

**BY ORDER OF THE
SUPERINTENDENT**



**HEADQUARTERS (HQ) UNITED
STATES AIR FORCE ACADEMY
INSTRUCTION 36-3503**

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Personnel

HQ USAFA AIRCREW MANAGEMENT

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, AFPD 11-4, *Aviation Service*, and AFPD 38-1, *Manpower and Organization*, and outlines the policies pertaining to the management of United States Air Force Academy (HQ USAFA) aircrew. This instruction applies to all HQ USAFA personnel. It applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Refer recommended changes about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the Director, HQ USAFA/A3/9. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with (IAW) the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed.

1. ROLES AND RESPONSIBILITIES.

1.1. Headquarters, United States Air Force Academy Directorate of Manpower, Personnel, and Services (HQ USAFA/A1):

1.1.1. Personnel Division (HQ USAFA/A1K) will:

1.1.1.1. Coordinate with Headquarters, United States Air Force Academy, Current Operations (HQ USAFA/A3O) and Mission Elements (MEs) to ensure rated manning levels align with validated requirements and the Chief of Staff of the Air Force's Rated Staff Allocation Plan.

1.1.1.2. Notify HQ USAFA/A3O and affected ME Airmanship Flight Commander(s) (AFC) of all projected Permanent Change of Assignment and Permanent Change of Station rated personnel actions.

1.1.2. Manpower, Organization and Resources Division (HQ USAFA/A1M) will coordinate all Manpower Change Requests (MCR) that affect rated positions with HQ USAFA/A3O, and update Manpower Programming and Execution System (MPES) accordingly.

1.2. HQ USAFA/A3O will:

1.2.1. Designate a HQ USAFA/A3O member as Airmanship Assistant Director of Operations (ADO). Duties include:

1.2.1.1. ADO to HQ USAFA attached Instructor Pilots (IP).

1.2.1.2. Airmanship Flight Commander for Headquarters, Prep School (PS), and Athletic Department (AD) attached IPs.

1.2.1.3. Liaison to the 306 FTG in structure, scheduling, execution, and outcomes of the USAFA Airmanship missions.

1.2.2. Annually, update the 306 FTG and 19 AF/A3 on USAFA Airmanship mission objectives, desired outcomes, and changes to Airmanship academic courses that may impact the 306 FTG's fulfillment of the USAFA Airmanship mission.

1.2.3. Coordinate with 19 AF/A3, any changes to USAFA Airmanship programs which may impact 19 AF/A3 resourcing.

1.2.4. Assist ME AFCs in the Dean of Faculty (DF) and Cadet Wing (CW) with their aircrew management responsibilities, and facilitate completion of similar aircrew management responsibilities for remaining HQ USAFA organizations.

1.2.5. In coordination with 306 FTG, determine aircraft (or jump prefix) assignment, and facilitate aircrew attachment and removal from flying duties when circumstances warrant.

1.2.5.1. Operational Flying Duty Accumulation (OFDA – gate months) and Flying Status Code (FSC) will be awarded IAW DAFMAN 11-401, *Aviation Management*.

1.2.5.2. OFDA credit and flight time are not earned for operations in HQ USAFA's Small Unmanned Aerial System (sUAS) program. However, medically eligible officers with prior Remote Pilot Aircraft (RPA) experience will normally perform duties in support of this program. Given prior RPA experience is not required,

medically eligible Combat Systems Officers (CSOs) and Air Battle Managers (ABMs) may be attached to this program.

1.2.6. Ensure pilots assigned to active flying positions:

1.2.6.1. Have a P-prefix (pilot) added to their Air Force Specialty Code (AFSC), if not already designated as 11XX.

1.2.6.2. Have an Aircrew Position Indicator (API) code of 6 (wing level or below, active flying duties required) or 8 (above wing level, active flying duties required) assigned to their position number.

1.2.6.2.1. HQ USAFA/A3O, AD, and PS representatives will facilitate Manpower Change Requests (MCRs) on HQ and unit personnel (assigned respectively) for Headquarters, United States Air Force Academy Manpower and Organization (HQ USAFA/A1M) approval.

1.2.6.3. Are aware of Active Duty Service Commitments (ADSC), if any, published in AFMAN 36-2100, *Military Utilization and Classification*.

1.2.7. Validate the rated requirement for Reserve Component pilots assigned to USAFA positions.

1.2.7.1. Rated members of the Air Force Reserve or Air National Guard serving in Title 10 Active Guard Reserve, Military Personnel Appropriation, or Extended Active Duty status, and assigned to HQ USAFA Unit Manning Document (UMD) positions, HQ USAFA Mission Elements, or HQ USAFA and 10 ABW agencies, are authorized to conduct attached IP duties in all HQ USAFA Airmanship aircraft and missions.

1.2.7.2. Rated reservists assigned to part-time Category B Individual Mobilization Augmentee (IMA) positions can execute attached IP duties with FAC 6 waiver approved by AFRC/A3 and approval by HQ USAFA/A3/9.

1.2.7.3. Rated Air National Guard members on Active or Inactive Title 32 status may perform USAFA attached pilot duties in support of the HQ USAFA mission if approved by Headquarters, National Guard Bureau, Operations (NGB/A3), or as delegated by NGB/A3, and HQ USAFA/A3/9. If not serving on orders which cut the member to HQ USAFA, then command inter-fly approval is required by 306 FTG/CC.

1.2.8. HQ USAFA/A3/9 authorizes non-HQ USAFA assigned rated to execute Command inter-fly duties in support of the HQ USAFA Airmanship mission, in accordance with DAFMAN 11-401, *Aviation Management*, if approved by 306 FTG/CC.

1.3. The Dean of Faculty and Commandant will each appoint an Airmanship Flight Commander to serve as their representative for unit aircrew matters. In consultation with their Commander's Support Staff (CSS), Director of Staff (DS) or designated Senior Pilot – AFCs will:

1.3.1. Validate their ME's aircrew requirement on an annual basis.

1.3.2. Vet and facilitate hiring of a sufficient number of Career Enlisted Aviators (CEAs), rated and non-rated aircrew (Combat Rescue Officers, Special Tactics Officers and Air Liaison Officers) to meet requirements.

1.3.3. Assist inbound aircrew in establishing squadron attachment via the Automated Aircrew Management System (AAMS).

1.3.4. Based on 557 FTS data, maintain awareness of their ME attached pilots' fulfillment of the Attached Availability Tracker (AAT), and report probation or regression status in accordance with this publication.

1.3.5. Project rated inbound utilization (by position number, API code, airframe assignment), and, in coordination with HQ USAFA/A3O, prioritize (by name, experience level, individual needs) attached flyer candidates after each assignment cycle.

1.3.5.1. While officers in the rank of O-6 and above are authorized to participate in HQ USAFA flying programs, priority will be given to junior-ranking personnel.

1.3.5.2. Active flying justifications for O-6 or higher will be handled on a case-by-case basis.

1.3.6. Ensure all unit-assigned CEAs, non-CEAs and rated faculty and staff in-process through the 306 FTG Host Aviation Resource Management (HARM) office.

1.3.7. Coordinate administrative management and tracking of all ME-assigned aircrew with HQ USAFA/A3O.

1.3.7.1. A template for administrative management will be provided by HQ USAFA/A3O, and include the following data points: Name, rank, assigned ME, primary AFSC, position number, duty AFSC (on position number), API, attached unit of assignment (if any), report no later than date, date arrived station, and projected permanent change of station date.

1.3.8. Notify HQ USAFA/A3O of:

1.3.8.1. Projected rated utilization of inbound personnel.

1.3.8.2. Projected Education and Training Course Announcement (ETCA) waiver requests.

1.3.9. With assistance from their DS and CSS, staff MCRs through HQ USAFA/A3O for HQ USAFA/A1M approval.

1.3.10. With assistance from their DS, CSS, or designated Senior Pilot, coordinate LOAs via AAMS.

1.3.11. Submit waiver requests for sister service and non-fixed wing attachment requests, via the Task Management Tool (TMT), for HQ USAFA/A3O and 306 FTG coordination. 306 FTG will submit to 19 AF/A3 for AETC approval.

1.4. 306 FTG. Per the 2012 AETC - HQ USAFA Memorandum of Agreement, AETC will "train HQ USAFA-assigned personnel in assigned aircraft and missions." As part of that charter, the 306 FTG will:

1.4.1. Coordinate with HQ USAFA/A3O on squadron attachment based on 306 FTG requirements and current manning.

1.4.2. Make recommendations to 19 AF/A3 on waivers to Education and Training Announcement website requirements.

1.4.3. Approve Aeronautical Orders and LOAs.

1.4.3.1. Complete MiLPDS information pull into the Aviation Resource Management System (ARMS), generate aeronautical order, and file completed LOAs.

1.4.4. Ensure ME AFCs are listed on flying squadron organization charts.

1.4.5. Provide HQ USAFA/A3O and ME AFCs with a current copy of the attached aircrew Letter of Aircrew Qualification (Letter of X's) with each revision.

1.4.6. On the last duty day of each Academic Year (AY) month, report to Airmanship ADO, and ME AFCs, the AAT compliance for the previous month.

1.4.7. Forecast and plan AETC-assigned IP availability not to rely on more HQ USAFA Attached IPs than authorized by this Instruction.

1.4.8. Maintain awareness of the HQ USAFA AY calendar to project periods of reduced USAFA attached availability (Recognition, academic progress periods, USAFA family days, Finals week, etc.) and schedule AETC-assigned Instructors appropriately, to ensure fulfillment of Airmanship mission requirements.

1.4.9. 306 FTG will notify the Airmanship ADO and ME AFCs when:

1.4.9.1. Scheduling non-standard flying Go that departs from the approved Academic Schedule of Calls and AY Calendar.

1.4.9.2. Scheduling currency training, instructor, pilot instructor training, or safety meetings that require in-person USAFA attached pilot attendance.

1.4.10. Ensure electronic access to all necessary publications, Technical Orders, Flying Crew Information File documents and videos, and mission material for all USAFA Attached pilots.

1.5. AETC/A5QR and 19 AF/DOU will coordinate with 10 CS to ensure uninterrupted Graduate Training Integrated Management System (GTIMS) access for USAFA attached pilots, including via Virtual Private Network (VPN).

2. PROGRAM REQUIREMENTS.

2.1. Flying Day (FD). A Flying Day is defined as a scheduled flying day (or jump day for jump-qualified attached), with a minimum of one scheduled "Go" of flying/jumping for the Mission Design Series (MDS) of the attached pilot. Federal holidays, safety down-days, resiliency days, or other pre-planned operations cancelled days, do not count as FDs.

2.2. All USAFA aircrew attached to fly or jump, will be:

2.2.1. Medically eligible to perform flying or jump duties (as applicable to attached duties).

2.2.2. Normally projected for no less than a three-year tour of duty.

2.2.3. In an API 6 or 8 billet.

2.2.4. Technically and/or administratively eligible, in accordance with AETC Education and Training Announcement website requirements.

2.2.5. Rotary wing, RPA operators, sister service, and foreign exchange pilots will be considered on a case-by-case basis. ME AFCs will coordinate directly with the Airmanship ADO and 306 FTG prior to initiating the LOA process.

2.2.6. Scheduled to begin Pilot Instructor Training (PIT) or jump checkout within 1 month of HQ USAFA/A3O approving attachment to an airframe/squadron. Unless coordinated with HQ USAFA/A3O, USAFA attached pilots will start PIT no later than six months after the pilot's USAFA Report No Later Than Date.

2.3. 557 FTS (Powered Flight). At any given time, a minimum of 25 HQ USAFA-assigned pilots will be current and qualified as attached T-53 IPs. HQ USAFA/A3O, in coordination with ME AFCs, 306 FTG, and 557 FTS, will assign sufficient pilots to the 557 FTS (in upgrade, qualified, or re-qualification status) to maintain the minimum of 25 qualified T-53 pilots. This does not include USAFA/DF Aeronautics Department (USAFA/DFAN) T-41 qualified Instructors.

2.3.1. DF will maintain a minimum of 14 qualified T-53 IPs, CW will maintain a minimum of 9 qualified T-53 IPs, and HQ/PS/AD (treated as a single entity) will maintain a minimum of 2 qualified T-53 IPs. DF will maintain sufficient T-41 qualified Instructors to fulfill Aeronautics Department requirements. T-41 qualified DFAN instructors can count towards [paragraph 2.3](#) requirements if dual-qualified in the T-53, and providing availability in accordance with this document.

2.3.2. During Powered Flight PIT, attached pilots will be available for five, 5-hour blocks and/or academic days every 10 Fly Days. Saturday flying is not planned, but may be required. One Out and Back (O&B) must be accomplished during each of the 2 PIT training blocks. This requires one 6-hour block per PIT training block to accomplish the O&B training requirement.

2.3.3. To the maximum extent possible, Air Officers Commanding (AOCs) will be assigned summer military duties which allow completion of PIT during the summer (prior to the Academic Year).

2.3.4. Post-Qualification Attached Availability Tracker (AAT):

2.3.4.1. USAFA AAT flying requirements are negotiated between the flying squadron and HQ USAFA/A3O. The number of required sorties for USAFA Attached Pilots will vary based on syllabus phase, time of year, and other potential factors.

2.3.4.2. By default, flying duties are distributed proportionally between MEs, but intra-ME distribution is monitored and managed by that ME's AFC.

2.3.4.3. Academic Year. The default availability requirement for each ME is 0.4 sorties available per Fly Day (FD), multiplied by the minimum number of attached IPs, rounded to the nearest whole number. For example, if there are 18 FDs in a month, then the availability requirement for CW attached pilots is 65 ($18 \times 0.4 \times 9$), DF attached pilots is 101 ($18 \times 0.4 \times 14$), and HQ/PS/AD attached pilots is 14 ($18 \times 0.4 \times 2$). Squadrons will inform Airmanship ADO and AFCs when Powered Flight AAT availability requirements are lower than the default listed in this paragraph.

2.3.4.4. Summer. Each summer period (generally 15 fly days) MEs are each responsible for a minimum of 0.4 sorties available per summer period FD, multiplied

by the minimum number of qualified attached IPs. For example, CW would provide availability for a minimum of 54 total sorties (15 x 0.4 x 9), DF would provide availability for a minimum of 84 total sorties (15 x 0.4 x 14), and HQ/PS/AD would provide availability for a minimum of 12 total sorties (15 x 0.4 x 2). This example equates to each ME providing the following availability per day for the 15-day period: ~4 CW, ~6 DF, and ~1 HQ/AD/PS. Saturday flying is not planned, but may be required.

2.3.4.5. USAFA attached pilots will coordinate with ME AFCs and flying squadrons when life events, administrative issues, or other circumstances lead to extended breaks in flying. This coordination between ME AFCs and flying squadrons ensures other ME attached pilots fly enough to cover the minimum required sorties.

2.3.4.6. The minimum sortie requirement for an attached USAFA IP is based on the guiding AFMAN 11-2MDS requirement for currencies in their assigned aircraft and to maintain qualifications.

2.3.4.7. ME AFCs will coordinate with each other, and manage their IP's availabilities, to balance IP distribution to meet requirements.

2.3.4.8. Flying squadrons will coordinate weekend or surge flying days, which may require USAFA attached support, a minimum of two weeks prior to planned execution.

2.3.5. Powered Flight Attached Pilot AY AAT requirements. AAT lookback requirements for USAFA attached Powered Flight IPs begins the first day of the new month after PIT completion, and are applicable during the AY (as defined by the official HQ USAFA AY Calendar).

2.3.5.1. AAT is measured in calendar-month lookback periods, and is based on the number of flying Go's IP was available to fly.

2.3.5.2. The default AY AAT one-month lookback requirement, is 0.4 sorties available per scheduled fly day in that calendar month. This requirement can be lowered with coordination between the 306 FTG, HQ USAFA/A3O, and ME AFC's. The lookback requirement will not exceed 0.4 sorties per fly day.

2.3.5.3. No Later than August 1st of each year, 306 FTG will provide Airmanship ADO and ME AFCs the projected monthly Fly Days for the coming academic year based on the AY Calendar, holidays, planned safety days, family days, and AETC guidance.

2.3.5.4. The last duty day of each month, 557 FTS will provide the Airmanship ADO and ME AFCs a one-month lookback of USAFA attached IP availability, using the AAT or similar product coordinated with USAFA/A3O. For summer operations, 557 FTS will report lookback for each summer period.

2.3.5.5. Probation: USAFA attached pilots who don't meet AAT lookback for one calendar month will be on Probation. To exit Probation status, the attached pilot must meet AAT for the current month. ME AFCs can choose to notify ME leadership of probation status. ME AFCs will identify and track probation status. 557 FTS is not responsible for tracking probation status.

2.3.5.6. Regression: If a USAFA attached pilot fails to meet one-month lookback for two consecutive months, or for 3-months within a 6-month period, that pilot will be on Regression. AFCs must notify their ME's Vice Commander and HQ USAFA/A3/9 of Regression status. To exit Regression status, an attached pilot must meet one-month lookback the following two months. The first successful month moves them to Probation status and the second successful month removes them from Probation status. If a USAFA attached pilot remains on Regression for two consecutive months, HQ USAFA/A3/9 and the pilot's ME Vice Commander (or designated representative) will review factors leading to the pilot's regression status, current rated manning of respective ME, and the feasibility of continued flying. ME AFCs will identify and track regression status. 557 FTS is not responsible for tracking regression status.

2.3.5.6.1. Once an attached pilot is notified of regression status, the next sortie at the 557 FTS must be a CT ID sortie with a PIT IP. This ensures IP is proficient prior to flying CT or instructional sorties. AFCs and attached flyers are responsible for coordinating with 557 FTS scheduling to ensure this requirement is met.

2.3.5.7. Exceptions to academic year AAT monthly lookback. USAFA attached pilots are exempted from meeting academic year monthly lookback for months with DNIF, TDY, emergency leave, or mandatory Mission Element duties that exceed 5 FDs days in that month. 557 FTS is not responsible for tracking which pilots are exempted from Probation or Regression; AFC's will assess applicability of exemption status if a pilot is placed on Probation or Regression.

2.3.5.8. Summer AAT Lookback is updated at the end of each summer period. ME AFCs will assess their own attached pilots' summer contributions and assign Probation status, if appropriate, the first week after the end of each summer period.

2.4. 557 FTS. T-53 PIT Instructor Duty. USAFA attached pilots can upgrade to PIT qualification with AFC and 557 FTS/DO approval.

2.5. 557 FTS. AM-465, *Flying Team*. Normally, USAFA attached pilots normally do not support Flying Team operations. AM-465 operations are lower in priority than AE-456, *Flight Test Techniques* operations. Exceptions to policy will be coordinated with HQ USAFA/A30 and ME AFCs.

2.6. 557 FTS. AE-456. The Aeronautical Engineering Department will provide 3 rated pilots for T-41 qualification. With appropriate coordination (HQ USAFA/A30, DF, and 557 FTS), these pilots may be dual-qualified and count toward both (T-53 and T-41) manning requirements; however, post-qualification T-53 availability requirements will still be in accordance with paragraphs [2.3.4.3](#) and [2.3.5.2](#) AE-456 qualified pilots will be:

2.6.1. Approved by the AE-456 Course Director or Aeronautical Engineering Department Head.

2.6.2. Enrolled in qualification training, as agreed upon by the Aeronautical Engineering Department and the 306 FTG.

2.6.3. During Qualification Training, available for five, 5-hour sorties and/or academic days every 10 Fly Days. Saturday flying is not planned, but may be required.

2.6.4. Post Qualification requirements (specific to AE-456 requirements):

- 2.6.4.1. Academic Year. As necessary to meet mission requirements. Saturday flying is not planned, but may be required.
 - 2.6.4.2. Summer. AE-456 is academic year only. During summer operations, T-41 pilots are required to maintain ground and flight currency. If dual qualified, they must meet the T-53 summer AAT requirements.
- 2.7. 98 FTS. USAFA jump operation Pilot Flying Training (PFT) is not based on any USAFA attached pilot contribution.
- 2.7.1. UV-18 Qualification. USAFA attached personnel will only be UV-18 qualified on a case-by-case basis with HQ USAFA/A3/9 approval. 306 FTG will prioritize former USAFA parachute team members in selecting UV-18 pilots.
 - 2.7.2. UV-18 attached pilots are normally enrolled in qualification training no later than 6 months after arrival. Enrollment should coincide with training date published in the Fiscal Year (FY) PFT document (or as agreed upon with the 98 FTS).
 - 2.7.3. During Qualification Training, available for five hours, twice a week – and every Saturday until complete. Trainees must also be available for one week of TDY simulator training.
 - 2.7.4. Post Qualification:
 - 2.7.4.1. Academic Year. Support flying one day per week, one Saturday per month, one three-day Temporary Duty (TDY) per semester (typically an airshow), and one holiday TDY over Thanksgiving, the week before Christmas, or Spring Break. Additionally, UV-18B pilots must complete a 5-day simulator training TDY each year.
 - 2.7.4.2. Summer. Available for one full summer period, with duty day as established by the 98 FTS/CC.
- 2.8. 98 FTS Jump Operations. USAFA has no attached jump requirement. Attached jump qualified personnel will be approved by HQ USAFA/A3/9 on a case-by-case basis. Responsibility and liability policy will be proposed by the attached member's organization to the 306 FTG/CC, codified, and provided to HQ USAFA/A3/9. Jumpers will be:
- 2.8.1. Volunteers, who are motivated to jump with cadets.
 - 2.8.1.1. Medically eligible to perform jump duties.
 - 2.8.1.2. From an inherently jump-related career field.
 - 2.8.1.3. Assigned to a jump-inherent AFSC position or J-coded prefix.
 - 2.8.1.4. Normally enrolled in qualification training 6 months after arrival.
 - 2.8.2. Attached jumpers will:
 - 2.8.2.1. Meet all training requirements for 98 FTS assigned jumpers, to include United States Parachuting Association (USPA) licensing, a packing evaluation, periodic Emergency Procedure evaluations, and standard Squadron Aviation Resource Manager (SARM) currencies.
 - 2.8.2.2. Jump on a non-interference basis, and only with prior 98 FTS coordination.

- 2.8.2.3. Normally provide their own gear (IAW the USAF Approved for Use List) and inspected for suitability by the 98 FTS rigging loft.
- 2.8.2.4. Be available to brief airmanship cadets on their operational career.
- 2.9. 94 FTS. All soaring Programmed Flight Training (PFT) is based on 306 FTG and cadet IP availability, not on USAFA attached pilot contribution. However, to increase corporate understanding of 94 FTS operations at USAFA, 1 pilot should be attached as an IP and assigned liaison duties to the 94 FTS. Attached pilot should be assigned to HQ USAFA/A3, however manning may dictate pilot be sourced from another ME.
- 2.9.1. USAFA pilots attached to the 94FTS will be planned for qualification training within 6 months of arrival at HQ USAFA. Enrollment should coincide with training date published in the FY PFT document (or as agreed upon with the 94 FTS).
- 2.9.2. During Qualification Training, available for five hours, twice a week – and every Saturday until complete.
- 2.9.3. Post Qualification:
- 2.9.3.1. Academic Year. Available to fly two periods per week, including one Saturday per month, and one holiday period (Spring Break or Winter Break) annually.
- 2.9.3.2. Summer. Available for one full summer period, duty day as established by the 94 FTS/CC.
- 2.10. Flight Surgeon Flying Requirements. HQ USAFA/A3O will, in coordination with the 10th Medical Group and the 306 FTG, meet all HQ USAFA Flight Surgeon flying requirements.

JOHN M. GARVER, Colonel, USAF
HQ USAFA, Director, Operations and Analysis

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

AFPD 36-35, *United States Air Force Academy*, 14 March 2018

AFPD 11-4, *Aviation Service*, 11 June 2019

AFPD 38-1, *Manpower and Organization*, 1 July 2019

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

AFMAN 36-2100, *Military Utilization and Classification*, 07 April 2021

DAFMAN 11-401, *Aviation Management*, 26 Oct 2020

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AY—Academic Year

ADSC—Active Duty Service Commitments

ABM—Air Battle Manager

AETC—Air Education and Training Command

APT—Aircrew Position Indicator

AFC—Airmanship Flight Commander

ADO—Assistant Director of Operations

AD—Athletic Department

AAT—Attached Availability Tracker

MCR—Manpower Change Request

AAMS—Automated Aircrew Management System

ARMS—Aviation Resource Management System

CW—Cadet Wing

CEAs—Career Enlisted Aviators

CSO—Combat Systems Officer

CSS—Commander's Support Staff

DF—Dean of Faculty

DS—Director of Staff

ETCA—Education and Training Course Announcement

FSC—Flying Status Code

GTIMS—Graduate Training Integrated Management System

HARM—Host Aviation Resource Management

IMA—Individual Mobilization Augmentee

IP—Instructor Pilot

LOA—Letter of Attachment

MPES—Manpower Programing and Execution System

MILPDS—Military Personnel Data System

ME—Mission Element

OFDA—Operational Flying Duty Accumulation

PFT—Pilot Flight Training

PIT—Pilot Instructor Training

RPA—Remote Piloted Aircraft

SARM—Squadron Aviation Resource Manager

sUAS—Small Unmanned Aerial System

TMT—Task Management Tool

TDY—Temporary Duty

UMD—Unit Manning Document

HQ USAFA—United States Air Force Academy

VPN—Virtual Private Network