT) document establishes the baseline for student quota management, which reflects real-time changes and are the AETC

aircrew training primary source documents for class entry dates, student load, and production schedule information. AETC/A3RA maintains the quota management worksheets. These worksheets are available at **https://cs3.eis.af.mil/sites/OO-OP-AE-57/default.aspx**. AETC provides class quotas annually via electronic PFT pages. AETC/A3RA notifies affected units when quotas change.

2.3.1. Units should obtain class entry rosters from the Military Personnel Data System Oracle Training Administration (OTA) or the Defense Integrated Military Human Resources System before class entry. Obtain rosters as early as possible to allow identification of excess capacity. Contact AETC/A3RA and AFPC/DP2LT to fill excess capacity if identified with adequate lead time.

2.3.2. Units will report roster discrepancies as soon as they are discovered but no later than three duty days following the class start date. Report changes, discrepancies, and graduation delays to AETC/A3RA, AFPC/DP2LT, AETC/A3FP, and 19 AF/A3. In addition, report graduation delays and changes impacting track and (or) aircraft assignment to AFPC/DP2ORC.

2.4. Production Metrics Report. AETC/A3RB is the point of contact (POC) for flying training production metrics. At the beginning of each fiscal year, AETC/A3RB uploads the PFT document to the flying training production analysis (FTPA) web-based input tool. The OG/CC or designated POC will update the FTPA with *actual* entries, gains, losses, attritions, graduate numbers and notes, if applicable. For SUPT only, class demographics for entries, graduates, and attritions are required for each phase. These updates are due five duty days after the class start date and class graduation date.

2.4.1. **(ADD)** FTPA is uploaded automatically via ADSS/TIMS.

2.5. Courseware Availability. Students may access **c**ourseware material for SUPT and Pilot Instructor Training (PIT) at **https://uftcourseware.randolph.af.mil/dlp/Default.aspx.**

2.6. Academic Instructor (AI). AIs should personalize their instructor guide (IG) to develop a complete lesson plan and ensure a smooth presentation. AIs must present all information in the IG unless it is specifically identified as optional. AIs may only adjust the sequence of topics in the IG.

2.7. Academic Training Scheduling. Do not schedule UPT students for more than six hours per day of testable classroom and (or) testable computer-assisted instruction (CAI) for academic subjects. Do not schedule graduate students for more than eight hours per day of testable classroom and (or) testable CAI for academic subjects. Examinations are considered testable material. If students elect, they may accomplish CAI and (or) self-study beyond the maximum scheduled hours. (T-3)

2.8. Special Reporting Procedures for ANG and AFRC Students. SQ/CCs will ensure the following actions are taken:

2.8.1. **For ANG or AFRC Students Experiencing Difficulty.**

2.8.1.1. Units will notify AETC/A3G (for ANG) or AETC/A3H (for AFRC), as appropriate, via E-mail when an ANG or AFRC student requires a progress check (PC) or an elimination check (EC), enters the commander's review (CR) process, is placed on Administrative Hold- Other (Admin Hold – Other) or Training Delay – Medical (TDM)

status, or is eliminated from or reinstated in training. In addition, notify AETC/A3G (**aetc.a3gworkflow@us.af.mil**) or AETC/A3H (**aetc.a3hworkflow@us.af.mil**), as appropriate, when a student washes back a class or there is reasonable doubt about a student's potential to complete a training syllabus. Include the student's home unit and National Guard Bureau (NGB)/A3O or NGB/A3OC, or AFRC/A3TB, as applicable, as addressees on the E-mails.

2.8.1.2. Students experiencing difficulty may include those assigned to a fighter unit who lack the potential to complete follow-on fighter training. Under these circumstances, refer to **paragraph 2.8.2** for the administrative review process.

2.8.2. **For ANG and AFRC SUPT Fighter-Bound Students.**

2.8.2.1. The OG/CC, flying training squadron commander (FTS/CC), FTS FLT/CC, and ENJJPT MTO will review an ANG or AFRC student's training if the student falls to the bottom half of the class within five weeks of track select (Primary Phase) or any time the student lacks the potential to complete follow-on training (Primary or Advanced Phase).

2.8.2.2. If the review determines the student lacks the potential to complete follow-on training, the OG/CC will inform the student's home unit, 19 AF/A3, AETC/A3R, AETC/A3F, AETC/A3G or AETC/A3H, and NGB/A3O and NGB/A3OC or AFRC/A1 and AFRC/A3 by E-mail. NGB/A3O or AFRC/A3 then must make one of the following decisions: (1) continue training; (2) request a change from AETC/A3RA (prior to the start of the Advanced Phase) to a track other than T-38Cs, and continue training with a change in assignment to a non-fighter unit if the training change request is approved; or (3) remove the student from training. Once a decision is made, NGB/A3O or AFRC/A3 will pass the decision on to AETC/A3R, AETC/A3F, 19 AF/A3, AETC/A3G or AETC/A3H. If the student's track is changed, AETC/A3RA will notify the base via the track-select process.

2.8.3. **Graduation Notification.** If the PFT graduation dates changes, units will notify the student's home unit and NGB/A3OC or AFRC/A3TB of the student's new graduation date by E-mail no later than 30 calendar days before the new date. When it appears a student may graduate late, notify the student's home unit as soon as possible. Send an information copy to AETC/A3G or AETC/A3H, as appropriate.

2.9. Physical Training (PT) Program. Students participate in a scheduled PT program according to the appropriate syllabus; AFI 36-2905, *Fitness Program*; AETCI 11-406, *Fighter Aircrew Conditioning Program (FACP);* and AFPAM 11-419, *G-Awareness for Aircrew.*

2.9.1. U.S. Air Force (USAF) UPT students require a current passing (Satisfactory or Excellent) fitness assessment (FA) to advance to the Primary Phase. If students do not have a passing FA by the completion of the Preflight Phase, STUS/CC will:

2.9.1.1. Remove them from training and place on Admin Hold – Other until passing the FA.

2.9.1.2. Notify AETC/A3FP and 19 AF/A3 (reference **paragraph 2.11.2**).

2.9.1.3. Enter them into the CR process and notify AETC/A3FP and 19 AF/A3 if they do not passed the FA after the 90-day reconditioning period.

2.9.2. Group (flight, class, etc.) physical training is highly encouraged to build esprit de corps, but it is not required.

2.9.3. All students (including those at ENJJPT) must have a current FA with a passing score to attend survival, evasion, resistance, and escape training after graduation from UPT.

2.10. Weight-for-Flight Standards. AFI 48-123, *Medical Examinations and Standards,* establishes weight-for-flight standards for flying in ejection-seat aircraft. AETC/A2/3/10 is the approval authority for "Exception to Policy" waivers. Prior to their first flight, units will brief students on the capabilities and limitations of the ejection seats in their unit's aircraft. TDY-to-school funded candidates failing to meet these standards upon arrival at training will result in training cancellation and members will be returned to their previous base. (T-3) Undergraduate students in training who are outside the weight-for-flight range are given until they reach the flight line to get their weight into the proper range. Enter UPT students who do not meet the weight for flight standards into the CR process and notify AETC/A3FP and 19 AF/A3 (reference **paragraph 2.11.2**). Comply with AFI 48-123 for graduate students.

2.11. Admin Hold – Other. Units will place students whose training has been suspended for other than medical reasons for more than seven calendar days on Admin Hold - Other. Students on Admin Hold - Other are removed from training and will not attend flightline activities or participate in any training. Refer to AETCI 36-2605, Volume 1*,* for Admin Hold - Other procedures.

2.11.1. Unit will notify AETC/A3FP (**AETC.A3FP@us.af.mil**) and 19 AF/A3 when:

2.11.1.1. UPT or PCS-to-training graduate students are on Admin Hold – Other for more than 30 calendar days, or may reach this threshold (reference **paragraph 2.12.2**).

2.11.1.2. TDY-to-school funded students have a training delay over seven calendar days (reference **paragraph 2.12.3**).

2.11.1.3. UPT students are on Admin Hold – Other for centrifuge training failure (reference **paragraph 5.6**). Notification is required after each failure.

2.11.1.4. Primary Phase UPT students are on Admin Hold – Other for an FA failure (reference **paragraph 2.9.1**).

2.11.1.5. Advanced Phase UPT students are on Admin Hold – Other for failing to pass their FA by their class graduation date (reference **paragraph 2.9.2**).

2.11.1.6. Students are on TDM status.

2.11.2. Notification will include:

2.11.2.1. Student's name (last, first, middle initial)

2.11.2.2. Current class and scheduled course completion and (or) graduation date

2.11.2.3. Date placed on hold and reason for training delay

2.11.2.4. Expected return to training date. Provide an update if this date changes.

2.11.2.5. **Note:** If sending Privacy Act and (or) Personally Identifiable Information (PII) via E-mail, mark "For Official Use Only (FOUO)" and digitally encrypt the E-mail).

2.11.3. **(ADD)** Admin Hold – Other: The FTS/CC or STUS/CC (if Pre-Flight Phase) decides when to place or remove a student from administrative hold (ADMIN hold). The Student Flt/CC will provide details to the Registrar with a "Registrar Office Administrative

Notification" (**Attachment 8**). The Registrar will draft the eSSS and the "Student Status Change" letter (**Attachment 7**) and, in order to prevent syllabus deviations, temporarily place the student on hold in TIMS pending commander response to the status change letter. The FTS Flt/CC (if Primary Phase or Advanced Phase) or Student Flt/CC (Pre-Flight Phase) places an AF Form 4293 in TIMS stating the student is on ADMIN hold and describing the reason. For sensitive ADMIN hold cases, the AF Form 4293 in TIMS will only mention the hold status and will be labeled "eyes only" (see **paragraph 3.1.2.1**). Once the approval process is complete, the Registrar will distribute a "Student Status Change" letter (**Attachment 7**) along with supporting documentation to the student's squadron chain of command and the academic instructor as appropriate.

2.12. Training Delay.

2.12.1. **Medical.** UPT APT casual students requiring extended medical treatment beyond their assigned UPT class start date will be administratively entered into training and placed into a duty not including flying (DNIF) status on the class start date. Adhere to TDM status timelines according to AETCI 36-2605, Volume 1.

2.12.2. **PCS-to-Training Students.** If students are on Admin Hold - Other or TDM status for more than 30 calendar days, or may reach this threshold, suspension of the student's aeronautical orders and (or) a CR may be warranted. Refer to the applicable syllabus for students returning to training.

2.12.3. **TDY-to-School Funded Students.** The assigned training unit will notify AETC/FMAM and AETC/A3RA of any student training delays over seven calendar days and ensure the student's orders are amended (reference **paragraph 2.11.2**).

2.13. Students in Transition Status. Commanders will assign students awaiting PCS training, students on Admin Hold – Other or TDM status, eliminees, etc., to duties commensurate with their background, training, and grade. (T-3) Contact AETC/A3G or AETC/A3H for the disposition of ANG and AFRC students. (T-3)

2.13.1. **(ADD)** Students in Transition Status: Students in the CR process are assigned to 47 STUS Student Flt/CC (STUS/DOP) for the duration of their CR process and will not be employed until final determination of their CR is made. Exceptions are CRs for Drop on Request (DOR) or a long-term Medical or Military CR are assigned to 47 STUS/DOG.

2.13.2. **(ADD)** Students on Admin Hold – Other or Training Delay Medical (TDM) status are removed from their respective FTS flight in accordance with FTS Flt/CC preferences and are assigned to 47 STUS/DOG if they will not return to SUPT in accordance with AETCI 36-2605v1. Otherwise 47 STUS Flt/CC maintains administrative control. STUS/DOG or 47 STUS Flt/CC provides supervision to the student on ADMIN hold or TDM status regarding daily reporting requirements and duties. Reference **Attachment 5** "ADMIN AND MEDICAL HOLD DECISION MATRIX" for authority and status guidance.

Chapter 3

TRAINING FOLDER

3.1. Introduction.

3.1.1. Each student will have a training folder. The training folder will consist of the electronic TIMS/GTIMS training folder and other required training documents not maintained in TIMS/GTIMS. If a backup version of the TIMS/GTIMS training folder is maintained, the unit will address procedures in local unit guidance. Units will ensure students only have access their own training folder.

3.1.1.1. **(ADD)** Training Folders: Backup versions of these TIMS files are not required. Section 3.2 defines required documents that may not be maintained in TIMS.

3.1.1.2. **(ADD)** A meeting between the gaining and losing FTS Flt/CCs and Student Flt/CCs must occur within two days of track select to review pertinent student training issues and the student training folders. The Primary Phase Student Flt/CC provides a copy of the Aviation Training Jacket (ATJ) and Academic Class Standing with the network training folder, covered in section 3.2, to the Advanced Phase Student Flt/CC.

3.1.1.3. **(ADD)** Advanced Phase Student Flt/CCs (Primary Phase Student Flt/CCs for students who track TH-1H) provide a copy of the student's training folder to the student and save a copy for the Registrar upon graduation (or track to TH-1H). If the ATJ is incomplete at the time of the PCS, the Registrar emails a copy of the ATJ (.pdf format) to the gaining training unit once it is complete, but within 10 duty days of graduation.

3.1.2. In addition to the training folder, the FLT/CC will maintain personal information folders (if required) on students to protect information of a personal nature, inappropriate for public access, or sensitive in nature, and thus not appropriate for the training folder. Use AF Form 174, *Record of Individual Counseling* or AETC Form 173, *Student Record of Academic/Nonacademic Counseling and Comments,* to record counseling entries maintained in the personal information folder. Annotate on an AF Form 4293, *Student Activity Record*, in the student's training folder when a counseling session is conducted.

3.1.2.1. **(ADD)** Personal Information Folders: Any student counseled for personal or sensitive information will have an "eyes only" AF Form 4293 placed in their TIMS training folder, documenting the date the counseling session took place and acknowledging an "eyes only" AF IMT 174 or AETC Form 173 was created. File the AF IMT 174 or AETC Form 173, by date, in a secure location with the STUS/DO. Discard files of this nature held by the STUS/DO after one year or upon the student's PCS, whichever occurs last.

3.1.3. The FLT/CC will ensure training folders and personal information folders are secured to prevent unauthorized access.

3.1.4. Instructors will ensure each aircraft, aircrew training device (ATD), and academic and ground training event is recorded in the training folder.

3.1.5. Units will establish procedures to conduct periodic student training folder reviews to ensure accurate and complete documentation of each student's training.

3.2. Contents. Include the following items in the training folder, as applicable.

3.2.1. AETC Form 101, *Student Performance Summary*. (**Note**: A memorandum for record (MFR) maintained in TIMS/GTIMS may be substituted for the AETC Form 101.)

3.2.2. AF Form 4293. (TIMS/GTIMS)

3.2.3. Academic examination grades summary. (TIMS/GTIMS)

3.2.4. Grade sheets. (TIMS/GTIMS)

3.2.4.1. Instructors will provide postflight comments in the comment column of the grade sheet on individual maneuvers. Write comments in a way that provides continuity from one instructor pilot (IP) to the next and alerts IPs to the areas and objectives they should concentrate on for the ensuing sortie.

3.2.4.1.1. As a minimum, provide comments for any maneuver graded below the previous unit maneuver item file (MIF) proficiency level. For graduate pilot training courses, postflight comments are required only on items graded below the previous unit MIF if in the instructor's judgment the student may have difficulty meeting MIF by the end of the unit. (T-3) Ensure comments are consistent with assigned grades and the course training standards (CTS).

3.2.4.1.2. If the overall lesson grade is fair (F) or unsatisfactory (U), instructors will provide comments on all maneuvers graded below the previous unit MIF and (or) any weak areas that need to be highlighted. Consolidate comments in the "Overall Comments" section under the "Comments" tab. Comments will follow the cause-and-effect format to document the substandard performance and identify the root cause. Each MIF item will be addressed separately. Do not use a MIF item to justify a downgrade of other MIF item(s) without a corresponding down grade of the first MIF item. Do not bundle multiple MIF items under a single MIF item.

3.2.4.1.3. Units may use the AF Form 4293 instead of the grade sheet to document substandard performance outlined in **paragraph 3.2.4.1.2** The OG/CC will ensure the documentation methodology is standardized in each MDS.

3.2.4.2. As a minimum for all aircraft sorties, instructors will include the mission profile, overall assessment of the student's characteristic performance, and any recommendations for the next IP in the "Overall Comments" section under the "Comments" tab.

3.2.4.3. For solo formation sorties, instructors will record the name of the IP in the formation in the "Overall Comments" section under the "Comments" tab. Do not put the IP's name on the grade sheet.

3.2.4.4. Log all student-flown landings, patterns, and approaches on each ATD and aircraft event. (**Note**: The résumé should reflect all landings, patterns, and approaches accomplished by the student.)

3.2.4.5. Grade sheet Review. Document grade sheet reviews in the "Grade sheet Reviews" section under the "Docs" tab. A formal review is required by the student and next IP on all grade sheets. (T-3) In addition:

3.2.4.5.1. If the lesson is incomplete, the approval authority for the incomplete sortie will indicate approval by documenting a formal review.

3.2.4.5.2. If the overall lesson graded is F or U, the student, the student's assigned IP and the FTS FLT/CC will review the grade sheet and document the formal review.

3.2.5. CR paperwork. (T-3)

3.2.6. Messages and (or) E-mail (ANG and AFRC, if applicable). (T-3)

3.2.7. Student officer's biography (optional). (T-3)

3.2.8. Student résumé (TIMS/GTIMS).

3.2.9. Grade report for each category and training medium. (TIMS/GTIMS)

3.2.10. Record of emergency procedure (EP) training. (TIMS/GTIMS)

3.2.11. Record of special syllabus requirement accomplishment. (TIMS/GTIMS)

3.2.12. Centrifuge Evaluation (*UPT T-38C Advanced Phase*). After completing centrifuge training, the centrifuge training facility should provide an evaluation regarding anti-G straining maneuver (AGSM) performance. Record the evaluation on AF Form 4293 and give it to the students for placement in their training folder.

3.2.13. **(ADD)** Contents (Training Folder): Documents not kept in TIMS should be maintained in the student's class folder on the STUS network. Some documents are not specifically required by AETCI 36-2605V4, but are included to provide documentation for rosters, quality of life programs, etc. The network class folder may include the following:

3.2.13.1. **(ADD)** AETC Form 99, Student Pilot Personnel Data, Autobiography, Student Status Change Documents (CR, Hold, Wash back, etc.), International Student Additional Training (AT) Hours, VIP Information, Messages (ANG and AFRC, if applicable), UOQ Inspection (as applicable for students in government housing), AETC Form 410, High-Risk Activities Worksheet, AETC Form 29A, Commander's Newcomers' Safety Briefing, Officer Training Eliminee Recoupment Statement and any other documents the Flt/CC or Student Flt/CC deem necessary.

3.3. Documentation. Accurate documentation of the student's performance is a core competency and integral to the student training process. Failure to do so places the integrity of the training program at risk, fails to portray an accurate picture of the student's actual performance, and improperly influences class ranking. Instructors will use an AF Form 4293 to document student training according to the applicable syllabus and this instruction. Include all AF Forms 4293 in the student's training folder. Instructors will provide a concise summary of the student's training and ensure entries clarify any training action. Begin each entry with date of the event, subject or syllabus lesson numbers, overall lesson grade, and lesson duration (if applicable). End each entry with the name, grade, and duty title of the instructor making the entry. The student, student's assigned IP, and the FTS FLT/CC must initial all entries. If multiple entries are on a single AF Form 4293, each entry will comply with the above guidance. Documentation is required for the following:

3.3.1. Admin Hold – Other or TDM status. Entry should be updated if the status changes (e.g., TDM status extended from 6 months to 12 months).

3.3.2. Temporary medical disqualification (DNIF status). Units may substitute a scanned or electronic copy of the DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty,* in the TIMS/GTIMS training folder for the AF Form 4293 entry.

3.3.3. Failure of any academic examination, category check, flight evaluation, PC or EC. **Note:** At ENJJPT, PC is referred to as initial progress check (IPC) and EC is a final progress check (FPC).

3.3.4. Counseling session.

3.3.5. Initial IP assignment and change of assigned IP or flight (update the TIMS/GTIMS résumé to reflect the current assigned IP).

3.3.6. Assignment to and removal from the commander's awareness program (CAP).

3.3.7. Training folder review prior to a PC, EC, or CR. The reviewing instructor will document any training anomalies, syllabus deviations, etc. that were not previously documented.

3.3.8. FTS/CC approval to fly the initial solo for any primary student who becomes airsick during any of the last five sorties preceding their initial solo.

3.3.9. Authorization to proficiency advance out of a unit and (or) reallocation of sorties to another unit.

3.3.10. Authorization for additional training (AT). The authorization authority will identify the reasons for an AT sortie and sign or initial the entry.

3.3.11. Results of the training review for students projected to exceed the syllabus maximum flying hour or sortie threshold.

3.3.12. Entry into the CR process and elimination from or reinstatement into training.

3.3.13. Syllabus deviation.

3.3.14. Syllabus entry prerequisite waiver or syllabus waiver (required if AETC Form 6, *Waiver Request,* is not included in the electronic training folder).

3.3.15. Airsickness or G-induced loss of consciousness (G-LOC) episode.

3.3.16. Unusual occurrence that could affect the student's progress.

3.3.17. Centrifuge Evaluation (*UPT T-38C Advanced Phase*).

3.3.18. Training folder closeout statement. Include a closeout statement in every training folder. If the student was eliminated and (or) withdrawn from training, state so in the statement. In addition for UPT Advanced Phase students, include the student's major weapon system (MWS) assignment.

3.4. Student Training Records Disposition. Students usually obtain their training records during out processing and hand-carry them to their gaining unit. If the record is incomplete when the graduate departs, the training unit will forward the training record to the gaining unit via certified mail or E-mail within 10 duty days of the student's graduation. The training unit will use appropriate E-mail encryption features to properly safeguard information sent electronically and will verify the electronic file is received. Refer to **Table 3.1** for appropriate distribution of UPT training documents, including forms, records, and reports. Upon completion of training or disenrollment, the training unit will maintain the student's records according to AETCI 36-2605, Volume 1.

Table 3.1. UPT Training Document Distribution.

Document	Student	Copy Distribution
AETC Form 240-5, *Summary Record of Training* (**Note** 1)	USAF	Original – flight record folder (per AFI 11-421, *Aviation Resource Management*)
	ANG and AFRC	Original – flight records folder (per AFI 11-421) Student – 1 NGB/A3OC or AFRC/A1KP – 1 (**Note** 2)
	International (except ENJJPT)	Base international military student office (IMSO) – 1 (**Note** 3)
	International (ENJJPT)	Student – 1 Senior national representative (SNR) – 1
Student training folder (**Notes** 4, 5, 6)	USAF, ANG and AFRC	Original – according to RDS
	International (except ENJJPT)	Original – according to RDS Copy (for all tracks) – Base IMSO (**Note** 3)
	International (ENJJPT)	Original – according to RDS SNR – 1
AF Form 1256, *Certificate of Training*	All Students	Student – 1
AETC Form 1122B, *Summary Performance Report T-38C SUPT/ENJJPT* (**Note** 5)	IFF Follow-on Assignment	Gaining IFF Squadron – 1

**Notes*:*
1. Suspense is 10 duty days after the student graduates or is eliminated. Follow-on training date may require completion of an AETC Form 240-5 immediately after graduation because this form is required for entry into training.
2. Send this form to NGB/A3OC, 3500 Fetchet Avenue, Joint Base Andrews, MD 20762 or AFRC/A1KP, 155 Richard Ray Blvd, Robins AFB GA 31098-1635, as applicable.
3. The base IMSO complies with distribution procedures in AFI 16-105, *Joint Security Cooperation Education and Training*.
4. Suspense is 10 duty days after the student graduates.
5. Upon graduation from SUPT/ENJJPT or PCS for helicopter training (SUPT-H) at Fort Rucker, the HARM office or the local registrar forwards each student's training folder to the gaining AETC base or Fort Rucker, as appropriate. If forwarded by the HARM office, the training folder, AETC Form 240-5 and AETC Form 1122B (if required) are sealed in an envelope and hand-carried to the student's gaining AETC base. The registrar may forward the training folder electronically. Use appropriate E-mail encryption features to properly safeguard information sent electronically. If a student's follow-on training is outside AETC, retain the training folders. The gaining unit's HARM office sends the training folder to the OG/CC for distribution to the appropriate FTS/CC. (T-3) The last AETC flying base from which the

student received training maintains the record for one year after the student departs. Handle international records according to this instruction.
6. The unit IMSO forwards international graduates' training documentation to Air Force Security Assistance Training (AFSAT).

3.5. Training Documents. OG/CCs will standardize student training documentation and training folder content. The following documentation is required:

3.5.1. **Aeronautical Orders.** The local HARM office will publish aeronautical orders according to AFI 33-328, *Administrative Orders,* AFI 11-421, and AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*.

3.5.2. **AF Form 174 or AETC Form 173** . Use these forms to document counseling sessions concerning sensitive personal problems. Keep these forms in the personal information folders maintained by the FLT/CC.

3.5.3. **AF Form 475** , *Education/Training Record.* Prior to course or phase completion resulting in a change of station, the losing unit will complete an AF Form 475 as required. The wording for comments on the AF Form 475 should be similar to an officer performance report (include LOE bullets from casual duty if applicable) and should be signed by the SQ/DO or higher.

3.5.3.1. **(ADD)** AF IMT 475, Education/Training Record: The AF IMT 475 is part of the student's permanent personnel record and should be written by the Student Flt/CC with the STUS/DO as the signature authority (**NOTE:** Student Flt/CCs will seek FTS Flt/CC inputs prior to writing the AF IMT 475). An AF IMT 475 is also required for all students eliminated from training. Negative comments may cause the AF IMT 475 to be a referral report.

3.5.4. **AF Form 679.** Use this form to request a waiver to this publication. Completing this form is self-explanatory.

3.5.5. **AF Form 1256** . Award this form to graduates of AETC formal flying training courses. The training unit ensures graduates of the security assistance training program (SATP) receive an AF Form 1256.

3.5.6. **AETC Form 6** . Use this form to request a waiver to a syllabus or the ETCA. Completing this form is self-explanatory.

3.5.7. **AETC Form 31,** *Certificate of Aeronautical Rating* . Award an AETC Form 31 to SUPT, ENJJPT, Aviation Leadership Program (ALP) and T-6A International Flying Training graduates. Completing this form is self-explanatory. To order this form, units should contact AETC/A3FP.

3.5.8. **AETC Form 99,** *Student Pilot Personnel Data* . All SUPT and ENJJPT students will complete an AETC Form 99 upon course entry. (T-3) Completing this form is self-explanatory.

3.5.9. **AETC Form 101** . Generate an AETC Form 101 for any student placed on CAP. The form is a permanent part of the student's training record. Specify documented military deficiencies. These deficiencies may include unexcused tardiness or absences, traffic tickets, unaccompanied quarters inspection failures, weight program, violations, and dress and

appearance according to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Units may maintain an MFR in the student's TIMS/GTIMS training folder in lieu of the AETC Form 101. The MFR must address all areas listed on the AETC Form 101.

3.5.10. **T-6A Solo Certificate** . Units will present a locally designed solo certificate to UPT, ALP and T-6A International Flying Training students following their initial T-6A solo. (T-3) A template is available on the AETC/A3F website, **https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC13492A0FB5E044080020E329A9**.

3.5.11. **AETC Form 238,** *T-38C Solo Certificate* **(or AETC/A3FP-approved equivalent)** . Present this form to SUPT, ENJJPT, and Advanced training program students following their initial T-38C solo. (T-3) The FTS FLT/CC ensures the form is completed and presented to the student. (T-3) Completing this form is self-explanatory. A template is available on the AETC/A3F   website,   **https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC13492A0FB5E044080020E329A9**.

3.5.12. **AETC Form 240-5** . Use the following guidance to ensure the AETC Form 240-5 provides an accurate record of training and appropriately documents accomplishments in UPT courses:

   3.5.12.1. Generate a form for each student who enters a UPT course. For international students, enter numeric check, flight and (or) simulator evaluation scores rather than overall grades.

   3.5.12.2. The Chief, Host Aviation Resource Manager signs the "authentication" block.

      3.5.12.2.1. Authenticate the AETC Form 240-5 for Primary and Advanced Phase students after their training folders are closed out (i.e. marked as graduated in TIMS).

      3.5.12.2.2. Authenticate the AETC Form 240-5 for students entered into a Commander's Review.

3.5.13. **AETC Form 298,** *Flight Briefing Critique* . Use AETC Form 298 to critique daily flight briefings. (T-3) Supervisors will complete the form to provide feedback to the FTS FLT/CC. Rate all areas observed during the briefing. Completing this form is self-explanatory.

3.5.14. **AETC Form 499,** *Distinguished Graduate Certificate* . This form is presented to graduate course students selected for distinguished graduate (DG) status. A locally approved form or plaque may be substituted for this form.

3.5.15. **AF Form 4293** . This form is used to document information in a student's training folder.

3.5.16. **AF Form 1122B** . This form provide follow-on training instructors and supervisors with an assessment of the student's overall ability and characteristic performance during training.

   3.5.16.1. T-38C UPT units will prepare an AETC Form 1122B on all U.S. and international students with a follow-on assignment to IFF.

   3.5.16.2. This form will not be a part of the graduate's permanent record. Use the following guidance when filling out the form:

3.5.16.2.1. **Category Check Results.** Enter the student's category check results [U, Good (G), Excellent (E)] for his or her initial attempt on each category check. Enter "N/A" if the category check is not applicable.

3.5.16.2.2. **End of Phase Summary.** Provide a candid assessment of the student's performance in each category. Discuss strengths, weaknesses, progression, acceptance of instruction, and any other relevant factors. Evaluate the graduate's performance relative to the course training standards.

3.5.16.2.3. **Flight Commander Assessment.** Provide a subjective assessment of the graduate's overall airmanship and ability. Identify any areas that may require special attention or supervision. Comment on the graduate's officer qualities only if appropriate as they relate to or affect training and performance.

3.5.16.2.4. **Assessment** . Place an "X" in the appropriate block for each item. If an item was not flown or observed, leave the blocks blank.

Chapter 4

STUDENT MANAGEMENT

4.1. CAP. Reference AETCI 36-2605, Volume 1, for CAP category definitions and additional guidance.

4.1.1. **Squadron Commander Responsibilities.** During the Preflight Phase of UPT, the STUS/CC will administer CAP. For graduate level courses and once a UPT student begins flight line training, the FTS/CC will administer the program. The day-to-day CAP administration may be delegated to the FTS/DO, squadron assistant operations officer (ADO), FTS FLT/CC, flight supervisor, or designated student training manager, but the FTS/CC maintains overall authority and responsibility. The STUS/CC may retain administrative authority of academic and military CAP during the Primary and Advanced Phases of UPT if specifically authorized in local guidance. Class commanders/FLT/CC may place students on military CAP if specifically authorized in local guidance. **Note:** For ENJJPT, substitute the corresponding OSS position for all STUS references in this chapter.

4.1.1.1. **(ADD)** The STUS/CC will only enter a student into Academic CAP during Pre-Flight Phase. The STUS/CC may place students on Military CAP during any phase of training for officer misconduct. The STUS/CC may delegate CAP authority to the Student FLT/CC.

4.1.1.2. **(ADD)** The FTS/CC determines and administers all other categories of CAP during the Primary and Advanced Phases (e.g., Flying, Procedural, Airsickness, Academic, etc.) IAW their individual flying training programs, syllabus directives, and SQ/CC discretion.

4.1.1.3. **(ADD)** Student Flt/CCs or FTS Flt/CCs document entry and removal from CAP plus any trends of failing to progress on an AF Form 4293 in TIMS.

4.1.1.4. **(ADD)** In addition to the AF Form 4293 documentation, the Student Flt/CC or FTS Flt/CC notifies the respective FTS/CC during CAP entry, removal and when failing to progress. The notification should include the student's name, rank, class, country of origin and type of CAP.

4.1.2. **CAP Procedures.** The FLT/CC, SQ/CC or MTO places the student on CAP and removes the student from CAP when sustained normal progress is demonstrated or when personal issues are resolved. The SQ/CC will be briefed prior to removing a student from CAP. A student requiring an extended period of increased supervision or repeated placement on CAP should be considered for a PC or EC.

4.2. Progress Checks and Elimination Checks. PCs and ECs are full mission-profile sorties during which a student's performance is observed, rated potential is evaluated, and ability to complete the course within syllabus constraints is considered. Conduct PCs and ECs according to the applicable syllabus. PCs and ECs are separate from the normal syllabus flow. Students must demonstrate proficiency on the PC or EC to the current stage of training. PCs and ECs are key events in the CR process. Triggers for these events are defined in the applicable syllabus.

4.2.1. **Authorized PC/EC pilots.** Only duly appointed and qualified instructor pilots will administer a PC or EC. Refer to the applicable syllabus for authorized PC/EC pilots. Normally

do not fly the student with the same PC/EC pilot on consecutive and (or) subsequent PC/EC sorties.

4.2.2. **Ground Evaluation** . PC and (or) EC ground evaluations may be conducted as a result of a failed category check, PC, or EC for unsatisfactory general knowledge, ground operations, mission planning or EPs, or as the result of a FLT/CC-directed evaluation for failure to progress or meet syllabus standards in procedural knowledge. (These evaluations may include a simulator mission.)

4.2.2.1. The designated PC/EC instructor will conduct the entire briefing, ground evaluation execution, debriefing, and assign the overall grade.

4.2.2.2. The ground evaluation should be one to two hours in length and of sufficient breadth and depth to evaluate the student's overall procedural knowledge.

4.2.3. **Simulator.**

4.2.3.1. During PCs and ECs, civilian simulator instructors (CSI) will serve only as console operators. Their participation is limited to assisting the PC/EC instructor with operating the simulator to facilitate mission execution.

4.2.3.2. The PC and EC instructor will brief the assigned CSI separately on mission objectives, mission profile, event flow, desired scenarios, and areas of student weakness. The actual student mission briefing, execution, debriefing, assignment of individual grades, and assessment of overall student performance is the sole responsibility of the designated PC or EC instructor.

4.2.3.3. The PC (or EC) instructor will not substitute a simulator PC (or EC) for a syllabus-directed aircraft sortie.

4.2.3.4. Simulators provide valuable training to prepare students for actual aircraft missions; however, consider a student for an aircraft PC when he or she is identified by repeated failures or lack of progress in an instrument simulator. If a student progresses to an EC in an instrument simulator unit, the EC should be accomplished in the aircraft (other than general knowledge or procedural issues best handled by an EC ground evaluation or emergency procedure simulator). (T-3)   A student should not be eliminated in an instrument simulator training unit if he or she has not flown an instrument aircraft sortie. (T-3)

4.2.4. **Grading.** Grade PCs and ECs according to syllabus guidance.

4.2.5. **Incomplete PC/EC.** The PC/EC pilot determines if the sortie is complete. A PC/EC is "Incomplete" only if the mission tasks and objectives could not be completed to ascertain a reasonable evaluation of student performance.

4.2.6. **Continuation Training** (**CT) Meetings.** The FTS/CC or designated PC/EC pilot will conduct PC/EC pilot CT meetings at least quarterly to ensure command and squadron PC/EC philosophy is implemented and standardized. All individuals who conduct PCs and (or) ECs are required to attend. Document the meetings in enough detail to allow those who were unable to attend to read, initial the meeting minutes, and understand what transpired. Maintain copies of the meetings minutes and slides (if used) for one year. As a minimum, each meeting should include a review of pass and fail rates by individual PC/EC instructors over the last quarter and year-to-date, quarterly and annual PC/EC pass and fail rates by category, and at least one

grading scenario brought to a conclusion. Grading scenarios should generate thoughtful discussion and reference to the individual CTS appropriate for the scenario. Document the final recommended grade for each grading scenario in the CT minutes and (or) slides.

4.3. Commander's Review Process.

4.3.1. **Overview.** The CR recommends the student's elimination or retention in training. All students in a formal flying training course will go through a CR before being eliminated or withdrawn from training. Complete the CR process within 10 duty days (24 duty days for international students) from the date the initiating authority (IA) enters the student in the CR process by signing the AETC Form 139, *Record of Commander's Review Action (Undergraduate Pilot Training)* or AETC Form 140, *Record of Commander's Review Action (Graduate Pilot Training)* as appropriate. **Exception:** ENJJPT uses a training review board, as required, to manage students not meeting normal syllabus progress. (Refer to the appropriate ENJJPT syllabuses for specific guidelines.)

4.3.1.1. **(ADD)** Commander's Review (CR) Process: Accomplish CR packages in an electronic format (SharePoint, TMT, etc.). The Student Flt/CC and Registrar simultaneously assemble the contents of the CR package. All contents of the CR package with all required signatures will be entered by the second duty day (COB Day 2) with the following possible exceptions:

4.3.1.1.1. **(ADD)** The reviewing Commander completes Tab 4, CR Findings, of the CR package by COB on Day 4, if applicable. (The reviewing Commander will interview the student for all FTD and Military CRs). Flight Medicine completes the following medical documents: AF Form 422 (Tab 15) and AF Form SF Form 502 (Tab 16), if applicable. The IA may delay completion of the Training Review Letter (Tab 10a) until COB Day 4.

4.3.2. **Entry.** 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 Admin Hold - Other pending final approving authority (AA) decision. Commanders will notify the HARM office to suspend Aeronautical Orders IAW AFI 11-402 AETC Supplement, **Paragraph 3.9.1** The IA may elect to continue the student in academic training with reviewing authority (RA) concurrence as long as the CR is not due to an academic trigger. Instruct UPT students not to attend flight line activities (aircraft or simulator) until reinstated. Students projected to exceed the syllabus maximum sortie or flying hour threshold because of overall poor performance should be considered for a CR under the failure to progress or meet syllabus standards trigger. If the syllabus does not identify a maximum threshold, use 115 percent as a guide. UPT students failing three category checks or a combination of four category checks, PCs and (or) ECs during the same phase of training should be considered for a CR under the failure to progress or meet syllabus standards trigger.

4.3.2.1. **(ADD)** Entry. Divide specific duties for entering a student into CR between the Student Flt/CC, FTS Flt/CC and Registrar as listed below:

4.3.2.1.1. **(ADD)** Entry (Student Flt/CC Duties for CR): For all CR packages, regardless of the IA, the Student Flt/CC will adhere to duties assigned in **Attachment 6** and will complete them no later than COB Day 2 so the electronic CR package may begin the staffing process.

4.3.2.1.2. **(ADD)** Entry (Registrar Duties for CR): For all CR packages, regardless of the IA, the Registrar will adhere to duties assigned in **Attachment 6** and will complete them no later than COB Day 3 so the electronic CR package may begin the staffing process.

4.3.2.1.3. **(ADD)** Entry (FTS Flt/CC Duties for CR): For all CRs, except Pre-Flight Phase, the FTS Flt/CC accomplishes gradebook reviews and closeouts. **NOTE:** FTSs ensure completeness and accuracy of all gradebook products. Complete the draft training review letter. Complete the Flt/CC Talking Paper. Run the MASS, if necessary (required NLT COB Day 2).

4.3.3. **IA.** During the Preflight Phase, the STUS/CC is the IA. During the Primary and Advanced Phases, the FTS/CC conducting the student's syllabus training is the IA. For graduate courses, the FTS/CC conducting the student's syllabus training is the IA. The IA will:

4.3.3.1. Notify the student in writing of his or her consideration for elimination and brief the student on the CR process (**Attachment 2**). For international students, also notify the local base IMSO. For ANG and AFRC students, refer to **paragraph 2.8.1.1**.

4.3.3.2. Complete the IA portion of the CR Checklist and Briefing Guide (**Attachment 3**).

4.3.3.3. **(ADD)** IA: The IA should complete all portions of the CR package and submit it to the RA for review no later than COB Day 6.

4.3.4. **RA.** The OG/CC is the RA. The RA will:

4.3.4.1. Review the student's training and recommend elimination from or retention in training. The OG/CC may delegate this authority to the deputy operations group commander (OG/CD), STUS/CC or OSS/CC (ENJJPT), or any FTS/CC (not to include the student's FTS/CC). The RA will examine the student's training records and, as deemed necessary, interview the student and FLT/CC or SQ/CC.

4.3.4.2. Complete the RA portion of the CR Checklist (**Attachment 3**).

4.3.4.3. Suspend the CR if it becomes apparent that circumstances require convening an investigation under the provisions of AFI 51-602, *Boards of Officers* or when information arises that would cause the student to be medically disqualified. Reconvene as appropriate to complete the CR process.

4.3.4.4. **(ADD)** RA: The RA should review all portions of the CR package and submit it to the AA for review/approval no later than COB Day 8.

4.3.5. **AA.** The WG/CC is the AA. The AA will:

4.3.5.1. Complete the AA portion of the CR Checklist (**Attachment 3**).

4.3.5.2. List any authorized AT on AETC Form 139 or AETC Form 140, as applicable.

4.3.5.3. Not recommend UPT eliminees for entry into any other SUPT or ENJJPT training. The AA will not recommend students eliminated for academic deficiency, manifestation of apprehension (MOA) or drop on request (DOR) for any other flying training. AA may recommend UPT students eliminated for other reason (e.g., airsickness, g-tolerance, fly training deficiency) for undergraduate remotely piloted aircraft (RPA) training (URT)

provided they still meet required medical standards. The AA should consider the student's motivation, situational awareness, task and mission management skills, pilot in command skills, and overall airmanship when making URT recommendations. **Note:** A UPT student with an aeronautical rating cannot DOR and falls under the procedures in AFI 11-402.

4.3.6. **CR for Cause and (or) Misconduct** . The 19AF/CC is the AA for removing a student from training for "cause" and (or) misconduct. For "cause" includes students engaging in misconduct punishable under the UCMJ, or a student demonstrating 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. Refer to AETCI 36-2605, Volume 1 for further guidance. When completing AETC Form 139 or 140:

4.3.6.1. The OG/CC is the IA.

4.3.6.2. The WG/CC is the RA.

4.3.6.3. 19 AF/CC is the AA.

4.4. Student Eliminations.

4.4.1. Students *should* be eliminated if they:

4.4.1.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course because of physical, psychological, or personality factors. LOA eliminees require an evaluation from both medical and rated personnel. This category includes airsickness, G-LOC, and MOA. Medical and rated personnel conducting the evaluations will document the results in the student's training folder. They will specify the physical, psychological, or personality factors that led to the LOA determination. In addition, they will annotate specific deficiencies in Section IV of AETC Form 139 or AETC Form 140.

4.4.1.2. Fail to meet proficiency standards of the syllabus in flying, academics, or procedures.

4.4.1.3. Fail to demonstrate the potential to complete the course within syllabus constraints.

4.4.1.4. Receive punitive action under the articles of the UCMJ.

4.4.1.5. Fail to meet fitness standards prescribed in AFI 36-2905 and this publication.

4.4.2. Students *will* be eliminated if they:

4.4.2.1. DOR (UPT only). The FLT/CC will counsel the student on the ramifications of DOR (i.e., permanent disqualification from flying status and possible reclassification proceeding) prior to entering him or her into a CR. Once the student is counseled and signs the AETC Form 139, he or she is ineligible for reinstatement. **Note:** UPT students with aeronautical rating cannot DOR.

4.4.2.2. Attempt to DOR (rated aircrew members). Rated officers attempting to DOR from a formal training course fall under the provisions in AFI 11-402 and will be removed from the formal training course via a CR prior to implementing AFI 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.

4.4.2.3. Become medically disqualified, unless a flight surgeon determines the disqualification may resolve within 12 months of the initial disqualification. In the latter instance, place the student in TDM status. Refer to AFI 48-123, AETCI 36-2605, Volume 1, and **Chapter 5** of this publication for additional guidance. **Note:** For those students funded under the TDY-to-school program, the assigned unit will notify AETC/FMAM as soon as the TDM status becomes probable.

4.4.2.4. Initiate action to separate from the service.

4.4.2.5. Get recalled by the parent unit, higher headquarters, or home country. Reference AETCI 36-2605, Volume 1 for further guidance.

4.4.2.6. Get involved in drug abuse substantiated by reliable evidence.

4.4.2.7. Get adjudicated absent without leave, are confined, or have deserted.

4.4.2.8. Demonstrate improper attitude or lack of responsibility toward assigned duties or obligations. (T-3) This may include character disorders that raise doubt about the student's fitness for training.

4.4.2.9. Fail two ECs in the same phase (Primary or Advanced) or fail three ECs total (applies only to UPT). (T-3)

4.4.3. AETC/A3 staff will maintain entry, production and elimination data to ensure fairness and equitable opportunity for all flying training program candidates.

4.4.4. **(ADD)** Student Eliminations: Assign the CR package to the Registrar, who notifies the leadership (the respective FTS/CC, STUS/CC and Class Commander) and accomplishes records distribution.

4.5. Student Dispositions.

4.5.1. Students reinstated into training after a CR will complete a PC or EC (as appropriate) following completion of any AT authorized by the AA in Section IV of AETC Form 139 or AETC Form 140. Students reinstated after academic deficiencies must repeat the examination after appropriate AT. Students reinstated following a flight evaluation board will complete AT directed by the final approval authority.

4.5.2. After completing AETC Form 139 or AETC Form 140, Section IV, units will process eliminated students under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, AFI 36-3207*, Separating Commissioned Officers,* AFI 36-2110, *Assignments*, or the ETCA. Units will process international students according to AFI 16-105; rated pilots and UPT students with an aeronautical rating according to AFI 11-402; and pipeline or PCS students through appropriate personnel channels.

4.5.3. **(ADD)** Student Dispositions: The FTS/CC informs the student and Student Flt/CC of the class/flight to which the student will return. The losing Student Flt/CC ensures the student's autobiography, AETC Form 99 and other appropriate information are returned to the student's training folder. The Registrar accomplishes records distribution.

4.6. CR Records Distribution.

4.6.1. The school registrar or similarly designated authority will maintain original CR records according to the RDS and distribute them within 10 duty days of CR completion. These records must be available for review.

4.6.2. Units will distribute eliminated officers' CR records as outlined in **Table 4.1** and maintain them according to the RDS.

4.6.3. The course registrar will ensure each elimination case is updated in the training management database with an elimination code.

4.6.4. The servicing flight management office will update ARMS with the appropriate disqualification code.

Table 4.1. Officer CR Records Content and Distribution.

Item	Form or Item	Type of Student	Copy Distribution
1	AETC Form 139 or AETC Form 140 (**Note** 1)	Active Duty USAF	AETC/A3FP – 1, 19 AF/A3 – 1 AFPC/DP2LT and AFPC/DP2ORC – 1 each (**Note** 2) Local HARM Office – 1
3		ANG	AETC/A3FP – 1 19 AF/A3 – 1 NGB/A3OC – 1 (**Note** 3)
4		AFRC	AETC/A3FP – 1 19 AF/A3 – 1 AFRC/A1KP and AFRC/A3TB – 1 each (**Note** 4)
5		International	AETC/A3FP – 1 19 AF/A3 – 1 AFSAT/DO – 1 (**Note** 5)
6	Notification memorandum (**Note** 6)	All	AETC/A3FP – 1 19 AF/A3 – 1
7	Show cause memorandum (**Note** 6)		
8	Individual flight record (rated pilot only) (**Note** 6)		
9	AETC Form 240-5 (UPT only) (**Note** 6)		
10	AF Form 422, *Notification of Air Force Member's Qualification Status* (**Note** 6).		
11	Student training folder	All	N/A

12	AETC Form 99	UPT	N/A
13	Order awarding aeronautical rating		
14	Order rescinding aviation status		

Notes:
1. Suspense is 10 duty days after CR completion.
2. Only required for students that are eliminated and (or) removed from training. E-mail encrypted file to AFPC/DP2LT and AFPC/DP2ORC.
3. NGB/A3OC, 3500 Fetchet Avenue, Joint Base Andrews MD 20762, or E-mail.
4. AFRC/A1KP and AFRC/A3TB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635, or E-mail.
5. E-mail or send to AFSAT/DO, 315 J Street West, Joint Base San Antonio-Randolph TX 78150-4302.
6. For CR packages for students reinstated into training, attach Items 6 and 7 of this table to the AETC Form 139 or AETC Form 140. For CR packages for students eliminated from training, attach Items 6 through 10 of this table to the AETC Form 139 or AETC Form 140. (T-2) Suspense is 10 duty days after CR completion. Forward CR packages to AETC/A3FP (AETC.A3FP@us.af.mil) and 19 AF/A3 in electronic portable format (.pdf). Use appropriate E-mail encryption features to properly safeguard information sent electronically and verify the electronic file is received.

4.7. (ADD) Graduation .

4.7.1. **(ADD)** The Advanced Phase Student Flt/CC performing Graduation Officer duties accomplishes the following in support of SUPT graduation: Ensures completion of the EAL roster. Prepares the EAL letter for Security Forces. Prepares and reproduces the graduation programs. Prepares/edits the graduation speech. Prepares/Coordinates with Protocol to complete the Guest Speaker Package. Facilitates the graduation practice. Facilitates the graduation ceremony including set-up and clean-up.

4.7.2. **(ADD)** The Registrar performs the following in support of SUPT Graduation: Gives the Graduation Brief to Class leaders. Provides the Class Leaders with graduation checklist. Solicits/Coordinates student special considerations. Obtains the diploma roster from the Class Leader. Prepares the parent letters and labels. Prepares the spouse certificates. Prepares the AO letter.

Chapter 5

MEDICAL MANAGEMENT REQUIREMENTS

5.1. General .   This chapter establishes student management requirements for appropriate medical and operations personnel. Operations and medical personnel must ensure commanders are informed when students exhibit MOA symptoms or other medical conditions that affect daily student training decisions. Supervisors must also strive to keep students motivated and flying on a regular basis. AETCI 36-2605, Volume 1, contains additional guidance.

5.2. Airsickness Procedures for UPT Students.

5.2.1. **General** .

5.2.1.1. FLT/CCs and instructors will send students who experience active or passive airsickness to the flight surgeon for examination, counseling, and treatment as soon as practical and before the next aircraft or simulator sortie. Document all episodes of airsickness on AF Form 4293.

5.2.1.2. While participating in the airsickness management program (AMP), students will continue the normal syllabus flow to include flying. (T-3) AMP is outlined AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*.

5.2.1.3. Limit student pharmacological therapy to a maximum of three sorties. IAW AETCI 48-102, the use of medication to treat airsickness is prohibited beginning five sorties prior to the initial T-6A solo sortie and remains so until graduation from the Advanced Phase of UPT.

5.2.1.4. Following any airsickness episode, the student's next flight must be with an IP.

5.2.1.5. Students must meet MIF standards to continue flight training.

5.2.1.6. After the third post-solo airsickness and every third episode thereafter, the FTS/CC will assess the student's potential to complete training. If the student's potential to graduate is high, the FTS/CC will make an entry on the AF Form 4293 to continue the student in training. If the student's potential to graduate is low, the CR process will determine whether the student is retained in or eliminated from training. (T-3) Refer to AETCI 48-102 and AFI 48-123 for more guidance on airsickness.

5.2.1.7. Commanders will process rated officers in UPT who cannot overcome airsickness problems according to AFI 48-123. Squadron supervisors should coordinate closely with the chief of aeromedical services for each of these special cases.

5.2.2. **Primary Phase.**

5.2.2.1. Prior to the initial solo, instructors may help students overcome the impacts of airsickness by changing the profile, momentarily taking control of the aircraft, or if necessary, terminating the mission when airsickness symptoms persist. Use sortie termination as a last resort since continued exposure to the flight environment enhances physiological adaptation. As student progress in training, instructor assistance should decrease.

5.2.2.2. During any of the last five sorties preceding the initial solo, instructors will grade students as unsatisfactory overall when they develop airsickness resulting in (1) IP intervention, (2) relinquishing aircraft control, or (3) premature sortie termination. In addition, students who become airsick during any of the last five sorties preceding their initial T-6A solo sortie must receive FTS/CC approval before flying an initial solo or they will be entered into the CR process. Document FTS/CC approval on an AF Form 4293.

5.2.2.3. The FTS FLT/CC will place Primary Phase students who become airsick on four or more presolo sorties on CAP.

5.2.2.4. On post solo sorties, instructors will grade students who develop any airsickness as unsatisfactory overall.

5.2.2.5. For sorties requiring an overall unsatisfactory for airsickness, grade situational awareness "Unsatisfactory" on the grade sheet and mark the overall grade "Unsatisfactory".

5.2.3. **Advanced Phase** . Instructors will grade students who occupy any pilot or copilot position and develop airsickness on any sortie as "Unsatisfactory" overall (grade situational awareness "Unsatisfactory" on the grade sheet and mark the overall grade "Unsatisfactory"). Students who experience airsickness while not occupying a pilot seat with access to flight controls (jump seat, passenger seat, etc.) may not necessarily warrant an overall grade of unsatisfactory. In this case, consider the inflight conditions, training accomplished, and whether or not the mission is terminated early to determine the final grade.

5.3. Airsickness Procedures for Graduate Pilot Training Students.

5.3.1. A student who experiences airsickness while not occupying a pilot seat with access to flight controls (jump seat, passenger seat, etc.) may not necessarily warrant an overall grade of unsatisfactory. In this case, instructors should consider the inflight conditions, training accomplished, and whether or not the mission is terminated early to determine the final grade. They will use the applicable syllabus to grade students who occupy any pilot or copilot position and develop airsickness.

5.3.2. Students must meet MIF standards to continue flight training.

5.3.3. FTS FLT/CCs and instructors will send students who experience active or passive airsickness to the flight surgeon for examination, counseling, and treatment as soon as practical and before the next aircraft or simulator sortie. Document all episodes of airsickness on AF Form 4293.

5.3.4. While participating in AMP, students continue the normal syllabus flow to include flying. (T-3) Limit student pharmacological therapy to a maximum of three sorties.

5.3.5. Commanders will process rated officers who cannot overcome airsickness problems according to AFI 48-123 and AFI 11-402. Squadron supervisors should coordinate closely with the chief of aeromedical services for each of these special cases.

5.4. Manifestation of Apprehension. Refer to AETCI 36-2605, Volume 1.

5.5. Inflight G-Tolerance Problems. Refer to AETCI 36-2605, Volume 1.

5.6. Centrifuge Training. Conduct centrifuge training according to AFI 11-404, *Centrifuge Training for High-G Aircrew*. In addition to AFI 11-404, the following policy applies to U.S.

students at T-38C SUPT and ENJJPT training locations and international SUPT students who continue in the training pipeline (for example, IFF or PIT).

5.6.1. **First Attempt Failure** . With FTS/CC occurrence, students who fail their first attempt but are recommended for solo flight in UPT on their centrifuge training report may continue in training while waiting for their reassessment; otherwise, commanders will place students on Admin Hold - Other and notify AETC/A3FP and 19 AF/A3 (reference **paragraph 2.11.2**). (T-3) In addition the FTS FLT/CC will:

5.6.1.1. Review student centrifuge tapes for AGSM techniques and develop a training program as appropriate to work on AGSM technique and strength conditioning.

5.6.1.2. Ensure students are reassessed 60 to 180 calendar days following their first attempt failure according to AFI 11-404. Try to schedule the second attempt as close as practical to the 60-day threshold to minimize the time on Admin Hold - Other. If students pass their second attempt, remove them from Admin Hold - Other and resume their training according to the "Unusual Extended Break in Training" syllabus guidance. (T-3)

5.6.2. **Second Attempt Failure.**

5.6.2.1. Ensure students receive a medical evaluation as soon as practical after the failure.

5.6.2.2. With FTS/CC occurrence, students who fail their second attempt but are recommended for solo flight in UPT on their centrifuge training report will continue in training. (T-3) If students were already on Admin Hold - Other for failing their first attempt, they will be removed from Admin Hold - Other and resume training. (T-3) In either case, these students are ineligible for the Fighter/FAIP Track and will be placed in the Non-Fighter Track. For international students, notify the IMSO and AETC/A3FP to determine follow-on action.

5.6.2.3. Students who fail their second attempt and are not recommended for solo flight in UPT will be placed on Admin Hold - Other or remain on Admin Hold - Other, as applicable.

5.6.2.3.1. Enter the student into the CR process.

5.6.2.3.2. A full up CR is not required. Complete AETC Form 139 and distribute IAW **Table 4.1** On AETC Form 139 mark "OTHER" as the reason for elimination and specify "Centrifuge Failure".

Chapter 6

STUDENT TRAINING

6.1. Flight Commander Responsibilities. The FLT/CC is the first echelon of command responsible for safely and efficiently scheduling people, mission and aircraft. The FLT/CC must know the capabilities and experience levels of all flight members and ensure they fly the right mission at the right time according to applicable syllabuses and directives. Safety must remain paramount in the FLT/CC's mind. FLT/CCs will keep the operations supervisors informed of the training plan and any changes and will:

6.1.1. Supervise and monitor student training.

6.1.2. Assist students and supervisors with the training review process and provide for discipline, physical and mental well-being, and general welfare of students. The FLT/CC must be aware of each student's progress in all areas, including the potential effect of external factors (personal problems, etc.). FLT/CCs help students when they:

6.1.2.1. Counsel students determined to be marginal performers or those placed on CAP and conduct follow-up counseling as often thereafter as necessary.

6.1.2.2. Counsel students, as necessary, on appropriate management issues, including personal problems and disciplinary matters. If additional assistance is necessary, refer students to the appropriate base support agencies (Chaplain, Legal Office, etc.).

6.1.3. Maintain student training folders according to **Chapter 3** of this instruction, local guidance, and the applicable syllabus.

6.1.4. Ensure student compliance and documentation of PT accomplishments.

6.1.5. Coordinate with academic supervisors on individual student performance.

6.1.6. Ensure students are briefed on assignment opportunities as applicable.

6.1.7. Brief student leaders on the scope and limits of their responsibilities.

6.1.8. Assist in syllabus-directed functions.

6.2. Syllabus Resource Management. The FTS FLT/CC and FTS/CC are responsible for the management of student flight hours. Each syllabus unit has an associated number of sorties or missions and flight hours. On average, the syllabus mission and any AT, PC, or EC sorties should reflect the average mission duration (AMD) for the unit of training. IPs should closely adhere to the syllabus AMD. The AMD should not be exceeded except for extenuating circumstances or to meet training objectives.

6.3. Additional Training Sorties. AT sorties provide extra training to students in specific circumstances, to include category check failure, break-in-training, CR reinstatement, syllabus waiver, OG/CC corrective actions, or as otherwise specifically authorized by the syllabus. Refer to the applicable syllabus for authorized AT sorties and specific guidelines.

6.3.1. International (Coded XXX83). These sorties are authorized as outlined in the individual syllabus for international students who may not be able to meet MIF standards because of such factors as language or cultural differences. Obtain advance authorization for additional flying hours according to guidance in the individual syllabus and this instruction.

6.3.2. Adaptation to Corrective Lenses (Coded XXX84). These sorties are authorized for students who experience training difficulties and require corrective lenses. Normally, these sorties are flown in the current unit; however, they may be flown in a different category if required. The next aircraft syllabus sortie flown after these sorties must be dual.

6.3.3. Reallocation (Coded XXX85). A syllabus may authorize sorties designated for one unit to be flown in another unit. The reallocated sortie is designated as an "XXX85" in the appropriate category. Sorties will be flown prior to the appropriate end-of-unit lesson.

6.3.4. Break-in-Training (Coded XXX86). These sorties are authorized for delays in training and will be flown only when remaining syllabus sorties are insufficient to compensate for the student's break in training. Instructors should consider using the simulator instead of the aircraft if appropriate for the student's category.

6.3.5. Reinstatement by CR (Coded XXX87). These sorties may be authorized for students reinstated into training after a CR.

6.3.6. Total Sortie/Flying Time (Coded XXX87). Students will fly these sorties to meet minimum syllabus sorties or flying time requirements. These sorties are normally full mission profile and are authorized when it becomes apparent they are needed.

6.3.7. Prior to PC and EC (Coded XXX87). These sorties may be authorized before a PC and EC. These sorties are not automatically given to every student. They are reserved for cases where the FTS/CC determines some training irregularity or anomaly has occurred, and the student has demonstrated the potential to complete the syllabus within syllabus constraints. Document the training irregularity or anomaly as part of the AF Form 4293 AT authorization entry.

6.3.8. Q-2/Q-3 Flight Evaluation (Coded XXX87). The flight evaluator may authorize these sorties as a result of a Q-2/Q-3 flight evaluation.

6.4. Ground Training Units (GTU).

6.4.1. GTUs are instructional lessons that are normally prerequisites for simulator or aircraft missions and complement academic instruction.

6.4.2. Instructors are responsible for teaching GTUs according to instructor guides. Instructors may teach the GTUs to students on an individual or group basis.

6.4.3. Syllabus time for GTUs is an approximate time to complete the lesson. Log the completion time, date, and actual training time in TIMS/GTIMS.

6.5. UPT Formal Briefings Requirements.

6.5.1. **Flight Briefing.**

6.5.1.1. T-6A and T-38C SUPT and ENJJPT flights will conduct daily formal flight briefings before the first scheduled flying period. The briefing will cover current and forecast weather and operations notes. Incorporate flying safety (**paragraph 6.5.3**) and standardization briefing (**paragraph 6.5.4**) as applicable. Unless excused by the FTS FLT/CC, students and *assigned* instructors must attend the formal flight briefing; *attached* instructors are highly encouraged to attend. With FTS/CC or FTS/DO approval, the daily formal flight briefing may be waived to accommodate scheduling constraints.

6.5.1.2. T-1A SUPT flights will conduct a formal flight briefing at least once a week. This briefing may occur any time during the duty day and will cover appropriate administrative information, flight safety (weekly), ground safety (at least monthly), standardization briefing (**paragraph 6.5.4**), and a cockpit/crew resource management (CRM) topic (at least every other week according to **paragraph 6.5.5**). Brief operations notes, weather, and notices to airmen in individual crew briefings. On the days a group flight briefing is not accomplished, IPs will cover required information during individual crew briefings.

6.5.2. **Night Briefings.** Instructors and students scheduled to fly local UPT night sorties will attend a formal night briefing prior to their first flight of each week's night operations. (T-3) This briefing will cover departure and arrival procedures, spatial disorientation, visual illusions, laser strike procedures, and terrain avoidance to include minimum safe altitudes. If essential duties prevent instructors or students from attending the night briefing, a squadron supervisor will brief them before night flying. (T-3) For SUPT and ENJJPT, conduct a formal night briefing for T-6A and T-1A students and instructors before the beginning of the student's first night sortie. (T-3) The night briefing may be combined with the formal flight briefing (**paragraph 6.5.1**).

6.5.3. **Flying Safety Briefings.** UPT flights will conduct these briefings at least once a normal workweek. Briefings should emphasize aircraft mishap prevention and promote group discussion to improve student judgment and confidence.

6.5.4. **Standardization Briefings.** Emphasize situational EPs to include overhead questioning and group discussions of selected topics. Briefings should be structured to assist in the development of judgment, proper application of procedures, and realistic use of available publications. The standardization briefing should include a standup EP situation.

6.5.4.1. T-6A and T-38C SUPT and ENJJPT flights will conduct standardization briefings at least three times during a normal workweek. The standardization briefings may be in conjunction with formal flight briefing or at a time that ensures maximum IP and student participation. T-6A flights will conduct these briefings throughout the program. (T-3) T-38C flights will conduct these briefings until the class is within 30 calendar days of graduation. (T-3) T-1A flights will conduct these briefings until the first student in the class has completed the transition category check. (T-3)

6.5.4.2. If time does not permit, T-1A flights are not required to accomplish a standup EP during the formal flight briefing. However, in addition to the weekly standardization briefing, T-1A flights will conduct standup EPs at least three times a week until each student has successfully accomplished a standup situation as both pilot and copilot. (T-3)

6.5.5. **Cockpit/Crew Resource Management Briefings.** AFI 11-290, *Cockpit/Crew Resource Management Program,* and its AETC Supplement outline requirements for the CRM training program. CRM briefings will address human-factor causes in aircraft mishaps. Use real-world mishaps as examples in the briefings. Conduct the briefings at least once every other week. Brief and debrief CRM core concepts and skills on every aircraft and simulator mission. CRM briefings may be substituted for safety or standardization briefings, but they are not testable.

6.6. Mission Briefings. These briefings set the tone of the lesson. Cover specific objectives, mission accomplishment, and specific flight or simulator restrictions. Discuss techniques and

procedures for flying the mission before or after the mission briefing. An instructor will brief undergraduate students prior to all solo flights. IPs having continuity with the student should accomplish this briefing. Document the briefing on an AETC Form 39, *Solo Briefing*, or a locally approved substitute. Completing this form is self-explanatory. Post-mission briefings measure the success in accomplishing the mission objectives. Refer to the appropriate AFI 11-series publication for briefing formats. The applicable syllabus contains mission briefing requirements.

6.7. UPT Student Standardization Program. The standardization program consists of briefings and tests to ensure students maintain the highest proficiency level in procedural knowledge and application. All students enrolled in a UPT course will take a weekly EP quiz (EPQ) covering general and EP knowledge appropriate for the student's stage of training. Students are required to take the EPQ until they complete the last aircraft sortie for their phase of training. The minimum passing score on all flight line tests is 85 percent and 100 percent for Boldface tests. If an international student fails a written test, the instructor will determine if English comprehension is a significant contributing factor. If so, the instructor may give the student an oral retest. Except for T-1A flights, the EPQ may substitute for a standardization briefing. Refer to the applicable syllabus for additional guidance.

6.7.1. The EPQ may be administered in printed or electronic format. Printed EPQs will be numbered sequentially for accounting purposes. Immediately prior to administering the EPQ, the unit stan/eval member or testing administrator will:

6.7.1.1. Generate a fresh 20-question EPQ from TIMS secure server with a representative number of questions from each assigned reading area. Local units maintain and ensure the accuracy and currency of their EPQ database.

6.7.1.2. Secure the room and administer the EPQ.

6.7.1.3. Collect any printed EPQs and answer sheets and account for each numbered copy.

6.7.1.4. Grade the EPQ; record the scores; and destroy all paper test copies, answer sheets, answer keys, and transparencies. In addition, destroy electronic versions of tests that are stored outside of the TIMS database.

6.7.2. The following documents are available to supplement the standardization program:

6.7.2.1. AETC Form 41, *T-38C Emergency Procedures*. This form contains a list of EPs to cover during a T-38C course. Completing this form is self-explanatory. In the blank space next to the specific EP, enter the date the EP situation was covered.

6.7.2.2. AETC Form 46, *T-6A Emergency Procedures.* This form contains a list of EPs to cover during a T-6A course. Completing this form is self-explanatory. In the blank space next to the specific EP, enter the date the EP situation was covered.

6.7.2.3. AETC Form 100A, *T-1A Emergency Procedures.* This form contains a list of EPs to cover during a T-1A course. Completing this form is self-explanatory. In the blank space next to the specific EP, enter the date the EP situation was covered.

6.7.2.4. Boldface emergency procedures and operating limitations worksheets are available on the AETC/A3V website at **https://eis.aetc.af.mil/hq/A23/A3V/Other%20Training%20Documents/Forms/AllItems.aspx**.

6.8. Incomplete Sorties.

6.8.1. Except for category checks, PCs, and ECs, the FTS FLT/CC will determine if a sortie is incomplete. He or she will:

6.8.1.1. Evaluate each situation on an individual basis. (**Note**: If a student has had ample opportunity to learn a task on previous sorties and subsequently flies a short sortie, do not incomplete the sortie. Also do not incomplete a lesson solely because an individual maneuver is omitted when the omitted maneuver can be accomplished on a later sortie without degrading accomplishment of future training objectives.) (T-3)

6.8.1.2. Consider the sortie's effect on the quality of the student's training and each student's prior training opportunities as well as the remaining sorties available to accomplish training objectives. The syllabus provides a means for more AT sorties for students who do not progress to the end-of-unit MIF proficiency requirements.

6.8.1.3. On end-of-unit sorties if a maneuver is graded below MIF, the sortie is complete and the overall grade is U.

6.8.1.4. Ensure both above- and below-average students are afforded the same training opportunities to refine their skills.

6.8.1.5. Normally do not incomplete a solo sortie.

6.8.2. Incomplete sorties do not break a string of unsatisfactory sorties.

6.9. Grading Procedures. Instructors will grade student training according to the applicable syllabus. The CTS is the baseline for all maneuver grading. Instructors must compare student performance to the CTS before assigning maneuver grades. When assigning a maneuver grade, first grade the maneuver being flown. If the maneuver is flown below the required proficiency level then determine if Risk Management/Decision Making, Task Management, Situational Awareness, Crew Coordination and Emergency Procedures/General Knowledge should also be downgraded (e.g., A student flies an unsafe landing and is directed to go-around. Grade the landing first and then determine if situational awareness or risk management/decision making should also be downgraded for failing to recognize an unsafe situation.).

6.10. Category Checks. Category checks validate students have achieved the required proficiency and (or) instructional level for a category, are conducted according to the applicable syllabus, and are graded against the CTS using the required MIF proficiency and instructional levels as the baseline. Only duly appointed and qualified instructor pilots will administer category checks. Refer to the applicable syllabus for authorized check pilots.

6.10.1. **Profile.** The Check FLT/CC (UPT courses) or the squadron stan/eval chief (graduate training courses) will ensure a cross-section of maneuvers optioned in the category check MIF are sampled regularly on category checks. (T-3)

6.10.2. **Grading.** Category checks are syllabus events and the CTS must be applied exactly as on daily events. The starting point for assigning any maneuver grade is the CTS which equates to satisfactory proficiency level or a letter grade of G. The instructor will grade student maneuvers according to the applicable syllabus, grading completed checks E, G, U or NG (no grade) overall.

6.10.3. **Incomplete Checks.** With Check FLT/CC (UPT courses) or the squadron stan/eval chief (graduate training courses) approval, checks may be considered incomplete if no maneuver completed by the student was graded below MIF and either all required maneuvers were not flown or the number of maneuvers flown was insufficient to reasonably assess the student's overall performance. If a check is incomplete, the student need only perform those maneuvers necessary to complete a normal check profile on the subsequent (refly) check. (T-3)

6.11. Check Flight CT Meetings (UPT only). The Check FLT/CC will conduct check flight CT meetings at least quarterly to ensure grading philosophy, practices and standards are consistent and standardized. All individuals who conduct category checks are required to attend. Document the meetings in enough detail to allow those who were unable to attend to read, initial the meeting minutes, and understand what transpired. Maintain copies of the meetings minutes and slides (if used) for one year. As a minimum, each meeting should include a review of pass and fail rates by category for each check administered since the last CT meeting, category check weak or trend areas, pass and fail rates of individual check pilots, and at least one grading scenario brought to a conclusion. Grading scenarios should generate thoughtful discussion and reference to the individual CTS appropriate for the scenario. Document the final recommended grade for each grading scenario in the CT minutes and (or) slides.

6.12. Flight Evaluations. Conduct flight evaluations according to AFI 11-202, Volume 2/AETC Supplement, *Aircrew Standardization/Evaluation Program,* AFI 11-2MDS-specific volumes 2, and the applicable syllabus.

6.13. Wash Back. When a student washes back into another class, the SQ/CC is the approving authority for determining the appropriate TIMS/GTIMS version of the syllabus to use to continue the student's training. (T-3)

6.13.1. **(ADD)** Wash back: The losing Student Flt/CC notifies the Registrar with a "Registrar Office Administrative Notification" (**Attachment 8**). The Registrar will notify the commander via email and the "Student Status Change" letter (**Attachment 7**). If a student washes back into a different squadron, the notification goes to both FTS/CCs with the gaining FTS/CC as the Coordinator. The Registrar distributes the "Student Status Change" letter (**Attachment 7**) along with supporting documentation to the student's OPCON/ADCON chain of command following OG/CC coordination/approval.

6.13.2. **(ADD)** The losing FTS Flt/CC or Student Flt/CC (if Pre-Flight Phase) ensures the gaining FTS Flt/CC or Student Flt/CC (if Pre-Flight Phase) receives all training folder information and EPQ scores for the wash back student.

6.13.3. **(ADD)** The gaining FTS Flt/CC or Student Flt/CC (if Pre-Flight Phase) places the official correspondence from the Registrar and the student training summary review in the training folder. Updates the AETC Form 99, AETC Form 101, class rosters, and appropriate logs/databases. Documents the holdover/wash back on an AF Form 4293 and places it in TIMS:

6.14. Civilian Flight Training. To maintain the integrity of the AETC training system, students rated by the Federal Aviation Administration (FAA) (private pilot, commercial pilot, etc.) may fly civilian aircraft once they enter into UPT, but they may not pursue additional ratings or qualifications. Students not rated by the FAA will not fly civilian aircraft after entering into UPT.

Prior to conducting any civilian flying, students will complete an AETC Form 410, *High-Risk Activities Worksheet*, and submit the form for commander approval.

6.15. Flight Planning Software use in UPT. Flight instruction of flight planning principles in UPT is focused on the understanding of the key concepts involved in flight planning and application those concepts through the use of flight planning software.

6.15.1. In the Primary Phase, the objectives focus on the skills to produce computer generated flight planning products. Strong emphasis is placed on manual flight planning skills to validate computer-generated products. Primary Phase students will only use approved flight planning software for syllabus-directed events.

6.15.2. In the Advanced Phase, reinforce the flight planning skills and conceptual understanding learned in the Primary Phase. Students are required to plan and fly applicable sorties using software-based flight planning methods according to syllabus requirements.

6.16. Vision Restricting Device (VRD). All T-6A student pilots will use the AETC standard VRD for instrument training as directed by the appropriate syllabus. IPs will ensure student pilots properly stow the VRD prior to engine start and after landing prior to opening the canopy. Local unit fabrication shops will supply the VRDs as required.

Chapter 7

UNDERGRADUATE INTERNATIONAL TRAINING (EXCLUDES ENJJPT)

7.1. International Military Student (IMS) Training. IMSs receive Air Force formal course training under the International Military Education and Training (IMET) Program, a foreign military sales (FMS) case, a counter-drug program, or as part of a presidential draw down initiative. These activities are part of the DoD SATP. The administration of SATP students generally adheres to the procedures outlined in the preceding chapters, but there are certain exceptions. This chapter addresses only those areas where SATP student administration differs from Air Force student administration. Follow the procedures outlined in Chapters **1** through **6** for any area not covered in this chapter.

7.2. International Military Student Officer (IMSO). Each Air Force installation will appoint an IMSO to handle administrative affairs per AFI 16-105. Training units conducting security assistance training, to include orientations, must maintain a close liaison with their installation IMSO. FLT/CCs will notify the IMSO anytime a student is entered into CAP for academic or flying deficiencies, placed on extended DNIF, or for any other reason that could change the student's scheduled graduation status. In turn, IMSO will immediately notify the applicable AFSAT country manager, who will keep country informed on all student issues.

7.3. Training Administration. AFSAT administers all international technical, flying, professional military education, and basic military training within AETC. Units will send questions about administrative procedures to the installation IMSO who, in turn, will notify the appropriate AFSAT country manager.

7.4. Student Data Screening. Training units will screen student records as outlined in AFI 16-105. The installation IMSO will conduct a thorough review of the student's invitational travel order (ITO) and appropriate amendments according to AFI 16-105.

7.5. Student Training Records. The IMSO will maintain student training records according to AFI 16-105.

7.6. Training Summary. Training units will:

7.6.1. Use AETC Form 240-5; DD Form 2496, *International Student Academic Report*; or an AETC/A3F-approved substitute for the training summary. **Note:** The base IMSO will assist training units to complete required forms.

7.6.2. Record awards, special certificates, or other achievements after the course summary section. The training unit will attach a copy of award citations, letters of appreciation, certificates, etc., to the training summary. The installation IMSO is responsible for complying with AFI 16-105. The training unit will ensure the IMSO is aware of special awards of citations accompanying the training summary.

7.6.3. Enter the foreign country and IMET program year (or FMS case designator) and worksheet control number (WCN) in the top right corner of the AETC Form 240-5 (above "training base"). The training unit may obtain this data from the ITO or the base IMSO. **Note:** When using the DD Form 2496, enter this data in the appropriate blocks.

7.7. Additional Flying Hours.

7.7.1. **Requesting Additional Hours.** With OG/CC approval, the IMSO will request additional aircraft hours from the appropriate AFSAT country manager to obtain country approval (for SUPT, hours in excess of the 10 additional hours authorized by the syllabus). The request must include the student's name, country, FMS case, line number, WCN, approximate number of additional hours required, and a summary of the student's problems and the probability for successful course completion. On the request, include AETC/A3FP, AETC/A3RA and AETC/IA as informational addressees. OG/CC approval to fly additional sorties on an international student does not automatically increase the installation's programmed allocation of flying hours for the year. Any increase in programmed flying hours must be accomplished through the normal execution year flying hour adjustment process.

7.7.2. **Reporting Procedures for Additional Sorties or Hours.** To ensure a student's country is appropriately charged for additional sorties or hours flown, the IMSO will provide the following information within five duty days after course graduation (E-mail to: **AFSAT.workflow@us.af.mil**):

7.7.2.1. Student's name.

7.7.2.2. Training unit and base.

7.7.2.3. Military articles and services listing number.

7.7.2.4. WCN.

7.7.2.5. Country, case, line, or IMET program year.

7.7.2.6. Number of additional hours approved.

7.7.2.7. Number of additional hours flown.

7.7.2.8. Type of aircraft flown.

7.7.2.9. Fiscal year when the hours were flown.

7.7.2.10. Start training date and graduation date.

7.7.2.11. POC name and telephone number.

7.8. Holiday Scheduling. All international military students may be authorized an additional two days each year to observe national and (or) religious holidays. Coordinate specific days for each country through AFSAT and the IMSO.

Chapter 8

UPT STUDENT ASSIGNMENT PROCESS

8.1. Overview.

8.1.1. Students receive track and MWS assignments based on demonstrated potential to successfully complete required follow-on training. (**Note:** Inform students with special-needs dependents or other special circumstances to make these situations known to their chain of command.) Track and MWS assignments consider three elements:

  8.1.1.1. Needs of the Air Force.

  8.1.1.2. Track or assignment availability.

  8.1.1.3. Student desires.

8.1.2. To aid commanders in these decisions, the merit assignment selection system (MASS), a command-directed performance measurement tool, is provided. MASS provides student relative ranking within his or her class at each base and is used for student Advanced Track selection, MWS assignment, and final graduation merit ranking.

8.1.3. The WG/CC is the approval authority for all track selection and MWS assignment decisions. Any waivers or deviations from this process must originate from the WG/CC for review by AETC/A3F.

8.2. Career Information.

8.2.1. Before track assignment and again before MWS assignment, wings will provide students with MWS-specific career information. This information should help students make informed choices when requesting specific training tracks or aircraft. Specific information should include mission duties, career path and advancement opportunities, and average TDY commitments. **Note:** Inform students with special-needs dependents or other special circumstances to make these situations known to their chain of command.

8.2.2. Units will brief students that, under the current Total Force Absorption Plan, active duty graduates may be assigned to reserve component units. Present the information via briefings, career days, and (or) other practical means.

8.3. Merit Assignment Selection System.

8.3.1. FLT/CC or appropriate squadron representative will present a comprehensive briefing to each class to ensure understanding of the MASS methodology. The FLT/CC or other appropriate squadron representative must ensure he or she subsequently briefs any student who is unavoidably absent.

8.3.2. MASS generates a merit ranking which is an overall assessment of the student's airmanship and capability based upon demonstrated performance. It includes the FTS FLT/CC's assessment of the student's flying skills, leadership, teamwork, officership, attitude, and potential to complete follow-on training.

8.3.3. A TIMS/GTIMS MASS transaction is required for each UPT class after the Primary (track selection) and Advanced (MWS assignment) Phases. Run a finalized MASS to determine class merit ranking for each SUPT and ENJJPT class after the Primary and

Advanced Phases. The training unit must finalize the MASS prior to class phase graduation and after any and all intermediate MASS calculations are complete. OG/CC ensures a finalized MASS is performed in TIMS/GTIMS.

8.4. Computing MASS Standardized Scores. Use the statistical methodology in **Attachment 4** to compute MASS standardized scores.

8.5. SUPT Merit Ranking. Use Preflight and Primary Phase data for track selection only. Use only Advanced Phase data to determine assignment merit ranking. Use the MASS tables located on the AETC/A3F website, **https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC13492A0FB5E044080020E329A9**.

8.6. ENJJPT Merit Ranking. Assignment merit ranking is based on 40 percent T-6A and 60 percent T-38C performance. Use the MASS tables located on the AETC/A3F website, **https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC13492A0FB5E044080020E329A9**.

8.7. SUPT Student Assignment Process. This section applies only to U.S. students at Columbus, Laughlin, and Vance AFBs.

8.7.1. **Track Assignment Process.**

8.7.1.1. **Overview.** Use the T-6A merit ranking to assist with assigning Advanced Tracks. AETC/A3R will allocate and forward Advanced Track authorizations (T-1A, T-38C, and TH-1H) to each SUPT wing based on each wing's assignment-eligible students no later than five duty days before the Primary Phase completion date. Tracks are assigned during the last week of the Primary Phase after all assignment-eligible students have completed their category checks.

8.7.1.2. **Merit Ranking Calculation.** Each OG/CC will compute the T-6A merit ranking for all students. FTS FLT/CCs will rank assigned students using the Flight Commander Ranking Matrix at **https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC13492A0FB5E044080020E329A9**. Merge the two flight merit rankings, producing a class standing (merit ranking) by total point score (no ties). **Note:** The official MASS score is always a full-class MASS. The TIMS/GTIMS student manager must identify the class as a single entity (for example, 0604 T-6A, not 0604 T-6A A FLT and 0604 T-6A B FLT) and then assign the students into their specific flights. Contact AETC/A3F for questions regarding MASS calculations.

8.7.1.3. **Track Assignment Procedures.**

8.7.1.3.1. Prior to track assignment, each assignable student will indicate a preference order for advanced training. The student's assigned IP will make a training recommendation for each track. The FTS FLT/CC will concur or nonconcur with remarks. (**Note:** Remarks are required if the FTS FLT/CC nonconcurs with the IP's recommendation. Base the recommendation on each student's demonstrated skills and potential to complete advanced training.

8.7.1.3.2. The FTS/CC and FTS FLT/CCs will convene and assign students to advanced training, as follows:

8.7.1.3.2.1. Rank students for advanced training based on their merit ranking.

8.7.1.3.2.2. Give the top 10 percent of graduates their first choice if available. (T-3) For example, in a class of 15 students, the top 10 percent would be 1.5 students. Round numbers 0.5 and above to the next higher number, making the top 10 percent (in this example) two students.

8.7.1.3.2.3. Use merit ranking and the student's preference order to provide the best match of the student's skills, potential, desires, and available training quotas. (T-3) Students receive their first choice of an Advanced Track if it is available and if the individual student's IP and FTS FLT/CC recommend the student for that track.

8.7.1.3.2.4. Go to the second (third, etc.) choice when the student's first choice is not available or the student is not recommended for that track. If that track is available and the student is recommended, assign the student to that track. (T-3)

8.7.1.3.2.5. Assign the quota for students not recommended for a specific training quota to a student recommended for that training, but previously assigned to another track (for example, a T-38C quota is unfilled, but remaining students are not recommended for T-38C training). (T-3) This frees up the training quota previously assigned but may require additional changes. In all cases, consider the student's skill, potential, and desires as well as the needs of the Air Force when assigning advanced training.

8.7.1.3.3. The WG/CC is actively involved in the track selection process. The WG/CC is the approving authority to ensure students are assigned to SUPT tracks based on demonstrated potential to successfully complete the track.

8.7.1.3.4. The OG/CC will forward copies of the final merit ranking and track assignment to AETC/A3RA within two duty days after final approval.

8.7.1.3.5. Units will report any student bound for a fighter or bomber track with a MASS rating below 50 to AETC/A3FP, 19 AF/A3 and AETC/A3G or AETC/A3H, as appropriate.

8.7.2. **MWS Assignment Process.** Students receive MWS assignments based on their potential to successfully complete required follow-on training. After receiving assignments from AFPC/DP2ORC and not later than 11 duty days before the scheduled assignment night, AETC/A1KO will provide the SUPT WG/CCs with their respective assignment block and those of the other bases. If an appropriate MWS assignment is not available in the assignment block, WG/CCs may work assignment swaps (within an assignment block) with other WG/CCs to better meet Air Force needs and student desires. WG/CCs may also request the assistance of AETC/A1KO to obtain an appropriate MWS assignment based on a suitable match with the student's skill and potential. Coordinate assignment swaps with AETC/A1KO and accomplish them before students receive their assignments. AETC/A1K is the final approving authority for assignment block distribution between the SUPT bases. Assignment night is no later than two weeks before graduation. Use the Advanced Track merit ranking to assist with MWS aircraft and location assignments, as follows:

8.7.2.1. **Merit Ranking Calculation.** The OG/CC will compute the T-1A and T-38C merit ranking for all students. T-1A students must complete transition and navigation category checks to compete for assignment with their class. T-38C students must complete

transition, two-ship formation, and instrument/navigation category checks to compete for assignment with their class. Contact AETC/A3F for MASS calculation questions.

8.7.2.2. **MWS Assignment Procedures.**

8.7.2.2.1. The FTS FLT/CC will assess T-38C student performance no later than three weeks prior to assignment night. If a student's demonstrated performance marks him or her as a better candidate for a crew aircraft, the FLT/CC will make every effort to secure a bomber slot for the student; however, the student may be assigned to fixed-wing aircraft outside the normal specialization based on the needs of the Air Force. (T-3)

8.7.2.2.2. Before assignment night, all assignable students will indicate a preference order of MWS aircraft. The assigned IP will make a first assignment instructor pilot (FAIP) recommendation for each student. Base the recommendation on the student's demonstrated flying and interpersonal skills, maturity, and potential to return as an FAIP. The FLT/CC will concur or nonconcur with the assigned IP's recommendations.

8.7.2.2.3. Identify FAIPs with a follow-on assignment to one of two generic tracks (fighter/bomber or tanker/airlift). WG/CCs will *not* change this FAIP assignment process.

8.7.2.2.4. The FTS/CC and FTS FLT/CCs will convene and assign students MWS aircraft as follows:

8.7.2.2.4.1. Rank order assignable students by their merit ranking for MWS aircraft.

8.7.2.2.4.2. If available, the top 10 percent of assignable graduates should receive their first choice. (T-3) For example, in a class of 15 assignable students, the top 10 percent would be 1.5 students. Round numbers 0.5 and above to the next higher number, making the top 10 percent (in this example) two students. **Note:** Do not assign FAIP duty to the top 10 percent unless they specifically volunteer.

8.7.2.2.4.3. Use the merit ranking and the assignable student's preference order to provide the best match of the student's desires with available MWS aircraft. (T-3)

8.7.2.2.4.4. When a quota for an FAIP is unfilled and the remaining students are not recommended for FAIP duty, assign the quota to a student recommended for FAIP duty but previously assigned to another aircraft. (T-3) This frees up the aircraft previously assigned and may require additional changes. **Note:** Individuals are not usually selected for FAIP duty in an aircraft they did not fly in SUPT. The WG/CC requests exceptions to this policy and coordinates through AETC/A3F and AETC/A3R, with AETC/A2/3/10 approval.

8.7.2.2.4.5. For rated management reasons, do not assign FAIP duty to captains (as of graduation), even if they volunteer.

8.7.2.2.5. The WG/CC is actively involved in actions affecting SUPT students in the assignment selection process and makes the final decision on the best match of student skill, potential, and desire with available aircraft. The WG/CC will provide a list of finalized assignment selections and merit ranking to AETC/A1KO not later than one duty day before the scheduled assignment night.

8.7.2.2.6. AETC/A1KO will check assignment selections for potential errors and coordinate with the appropriate WG/CC for final release of student assignments. AETC/AIKO will compile the results and forward them to AFPC/DP2ORC no later than the following Monday after assignment night.

8.7.2.2.7. Squadron supervisors will establish procedures to announce track and assignment drops. (T-3) In addition, they will closely monitor student performance after MWS assignment.

8.7.2.2.8. When appropriate, squadron, operations group, and wing personnel will work with AETC/A1KO to coordinate any assignment changes necessitated by post-MWS assignment performance. (T-3)

8.8. ENJJPT Student Assignment Process (U.S. Students).

8.8.1. **Merit Ranking Calculation.**

8.8.1.1. The FLT/CCs and Chief of UPT will compute the merit ranking for ENJJPT students. The total point score determines class standing (merit ranking).

8.8.1.1.1. FLT/CCs will rank assigned students using the ENJJPT Officer Quality Evaluation and their assessment of the student's leadership, teamwork, officership, attitude, and potential to complete follow-on training.

8.8.1.1.2. The Chief of UPT will then meet with both FLT/CCs for that ENJJPT class to merge the two FLT/CC rankings and assign FLT/CC ranking points to be used in the merit ranking using the Flight Commander Ranking Matrix at **https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC13492A0FB5E044080020E329A9**.

8.8.1.2. The official MASS score is always a full class MASS. The TIMS/GTIMS student manager must identify the class as a single entity (for example, 0604 T-6A, not 0604 T-6A A FLT and 0604 T-6A B FLT) and then assign the students into their specific flights. Contact AETC/A3F for questions regarding MASS calculations.

8.8.1.3. Each student must have completed the T-38C contact, transition, and advanced formation (2-Ship) category checks to compete for assignment with that class. In case of unforeseen circumstances that prevent the completion of any one of these category checks by all students in the class, the OG/CD will determine what point in training to use as the cutoff for the MASS computation.

8.8.2. **MWS Assignment Process.**

8.8.2.1. AETC/A1KO will, after receiving assignments from AFPC/DP2ORC, provide the assignment block to the WG/CC and inform the U.S. SNR four weeks before graduation. Match students to assignments according to ENJJPT procedures. Assignment night is no later than two weeks before graduation.

8.8.2.2. Three weeks before assignment night, U.S. students will rank-order their choices of MWS aircraft and provide them to the FLT/CC.

8.8.2.2.1. **(ADD)** MWS Assignment Process: 47 STUS/DOF will build and compile the assignment night script, slide show and Warrior slides and should coordinate for

approval from the 47 STUS/CC or his designated representative NLT 2 working days prior to the assignment night events.

8.8.2.3. One week before assignment night, the assigned IP, FTS FLT/CC, and MTO will review the student's choices, make appropriate FAIP recommendations, and forward them to the student training FLT/CC. For rated management reasons, do not assign FAIP duty to captains (as of graduation), even if they volunteer.

8.8.2.4. The MTO, student training FLT/CC, and U.S. SNR (who coordinate as required with SQ/CCs) will convene and assign students to MWS aircraft using the guidance outlined for SUPT and ENJJPT. (T-3)

8.8.2.5. The WG/CC will approve and forward a copy of the final class merit ranking and MWS assignment matches to AETC/A1KO no later than one duty day before assignment night.

8.8.2.6. AETC/A1KO will compile the results and forward them to AFPC/DP2ORC no later than the following Monday after assignment night. This completes all actions required to process the assignments.

Chapter 9

STUDENT AWARDS

Section 9A—UPT

9.1. Overview. The WG/CC will establish and maintain a program to present awards to students selected as outstanding in academics, military qualities, and flying training. (T-3) Duplicate awards may be presented for ties. AFI 36-2805, *Special Trophies and Awards,* governs appropriations for such awards. A wing awards council or similar process will nominate and select students for awards approved by the WG/CC. (T-2) ENJJPT Steering Committee Directive 3-1, *Student Administration,* and 80th FTW guidance determine ENJJPT student awards available only through the local Sheppard AFB intranet.

9.1.1. **(ADD)** Graduate Awards: Procedures. As soon as possible, 47 STUS/DOM prepares a Staff Summary Sheet on the proposed graduation award winners. (**NOTE**: route through the 434 FTS/CC, 85 FTS/CC, 86 FTS/CC, 87 FTS/CC, 47 STUS/CC, OG/CC, and Wing/CC.) The following awards are determined by the Advanced Phase FTS/CCs with the 47 OG/CC as the final authority.

9.1.1.1. **(ADD)** Academic Award. This award is equally weighed between Primary Phase and Advanced Phase.

9.1.1.2. **(ADD)** Flying Training Trophy. This award is equally weighed between Primary Phase and Advance Phase.

9.1.1.3. **(ADD)** Order of Daedalians AETC Commander's Trophy. This award is weighted 40% Primary Phase and 60% Advanced Phase.

9.1.1.4. **(ADD)** Distinguished Graduate. This award is not weighted between Primary Phase and Advanced Phase.

9.1.1.5. **(ADD)** Daedalian Award.

(ADD) NOTE: All the preceding awards are presented at the Graduation Ceremony

9.1.1.6. **(ADD)** The following awards are determined by the 47 STUS/CC and the 47 OG/CC is the final authority:

9.1.1.6.1. **(ADD)** Outstanding Second Lieutenant Award (Presented at Border Buttermilk)

9.1.1.6.2. **(ADD)** Outstanding Officer Award (Presented at the Graduation Ceremony)

9.1.1.6.3. **(ADD)** Citizenship Award (Presented at the Graduation Banquet)

(ADD) NOTE: Advanced Phase Student Flt/CCs will solicit inputs from the class, the associated Primary Phase Student Flt/CC and FTS Flt/CC, the Advanced Phase Flt/CC and STUS/DOT when determining the nominations for these three awards prior to submitting them to the STUS/CC. These awards will be based on officership and citizenship for the entire time the student was assigned to Laughlin AFB.

9.2. Distinguished Graduate (DG) Awards. Each OG/CC may select DGs from the students in each track of a class and present them a plaque during graduation. For each class, the OG/CC is the final approving authority for all awards. As a minimum, a DG award requires a student to be in the upper 10 percent of the graduating class. Use MASS data from both the Primary and Advanced Phases. (T-3) If Primary Phase MASS data is unavailable, use only Advanced Phase MASS data. (T-3) Select DGs from the upper 10 percent of each track. (T-3) (Round numbers .5 and above to the next higher number.) If a DG is an ANG or AFRC member, notify AETC/A3G or AETC/A3H, as appropriate, as soon as possible to ensure appropriate representation.

9.3. Order of Daedalians AETC Commander's Trophy. (T-3) This award is presented to the student in each class with the highest MASS score from each track using the combined MASS data from the Primary and Advanced Phases of SUPT. The score is weighted using 40 percent Primary and 60 percent Advanced. If Primary Phase MASS data is unavailable, use only Advanced Phase MASS data. The OG/CC notifies the Order of Daedalians of the recipient's name before class graduation and presentation. The WG/CC (or designated representative) presents the trophies during the graduation ceremony. The trophy should be approximately 6 to 7-inch tall, cast bronze statue of an eagle with outstretched wings and talons, mounted on a 1 1/2-inch tall circular base. Trophy variations are authorized.

Figure 9.1. Order of Daedalians AETC Commander's Trophy.

9.3.1. Attach a suitable brass plate to the base and engrave as depicted in **Figure 9.2**.

Figure 9.2. Daedalian AETC Commander's Trophy Plate.

DAEDALIAN AETC COMMANDER'S TROPHY

(Grade and Name)

(Class and Base)
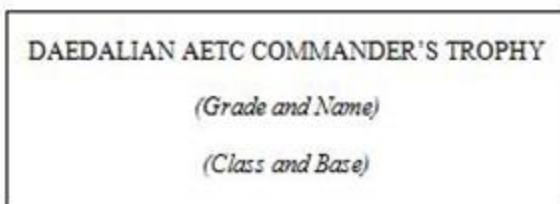
9.4. Academic and Flying Training Awards. (T-3) The academic training award is presented to the student in each track with the highest academic MASS score for the Primary and Advanced Phases. The flying training award is presented to the student in each track with the highest combined daily sortie and category check sortie MASS scores for both the Primary and Advanced Phases. The OG/CC is the approving authority for these awards. If Primary Phase MASS data is

unavailable, use only Advanced Phase MASS data to determine the academic/flying training award recipients.

9.5. Orville Wright Achievement Award.

9.5.1. This Daedalian Foundation award is given to the most outstanding SUPT or ENJJPT graduate of the quarter and consists of an engraved plaque and a citation presented by a member of the Order of Daedalians. Only U.S. students (any military branch) are eligible for this quarterly award.

9.5.2. Each UPT base may nominate one student per quarter. Send the nomination package to AETC/A3FP within 10 duty days after the end of the quarter. Students must have graduated during the quarter nominated. Nomination package should include a nomination memorandum from the WG/CC; a biographical sketch (optional); a copy of the nominee's Primary and Advanced Phase AETC Forms 240-5 and the forwarding address for the nominee's follow-on training unit. Do not include the nominee's social security number in the nomination memorandum.

9.5.3. An award board at AETC/A3F will select the award recipient. AETC/A3F will inform the nominating units, the gaining squadron commander, and the Order of Daedalians of the graduate selected for the award. The Order of Daedalians will forward the award to the appropriate base for presentation.

9.6. Awards to IMSs. As soon as possible after the decision is made to present an award to a SUPT IMS, the unit will notify the AFSAT/CC through the base IMSO.

Section 9B—Graduate Pilot Training

9.7. DG Awards.

9.7.1. Units will develop their own methods of identifying up to the top 10 percent of students in basic courses as DGs. (T-3) Classes with less than 10 students may have one DG. Any fractions may be rounded upward. Commanders may elect not to designate a DG in a class.

9.7.2. DG programs recognize students who clearly excel during formal training. Formalize the DG program in local guidance. (T-3) DGs must demonstrate outstanding progress in each phase of academic, simulator, and flying training, and outstanding results in flying and simulator evaluations. The unit commander is the final approving authority for all awards. (T-3)

9.7.3. The DG will receive an AETC Form 499 (or locally approved substitute). (T-3)

JOHN A. CHERREY, Brigadier General, USAF
Director of Intelligence, Operations, and Nuclear Integration

(ADD)

CRAIG D. PRATHER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-26, *Total Force Development*, 27 September 2011

AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, 13 September 2010

AFI 11-202V2_AETCSUP, *Aircrew Standardization/Evaluation Program*, 30 January 2014

AFI 11-290, *Cockpit/Crew Resource Management Program*, 15 October 2012

AFI 11-290_AETCSUP, *Cockpit/Crew Resource Management Program*, 2 June 2014

AFI 11-401, *Aviation Management*, 10 December 2010

AFI 11-401_AETCSUP, *Aviation Management*, 12 July 2012

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, 10 July 2012

AFI 11-402_AETCSUP, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, 10 April 2012

AFI 11-404, *Centrifuge Training for High-G Aircrew*, 28 October 2005

AFI 11-421, *Aviation Resource Management,* 10 April 2014

AFI 16-105, *Joint Security Cooperation Education and Training*, 3 January 2011

AFI 33-328, *Administrative Orders*, 16 January 2007

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AFI 36-2110, *Assignments,* 22 September 2009

AFI 36-2805, *Special Trophies and Awards*, 14 March 2013

AFI 36-2805_AETCSUP, *Special Trophies and Awards*, 12 September 2006

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-2903_AETCSUP, *Dress and Personal Appearance of Air Force Personnel*, 14 November 2014

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

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3207, *Separating Commissioned Officers,* 9 July 2004

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

AFI 51-602, *Boards of Officers*, 2 March 1994

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPAM 11-419, *G-Awareness for Aircrew*, 17 October 2014

AETCI 11-406, *Fighter Aircrew Conditioning Program (FACP)*, 8 March 2012

AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management*, 16 February 2016

AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, 5 November 2013

ENJJPT Steering Committee Directive 3-1, *Student Administration*

Prescribed Forms

AETC Form 31, *Certificate of Aeronautical Rating*

AETC Form 39, *Solo Briefing*

AETC Form 41, *T-38C Emergency Procedures*

AETC Form 46, *T-6A Emergency Procedures*

AETC Form 99, *Student Pilot Personnel Data*

AETC Form 100A, *T-1A Emergency Procedures*

AETC Form 101, *Student Performance Summary*

AETC Form 139, *Record of Commander's Review Action (Undergraduate Pilot Training)*

AETC Form 140, *Record of Commander's Review Action (Instructor Pilot Training)*

AETC Form 238, *T-38C Solo Certificate*

AETC Form 240-5, *Summary Record of Training*

AETC Form 298, *Flight Briefing Critique*

AETC Form 1122B, *Summary Performance Report T-38C SUPT/ENJJPT*

Adopted Forms

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

DD Form 2496, *International Student Academic Report*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 174, *Record of Individual Counseling*

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 475, *Education/Training Record*

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 1256, *Certificate of Training*

AF Form 4293, *Student Activity Record*

AETC Form 6, *Air Force Publication Compliance Item Waiver Request/Approval*

AETC Form 173, *Student Record of Academic/Nonacademic Counseling*

AETC Form 410, *High-Risk Activities Worksheet*

AETC Form 435, *Mishap Date Worksheet*

AETC Form 499, *Distinguished Graduate Certificate*

Abbreviations and Acronyms

AA—approving authority

ADCON—administrative control

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSAT—Air Force Security Assistance Training

AGSM—anti-G straining maneuver

ALP—aviation leadership program

AMD—average mission duration

AMP—airsickness management program

ANG—Air National Guard

ARMS—Aviation Resource Management System

AT—additional training

ATD—aircrew training device

CAI—computer-assisted instruction

CAP—commander's awareness program

CC—commander

CD—deputy commander

CNATRA—Chief of Naval Air Training

CR—commander's review

CRM—crew resource management

CSI—civilian simulator instructor

CT—continuation training

CTS—course training standards

DG—distinguished graduate

DNIF—duty not including flying

DO—operations officer

DOR—drop on request

EC—elimination check

E—mail—electronic mail

ENJJPT—Euro-NATO Joint Jet Pilot Training

EP—emergency procedure

EPQ—emergency procedure quiz

ETCA—education and training course announcements

FA—fitness assessment

FAA—Federal Aviation Administration

FAIP—first assignment instructor pilot

FEF—flight evaluation folder

FLT—flight

FMS—foreign military sales

FOUO—For Official Use Only

FPC—final progress check

FTPA—flying training production analysis

FTS—flying training squadron

G-LOC—G—induced loss of consciousness

GTIMS—graduate training integration management system

GTU—ground training unit

HARM—host aviation resource management, high-speed anti-radiation missile

IA—initiating authority

IAW—in accordance with

IFF—introduction to fighter fundamentals

IFT—initial flight training

IMET—international military education and training

IMS—international military student

IMSO—international military student office/officer

IP—instructor pilot

IPC—initial progress check

ITO—invitational travel order

LOA—lack of adaptability

LOE—letter of evaluation

MASS—merit assignment selection system

MFR—memorandum for record

MIF—maneuver item file

MOA—manifestation of apprehension

MOU—memorandum of understanding

MTO—military training officer

MWS—major weapon system

NAS—naval air station

NGB—National Guard Bureau

OG—operations group

OSS—operational support squadron

OTA—oracle training administration

PA—privacy act

PC—progress check

PCS—permanent change of station

PFT—programmed flying training

PII—personally identifiable information

PIT—pilot instructor training

POC—point of contact

PT—physical training

RA—reviewing authority

RDS—records disposition schedule

RPA—remotely piloted aircraft

SATP—security assistance training program

SNR—senior national representative

SQ—squadron

stan/eval—standardization and evaluation

STUS—student squadron

SUPT—specialized undergraduate pilot training

TDY—temporary duty

TIMS—training integration management system

TDM—training delay - medical

UCMJ—Uniform Code of Military Justice

UFT—undergraduate flying training

UPT—undergraduate pilot training

USAF—United States Air Force

URT—undergraduate remotely piloted aircraft training

VRD—vision restricting device

WCN—worksheet control number

WG—wing

Terms

Advanced Phase—The Advanced Phase (previously referred to as Phase 3) of UPT follows the Primary Phase and begins when the student starts training in the T-1A, T-38C, or TH-1H syllabus. The TH-1H Advanced Phase is also referred to as SUPT-H.

Course—The entire program of flying, simulation, and academics conducted in all media during the programmed training days as outlined in a specific syllabus.

Course Training Standards—The training standards describing the skills and degree of proficiency required of the course graduates.

Courseware—The technical data, textual materials, audio, video, film, computer instruction, instructor guides, student study guides, and other training material developed to support and implement the syllabus.

Graduate Pilot Training—Post UPT flying training conducted IAW a MAJCOM-approved syllabus such as Pilot Instructor Training, Senior Officer Qualification, and RPA Refresher Training. Graduate syllabuses have course identifiers starting with F-V5.

Medium—Media include aircraft, operational flight trainers, instrument flight trainer, unit training devices, weapon system trainers, ground training, and CAI.

Preflight Phase—Preflight Phase (previously referred to as Phase 1) of UPT precedes the Primary Phase. It begins on the class start date and ends when the class transitions to the flight line to train in the T-6A.

Primary Phase—Primary Phase (previously referred to as Phase 2) of UPT begins with the class transition to the flight line to train in the T-6A.

Student—An individual in a formal course of training. This is a generic term and when used in this instruction it encompasses students in both undergraduate and graduate formal courses unless specified otherwise.

Track—The Advanced Phase of SUPT is divided into three separate tracks (T-38C or fighter/bomber track, T-1A or tanker/mobility track, and TH-1H or rotary wing track).

Attachment 2

EXAMPLE STUDENT NOTIFICATION MEMORANDUM

Table A2.1. Example Student Notification Memorandum.

(Date)

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 evaluates all circumstances relating to your training and makes recommendations regarding your retention in or elimination from training.

2. You are entitled to submit a "show cause" memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. The approving authority uses your memorandum and/or written statements pursuant to the Privacy Act of 1974 as authorized by Title 10, U.S.C., Section 8013. These documents become part of a case file and are destroyed one year after completion of training according to Air Force Records Disposition Schedule. 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 two duty days after receiving this memorandum.

                                                    _____
                                                    (Initiating Authority's Signature)

1st Ind. *(Office Symbol)*

MEMORANDUM FOR *(Initiating Authority)*   *(Date)*

I acknowledge receipt of this memorandum and that I was briefed on the commander's review process in accordance with AETCI 36-2605, Volume 4.

                                                    _____
                                                    (Student's Signature)

Attachment 3

COMMANDER'S REVIEW CHECKLIST AND BRIEFING GUIDE

A3.1. The Initiating Authority (IA).

A3.1.1. Enter the student into the CR process NLT three duty days after meeting the syllabus trigger and notify the student in writing of his or her consideration for elimination.

A3.1.2. Explain the CR process to the student.

A3.1.3. Remove the student from training pending final AA decision (IA may elect to continue the student in academic training with RA concurrence). Instruct UPT students not to attend flight line activities or participate in any training until reinstated.

A3.1.4. Complete Sections I and V of AETC Form 139 or AETC Form 140, as applicable.

A3.1.5. Advise the student he or she may submit a show-cause memorandum within two duty days after receiving written notification from the IA of his or her consideration for elimination. The memorandum should address why the student should not be eliminated. It should cite specific reasons and provide any information which may have a bearing on the situation.

A3.1.6. Ensure the student completes Section II of AETC Form 139 or AETC Form 140, as applicable.

A3.1.7. Forward the completed AETC Form 139 or AETC Form 140 with the student's show-cause memorandum (if submitted), training records, and any attachments to the RA.

A3.1.8. Notify the ARMS manager to suspend the student's aeronautical orders IAW AFI 11-402 AETC Supplement, **Paragraph 3.9.1**.

A3.1.9. Notify AETC/A3G (for ANG) or AETC/A3H (AFRC) and NGB/A3O or AFRC/A3TB as applicable for AFRC and ANG students.

A3.1.10. Notify the base IMSO for international students.

A3.2. The Reviewing Authority (RA).

A3.2.1. Review the student's training and recommends elimination from or retention in training.

A3.2.2. Complete Section III of AETC Form 139 or AETC Form 140, as applicable, and forward the form with all applicable records to the AA for final decision. Include a written summary of significant facts and specific rationale used to arrive at the recommendations.

A3.2.3. Inform the student of the sequence of events for CR.

A3.2.4. Inform the student of individual rights for legal assistance and representation if convened under AFI 51-602, *Boards of Officers*.

A3.3. The Approving Authority (AA).

A3.3.1. Review the student's records and RA's recommendations.

A3.3.2. Decide whether the student is retained in or eliminated from training.

A3.3.3. Complete Section IV of AETC Form 139 or AETC Form 140, as applicable. Include remarks on the student's officership and, in the event of elimination, recommend a follow-on

career field. For UPT medical eliminees, provide a statement in Section IV of AETC Form 139 evaluating the student's ability to complete training if medically requalified.

A3.3.4. Inform the student, upon elimination, 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.

A3.3.5. Notify AETC/A3G (for ANG) or AETC/A3H (AFRC) and NGB/A3O or AFRC/A3TB as applicable of final disposition for AFRC and ANG students.

Attachment 4

COMPUTING MASS STANDARDIZED SCORES.

A4.1. Methodology. Use the following statistical methodology to compute MASS standardized scores. MASS calculation formulas are listed below.

Figure A4.1. Mean ().

$$\mu = \frac{\sum_{i=1}^{N} X_i}{N}$$

A4.1.1. N is the number of students in the class

A4.1.2. Xi is the individual's score (academic examination average, daily maneuver score, category check score, etc.).

Figure A4.2. Standard deviation ().

$$\sigma = \sqrt{\frac{\sum_{i=1}^{N} (X_i - \mu_x)^2}{N}}$$

A4.1.3. N and X_i are defined in A4.1.1. and A4.1.2. above.

A4.1.4. **(x is the mean score for the category (academic examination average mean, daily maneuver score mean, check evaluation score mean)** .

Figure A4.3. Z-score.

$$z = \frac{X_i - \mu}{\sigma}$$

A4.1.5. Z-score is the number of standard deviations () from the mean ().

A4.1.6. **T-score.**

A4.1.6.1. T = 50 + 10 (z-score). T-scores are weighted according to these calculations. Add the weighted T-scores to compute the total merit score.

Figure A4.4. M score.

$$M\ score = \frac{M\ points\ received \times 100}{M\ points\ attempted}$$

A4.1.7. Compute maneuver (M) scores for daily flying and check performance based on **Figure A4.4**.

A4.1.7.1. Each maneuver has scores for "Unsatisfactory", "Fair", "Good", and "Excellent". Critical maneuvers are weighted more heavily. (e.g., Landing is weighted more than aileron roll.) Weighted grade values for individual maneuvers are available in the maneuver grade files. For an incomplete sortie or a PC/EC sortie following a failed category check, the maneuver score is based on the first graded attempt of the maneuver.

A.4.1.7.2. AETC/A3FP determines subarea weights.

A4.2. Example Calculation. This example calculates the T-6A total score for SUPT. Similar methodology applies to the other UPT programs.

Table A8.1

A4.2.1. Total Category Check Maneuver Score. Compute using percentage score, multiply by weighting factor, and total. Use this total to compute a Category Check T-score.

Table A4.1. Example Total Category Check Maneuver Score.

Midphase Contact	215 pts received/235 pts possible	=	.91489 × 100	=	.91.489 × .16	=	14.638
Contact	228 pts received/235 pts possible	=	.97021 × 100	=	97.021 × .28	=	27.166
Instrument	232 pts received/235 pts possible	=	.98723 × 100	=	98.723 × .28	=	27.642
Formation	339 pts received/365 pts possible	=	92876 × 100	=	92.876 × .28	=	26.005
				Total Category Check Maneuver Score		=	**95.451**

A4.2.2. Category Check T-score. Assuming the mean for this class's category checks is 93.422 with a standard deviation of 3.270, then this student's 95.451 Total Category Check Maneuver Score yield a Z-score of +0.6208, resulting in a Category Check T-score of 56.208.

Table A4.2. Example Category Check T-score.

Total Category Check Maneuver Score	=	95.451
Class Mean (μ)	=	93.422
Standard Deviation (σ)	=	3.270
Z-score	=	(+0.6208)
Category Check T-score	=	**56.208**

A4.2.3. Daily Maneuver T-score. Compute the daily performance scores using a T-score generated from student's daily maneuver percentage score. Assuming the mean for this class's daily maneuvers is 71.237 and a standard deviation of 5.941, then this student's 67.206 daily maneuver score yields a Z-score of –0.6783 resulting in a Daily Maneuver T-score of 43.217.

Table A4.3. Example Daily Maneuver T-score.

Daily Maneuver Score (9601 pts received/14286 pts possible)	=	.67206 × 100	=	67.206
		Class Mean	=	71.237
		Standard Deviation	=	5.941
		Z-score	=	(–0.6783)
		Daily Maneuver T-score	=	43.217

A4.2.4. Academic T-score. Students' academic test averages are used to compute their Z-scores. Only the first test attempt counts in the student's academic test average. Instructors will ensure all retakes of failed academic tests are entered as retakes. In this example, the student's academic test average is 96.891. Assuming the class average is 96.060 with a standard deviation of 1.886, then the resulting Z-score is +0.4883 yielding an Academic T-score of 54.883

Table A4.4. Example Academic T-score.

Academic Test Average	=	96.891
Class Mean	=	96.060
Standard Deviation	=	1.886
Z-score	=	0.4883
Academic T-score	=	**54.883**

A4.2.5. FLT/CC Ranking T-score. Use the FLT/CC ranking score to compute a Z-score. In this example, we use a ranking of 5 out of 15 = 95.710. **Note***:* By design, the mean for all classes' FLT/CC ranking is 92.50. However the standard deviation varies depending on class size. In this case, we use a standard deviation of 4.652; then this student's 95.710 yields a Z-score of +0.690, resulting in a FLT/CC Ranking T-score of 56.900.

Table A4.5. Example FLT/CC Ranking T-score.

FLT/CC Ranking (5th of 15) Score	=	95.710
Class Mean	=	92.500
Standard Deviation	=	4.652
Z-score	=	0.690
FLT/CC Ranking T-score	=	**56.900**

Table A4.6. Example T-6A Phase Total.

56.208	(Category Check T-score)	×	.40 (weighting factor)	=	22.483
43.217	(Daily Maneuver T-score)	×	.20	=	8.643
54.883	(Academic T-score)	×	.10	=	5.488
56.900	(FLT/CC Ranking T-score)	×	.30	=	17.070
			T-6A Phase Total	=	**53.684**

(ADD) Attachment 5

ADMIN AND MEDICAL HOLD DECISION MATRIX

Figure A5.1. Admin and Medical Hold Decision Matrix
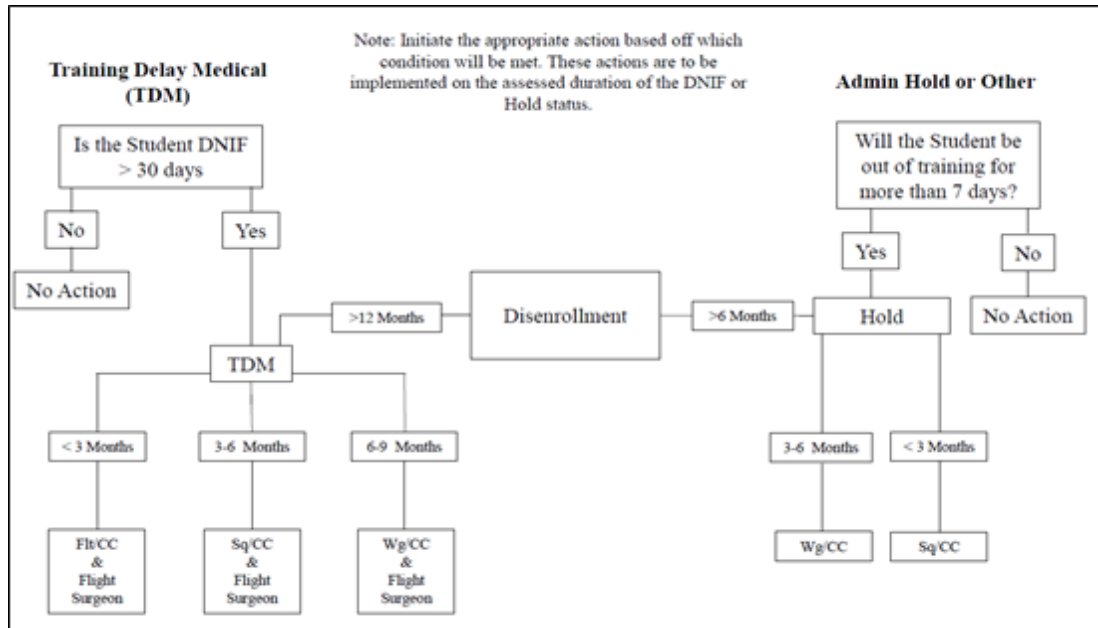
(ADD) Attachment 6

COMMANDER'S REVIEW (CR) INFORMATION AND DUTIES

CR Folder Contents
1. AETC Form 139
2. Suggested 47 FTW/CC Comments (completed by the IA)
3. Flight Commander Talking Paper
4. CR Findings – completed by the reviewing Sq/CC
5. MASS Listing (from FTS Flt/CC)
6. Student Notification Letter
7. Student Show Cause Letter (if desired)
8. DOR Questionnaire
9. Aviation Training Jacket
10a. Training Review Letter
10b. MFR (Academic)
11. AETC Form 101 (from TIMS, AF Form 4293)
12. AF IMT 174 or AETC Form 173 (if applicable)
13. AETC Form 240-5, *Summary Record of Training*
14. Briefing Guide
15. AF Form 422 (from Flight Medicine)
16. SF 502 (Med CR, from Flight Medicine)
17. AETC Form 99
18. Autobiography
19. Aeronautical Orders
20. Information from last CR (if applicable)
21. Other - Supportive Letters

Student Flt/CC Duties for CR

1. Notify the Registrar with a "Registrar Office Commander's Review Notification" (**Attachment 8**). Include student rank/name, class, reason for CR, name of Student Flt/CC and FTS Flt/CC, and the appointment date/time with the IA.

2. Brief student on the CR process, CR timeline and reclassification process. Inform the student of his/her option to submit a "show cause" letter (by COB Day 2). If DOR, have the student complete the DOR Questionnaire.

3. Notify the IA and schedule a meeting between the IA and student to sign AETC Form 139, Briefing Guide, Student Notification letter, HARM letter and TEA statement (Officer Tech Training Eliminee Acknowledgement of Options and Indication of Choice)

4. Assign the student to Grad Flight (47 STUS/DOG) while in the CR.

5. Inform/assist the FTS Flt/CC with his/her requirements to complete the CR package: closeout gradebook, run MASS, complete FLT/CC Talking Paper and assist SQ/CC with Training Review MFR.

6. Send student to Flight Medicine to obtain AF Form 422. For MED CRs, an AF Form 502 is also required. Direct student to bring these completed documents to the Registrar.

7. The Student Flt/CC ensures completion of tabs 3, 5, 6, 7, 8, 10a, 10b, 13, and 14. NOTE: Documents with non-digital signatures must be scanned. Obtain hard copies of these documents from the Registrar. The Registrar scans the signed documents into the CR package once returned by the Student Flt/CC.

8. Assist student in completing applicable portions of the CR

9. After counseling the student, escort them to STUS/DOG. The student will be assigned to STUS/DOG during the CR process. A verbal handoff between the Student Flt/CC and STUS/DOG is required. 47 STUS/DOG counsels the student on future assignments if the student is eliminated. Notify the student that DOG is responsible for scheduling all appointments required during the CR process.

Registrar Duties for CR:

1. Create an electronic CR folder after receiving the CR notification from the Student Flt/CC.

2. Ensures completion of tabs 1, 9, 11, 12, 15, 16, 17, 18, 19, and 20.

3. Scans documents received from the Student Flt/CC and place them in the CR package.

4. E-mails the signed HARM letter to HOSM.

5. After staffing the electronic CR package, the Registrar will forward the results of the CR to the applicable FTS/CC, STUS/CC, STUS DO and ADO(s), STUS/DOG, and the associated Student Flt/CC.

(ADD) Attachment 7

SAMPLE STUDENT STATUS IN SUPT MEMORANDUM

Figure A7.1

DEPARTMENT OF THE AIR FORCE
47TH FLYING TRAINING WING (AETC)

MEMORANDUM FOR RECORD

FROM: 47 STUS/DOR
        570 Barnes St, Ste A117
        LAUGHLIN AFB, TX 78843-5235

SUBJECT: Student Status in Specialized Undergraduate Pilot Training (SUPT)

The information checked below concerns 2d Lt First M. Last, Class XX-XX, is provided for your information and/or necessary action.

☐ TEMPORARY WITHDRAWAL FROM TRAINING (ADMINISTRATIVE): Student is temporarily withdrawn from flying duties for administrative reasons effective _____.

☐ TEMPORARY WITHDRAWAL FROM TRAINING (ADMINISTRATIVE): Student is temporarily withdrawn from flying duties and has entered the CR Process effective _____.

☐ REMOVAL FROM ADMINISTRATIVE HOLD: Student is removed from administrative hold and is reinstated in class _____ effective_____.

☐ TEMPORARY WITHDRAWAL FROM TRAINING (MEDICAL): Student is temporarily withdrawn from training duties for a period not to exceed 3 months, effective _____. Student will be held ineffective until the medical disqualification has been corrected, waiver extension or until eliminated for medical deficiency. Holdover action will be taken by the squadron upon reinstatement.

☐ REMOVAL OF STUDENT FROM MEDICAL HOLD: Student is removed from Medical Hold effective _____.

☐ HOLDOVER ACTION: Student is removed from training in class _____and reassigned to class _____, effective _____.

☐ REINSTATEMENT: Student is reinstated in class _____ effective _____.

☐ REINSTATEMENT AND HOLDOVER: Student is reinstated in training and held over from class _____ to class_____ effective_____.

☐ ELIMINATION ACTION: Student is eliminated from training in the UPT Program for_____effective._____

47 STUS REGISTRAR

(ADD) Attachment 8

REGISTRAR OFFICE ADMINISTRATIVE NOTIFICATION

REGISTRAR OFFICE ADMINISTRATIVE NOTIFICATION	
Check all that apply	
On Med Hold Off Med Hold Admin Hold Admin Release Washback Wash Forward	
Student Rank/Full Name:	2Lt Christina Kelvin (MASS names list in the summary section)
Current Unit	**Gaining Unit (If Required)**
SQ: Class: Flight :	SQ: Gaining Class: Gaining Flight:
Class/CC **(Rank/Name)**	**Class/CC (Rank/Name)**
Flt/CC (Rank/Name)	**Flt/CC** **(Rank/Name)**
Sq/CC (Rank/Name)	**Sq/CC** **(Rank/Name)**
Does the gaining squadron's DO desire a syllabus change: YES NO If so, what syllabus will the student enter?	
Please summarize the details regarding why this student is washed back, washed forward, on/off medical hold, or on/off admin hold. This information is used to inform leadership:	
Syllabus/DNIF Info	

Last Syllabus Event:

Last Syllabus Event Date: 2 Jul 19

Days Behind Aircraft/Sim: /

DNIF Date for Med Holds (see DD Form 2992):

Estimated Time of DNIF for Med Holds (see DD Form 2992):

Medical Hold effective Date (For Registrar's Office: