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**FORMAL FLYING TRAINING  
ADMINISTRATION AND  
MANAGEMENT—FIGHTER AND  
INTRODUCTION TO FIGHTER  
FUNDAMENTALS (IFF)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development and Management*, establishes policy for student administration, conduct and documentation, and provides management guidelines for all Air Education and Training Command (AETC) fighter pilot training programs and units that fall under Nineteenth Air Force (19 AF). This instruction applies to all AETC units conducting graduate-level fighter flying training and Introduction to Fighter Fundamentals (IFF). This instruction applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG). Units will coordinate local supplements through 19 AF/DOG prior to publication and forward a copy to 19 AF/DOG after publication. 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 Disposition Schedule located in the Air Force Records Information Management System (AFRIMS). Subordinate units may supplement this instruction. Submit suggested changes to this instruction on AF Form 847, *Recommendation for Change of Publication*, through command channels, to 19 AF/DOV workflow email. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Reference paragraph 1.2 for additional guidance. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. This instruction requires collecting and maintaining information protected by the Privacy Act 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. Privacy Act system of records notice F036 AETC S, Flying Training Records, applies and is available on line at <http://dpcl.d.defense.gov/privacy/sorns.aspx>.

**(LUKEAFB)** This instruction implements Air Education and Training Command Instruction (AETCI) 36-2605V6, *Formal Flying Training Administration and Management—Fighter and Introduction to Fighter Fundamentals (IFF)*. It applies to all 56th Fighter Wing (56 FW) units conducting formal flying training under AETC approved syllabuses (425th Fighter Squadron and 21st Fighter Squadron not included). It establishes local procedures and guidance in addition to that contained in AETC F-16/F-35 syllabi and AETCI 36-2605V1, *Formal Flying Training Administration and Management*; and AETCI 36-2605V6. In the event of conflicting guidance, the AETC syllabuses, AETCIs, or Air Force Instructions (AFIs) take precedence over this supplement. AETCI 36-2605V6\_LUKEAFB Supplement provides guidance for electronic gradebooks and legacy paper gradebooks. An electronic link to this document is located at <https://usaf.dps.mil/teams/aetc-luk-56og-56trs/default.aspx>. This publication applies to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units conducting syllabus training at Luke AFB. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. This instruction requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 37, *United States Code*, Section 301a and Executive Order 9397, which authorizes collection of the social security number. Forms affected by the PA have an appropriate PA statement. System of records notice F011 AF XO A, Aviation Resource Management System (ARMS), and F036 AETC Y, Training Integration Management System (TIMS) Records, apply. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System.

**SUMMARY OF CHANGES**

**This document has been substantially revised and must be completely reviewed.** Updated office symbols throughout the document. Moved the waiver section (**paragraph 1.2**). Updated 19 AF/DO responsibilities (**paragraph 1.3.2**). Highlighted that Aircrew Graduation Evaluation Program, if not accomplished, acts as a training stop (**paragraph 1.4.5**). Updated Syllabus Execution Waiver authority (**paragraph 2.2**) and Administrative Hold information (**paragraph 2.5.2**). No more requirement for late graduation notification for instructor upgrade (IPUG) students unless not staying at the training base (**paragraph 2.5.3**). Reorganized and updated Student Eliminations section (**paragraph 2.6**). Directs the use of a new AETC Form 126F, *Record of Commander's Review Action (Fighter/IFF)*, for the Commander's Review (CR) process (**paragraph 3.2.1**). Updated **Figure 3.1**, CR process (**paragraph 3.1**). Updated requirements for accomplishing AETC Forms 904 for IFF and fighter training unit Basic course students only and directs use of a class graduation letter for all classes (**paragraph 4.4.2**).

**(LUKEAFB) This publication is revised and must be completely reviewed.** Revisions include the following: Updated introduction to include 56th Training Squadron (TRS) web site; added chapter headers. Updated **Chapters 1** through **Chapter 4**. **Chapter 1**-changed gradebook verbiage to be less restrictive; and added reference to "Gradesheet 101" guidance, accessible via GTIMS browser. **Chapter 2**-updated paragraph numbering to match parent regulation; updated procedures for LUKEAFB Form 7, *Pilot Screening Resume*, routing; clarified documentation for "As Required" sorties; removed extraneous waiver policies; deleted references to the 54th Fighter Group, 54th Operations Support Squadron, and 49 AMDS (Holloman AFB); deleted "Screening Committee" verbiage, and deleted review of DD 2992, *Medical Recommendation for Flying or Special Operational Duty*. **Chapter 3**-clarified events requiring the AF Form 174, *Record of Individual Counseling*. **Chapter 4**-updated routing procedures for Graduation Packages; moved GTIMS Training Jacket instructions to "Gradebook 101; and updated paragraph numbering to match parent regulation. In addition, areas in the syllabus and AETCI 36-2605V1 and AETCI 36-2605V6 which were duplicated have been removed. This document is incomplete without AETCI 36-2605V6 to reference.

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## Chapter 1

### GENERAL GUIDANCE

**1.1. Introduction.** This instruction outlines requirements for units conducting flying training. Each unit must institute procedures to ensure training documentation, practices, and student accounting and scheduling are accomplished IAW this instruction. Each training course produces fighter aircrew with training in air-to-air and air-to-surface mission tasks applicable to each aircraft and mission. Proficiency, if required, is outlined in the syllabus. Each flying training course syllabus outlines graduation status, training location, course entry prerequisites, and provides a summary of training. The Education and Training Course Announcements (ETCA) website at <https://app10-eis.aetc.af.mil/etca/SitePages/home.aspx#Home> also provides student administration and processing guidance.

**1.2. Waivers.** Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's wing commander for non-tiered compliance items (**T-2**). Submit Tier 2 waiver requests through command channels to the 19 AF Director of Operations (19 AF/DO) using AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval (T-2)*. For Tier 3 and non-tiered waivers, the requesting office will send a copy of the approved waiver to 19 AF/DOG within 30 days of approval (**T-2**). For syllabus execution and course entry prerequisite waivers, refer to [paragraph 2.2](#) and the syllabus for further guidance.

#### **1.3. Responsibilities:**

##### **1.3.1. Nineteenth Air Force Commander (19 AF/CC).**

1.3.1.1. Establishes policies and provides directives and resources to conduct fighter and IFF aircrew training in AETC including training provided by AETC-gained ANG and AFRC FTUs.

1.3.1.2. Approves formal flying training syllabuses developed and maintained by AETC and approves syllabuses applicable to Air Force, ANG and AFRC FTUs. NGB/A30 and AFRC/A3D coordinates on these syllabuses. NGB/A3 approves ANG-unique syllabuses. The Euro-NATO joint jet pilot training (ENJJPT) steering committee approves ENJJPT IFF and IFF upgrade IP syllabuses with 19 AF/CC concurrence.

**1.3.2. 19 AF Director of Operations (19 AF/DO).** Coordinates flying training policies and oversees syllabus development. Ensures execution of AETC formal syllabus training for all AETC and AETC-gained ANG and AFRC FTUs conducting graduate-level fighter flying training.

##### **1.3.3. Operations Group Commander (OG/CC) or equivalent.**

1.3.3.1. Ensures ETCA requirements are current and up to date for all courses conducted at the FTU. Contacts 19 AF/DOG if ETCA requirements require updating (**T-2**).

1.3.3.2. Executes formal course training as directed by the appropriate syllabuses and this instruction (**T-2**).

1.3.3.3. Follows procedures for eliminating students according to AFMAN 11-402, *Aviation and Parachutist Service*, as supplemented (T-2).

1.3.3.4. Identifies limiting factors preventing successful mission accomplishment to 19 AF/DO (T-2).

1.3.3.5. Determines if a student does not meet course entry requirements. If a student does not meet any course entry requirement, a prerequisite entry waiver is required using the process in **Chapter 2**. If a waiver is not approved (verbal is acceptable until e-paperwork catches up) by class start date, the student will be disenrolled (T-2).

1.3.3.6. Forwards all syllabus deviation reports to 19 AF/DOG within 5 duty days of report completion (T-2).

#### 1.3.4. **Squadron Commander (SQ/CC).**

1.3.4.1. Administers the Commander's Awareness Program (CAP) according to **Chapter 3**. CAP administration may be delegated but the SQ/CC maintains overall authority and responsibility (T-2).

1.3.4.2. Forwards all syllabus deviation reports to the OG/CC or designated representative (T-2).

1.3.4.3. Assigns students awaiting training (eliminees, medical or administrative hold, etc.) to duties commensurate with their background, training, and grade (T-2).

1.3.4.4. Ensures student security requirements are initiated/completed in a timely manner (T-2).

1.3.4.5. Notifies 19 AF/DOG/DOP by email when a student is placed on administrative hold, there is reasonable doubt about a student's potential to complete syllabus training or a student is eliminated from or reinstated in training (T-2).

1.3.5. **Registrar.** In addition to those identified in AETCI 36-2605V1, specific duties include:

1.3.5.1. Obtains class entry rosters in the Military Personnel Data System (MilPDS) 10 duty days before class start date (T-2). **Note:** Entries for ENJJPT IFF non-USAF students should be obtained from each country's senior national representative. Rosters should be obtained as early as possible to allow identification of excess capacity. After reviewing the class rosters, the registrar:

1.3.5.1.1. Notifies 19 AF/DOP if there is a deviation in the expected quotas (T-2).

1.3.5.1.2. Contacts 19 AF/DOP and AFPC/DP2ORC to allow a fill of excess capacity if identified with adequate lead time. **Note:** In some units, the squadron operations officer (SQ/DO) works closely with the registrar in order to accomplish the duties listed in this paragraph (T-2).

1.3.5.2. Reports roster discrepancies as soon as they are discovered, but no later than 3 duty days following the class start date (T-2). Reports changes, discrepancies, and graduation delays to 19 AF/DOG/DOP, and for ARC students NGB/A3O, AFRC/A3R, 19 AF ANG or 19 AF AFRC advisers, as appropriate (T-2). For international students,

notify AFSAT/DO (T-2). With NGB or AFRC approval, ARC students awaiting training may be entered in an earlier class.

1.3.5.3. Updates MilPDS no later than 10 duty days after class graduation date (T-2). **Note:** ANG units have MilPDS access; however, this access is limited and requires these units to coordinate with active duty military personnel flights with respect to active duty students.

1.3.5.4. Places students on administrative hold until the student completes the AF Form 63 and provides to the servicing Force Support Squadron (FSS) (T-2).

1.3.5.5. Notifies the host aviation resource management office when any student is removed from training according to AFI 11-402 (T-2).

1.3.5.6. Notifies 19 AF/DOG and 19 AF/DOP if a student's home unit attempts a recall (T-2).

1.3.5.7. Ensures eliminations are updated in the appropriate training management database with the proper elimination code. Sends a copy of the AETC Form 904, *Training Summary*, to 19 AF/DOG of all students eliminated from training (T-2).

1.3.5.8. Distributes records of eliminated officers; maintains them according to the RDS (T-2).

1.3.5.9. Ensures training folders (grade books) are closed out IAW AETCI 36-2605V1 (T-2).

1.3.5.10. Ensures student information is updated in the appropriate database and/or personnel system for students returned to training following an administrative hold (T-2).

1.3.5.11. Notifies 19 AF/DOG and 19 AF/DOP when a student is eliminated (T-2).

1.3.5.12. **(Added-LUKEAFB)** Ensures ANG/AFRC gaining units are informed of elimination of student officers from formal training.

**1.4. Formal Course Syllabus.** The syllabus is directive and must be followed precisely unless a waiver is approved according to **Chapter 2 (T-2)**. Academic training will be conducted IAW AETCI 36-2605V1.

1.4.1. **Syllabus Interpretation.** If no clear syllabus guidance exists, resolve the situation using the appropriate chain of command. Only the OPR may interpret syllabus guidance. If the logical course of action appears to conflict with other directives, call the OPR listed in the syllabus.

1.4.2. **Sortie and Hour Requirements.** Each syllabus has a programmed number of sorties, flying hours, refly rates, and additional sortie authorizations. Proficiency advancement is defined in the applicable syllabus. It will not be used as a management tool for purposes of graduating students by a specific date.

1.4.3. **Cockpit Resource Management (CRM) Requirements.** The AETC supplement to AFI 11-290, *Cockpit/Crew Resource Management Training Program*, outlines requirements for the CRM training program. CRM briefings will discuss the human-factor causes in aircraft mishaps. Brief and debrief CRM core concepts and skills on every aircraft and

simulator mission (T-2). According to AFI 11-290, ANG FTUs will use ANG-approved CRM training.

1.4.4. **Course Training Standards (CTS).** If the CTS document is published separately, a glossary defining acronyms and terms in the CTS may be applied to all applicable syllabuses.

1.4.4.1. **(Added-LUKEAFB) Course Training Standards (CTS).** CTS prescribes the performance, conditions, and standards required of formal flying training course graduates. Graduates must meet all syllabus directed CTS at the required proficiency level. Use evaluation criteria from AFMAN 11-2F-16\_v2 and 11-2F-35A\_v2 as the default standard if not otherwise specifically defined in the syllabus.

1.4.5. **Aircrew Graduate Evaluation Program.** Formal training graduates who completed IFF receive a graduate evaluation from the fighter FTU at the supervisory feedback capture point identified in the syllabus. This feedback point acts as a training stop for the student if not accomplished at the appropriate time (T-2). Fighter FTU graduates should receive a graduate evaluation from the operational unit. Syllabuses may specify if graduate evaluations are not required.

1.4.6. **(Added-LUKEAFB) Academics.** Students failing any test will receive counseling from the appropriate supervisor, be given additional instruction or study time, and be retested.

**1.5. Training Folders (Grade Books).** Training folders may be referred to as grade books. Each student will have a grade book, either paper or electronic, containing grade sheets and other documentation as defined by the specific syllabus, applicable AFI 11-2MDS-specific volumes, and local guidance (T-2). Units using electronic media such as the Graduate Training Management System (GTMS), Graduate Training Integration Management System (GTIMS), Training Integration Management System (TIMS), or the F-35 Training Management System (TMS) fulfill this requirement. See AETCI 36-2605V1 for additional TMS guidance.

1.5.1. **(Added-LUKEAFB) Training Development (TD):** TD is the gradebook program OPR. 56 TRS/TD will:

1.5.1.1. **(Added-LUKEAFB)** Determine the GTIMS and/or Paper gradebook documentation techniques, and publish documentation guidance (Gradesheet 101) on the 56 TRS Share Drive (F-35).

1.5.1.2. **(Added-LUKEAFB)** Ensure all gradebook content is reviewed and updated, following any syllabus change or revision.

1.5.1.3. **(Added-LUKEAFB)** Ensure all current gradebook attachments are available via the 56 TRS/TD Share Drive.

1.5.2. **(Added-LUKEAFB)** Student gradebooks are not required for “academic-only” courses.

**1.6. Student Scheduling.** Students will not perform duties in excess of a 12-hour flight duty period (T-2). However, AFI 11-202V3, *General Flight Rules*, may prescribe a shorter flight duty period. Students will not be entered into nor attempt to complete training in two formal courses simultaneously. These instances will be approved by 19 AF/DOG before the student’s training begins (T-2). If a student has completed all training requirements for one course but has not

officially graduated, then he/she may begin training in another formal course (T-2). Also, students will only begin training/instruction with the class in which they are assigned (T-2).

1.6.1. **(Added-LUKEAFB)** The student's training day is restricted as follows:

1.6.1.1. **(Added-LUKEAFB)** Students are limited to three training events per day (i.e., academics, flight, and graded device). In this context, three hours of academics are considered “one” event. Phase briefs, refresher egress training, and SEPTs (Situational Emergency Procedures Training) do not count as training events.

1.6.1.2. **(Added-LUKEAFB)** A syllabus flying sortie will not be the third training event in the day.

1.6.1.3. **(Added-LUKEAFB)** Students may double-turn only with prior approval from the Fighter Squadron Commander or designated representative.

1.6.1.4. **(Added-LUKEAFB)** Students that have diverted may be allowed to accomplish a syllabus mission and/or third event on the RTB sortie provided they receive approval from the appropriate Fighter Squadron Commander or designated representative.

**1.7. Production Metrics Report.** Reference AETCI 36-2605V1, Chapter 1.

1.7.1. **(Added-LUKEAFB)** Quota Management. The programmed flying training (PFT) document establishes the baseline for student quota management. Quota management worksheets reflect real-time changes and are the primary source documents for information on class entry, student load, and production schedules for AETC flying training courses.

**1.8. Distinguished Graduate (DG).**

1.8.1. Units with a DG program will recognize basic course students who clearly excel during formal training. Units will formalize the DG program in local guidance. Units must consider performance in each phase of academic, simulator, and flying training, as well as in flying and simulator evaluations. The unit commander is the final approval authority for all awards.

1.8.2. Units will develop their own method of identifying up to the top 10 percent of students per class as DGs; classes with fewer than 10 may have one DG. Any fractions may be rounded up. Commanders may elect not to designate a DG in a class or may select 10% plus one for particularly strong classes.

1.8.3. Annotate DG on individual's AF Form 475, *Education/Training Report*, and include the annotated form in the individual's permanent record (T-2).

1.8.4. **(Added-LUKEAFB)** DGs will be selected by their respective Fighter Squadron Commander.

1.8.5. **(Added-LUKEAFB)** DGs should display exemplary officer qualification as assessed by supervisors.

## Chapter 2

### STUDENT ADMINISTRATION

**2.1. Course Entry.** Unit personnel review incoming student records to verify they are complete and to determine initial supervision required. During the initial student records review, as a minimum, unit personnel will review the following student records (or equivalent) prior to any formal training other than academic-only training courses (**T-2**):

2.1.1. **Flight Evaluation Folder (FEF).** Students will hand-carry FEFs to training as directed by AFI 11-202V2. See ETCA. Some students may not possess an FEF.

2.1.2. **Individual Flight Records/Training Records (Training Folders/Grade Books) from Previous Courses.** Students will hand-carry records to training. See ETCA.

2.1.3. **Training Summaries/Student Biographies.** The SQ/CC, SQ/DO, flight commander (FLT/CC), or designated representative will review all training summaries and student biographies to be included in the grade book (**T-2**).

2.1.4. **(Added-LUKEAFB) Class Welcome.** The 56 TRS will verify course entry requirements NLT the class welcome. The class registrar will email the LUKEAFB Form 7, *Pilot Screening Resume* NLT 2 months prior to the class start date or as soon as the student is entered into a class if inside the 2 month window. The Student FLT/CC or designated TRS representative will attend the class welcome. The Student FLT/CC will ensure students have completed Luke AFB (LUKEAFB) Form 7, *Pilot Screening Resume*. The Student FLT/CC will review the Form 7 for completeness and send to Flying Course Manager (FCM) for signatures.

2.1.4.1. **(Added-LUKEAFB)** Use LUKEAFB Form 7, attach digitally signed Form 7 or scanned PDF of manually signed Form 7 to the Gradebook.

2.1.4.2. **(Added-LUKEAFB)** The Student FLT/CC will notify the 56 TRS/DO of any student who does not meet required course entry requirements. Students not meeting all course entry requirements in accordance with the syllabus will be denied entry into the course until a prerequisite entry waiver has been processed and approved.

2.1.5. **(Added-LUKEAFB) Foreign Nationals Military Personnel Exchange Program (MPEP) Officers:** Prior to the start of every class that has MPEP officers, the Student FLT/CC will host a meeting with the Foreign Disclosure Officer (FDO), the contractor's chief instructor, contractor chief of scheduling, courseware manager, International Military Student Officer (IMSO) and Academic Course Manager (ACM) to identify the training requirements of the international students. Refer to 56 TRS OI 11-1, *Operations Procedures*, and the ACM checklist for further guidance. Any international student prerequisite concerns should be addressed with the 56 TRS/IMSO.

2.1.6. **(Added-LUKEAFB) Review of Students.**

2.1.6.1. **(Added-LUKEAFB)** Fighter squadrons will review flying records of all students entering formal training courses NLT one week prior to first fly. FS/CCs will approve or disapprove recommendations under the "Screening Committee Recommendations" block on the Form 7.

2.1.6.2. **(Added-LUKEAFB)** Fighter Squadrons will review the records listed in **Table 2.1** to ensure completeness and accuracy.

**Table 2.1. (Added-LUKEAFB) Review Items.**

Item	Description	Comment	GTIMS “Syllabus Attachments” Tab
Flight Evaluation Folder (FEF)	Check ride History		
Individual Flight Records	From Host Aviation Resource Management (HARM)	Shows last flight data, total hours, physiological date, etc.	
Aeronautical Orders	From HARM	Must have current A.O.	
AETC Form 240-5	Summary of Training Record; Undergraduate Flight Training (UFT).		
AETC Form 1122	Summary Performance Records (UFT)		
AETC Form 904	Training Summary		
Individual Training Folder	Previous Qualifications	If applicable	
GRIM Spreadsheet	G Risk Analysis		
AF Form 1274	Physiological Training Record	Chamber and Centrifuge	
LUKEAFB Form 7	Pilot Screening Resume	File in Gradebook Attachments	
Medical Records/Waivers	Reviewed by Flight Surgeon	DD 2992 clearance	
AETC Form 6	Syllabus Waiver Request	File in Gradebook Attachments	
IN TURN MFR	Syllabus Deviation documentation	File in Gradebook Attachments	

2.1.6.3. **(Added-LUKEAFB)** The Fighter Squadron will:

2.1.6.3.1. **(Added-LUKEAFB)** Report any training record discrepancies or ineligible students to the 56 TRS Student FLT/CC for corrective action.

2.1.6.3.2. **(Added-LUKEAFB)** Identify potential student weak areas and recommend appropriate actions (i.e., Commanders’ Awareness Program (CAP), GRIM (G-Risk Indicator Management, etc.).

2.1.6.3.3. **(Added-LUKEAFB)** Document findings and make recommendations in the Remarks/Recommendations block on LUKEAFB Form 7. Remarks may include:

None, Track entered, Supervisory Actions, presence of AETC Form 6, and inadequate course entry prerequisites.

2.1.6.3.4. **(Added-LUKEAFB)** The Fighter Squadron will mark either “entered” or “not entered into Training” on the LUKEAFB Form 7. FS FLT/CC, FS/DO, and FS/CC signatures are only required for students whom the screening committee elects “not to enter into training.” In that case, the Form 7 will be routed to the 56 TRS/CC for course removal consideration.

**2.2. Syllabus Waivers: Entry Prerequisite and Syllabus Execution.** Syllabus waiver requests will be completed on AETC Form 6, *Waiver Request (T-2)*. When an Air Force instruction (AFI) prescribes formal course entry prerequisites, follow AFI guidance when determining the waiver authority. ENJJPT syllabus guidance outlines approval authority exceptions **(T-2)**.

2.2.1. Approval Authority.

2.2.1.1. Prerequisite Waivers. For active duty students, 19 AF/DOG is approval authority **(T-2)**. For ARC students, NGB/A3O or AFRC/A3R is approval authority **(T-2)**. 19 AF/DOG will coordinate with NGB/AFRC staffs.

2.2.1.2. Execution Waivers. For active duty students, WG/CC is approval authority and may be delegated no lower than the SQ/CC **(T-2)**. For ARC students, the FTU will coordinate with the NGB/AFRC staff prior to approval **(T-2)**.

2.2.1.3. Senior Officers. For active duty senior officers (O-6 select and above), 19 AF/DO is approval authority **(T-2)**. For ARC senior officers, 19 AF/DOG will coordinate with NGB/AFRC staffs.

2.2.2. Maintain a permanent record of all approved waivers in the student’s grade book **(T-2)**.

2.2.2.1. **(Added-LUKEAFB)** File a copy of the AETC Form 6 in the students’ Gradebook.

2.2.2.2. **(Added-LUKEAFB)** Removing “As Required” sorties can be accomplished by waiving the gradesheet in GTIMS or writing “Not Required” on a paper gradesheet.

**2.3. Syllabus Deviation.** A syllabus deviation is any *unplanned* variation from syllabus requirements. Each student must accomplish all syllabus-directed training to the required proficiency level unless a waiver request is approved **(T-2)**. If unforeseen circumstances result in an omission of required training, the OG/CC may authorize accomplishment of the omitted training later in the course as long as it does not adversely affect the quality of student training **(T-2)**. Document all syllabus deviations, OG/CC-directed corrective actions, and the completion of omitted training in the student’s grade book **(T-2)**. Training units will notify 19 AF/DOG by email **(T-2)**.

2.3.1. **(Added-LUKEAFB)** FS/CCs or FS/DOs will:

2.3.1.1. **(Added-LUKEAFB)** Inform 56 TRS/TD of all syllabus deviations. Once the 56 OG/CC has approved the recommendations, 56 TRS/TD will submit to HHQ IAW syllabus guidance.

2.3.1.2. **(Added-LUKEAFB)** Prepare an IN TURN MFR (Memorandum for Record) for OG/CC (approve) through 19 AF CAF Formal Training (coord) with the circumstances leading up to the deviation and recommended corrective action. Place the signed MFR in the student's gradebook once approved by the OG/CC and email AETC/A3ZF.

2.3.2. **(Added-LUKEAFB)** 56 OG/CC will:

2.3.2.1. **(Added-LUKEAFB)** Determine if the omitted training can be accomplished later in the syllabus flow without adversely affecting the quality of student training.

2.3.2.2. **(Added-LUKEAFB)** Direct corrective action to ensure all syllabus training is completed.

2.3.3. **(Added-LUKEAFB)** The FCM will annotate any deviations affecting an entire class on the class graduation letter.

**2.4. Course Completion.** Students must complete all syllabus training in order to graduate from a course and depart the training unit **(T-2)**. Students may not make up training at the follow-on unit without an approved syllabus waiver unless specifically noted in the syllabus **(T-2)**. Rated officers who voluntarily withdraw from a course may meet a Flying Evaluation Board, as directed by AFI 11-402 and applicable supplements **(T-2)**. Forward elimination requests to 19 AF/DO according to AFI 11-402, as supplemented **(T-2)**.

## **2.5. Training Delays.**

2.5.1. **Students Experiencing Difficulty.** Units will notify 19 AF/DOP and 19 AF/DOG for all students and 19 AF ANG or 19 AF AFRC advisers, as appropriate, for ARC students, and AFSAT/DO for international students, when a student is eliminated from or reinstated in training **(T-2)**. For ARC students, include the student's home unit and NGB/A3O or AFRC/A3R, as applicable, as addressees on these messages **(T-2)**.

2.5.2. **Administrative Hold.** Reference AETCI 36-2605V1 for Administrative (Admin) Hold guidance. A student will be placed on Admin Hold when training has been suspended more than 15 calendar days **(T-2)**. The OG/CC will place a student on Admin Hold-Other **(T-2)**. This authority can be delegated to the SQ/CC **(T-2)**. The duration of Admin Hold-Other should not be longer than 3 months or class graduation date, whichever is sooner **(T-2)**. If Admin Hold-Other duration is expected to last beyond the graduation date, the student should be disenrolled **(T-2)**.

2.5.2.1. **(Added-LUKEAFB)** Training squadrons with ADCON (administrative control) over ANG/AFRC students are responsible for notification. Fighter squadrons will coordinate with the 56 TRS/DO when students are placed on administrative hold or eliminated. The 56 TRS/DO will serve as standardization authority over this process.

2.5.3. **Graduation Notification.** When the graduation date changes or it appears a student may graduate late, training units will notify the student's gaining unit, 19 AF/DOP, 19 AF/DOG, AFPC/DP2ORC, and NGB/A3O or AFRC/A3R (as applicable, for ARC students), by email **(T-2)**. The training unit will also provide the new graduation date, when determined, and indicate if any scheduled follow-on training will be impacted **(T-2)**. For ARC students, send an information copy to 19 AF AFRC or 19 AF ANG advisers, as appropriate **(T-2)**. Unless directed by AFI, late graduation notification does not apply to

students in an instructor upgrade program unless the student does not remain at the same training base (T-2).

2.5.3.1. (Added-LUKEAFB) FS/CCs or FS/DOs will notify 56 TRS/DO of the circumstances leading to the late graduation.

2.5.3.2. (Added-LUKEAFB) 56 TRS/DOs are the notification OPRs to HHQ.

2.5.4. (Added-LUKEAFB) FS/DOs or FCMs are responsible for notifying the 56 TRS/DO of any students whose training will be suspended for over 14 days. The DO will forward this information to HHQ IAW syllabus direction.

**2.6. Student Eliminations.** The syllabus addresses various causes for elimination. These causes include academics, flying, training device, and G-tolerance. Use AETC Form 126F, *Record of Commander's Review Action (Fighter/IFF)*, when eliminating a student from training (T-2). In addition:

2.6.1. Students *will be eliminated* if they:

2.6.1.1. Do not have the potential to complete the course within syllabus constraints (T-2).

2.6.1.2. Become medically disqualified (T-2).

2.6.1.3. Initiate action to separate from the service (T-2).

2.6.1.4. Are involved in drug or alcohol abuse substantiated by reliable evidence (T-2).

2.6.1.5. Are adjudicated absent without leave, are confined, or have deserted (T-2).

2.6.1.6. Demonstrate improper conduct, attitude, or lack of responsibility toward assigned duties or obligations (T-2). This may include character disorders that raise doubt about the student's fitness for continued service.

2.6.2. Students *should be eliminated* if they:

2.6.2.1. 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 (T-2). This category includes airsickness and manifestation of apprehension (MOA). Specific deficiencies are annotated on AF Form 174, *Record of Individual Counseling* (T-2).

2.6.2.2. Receive punitive action under the articles of the UCMJ (i.e. via non-judicial punishment or courts-martial) (T-2).

2.6.3. Students *will be disenrolled* if they:

2.6.3.1. Are recalled by the parent unit or higher headquarters (T-2). Training units will coordinate with NGB/A3O, AFRC/A3R, 19 AF ANG or 19 AF AFRC advisers, as appropriate, for ARC students and will not allow students to be recalled without prior coordination with 19 AF (T-2).

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

2.6.3.3. Experience difficulties in an instructor upgrade course where the problem specifically concerns the student's lack of instructional ability rather than a lack of proficiency (T-2).

2.6.3.4. Experience extenuating circumstances or unforeseen events not related to or affecting student performance (T-2).

**2.7. Conditioning Programs.** Units will administer programs outlined in the specific syllabus, AFI 11-404, *Fighter Aircrew Acceleration Training Program*, and local OIs (T-2). Students will participate in a scheduled physical training program when required by the syllabus. Students will document the Fighter Aircrew Conditioning Program (FACP) in the grade book according to the syllabus.

**2.8. Physical Fitness.** Implement AFI 36-2905, *Fitness Program*, and align minimum fitness assessment standards with the most current AF instruction (T-2). IFF and fighter FTU students will not start or graduate without a current Excellent or Satisfactory fitness assessment score (T-2). In addition to the requirements of AFI 36-2905, continue students that receive an Unsatisfactory fitness assessment score in training, but place them on administrative hold prior to class graduation (T-2). These students will either pass the fitness assessment and graduate, or be eliminated from training through a Commander's Review (T-2). **Note:** If students have a Composite Exemption, the squadron will work with 19 AF/DOG to determine the appropriate course of action (T-2).

## Chapter 3

### STUDENT MANAGEMENT

#### 3.1. Commander's Awareness Program (CAP):

3.1.1. **Objective.** CAP's objective is to focus supervisory attention on a student's progress in training, specific deficiencies, and potential to complete the program. CAP may also be used to monitor personal issues requiring supervisory attention. CAP is intended as a short-term program. A student requiring an extended period of increased supervision or repeated placement on CAP should be considered for a PC.

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

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

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

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

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

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

3.1.2.6. **(Added-LUKEAFB) G-Risk Indicator Management (GRIM).** Students exhibiting substandard G-tolerance. See LUKEAFBI 11-100, *G-Risk Indicator Management (GRIM)*, for details.

#### 3.1.3. CAP Procedures:

3.1.3.1. **CAP Placement.** The, SQ/CC, SQ/DO, FLT/CC, or designated supervisor places a student on CAP when substandard performance, personal issues, or lost training requires close monitoring of individual progress (T-2). A unit supervisor will counsel students placed on CAP. Initial counseling will address the reason for CAP placement, CAP objectives, student training plan, IP continuity, and CAP removal goals (T-2).

3.1.3.2. **CAP Student Activities.** While students are on CAP, units will:

3.1.3.2.1. Tailor training to address the student's particular situation within syllabus limits (T-2).

3.1.3.2.2. Closely monitor instructor continuity (T-2).

3.1.3.2.2.1. **(Added-LUKEAFB)** The student will be assigned a maximum of 4 IPs for flights (except for students placed on CAP in accordance with [paragraph 3.1.2.6](#)). Squadron supervisors will fly with the student to monitor progress and evaluate corrective action. They do not count against the maximum four IP restriction. The intent is to minimize the number of different IPs the student flies with. Upgrade IPs will not brief/lead a flight for a CAP student.

3.1.3.2.3. Not compromise proficiency standards to permit CAP students to progress in training (T-2). Additional sorties to clear flight deficiencies are not to exceed those authorized by the syllabus (T-2).

3.1.3.2.4. Provide additional counseling as required. Additional counseling is done at the discretion of immediate supervisors but is required if students fail to meet the CAP removal goal (T-2).

3.1.3.2.5. Update any intermediate goals and CAP removal goals appropriately (T-2).

3.1.3.2.6. Regularly brief squadron leadership on a CAP student's progress toward CAP removal. This briefing should include student's strong and weak areas and CAP removal criteria.

3.1.3.2.7. Immediate supervisors will maintain documentation of all counseling in the student's grade book (T-2). Details of the counseling will be included in end-of-course training reports, if appropriate (T-2).

3.1.3.2.7.1. (Added-LUKEAFB) Document Student SNP, FLT/CC counseling, or FCM counseling on the applicable gradesheet (in the "gradesheet review" or "syllabus notes" section). GRIM and/or CAP require a letter signed by the squadron commander, and do not need an AF Form 174, *Record of Individual Counseling*.

3.1.3.3. **CAP Removal.** SQ/CC will remove a student from CAP when the student meets CAP removal goals, demonstrates sustained normal progress, or resolves personal issues (T-2). Removal should not be strictly event based, particularly when individual weak areas can carry over into the next phase or module. Immediate supervisors counsel students when removed from CAP (T-2).

3.1.3.3.1. (Added-LUKEAFB) Flight commanders will brief CAP status changes to the FS/CC. They will notify squadron Operations Supervisor (Ops Sup), GTIMS office, and squadron programmers when a student enters or is removed from CAP. Attach the CAP removal letter to the gradebook. Do not remove previous CAP documentation.

**3.2. Commander's Review (CR) Process.** This process determines whether to continue, modify, or terminate training and the CR Process begins when the triggers in [Figure 3.1](#) are reached (T-2). Each syllabus is unique, which may require different review criteria and procedures. Each syllabus may provide additional guidance on causes for elimination. However, use the following guidance unless otherwise directed:

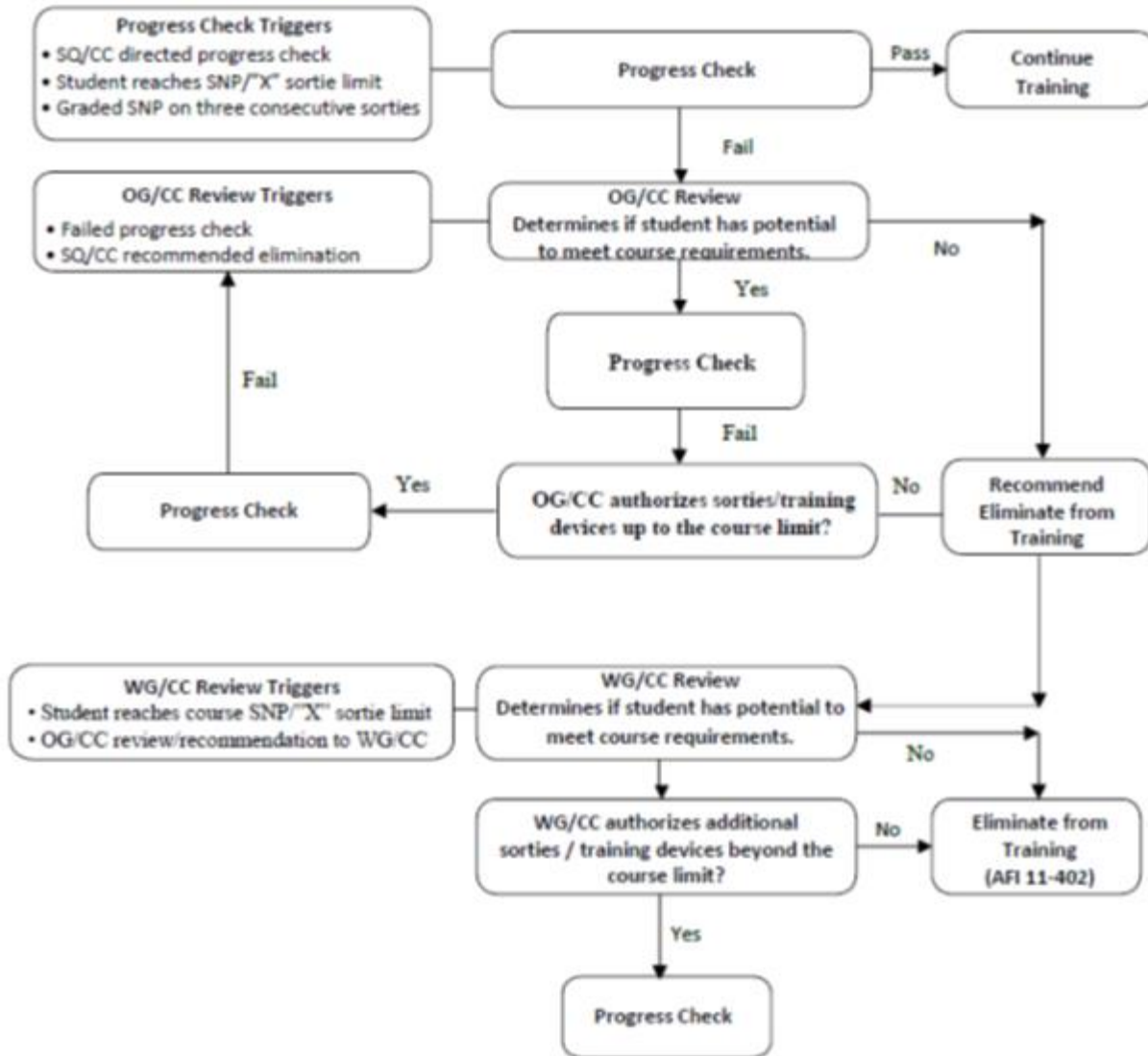
3.2.1. **General.** The CR process attempts to resolve training deficiencies at the lowest practical level and ensure significant substandard performance is brought to leadership's attention. The intent is to allow students to continue in training until their ability to complete the course comes into question. Use the AETC Form 126F when a student fails a Progress Check (PC) or for any of the reasons listed on the form (see [paragraphs 2.6.1](#) and [2.6.2](#) for "Other" reasons for elimination) (T-2).

3.2.1.1. Commanders will review a student's training and progress prior to a PC (T-2). In addition, the OG/CC and WG/CC will review the student's training at points specified in [Figure 3.1](#) (T-2).

3.2.1.2. The OG/CC and WG/CC reviews must be completed within 5 duty days of CR entry (T-2).

3.2.1.3. (Added-LUKEAFB) Squadron CCs will notify 56 OG/CC and 56 TRS/DO when they consider removing a student from a formal course of training.

Figure 3.1. CR Process.



3.2.2. **Progress Check (PC).** A PC is a unit commander’s instrument to assess a student’s overall flying skills and potential to meet syllabus and CAF requirements. The SQ/CC may direct a PC at any time and should consider a PC for sustained substandard performance or doubtful potential to complete formal training. The student must meet CTS for that mission in order to continue in training (T-2).

3.2.2.1. Squadron supervisors will fly PCs (T-2). Flying PCs are considered instructional sorties (T-2). A PC will result in the student passing and continuing in training or continuation of the CR process (T-2).

3.2.2.2. Designate PC sorties in accordance with syllabus guidance (T-2). Schedule any student who fails a flying “XX” sortie for a flying PC (T-2).

3.2.2.3. The SQ/CC may direct training device PCs any time student performance warrants consideration for elimination (T-2). Device PCs will be conducted by a flight examiner or contract instructor and observed by an operations officer or above who will decide whether the student should continue training (T-2). The student must meet CTS to continue training (T-2).

3.2.2.4. PC ground evaluations may be conducted as a result of unsatisfactory general knowledge/emergency procedures knowledge or as the result of a FLT/CC-directed evaluation for failure to meet syllabus standards in procedural knowledge. The ground evaluation is not a collaborative effort. In all cases, only the designated PC instructor conducts the briefing, ground evaluation execution, debriefing, and assigns the overall grade.

3.2.2.5. A PC is *incomplete* only if the mission tasks and objectives could not be completed and a reasonable evaluation of student performance could not be made (T-2). Do not *incomplete* an aircraft PC for non-flying or ground items with a recommendation that additional ground events be administered by another qualified PC instructor to determine the outcome of the PC (T-2).

### 3.3. In-Flight G-Tolerance Problems:

3.3.1. **G-Tolerance.** Refer to AETCI 36-2605V1, Chapter 3. In addition to the options found in AFI 11-404, SQ/CCs may direct G-tolerance evaluation and training. Any time a student experiences a G-tolerance incident or improperly executes an anti-G straining maneuver (AGSM) that degrades mission accomplishment, the SQ/CC must determine the student’s potential to fly sustained high-G aircraft as well as the proper course of action and potential corrective actions (T-2). Possible corrective actions include, but are not limited to academics (covering any relevant topics, such as diet, nutrition, exercise, personal and mission imposed stressors), AGSM training, strength testing, tailored workout program, in-flight training, return to the centrifuge, etc. (T-2). Any additional training will be conducted in accordance with the syllabus and documented in the grade book (T-2).

#### 3.3.2. AGSM Proficiency:

3.3.2.1. During any sortie, if the IP determines a physiological incident involving AGSM has occurred, the mission will be terminated and all mission tapes saved until no longer required by squadron supervision. An OG-designated pilot, flight surgeon, or aerospace physiologist will review the tapes and make recommendations for corrective actions to the SQ/CC (T-2).

3.3.2.2. If a student experiences a G-tolerance problem prior to demonstrating proficiency in AGSM, the SQ/CC may authorize corrective action listed in [paragraph 3.3.1](#) (T-2). If an aircraft sortie is authorized, designate it according to the syllabus and local guidance (T-2).

3.3.2.3. After AGSM proficiency is attained, if a student self-identifies a G-tolerance problem or receives a grade of “1” on AGSM, the student may receive corrective action training without receiving an NE/SNP for the sortie. **Example:** Student “grays” out on

BFM-3 during the third setup and calls “knock it off” for Gs, the mission may be graded non-effective/other (NE/OTH). Following corrective actions (listed in [paragraph 3.3.1](#)), BFM-3 will be reaccomplished (T-2). Subsequent regressions will result in an NE/SNP followed by corrective action and an X-sortie (T-2).

3.3.3. **Chronic G-Tolerance Issues.** If a student experiences chronic G-related problems after corrective actions are accomplished, enter the student in the CR process, and consider the student for elimination with aerospace physiologist concurrence (T-2).

3.3.4. **(Added-LUKEAFB) GRIM Procedures:** see LUKEAFBI 11-100 for GRIM procedures.

3.3.4.1. **(Added-LUKEAFB)** All B Course students will have G-Suits refit prior to BFM-1 and any time the G-Suit does not fit properly or fit is in question.

### 3.4. Medical Management:

3.4.1. Operations and medical personnel must ensure SQ/CCs are informed when students exhibit medical conditions that affect student decisions (T-2). Supervisors must also strive to keep students motivated and flying on a regular basis (T-2).

3.4.2. **Airsickness.** Refer to AFI 48-101, *Aerospace Medicine Enterprise*, AFI 48-123, *Medical Examinations and Standards*, and local OIs for additional guidance.

3.4.3. **(Added-LUKEAFB)** If a student’s DNIF status changes, the flight surgeon’s office will inform the student’s flying squadron of this either by telephone conference or via a copy of DD 2992. Simulation training during DNIF status may be acceptable, and the flight surgeon should address this on DD 2992. The appropriate supervisor will approve dental and flight surgeon examinations (other than sick call and emergencies) before scheduling a dental or flight surgeon appointment.

3.5. **Student Dispositions.** Eliminated students are processed under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, AFI 36-3207, *Separating Commissioned Officers*, AFI 36-2110, *Total Force Assignments*, or refer to ETCA.

3.6. **Records Distribution Following Elimination.** Follow guidance according to AFI 11-402, as supplemented, and the RDS.

3.7. **Partner nation student management.** Policies and procedures for the management of partner nation students should be outlined in a local supplement to this instruction. 19 AF/DOG notifies the F-35 Joint Strike Fighter Program Office (JPO) and waits for notification of a student’s reassignment or classification when a student experiences G-related problems or exhibits unsatisfactory performance (T-2).

### 3.8. (Added-LUKEAFB) Stan/Eval Checkrides.

3.8.1. **(Added-LUKEAFB)** When syllabus missions requiring a flight examiner (FE) are “NE/SNP,” those missions must be re-accomplished with an OGV FE, FS/DO, FS/CC, or higher.

## Chapter 4

### STUDENT GRADE BOOKS

#### 4.1. Introduction:

4.1.1. Secure grade books (both paper and electronic) and personal information folders to prevent unauthorized access (T-2). Document information related to student training that is inappropriate for public access or sensitive in nature in this folder (T-2). The contractor approved for conducting formal training or maintaining training records may keep grade books in a secure location. When required, FLT/CCs/supervisors maintain personal information folders on students to protect personal information not appropriate for the grade book (T-2). Student grade books are for the exclusive use of each student, instructors providing training, student's FLT/CC, supervisors, and immediate chain of command. Additional procedures are specified in local unit guidance (T-3).

4.1.2. Record each aircraft, academic, and ground training event in the grade book (T-2).

**4.2. Content.** GTMS, GTIMS, TIMS, or TMS dictate the forms to be used in each grade book. If electronic grade books are not used, the following items will be included in the grade book, as applicable (T-2):

4.2.1. Grade Book Discrepancy Log/Record of Grade Book review (locally produced).

4.2.2. AETC Form 903/903P, *Unaccomplished Task/Milestone Regression Log*.

4.2.3. AETC Form 902, *Student Activity Record*.

4.2.4. AETC Form 900, *Individual Mission Gradesheet*.

4.2.5. Fighter Aircrew Conditioning Program Log (if required by syllabus or local OI).

4.2.6. AF Form 174 or Training Management System generated equivalent form.

4.2.7. Messages (ANG and AFRC, if applicable).

4.2.8. Student officer's biography.

4.2.9. Additional forms required for weapons qualification or other requirements determined locally (i.e., solo clearance logs, CTS requirement logs, etc.).

4.2.10. AETC Form 6.

**4.3. Documentation.** Grade sheets are used to document student training in the grade book (T-2). Instructors provide grades to applicable mission tasks, a concise summary of the student's training, and ensure entries clarify any training action (T-2). In addition, documentation is required for the following (T-2):

4.3.1. G-tolerance incident, airsickness, or MOA episodes.

4.3.2. Unusual occurrences that could affect the student's progress.

4.3.3. Syllabus deviations.

4.3.4. Additional training authorization ("X" or ADD sortie/simulator).

4.3.5. Grade book review prior to a PC. Document any training anomalies, deviations, etc.

- 4.3.6. Removal from or reinstatement into training.
- 4.3.7. Syllabus prerequisite waivers or syllabus waivers.
- 4.3.8. Failure of any academic test, flight evaluation, or PC.
- 4.3.9. Counseling sessions. **Note:** Document sessions concerning sensitive personal problems on AF Form 174 or Training Management System generated equivalent form (T-2). Forms should be kept in personal information folders maintained by the supervisor (T-2). Electronic mail messages are not suitable documentation for counseling sessions (T-2).
- 4.3.10. Administrative hold.
- 4.3.11. Assignment to and removal from CAP.

#### 4.4. Disposition of Student Training Records:

4.4.1. Unit registrars maintain student training records according to the RDS (T-2). Include all grade sheets, student activity records, and additional grade book forms and logs (T-2). Units will make a copy of the training records to include AETC Form 904, AETC Form 1122, *Summary Performance Report JSUPT/ENJJPT/ALP*, TIMS Training Jacket/grade book and forward all records to the student's gaining unit or follow-on training unit NLT 10 duty days after class graduation date or individual student's graduation date, whichever is later (T-2). For students with follow-on training at the same base, records will be forwarded after graduation from the last course attended (T-2).

4.4.1.1. **(Added-LUKEAFB)** Student training records and FEFs will be sent to the gaining unit by the Fighter Squadron Flight Commanders within 10 duty days of graduation (email is the preferred method).

4.4.1.2. **(Added-LUKEAFB)** End-of-Course Records Review: Fighter squadrons will review all course training records prior to certifying a student's graduation. Ensure course training standards are met and all training documents are correct.

4.4.2. Forward all IFF and fighter Basic course AETC Forms 904 or equivalent to 19 AF/DOG NLT 10 duty days after class graduation date or student's actual graduation date, whichever is later (T-2). For all courses/classes, except instructor pilot, forward a class graduation letter to 19 AF/DOG NLT 10 duty days after class graduation date or student's actual graduation date, whichever is later (T-2). Reference [Attachment 2](#) for an example of the graduation letter. Use squadron letterhead for the document (T-2).

4.4.3. Units will maintain pipeline student training reports from previous formal training programs (T-2).

4.4.4. **(Added-LUKEAFB)** Class and Gradebook Close-Out Procedures: The FLT/CC will use the following guidelines when closing out gradebooks and graduating classes:

4.4.4.1. **(Added-LUKEAFB)** Gradebooks will be closed out in time for the FCM to meet the deadline listed in [paragraph 4.4.4](#)

4.4.4.2. **(Added-LUKEAFB)** If a student's training record indicates increased supervision required at the gaining unit, the FS/DO will contact the graduate's new FS/DO to discuss problem areas.

4.4.4.3. **(Added-LUKEAFB)** Accomplish a final electronic gradebook review and make any necessary corrections or additions.

4.4.4.4. **(Added-LUKEAFB)** Run the GTIMS Aviation Training Jacket (ATJ) Summary or TMS equivalent and save as a PDF File. This summary is the equivalent of the AETC Form 901, *Training Record*.

4.4.4.5. **(Added-LUKEAFB)** The following items from the electronic gradebook are not automatically included when running the ATJ (FLT/CCs should ensure these forms are included with the student's gradebook): LUKEAFB Form 7, AETC Form 904 (B-course or eliminated student only), AETC Form 6, ADD-ride documentation (MFR or Form 6), and any syllabus deviation documentation or additional "attached" documentation.

4.4.5. **(Added-LUKEAFB)** FCMs will provide the 56 TRS/SR a class graduation package no later than 10 duty days after course completion date. Graduation packages will include a class graduation letter, individual AETC Forms 904 (B-course or eliminated student only), and individual AF Form 475, *Education/Training Reports* (if required).

4.4.5.1. **(Added-LUKEAFB)** 56 TRS/SR will maintain a copy of the AF Form 475 IAW the RDS.

4.4.5.2. **(Added-LUKEAFB)** FCMs will forward a copy of the graduation package to the 56 TRS/DO for review and approval. Contact the 56 TRS/SR for specific formatting/routing guidance.

4.4.5.2.1. **(Added-LUKEAFB)** Once approved, FCMs will forward the completed graduation package to the registrar who will in turn forward the graduation letter and AETC Forms 904 (B-course or eliminated student only) to 19 AF CAF Formal Training.

4.4.5.2.2. **(Added-LUKEAFB)** FS/CCS will forward a copy of the AF Form 475 to the 56 FS/FSMPM.

4.4.5.2.3. **(Added-LUKEAFB)** For students eliminated from training, complete and attach AETC Form 904. Write end-of-phase summaries for completed phases. Annotate "Removed from training (date)" after the end of course summary.

4.4.5.3. **(Added-LUKEAFB)** FCMs will produce a class graduation letter for each flying course. For non-flying courses, the 56 TRS Flight Commander will prepare and provide the graduation letter. See [Attachment 2](#) for a class graduation letter.

4.4.5.4. **(Added-LUKEAFB)** The FLT/CC will complete an AETC Form 904 for each B-Course student and all students eliminated from training. A squadron supervisor will review the form. The FCM will include all AETC Forms 904 for each class. See [Attachment 3](#) for an example.

**Exception:** Students who will remain at Luke AFB upon completion of their formal training from the same base, as well as students in academic only classes, do not require AETC Forms 904.

4.4.5.5. **(Added-LUKEAFB)** Education/Training Reports (AF Form 475).

4.4.5.5.1. **(Added-LUKEAFB)** Complete the AF Form 475, forward for signature and include it in student personnel records in accordance with AFI 36-2406, *Officer and Enlisted Evaluation System*.

4.4.5.5.1.1. **(Added-LUKEAFB)** Refer to AFI 36-2406 for additional guidance on submission, preparation, and routing of the AF Form 475. The SQ/CC or designated representative of equal or higher grade than the student should sign these forms.

**4.5. (Added-LUKEAFB) Questionable Performance:** When any doubt exists as to a student's demonstrated performance and ability to progress to the next sortie, the IP will debrief the student's flight commander, if available, or any available squadron Ops Sup. Strong consideration should be given to re-flying the sortie.

4.5.1. **(Added-LUKEAFB)** Make recommendations for additional training and which mission the student should fly next in the comments attachment tab only if it is not the next sortie IAW the syllabus flow/execution. An example of a recommendation:

4.5.1.1. **(Added-LUKEAFB)** If additional training is recommended: "Recommend: Accomplish intercept training in device with an IP before repeating TI-3."

4.5.2. **(Added-LUKEAFB)** For NE/SNPs, the student's FLT/CC and SQ/DO or SQ/CC should mark either "CONCUR" or "NONCONCUR" in the "gradesheet reviews" sections of the Gradebook. If they do not concur, alternative recommendations will be made to the IP of record, who will then re-write the gradesheet and re-submit. Otherwise, if the FLT/CC and SQ/DO or SQ/CC CONCUR, a simple "gradesheet review" in GTIMS will suffice.

**4.6. (Added-LUKEAFB) GTIMS Gradebook Syllabus Attachments.**

4.6.1. **(Added-LUKEAFB)** The attachment tab should include, but is not limited to, the following: LUKEAFB Form 7, CAP Memo (if applicable), and AETC Form 6 (if applicable).

JAMES C. HOWARD, Colonel, USAF  
Vice Commander, 19th Air Force

**(LUKEAFB)**

GREGORY KREUDER  
Brigadier General, USAF  
Commander, 56th Fighter Wing

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

- (Added-LUKEAFB)** AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- (Added-LUKEAFB)** AFI 33-360, *Publications and Forms Management*, 1 December 2015
- AFPD 36-26, *Total Force Development and Management*, 18 March 2019
- AFI 11-202 Volume 3, *General Flight Rules*, 10 August 2016
- AFI 11-215, *Flight Manuals Program*, 25 March 2019
- AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 15 October 2012
- AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 22 October 2018
- AFI 36-2110, *Total Force Assignments*, 5 October 2018
- 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 48-101, *Aerospace Medicine Enterprise*, 8 December 2014
- AFI 48-123, *Medical Examinations and Standards*, 5 November 20013
- (Added-LUKEAFB)** AETCI 36-2605V1, *Formal Flying Training Administration and Management*, 17 September 2019
- (Added-LUKEAFB)** AETCI 36-2605V6, *Formal Flying Training Administration and Management –Fighter and Introduction to Fighter Fundamentals (IFF)*, 24 February 2020
- AFMAN 11-202V1, *Aircrew Training*, 26 September 2019
- AFMAN 11-402, *Aviation and Parachutist Service*, 24 January 2019
- AFMAN 11-404, *Fighter Aircrew Acceleration Training Program*, 27 November 2019
- AFMAN 33-360, *Publications and Form Management*, 1 December 2015
- AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management*, 17 September 2019
- AETCI 36-2621, *Flying Training Course Publications Development*, 2 August 2016

#### *Prescribed Forms*

- (Added-LUKEAFB)** Luke AFB Form 7, *Pilot Screening Resume*
- AETC Form 126F, *Record of Commander's Review Action (Fighter/IFF)*

#### *Adopted Forms*

- (Added-LUKEAFB)** AETC Form 240-5, *Summary of Training Record*

(Added-LUKEAFB) AETC Form 901, *Training Record*

(Added-LUKEAFB) AF Form 1274, *Physiological Training*

AF Form 174, *Record of Individual Counseling*

AF Form 475, *Education/Training Report*

(Added-LUKEAFB) AF Form 475, *Education/Training Reports*

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

AF Form 847, *Recommendation for Change of Publication*

AETC Form 6, *Waiver Request*

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

AETC Form 900, *Individual Mission Gradesheet*

AETC Form 902, *Student Activity Record*

AETC Form 903, *Unaccomplished Task/Milestone Regression Log*

AETC Form 903P, *Unaccomplished Task/Milestone Regression Log (Portrait version)*

AETC Form 904, *Training Summary*

(Added-LUKEAFB) DD 2992, *Medical Recommendation for Flying or Special Operational Duty*

### ***Abbreviations and Acronyms***

(Added-LUKEAFB) **ACM**—Academic Course Manager

(Added-LUKEAFB) **ADCON**—Administrative Control

**AETC**—Air Education and Training Command

(Added-LUKEAFB) **AFB**—Air Force Base

**AFI**—Air Force instruction

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command

(Added-LUKEAFB) **AFRIMS**—Air Force Records Information Management System

**AGSM**—anti-G straining maneuver

**ANG**—Air National Guard

**ARC**—Air Reserve Components (ANG and AFRC)

**ARMS**—Aviation Resource Management System

(Added-LUKEAFB) **ATJ**—Aviation Training Jacket

**CAP**—Commander's Awareness Program

(Added-LUKEAFB) **CAP**—Commanders' Awareness Program

**(Added-LUKEAFB) CC**—Commander  
**(Added-LUKEAFB) CI**—Chief Instructor  
**CR**—Commander’s Review  
**CRM**—Cockpit Resource Management  
**CTS**—course training standards  
**DNIF**—duty not including flying  
**DG**—distinguished graduate  
**DO**—Operations Officer/Director of Operations  
**ENJJPT**—Euro NATO Joint Jet Pilot Training  
**ETCA**—Education and Training Course Announcements  
**FACP**—Fighter Aircrew Conditioning Program  
**(Added-LUKEAFB) FCM**—Flying Course Manager  
**(Added-LUKEAFB) FDO**—Foreign Disclosure Officer  
**FEF**—flight evaluation folder  
**FLT/CC**—Flight Commander  
**FS**—Flight Surgeon  
**(Added-LUKEAFB) FS**—Fighter Squadron  
**FSS**—Force Support Squadron  
**FTPA**—Flying Training Production Analysis  
**FTU**—formal training unit  
**(Added-LUKEAFB) FW**—Fighter Wing  
**(Added-LUKEAFB) GRIM—G**—Risk Indicator Management  
**GTIMS**—Graduate Training Information Management System  
**(Added-LUKEAFB) GTIMS**—Graduate Training Integration Management System  
**GTMS**—Graduate Training Management System  
**IFF**—Introduction to Fighter Fundamentals  
**(Added-LUKEAFB) IMSO**—International Military Student Officer  
**IP**—instructor pilot  
**(Added-LUKEAFB) IP**—Instruction Pilot  
**JPO**—Joint Strike Fighter Program Office  
**LOA**—lack of adaptability  
**(Added-LUKEAFB) LUKEAFB**—Luke Air Force Base Instruction

**(Added-LUKEAFB) MFR**—Memorandum for Record  
**MiPDS**—Military Personnel Data System  
**MOA**—manifestation of apprehension  
**(Added-LUKEAFB) MPEP**—Military Personnel Exchange Program  
**NE/OTH**—non-effective other  
**NE/SNP**—non-effective/student non-progression  
**NGB**—National Guard Bureau  
**(Added-LUKEAFB) OG**—Operations Group  
**OG/CC**—Operations Group Commander  
**OPR**—office of primary responsibility  
**PA**—Privacy Act  
**PC**—progress check  
**(Added-LUKEAFB) PFT**—Programmed Flying Training  
**POC**—point of contact  
**RDS**—records disposition schedule  
**(Added-LUKEAFB) SA**—Student Advisor  
**(Added-LUKEAFB) SEPT**—Situational Emergency Procedures Training  
**SQ/CC**—squadron commander  
**SQ/DO**—squadron operations officer  
**(Added-LUKEAFB) TD**—Training Development  
**TIMS**—training information management system  
**(Added-LUKEAFB) TIMS**—Training Integration Management System  
**TMS**—training management system  
**(Added-LUKEAFB) TRS**—Training Squadron  
**UCMJ**—uniform code of military justice  
**WG/CC**—Wing Commander

### *Terms*

**Anti-G Straining Maneuver**—The process through which a pilot performs isometric muscle tensing combined with maintenance of adequate intrathoracic pressure by holding a preparatory breath followed by rapid air exchanges, in order to counteract G-forces encountered while flying.

**Disenrollment**—When a student is disenrolled, he/she may be given the opportunity to re-enter training by remaining in the assigned class or entering a new class for that course.

**Eliminations**—As it pertains to flying training, a student eliminated from training will normally not have the opportunity to re-enter training for the course eliminated from.

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

**Formal Course**—The entire program of academics, simulators and flying sorties conducted in all media during the programmed training days as outlined in the specific syllabus and listed on the ETCA website.

**G-Tolerance Incident**—Any incident including but not limited to G-induced loss of consciousness, visual blackout, or “gray out” that can be directly attributed to experiencing G-forces.

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

**OG/CC**—Term may also refer to another Group Commander of equivalent rank and responsibilities. **Example:** Fighter Group or Flying Training Group Commander.

## Attachment 2

## GRADUATION LETTER EXAMPLE

Table A2.1. Squadron Letterhead.

Date signed		
MEMORANDUM FOR [Registrar's office symbol]		
FROM: XX FS/CC		
SUBJECT: Graduation Letter, Class XX-XBX, [class start date – original class grad date]		
1. The following students graduated [on actual grad date] from course [course ID]:		
a. Graduate/End Assignment:		
<u>NAME:</u>	<u>RANK:</u>	<u>ASSIGNMENT:</u>
Bumptafrance, Howard Q.	Capt	Aviano
Aachen, Sonny L.	1Lt	Misawa
Tragen, Vance R.	1Lt	Shaw
Freelee, Ivan P.	2Lt	Duluth
b.	Entered Training: 4	
c.	Late Graduation: [student name]	
d.	Washbacks: [student name]	
e.	Withdrawn from training: [student name]	
f.	SNP sorties: 25 total; 5 Transition, 5 AH/BFM, 7 A/A, 8 A/G	
2. Please direct questions to [flying course manager name] at DSN 123-4567.		
IAM D. MANN, Lt Col, USAF		
Commander		

## Attachment 2 (LUKEAFB)

## CLASS GRADUATION LETTER EXAMPLE (LUKEAFB)

Figure A2.1. (LUKEAFB) Class Graduation Letter Example.



DEPARTMENT OF THE AIR FORCE  
 XXXTH FIGHTER SQUADRON (AETC)  
 LUKE AIR FORCE BASE AZ 85309

Date

MEMORANDUM FOR 56 TRS/SR

FROM: XXX FS/CC

SUBJECT: Graduation Letter, Class XX-XXX, 19 Jun 15 – 2 Sep 15

1. The following student(s) graduated by 2 Sep 15 from course F16C0TX0PL.

a. Graduate/End Assignment:

<u>NAME</u>	<u>RANK</u>	<u>ASSIGNMENT</u>
Last, First	Rank	Luke AFB
Last, First	Rank	Luke AFB

b. Comments/Recommendations: nonec. Entered Training: 2d. Graduated: 2e. Late Graduations: none (if no late grads). If late grad, include the student's name here.f. Washbacks: noneg. Withdrawn from Training: noneh. Additional mission for student non-progression: none

2. Please direct any questions to FCM's name at 6-xxxx.

SIGNATURE BLOCK  
 Commander

Attachment 3 (Added-LUKEAFB)

AETC FORM 904

Figure A3.1. (LUKEAFB) AETC Form 904 Sample.

TRAINING SUMMARY		
NAME (Last, First, Middle Initial) Self-explanatory (SE)	GRADE SE	CLASS SE
TRAINING UNIT AND BASE SE	SYLLABUS (Number and Date) syllabus (course) with specific track*	
END OF PHASE SUMMARIES (Continue on reverse)		
<p>*This is more important for TX1 and the various SOC tracks. I added the word "course" because I want to see the course ID and not Combined Wingman Syllabus designation. Here are some examples of how I would like to see the syllabus entry:                      F16C0TX0PL CWS Track 1A March 2012 C1                      F16C0SOCPL CWS Track 1E March 2012 C1                      F16CJCX0PL October 2013                      F16C0B00PL CWS March 2012 C1                      F16C0RLIPL January 2013                      F16C0FACPL Track 1 March 2012                      F16C0I00PL Track 1 July 2013</p> <p>-----                      For the phase summaries, only list those phases the student actually accomplished; no need to use N/A. This is more relevant for SO                      The phases should be:                      Transition:                      Advanced Handling:                      Air-to-Air:                      Air-to-Surface:                      For the SEAD course, continue using the SEAD division's format:                      General Knowledge:                      Air-to-Air:                      Suppression of Enemy Air Defenses:                      End of Course Test:</p>		
END OF COURSE SUMMARY		
<p>Overall: SE but after the last sentence add the following for B-course students:                      Distinguished Graduate (if appropriate)                      Top Gun Winner (if appropriate)                      Daedalian Award Winner (if appropriate)                      Other awards (as appropriate)                      Combat Aptitude: Average                      Normal Supervision (add this for non-B course if identified) or                      Increased Supervision</p> <p>In this section, continue providing information on tasks/events not accomplished; do not add the sortie(s) but provide a general comment. Bottomline, make note of students that do not accomplish syllabus minimum events/tasks or weapons qualifications. Examples:                      HMCS operations not accomplished due to availability.                      Moving target employment not accomplished due to range limitations.                      DAAR requirements not met (1/2) due to scheduling constraints. Side note: add the number accomplished over the number required.                      Solo DAAR not accomplished due to oversight. Side note: this could be combined with the previous DAAR comment.                      NAAR requirements not met (0/1) due to tanker fallout.                      Not qualified in Unguided munitions due to munitions availability.                      FSWD requirements not met (2/3) due to munitions availability.</p>		
DATE SE	TYPED NAME, GRADE AND DUTY TITLE OF RATER SE	SIGNATURE OF RATER <a href="#">Click here to sign</a>